

**Big Hollow School District #38 Ingleside, IL 60041**

**REGULAR BOARD OF EDUCATION MEETING MINUTES**

Monday, January 10, 2022

1. Call to Order and Roll Call:

The regular meeting of the Board of Education was called to order at 5:56 p.m. on Monday, January 10, 2022.

Roll Call:

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

The following members were absent: Dollinger

The following administration was present: Gold

2. Motion to move to Closed Session:

A motion was made by Cernuska and seconded by Kueter to move to closed session at 5:58 pm  
Motion carried.

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

Nay: None

3. Resume to Open Session:

Open session began at 6:40 pm.

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

The following members were absent: Dollinger

The following administration were present: Gold, Arndt, Janusz, King, McCulley

4. Pledge of Allegiance:

The Pledge of Allegiance was recited.

5. Added Items/Approval of the Agenda:

A motion was made by Kueter and seconded by Plescia to approve the agenda as presented.  
Motion carried.

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

Nay: None

6. Accomplishment Recognition

For the month of December, the administration would like to honor the following individuals:

- Student of the Month: Braylon Evans, 1st Grade

- Employee of the Month: Jackie Laske, Transportation/Maintenance Assistant

7. Board Member “Code of Conduct” Review:

“I will represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.”

8. Approve Consent Agenda Items:

A motion was made by Plescia and seconded by Kueter to approve the consent agenda items as presented. Mr. Gold did mention that per the Policy Committee Report, Press Plus Issue 108 will be brought to the board in February 2022.

Motion carried.

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

Nay: None

9. Public Comments:

There were no public comments this month.

10. Superintendent’s Report:

a. COVID-19 Impact Update

Mr. Gold updated the board on:

\*CDC/IDPH guidance on quarantine/isolation: this updated guidance was reviewed by our administration provided to our families on Friday, January 7, 2022. It details the change of quarantine time to 5 days.

\*Update on the impact of current COVID-19 spike: We have seen a significant rise in positive cases and close contacts here on campus. Staffing is a big concern at this time, we have a number of teachers out and low sub coverage. Admin, etc have stepped up to cover classes. Transportation has been a struggle to cover all routes with drivers out. We have relied on all of our sub drivers.

\*Testing Supplies: Due to the increase in positive cases there has been a slight shortage in testing supplies. We continue to offer OHare overnight testing and test-to-stay. Testing has been decreased to twice per week in accordance with the decrease in quarantine time.

\*Mitigation strategy discussion: Maintaining social distancing within the classrooms is a priority. Serving breakfast within the classrooms is a minor concern and alternate options are being reviewed, which will eliminate students not wearing masks while in the classroom.

b. Diversity/Equity/Inclusion

Dr. King shared with the Board an update on the DEI work that is taking place this school year. Survey results are being collected from parents as a way to better understand and train staff on the perceptions of school, teachers, principal(s), and superintendent. Staff

and students are also working with an outside agency to increase awareness of how their interactions impact others.

11. Other Action Items:

a. Review of Closed Session Meeting Minutes

As per Board Policy 2:220, each July and January the Superintendent is to report to the Board of Education any closed session minutes that have been closed to the public that should be released. Mr. Gold is recommending that current closed minutes should remain in closed status.

A motion was made by Pedersen and seconded by Cernuska to approve the recommendation that current closed minutes stay in closed status.

Motion carried.

Aye: All

Nay: None

b. December Employment Recommendations

There was no employment report for the month of December.

12. Resignations Accepted:

- Accepted resignation from Nicholas Wells, Transportation Driver, effective January 3, 2022.

13. Informational Items:

a. Freedom of Information Act (FOIA) Requests

There were no FOIA requests.

b. Monthly Reports

The Monthly Administrator Report and Monthly Attendance Report were presented to the board.

c. The next regularly scheduled Board Meeting will take place on Monday, February 14, 2022.

14. Motion to move to Closed Session:

Not needed

15. Return to Open Session:

Not needed

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

None

17. Adjournment:

A motion was made by Cernuska and seconded by Kueter to adjourn the meeting at 7:14 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
<b>ASSETS</b>									
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	3,132,872	989,488	64,804	871,541	273,170	2,069,036	1,237,117	-75,083	8,562,945
PMA Investment	633,291	450,557	466,834	119,181	42,187	103,533	178,535	3,882	1,998,000
PMA Savings Deposit Account	0	0	0	0	0	0	0	0	0
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>3,768,163</b>	<b>1,440,045</b>	<b>531,638</b>	<b>990,722</b>	<b>315,357</b>	<b>2,172,569</b>	<b>1,415,652</b>	<b>-71,201</b>	<b>10,562,945</b>
Due From Education Fund	0	0	0	0	0	0	0	0	0
<b>TOTAL ASSETS</b>	<b>3,768,163</b>	<b>1,440,045</b>	<b>531,638</b>	<b>990,722</b>	<b>315,357</b>	<b>2,172,569</b>	<b>1,415,652</b>	<b>-71,201</b>	<b>10,562,945</b>
<b>LIABILITIES</b>									
Tax Anticipation Warrants Payable	0	0	0	0	0	0	0	0	0
Accounts Payable	10,543	-23,322	0	-19,671	-320	0	0	0	-32,770
Due To Working Cash Fund	0	0	0	0	0	0	0	0	0
<b>TOTAL LIABILITIES</b>	<b>10,543</b>	<b>-23,322</b>	<b>0</b>	<b>-19,671</b>	<b>-320</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-32,770</b>
*YTD Revenue	9,668,668	-1,270,013	2,979,683	920,224	347,848	1,556,178	49,623	84,009	14,336,220
Sale of Assets									0
YTD Expenditures	-10,819,526	-759,737	-5,100,628	-858,140	-319,652	-257,883	0	-198,891	-18,314,456
YTD Excess/ (Deficiency)	-1,150,858	-2,029,749	-2,120,945	62,084	28,196	1,298,295	49,623	-114,882	-3,978,236
Beginning Fund Balance 07/01/21	4,929,564	3,446,472	2,652,583	908,966	287,481	874,274	1,366,029	43,681	14,509,050
Ending Fund Balance	3,778,706	1,416,722	531,638	971,051	315,676	2,172,569	1,415,652	-71,201	10,530,814
<b>TOTAL LIABILITIES &amp; FUND BAL.</b>	<b>3,768,163</b>	<b>1,440,045</b>	<b>531,638</b>	<b>990,722</b>	<b>315,357</b>	<b>2,172,569</b>	<b>1,415,652</b>	<b>-71,201</b>	<b>10,562,945</b>
*Please note: BOE Resolution Fund Transfers recorded in Funds 20, 30 & 60	(0.00)	-	0.00	-	-	(0.00)	-	-	(0.00)

Date

Board of Education Secretary

Date



<b>Education Fund</b>						
<b><u>Revenue</u></b>	<b><u>Budget</u></b>	<b><u>Month to Date</u></b>	<b><u>Year to Date</u></b>	<b><u>Budget Balance</u></b>	<b><u>% of Budget</u></b>	
<b>Local Sources</b>	\$9,004,770	\$79,896	\$4,566,556	\$4,438,214	51%	
<b>State Sources</b>	\$6,265,323	\$578,883	\$3,436,420	\$2,828,903	55%	
<b>Federal Sources</b>	\$2,076,890	\$88,484	\$1,657,660	\$419,230	80%	
<b>Fees</b>	\$24,000	\$1,980	\$8,033	\$15,968	33%	
<b>Total Revenue</b>	<b>\$17,370,983</b>	<b>\$749,243</b>	<b>\$9,668,668</b>	<b>\$7,702,315</b>	<b>56%</b>	
<b><u>Expenses</u></b>	<b><u>Budget</u></b>	<b><u>Month to Date</u></b>	<b><u>Year to Date</u></b>	<b><u>Budget Balance</u></b>	<b><u>% of Budget</u></b>	
<b>Salary</b>	\$12,919,938	\$1,014,240	\$7,010,461	\$5,909,477	54%	
<b>Benefits</b>	\$1,593,085	\$131,618	\$855,543	\$737,542	54%	
<b>Purchased Services</b>	\$1,257,059	\$80,323	\$717,439	\$539,620	57%	
<b>Supplies and Mat</b>	\$1,814,238	\$137,003	\$1,450,464	\$363,774	80%	
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0%	
<b>Dues and Fees/Tuition</b>	\$0	\$0	\$0	\$0	0%	
<b>Non-Capital Equipment</b>	\$0	\$0	\$0	\$0	0%	
<b>Other Objects</b>	\$1,155,025	\$65,092	\$564,598	\$0	49%	
<b>Transfers</b>	\$522,500	\$0	\$221,022	\$301,478	42%	
<b>Total Expenses</b>	<b>\$19,261,845</b>	<b>\$1,428,276</b>	<b>\$10,819,526</b>	<b>\$8,442,319</b>	<b>56%</b>	

<b>Operations and Maintenance</b>						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Local Sources</b>	\$1,383,000	\$250	\$679,987	\$703,013	49%	
<b>State Sources</b>	\$0	\$50,000	\$50,000	\$0	0%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Other Sources Sale of Land</b>	\$0	\$0	\$0	\$0	0%	
	\$0	\$0	\$0	\$0	0%	
<b>Grant Maintenance</b>	\$0	\$0	\$0	\$0	0%	
<b>Fund Transfers</b>	\$0	-\$2,000,000	-\$2,000,000	\$2,000,000	0%	
<b>Total Revenue</b>	\$1,383,000	-\$1,949,750	-\$1,270,013	\$2,703,013	-92%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Salary</b>	\$375,000	\$29,660	\$195,452	\$179,548	49%	
<b>Benefits</b>	\$30,560	\$2,954	\$20,575	\$9,985	67%	
<b>Purchased Services</b>	\$714,700	\$24,099	\$342,389	\$372,311	48%	
<b>Supplies and Materials</b>	\$484,300	\$62,660	\$201,321	\$282,979	42%	
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0%	
<b>Dues, Fees, Tuition</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Expenses</b>	\$1,604,560	\$119,372	\$759,737	\$844,823	47%	



<b>Debt Service Fund</b>						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Local Sources</b>	\$5,147,305	\$11	\$2,479,683	\$2,667,622	48%	
<b>State Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Fund Transfers</b>	\$0	\$500,000	\$500,000	-\$500,000	0%	
<b>Total Revenue</b>	\$5,147,305	\$500,011	\$2,979,683	\$2,167,622	58%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Purchased Services</b>	\$1,000	\$0	\$0	\$1,000	0%	
<b>Principal and Interest</b>	\$0	\$0	\$0	\$0	0%	
<b>Other Objects</b>	\$5,105,651	\$4,902,150	\$5,100,628	\$5,023	100%	
<b>Total Expenses</b>	\$5,106,651	\$4,902,150	\$5,100,628	\$6,023	100%	

<b>Transportation Fund</b>						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Local Sources</b>	\$685,650	\$61	\$351,279	\$334,371	51%	
<b>State Sources</b>	\$779,860	\$177,879	\$568,945	\$210,915	73%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	\$1,465,510	\$177,940	\$920,224	\$545,286	63%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Salary</b>	\$826,500	\$50,838	\$394,791	\$431,709	48%	
<b>Benefits</b>	\$30,825	\$3,200	\$17,369	\$13,456	56%	
<b>Purchased Services</b>	\$136,600	\$10,933	\$51,918	\$84,682	38%	
<b>Supplies and Mat</b>	\$111,400	\$19,555	\$56,643	\$54,757	51%	
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0%	
<b>Other Objects</b>	\$351,200	\$99	\$337,418	\$13,782	96%	
<b>Total Expenses</b>	\$1,456,525	\$84,624	\$858,140	\$598,385	59%	

<b>IMRF/SS Fund</b>						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Local Sources</b>	\$538,978	\$34,366	\$347,848	\$191,130	65%	
<b>State Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	\$538,978	\$34,366	\$347,848	\$191,130	65%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Salary</b>	\$0	\$0	\$0	\$0	0%	
<b>Benefits</b>	\$618,500	\$41,785	\$319,652	\$298,848	52%	
<b>Purchased Services</b>	\$0	\$0	\$0	\$0	0%	
<b>Supplies and Mat</b>	\$0	\$0	\$0	\$0	0%	
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0%	
<b>Dues and Fees</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Expenses</b>	\$618,500	\$41,785	\$319,652	\$298,848	52%	

<b>Capital Projects</b>						
<b><u>Revenue</u></b>	<b><u>Budget</u></b>	<b><u>Month to Date</u></b>	<b><u>Year to Date</u></b>	<b><u>Budget Balance</u></b>	<b><u>% of Budget</u></b>	
<b>Local Sources</b>	\$100,500	\$58	\$56,178	\$44,322	56%	
<b>State Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Fund Transfers</b>	\$0	\$1,500,000	\$1,500,000	(\$1,500,000)	0%	
<b>Total Revenue</b>	\$100,500	\$1,500,058	\$1,556,178	(\$1,455,678)	1548%	
<b><u>Expenses</u></b>	<b><u>Budget</u></b>	<b><u>Month to Date</u></b>	<b><u>Year to Date</u></b>	<b><u>Budget Balance</u></b>	<b><u>% of Budget</u></b>	
<b>Salary</b>	\$0	\$0	\$0	\$0	0%	
<b>Benefits</b>	\$0	\$0	\$0	\$0	0%	
<b>Purchased Services</b>	\$10,000	\$3,280	\$9,940	\$60	99%	
<b>Supplies and Mat</b>	\$0	\$0	\$0	\$0	0%	
<b>Capital Outlay</b>	\$241,348	\$20,124	\$233,616	\$7,732	97%	
<b>Transfers</b>	\$16,000	\$0	\$14,327	\$1,673	90%	
<b>Total Expenses</b>	\$267,348	\$23,404	\$257,883	\$9,465	96%	

<b>Working Cash Fund</b>						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Local Sources</b>	\$100,000	\$101	\$49,623	\$50,377	50%	
<b>State Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Federal Sources</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	\$100,000	\$101	\$49,623	\$50,377	50%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Salary</b>	\$0	\$0	\$0	\$0	0%	
<b>Benefits</b>	\$0	\$0	\$0	\$0	0%	
<b>Purchased Services</b>	\$0	\$0	\$0	\$0	0%	
<b>Supplies and Mat</b>	\$0	\$0	\$0	\$0	0%	
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0%	
<b>Dues and Fees/Tuition</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Expenses</b>	\$0	\$0	\$0	\$0	0%	

<b>TORT FUND</b>						
<b>Revenue</b>	<b>Budget</b>	<b>Month to Date</b>	<b>Year to Date</b>	<b>Budget Balance</b>	<b>% of Budget</b>	
Local Sources	\$186,000	\$0	\$84,009	\$101,991	45%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	<b>\$186,000</b>	<b>\$0</b>	<b>\$84,009</b>	<b>\$101,991</b>	<b>45%</b>	
<b>Expenses</b>	<b>Budget</b>	<b>Month to Date</b>	<b>Year to Date</b>	<b>Budget Balance</b>	<b>% of Budget</b>	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$0	\$0	\$0	\$0	0%	
Purchased Services	\$195,936	\$0	\$198,891	-\$2,955	102%	
Supplies and Mat	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
<b>Total Expenses</b>	<b>\$195,936</b>	<b>\$0</b>	<b>\$198,891</b>	<b>-\$2,955</b>	<b>102%</b>	

<b>Total All Funds</b>						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Local Sources</b>	\$17,146,203	\$114,744	\$8,615,163	\$8,531,040	50%	
<b>State Sources</b>	\$7,045,183	\$806,762	\$4,055,365	\$2,989,818	58%	
<b>Federal Sources</b>	\$2,076,890	\$88,484	\$1,657,660	\$419,230	80%	
<b>Other Sources Sale of Land</b>	\$0	\$0	\$0	\$0	0%	
<b>Fees</b>	\$24,000	\$1,980	\$8,033	\$15,968	33%	
<b>Maintenance Grant</b>	\$0	\$0	\$0	\$0	0%	
<b>Fund Transfers</b>	\$0	\$0	\$0	\$0	0%	
<b>Total Revenue</b>	\$26,292,276	\$1,011,970	\$14,336,220	\$11,956,056	55%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
<b>Salary</b>	\$14,121,438	\$1,094,738	\$7,600,704	\$6,520,734	54%	
<b>Benefits</b>	\$2,272,970	\$179,557	\$1,213,139	\$1,059,831	53%	
<b>Purchased Services</b>	\$2,315,295	\$118,635	\$1,320,576	\$994,719	57%	
<b>Supplies and Mat</b>	\$2,409,938	\$219,218	\$1,708,428	\$701,510	71%	
<b>Capital Outlay</b>	\$241,348	\$20,124	\$233,616	\$7,732	97%	
<b>Dues and Fees/Tuition</b>	\$0	\$0	\$0	\$0	0%	
<b>Transfers</b>	\$538,500	\$0	\$235,349	\$303,151	44%	
<b>Other Objects</b>	\$6,611,876	\$4,967,341	\$6,002,645	\$609,231	91%	
<b>Total Expenses</b>	\$28,511,365	\$6,599,612	\$18,314,456	\$10,196,909	64%	

**Big Hollow School District #38  
Accounts Payable Approval Form for February 14, 2022**

<u>Fund</u>	<u>Fund #</u>	<u>Accounts Payable</u>
Education	10	561,551.22
O & M	20	92,455.00
Debt Service	30	
Transportation	40	40,666.63
IMRF/SS	50	41,785.12
Capitol Projects	60	23,404.37
Working Cash	70	
TORT	80	
Fire Prev/Safety	90	
<b>Totals</b>		<b>\$759,862.34</b>

---

Board of Education Secretary \_\_\_\_\_ Date \_\_\_\_\_  
Big Hollow School District #38

---

Board of Education President \_\_\_\_\_ Date \_\_\_\_\_  
Big Hollow School District #38



CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/04/2022	50942	45.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
01/04/2022	50942	19,967.23	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
01/04/2022	50942	642.31	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
01/04/2022	50942	1,014.36	Illinois Dept Of Rev	TRANSPORTATION/Distr ict	Transportation - IL State With	21,668.90
01/04/2022	50943	12,302.60	Lake County Federati	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	12,302.60
01/04/2022	50944	3,336.74	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50944	96.66	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50944	25.80	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50944	2,484.04	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50944	393.39	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50944	8.23	Teacher's Health Ins	O & M/District/Employee Deductions	Building-Insurance Withholding	
01/04/2022	50944	8.24	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
01/04/2022	50944	528.63	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50944	11.07	Teacher's Health Ins	O & M/District/Employee Deductions	Building-Insurance Withholding	
01/04/2022	50944	11.07	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
01/04/2022	50944	72.00	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50944	19.22	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	6,995.09
01/04/2022	50945	33,367.27	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50945	966.60	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/04/2022	50945	257.97	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50945	2,150.34	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50945	1,109.22	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50945	5,286.12	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50945	110.67	Teachers Retirement	O & M/District/Employee Deductions	Building-Insurance Withholding	
01/04/2022	50945	110.67	Teachers Retirement	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
01/04/2022	50945	340.65	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50945	7.13	Teachers Retirement	O & M/District/Employee Deductions	Building-Insurance Withholding	
01/04/2022	50945	7.13	Teachers Retirement	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
01/04/2022	50945	344.38	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50945	62.29	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/04/2022	50945	16.60	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	44,137.04
01/04/2022	50946	4,076.51	United States Treasu	EDUCATION/District	EDUCATION FICA	
01/04/2022	50946	802.72	United States Treasu	O & M/District	Building - FICA Withholding	
01/04/2022	50946	1,442.86	United States Treasu	TRANSPORTATION/Distr ict		
01/04/2022	50946	1,223.00	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
01/04/2022	50946	70.00	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withhold	
01/04/2022	50946	50.00	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/04/2022	50946	38,082.93	United States Treasu	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
01/04/2022	50946	1,156.62	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
01/04/2022	50946	978.83	United States Treasu	TRANSPORTATION/District/Federal Tax Withheld	Transportation-Federal Withhold	
01/04/2022	50946	7,092.54	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
01/04/2022	50946	203.96	United States Treasu	O & M/District	Building- Medicare Withholding	
01/04/2022	50946	360.93	United States Treasu	TRANSPORTATION/District	Transportation-Medicare With	
01/04/2022	50946	6,322.09	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare - FICA Withholding	
01/04/2022	50946	7,657.43	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare-Medicare Withheld	69,520.42
01/04/2022	50947	802.11	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
01/04/2022	50947	45.65	Wisconsin Dept Of Re	TRANSPORTATION/District	Transportation -WI State With	847.76
01/07/2022	50948	4,608.00	22Vets LLC	EDUCATION/District/BILINGUAL PROGRAMS/SUPPLIES	EL-- Supp/Mat	4,608.00
01/07/2022	50949	79.97	Alpha Baking Co, Inc	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
01/07/2022	50949	43.62	Alpha Baking Co, Inc	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
01/07/2022	50949	72.70	Alpha Baking Co, Inc	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	
01/07/2022	50949	72.70	Alpha Baking Co, Inc	EDUCATION/District/FOOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	268.99
01/07/2022	50951	223.23	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	50951	55.96	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Supplies	Elem-- Copy Supplies	
01/07/2022	50951	25.49	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
01/07/2022	50951	499.00	Amazon	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist -- Insurance repair/claim	
01/07/2022	50951	19.99	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/07/2022	50951	8.04	Amazon	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/SUPPLIES	Dir of Curr/Inst Sup/Mat	
01/07/2022	50951	37.46	Amazon	EDUCATION/District/R PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
01/07/2022	50951	352.43	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
01/07/2022	50951	26.87	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
01/07/2022	50951	334.99	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/07/2022	50951	11.12	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/07/2022	50951	66.93	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
01/07/2022	50951	159.20	Amazon	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/SUPPLIES	MS-- Impr of Inst. Supp/Mat	
01/07/2022	50951	554.75	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/07/2022	50951	16.99	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/07/2022	50951	87.64	Amazon	EDUCATION/MIDDLE/IMP ROVEMENT OF	MS-- Impr of Inst. Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	50951	108.62	Amazon	INSTRUCTION SER/SUPPLIES EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/SUPPLIES	MS-- Impr of Inst. Supp/Mat	
01/07/2022	50951	56.23	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
01/07/2022	50951	29.01	Amazon	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
01/07/2022	50951	29.00	Amazon	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
01/07/2022	50951	28.99	Amazon	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
01/07/2022	50951	278.45	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
01/07/2022	50951	101.99	Amazon	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/SUPPLIES	MS-- Impr of Inst. Supp/Mat	
01/07/2022	50951	107.11	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
01/07/2022	50951	76.99	Amazon	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/SUPPLIES	Impr. of Instr--- Supplies/Mat	3,296.48
01/07/2022	50952	75.00	Anderson, Amos	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Boys Basketball Officials	75.00
01/07/2022	50953	27.52	Aramark Uniform & Ca	EDUCATION/District/F	FoodSvc--- S/M (Program)	27.52

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				OOD		
01/07/2022	50954	50.00	Arndt, Christine	SERVICES/SUPPLIES EDUCATION/District/E XECUTIVE	Admin cell phone stipend	50.00
01/07/2022	50955	225.00	Bakota, Daniel	ADMINISTRATION SERVI/Other Benefit EDUCATION/MIDDLE/Int erscholastic	Boys Basketball Officials	225.00
01/07/2022	50956	150.00	Basbagill, Paul	Programs/PURCHASED SERVICES EDUCATION/MIDDLE/Int erscholastic	Girls Basketball Officials	150.00
01/07/2022	50957	503.18	Biancalana, Venette	Programs/PURCHASED SERVICES EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
01/07/2022	50957	50.00	Biancalana, Venette	EDUCATION/District/E XECUTIVE	Admin cell phone stipend	553.18
01/07/2022	50958	3,750.00	Big Hollow PTO	ADMINISTRATION SERVI/Other Benefit EDUCATION/District/R EGULAR	Dist--- Convenience Acct S/M	3,750.00
01/07/2022	50959	2,778.75	BrainPOP LLC	PROGRAMS/SUPPLIES EDUCATION/PRIMARY/EL EMENTARY/SOFTWARE	Pri- Software (BrainPop)	
01/07/2022	50959	2,778.75	BrainPOP LLC	EDUCATION/ELEMENTARY /ELEMENTARY/SOFTWARE	Elem-- Software (BrainPop)	
01/07/2022	50959	2,778.75	BrainPOP LLC	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SOFTWARE	MS-- Software (BrainPop)	8,336.25
01/07/2022	50960	844.22	Burris Equipment Com	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	844.22
01/07/2022	50961	162.35	C & S Fabrication Se	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND	Dist--- O&M Pur Svc	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	50961	343.42	C & S Fabrication Se	TECHNICAL SER O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	505.77
01/07/2022	50962	5,175.00	Carroll, Megan	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	5,175.00
01/07/2022	50963	1,860.00	CFRB LLC	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Prgrm)	1,860.00
01/07/2022	50964	75.00	Chase, Kyla	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Girls Basketball Officials	75.00
01/07/2022	50965	3,514.14	ComEd	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	
01/07/2022	50965	2,648.12	ComEd	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	6,162.26
01/07/2022	50966	610.50	Compass Health Cente	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	610.50
01/07/2022	50967	127.00	Cozzini Bros., Inc.,	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	127.00
01/07/2022	50968	1,667.53	Custom Education Sol	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	1,667.53
01/07/2022	50969	283.50	Dee, Julie	EDUCATION/MIDDLE/IMP ROVEMENT OF	MS-- Impr of Inst. (staff)	283.50

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	50970	150.00	Dee, Noah	INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/PROFESSIONAL AND TECHNICAL SER	MS--- Chorus Pur Svc	150.00
01/07/2022	50971	50.00	DeNovo, Kira	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
01/07/2022	50972	305.47	Discount School Supp	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	305.47
01/07/2022	50973	700.00	Dyopath	EDUCATION/District/F ISCAL SERVICES/PROFESSIONA L AND TECHNICAL SER	Distr-- Bus P/S (SinglePath)	700.00
01/07/2022	50974	5,453.50	Engler Callaway Baas	EDUCATION/District/B OARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	5,453.50
01/07/2022	50975	800.00	FaciliServ, Inc.	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Bleacher Inspection	800.00
01/07/2022	50976	50.00	Fox Lake/Round Lake	EDUCATION/District/O FFICE OF THE SUPERINTENDENT S/DUES & FEES	Supt--- Dues & Fees	50.00
01/07/2022	50977	1,428.00	Glover, Kristen	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,428.00
01/07/2022	50978	50.00	Gold, Robert	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
01/07/2022	50979	2,211.73	Gordon Food Service	EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Pgrgm)	



CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	50979	473.39	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
01/07/2022	50979	3,421.43	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
01/07/2022	50979	441.54	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
01/07/2022	50979	3,842.31	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
01/07/2022	50979	165.11	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
01/07/2022	50979	2,798.57	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
01/07/2022	50979	193.59	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
01/07/2022	50979	2,253.30	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
01/07/2022	50979	407.66	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
01/07/2022	50979	2,248.22	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
01/07/2022	50979	158.35	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	
01/07/2022	50979	3,035.47	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
01/07/2022	50979	217.63	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- S/M (Program)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	50979	971.92	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	
01/07/2022	50979	-37.26	Gordon Food Service	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	22,802.96
01/07/2022	50980	11,105.06	Grant Township Highw	TRANSPORTATION/Distr ict/PUPIL	Trans--- Fuel	11,105.06
01/07/2022	50981	3,079.00	Haran, Cynthia	SERVICES/GASOLINE EDUCATION/MIDDLE/Int erscholastic Programs/REGULAR SALARIES	MS-- Boys Bball Coach	3,079.00
01/07/2022	50982	50.00	Hetrovicz, Michelle	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
01/07/2022	50983	39.88	Hubbard, Kerry	SERVI/Other Benefit EDUCATION/PRIMARY/In terscholastic Programs/SUPPLIES	Pri-- Academic Enrch Supp/Mat	39.88
01/07/2022	50984	4.78	Hudson Energy Servic	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	4.78
01/07/2022	50985	1,024.00	IFSI	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
01/07/2022	50985	600.00	IFSI	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	1,624.00
01/07/2022	50986	2,712.50	Illinois MTSS Networ	EDUCATION/District/I MPROVEMENT OF INSTRUCTION	IDEA-- Impr of Inst	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	50986	868.00	Illinois MTSS Networ	SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/I MPROVEMENT OF INSTRUCTION	IDEA-- Impr of Inst	3,580.50
01/07/2022	50987	50.00	Janusz, Lenayn	SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/E	Admin cell phone stipend XECUTIVE	50.00
01/07/2022	50988	75.49	JW Pepper & Son, Inc	SERVI/Other Benefit EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Choir Supp/Mat	
01/07/2022	50988	49.50	JW Pepper & Son, Inc	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- Choir Supp/Mat	124.99
01/07/2022	50989	150.00	Karkow, Jim	HIGH/SUPPLIES EDUCATION/MIDDLE/Int	Girls Basketball Officials erscholastic	150.00
01/07/2022	50990	475.00	Kellmann, Michelle	Programs/PURCHASED SERVICES EDUCATION/District/E	Distr-- Tuition Reimb.	475.00
01/07/2022	50991	75.00	Kick, Brendan	LEMENTARY/TUITION REIMBURSEMENT EDUCATION/MIDDLE/Int	Girls Basketball Officials erscholastic	75.00
01/07/2022	50992	50.00	King, Victorene Lee	Programs/PURCHASED SERVICES EDUCATION/District/E	Admin cell phone stipend XECUTIVE	50.00
01/07/2022	50993	91.14	Knowles, Daniel Fran	ADMINISTRATION SERVI/Other Benefit EDUCATION/MIDDLE/IMP	MS-- Impr of Inst. (staff)	91.14
01/07/2022	50994	6.22	Kully Supply	ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	O & M/PRIMARY/CARE Pri--- Maintenance Supp/Mat AND UPKEEP OF	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	50994	2.26	Kully Supply	BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
01/07/2022	50994	189.08	Kully Supply	BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	197.56
01/07/2022	50995	116.75	Kumpula, Sara	EDUCATION/MIDDLE/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	116.75
01/07/2022	50996	328.00	Lake County Health D	EDUCATION/District/FOOD SERVICES/DUES & FEES	FoodSvc--- Dues & Fees	
01/07/2022	50996	1,156.00	Lake County Health D	O & M/District/CARE AND UPKEEP OF BUILDING SE/Water Testing Service	Dist--- Water Testing Service	
01/07/2022	50996	411.00	Lake County Health D	EDUCATION/District/FOOD SERVICES/DUES & FEES	FoodSvc--- Dues & Fees	1,895.00
01/07/2022	50997	2,491.80	Lakeshore Learning C	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri-- Kindergarten Sup/Mat	
01/07/2022	50997	132.20	Lakeshore Learning C	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri-- Supp/Mat	2,624.00
01/07/2022	50998	1,976.58	Lardizabal, Jessica	EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,976.58
01/07/2022	50999	5,510.00	Learning A-Z	EDUCATION/District/DATA PROCESSING SERVICES/SOFTWARE	Tech--- RazKids	5,510.00
01/07/2022	51000	2,500.00	Legat Architects	CAPITAL PROJECTS/District/AR	Arch/Eng Services	2,500.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	51001	33.49	Loessl, Sarah	CHITECTURE AND ENGINEERING S/OTHER PROFESSIONAL AND TECHNIC	MS--- Science Supp/Mat	
01/07/2022	51001	25.00	Loessl, Sarah	DLE-JUNIOR HIGH/SUPPLIES	MS-- Impr of Inst. (staff)	58.49
01/07/2022	51002	1,200.00	Marienthal, Margaret	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,200.00
01/07/2022	51003	2,871.53	Martin-Upton, Eileen	EDUCATION/District/H EALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	2,871.53
01/07/2022	51004	50.00	McCulley, Matthew	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
01/07/2022	51005	78.55	McGraw Hill LLC	SERVI/Other Benefit	IDEA-- Supp/Mat	78.55
01/07/2022	51006	50.00	Meek, Stephanie	EDUCATION/District/P araprofessional/Copy Supplies	Admin cell phone stipend	50.00
01/07/2022	51007	150.00	Moragne, Leon	EDUCATION/District/E XECUTIVE ADMINISTRATION	Girls Basketball Officials	150.00
01/07/2022	51008	50.00	Morley, Sunny	erscholastic Programs/PURCHASED SERVICES	Admin cell phone stipend	50.00
01/07/2022	51009	75.00	Mroz, Greg	EDUCATION/District/E XECUTIVE ADMINISTRATION	Boys Basketball Officials	75.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				erscholastic Programs/PURCHASED SERVICES		
01/07/2022	51010	50.00	Mullen, Rachel Ann	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
01/07/2022	51011	1,106.83	NCC - Peterson Produ	SERVI/Other Benefit O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
01/07/2022	51011	1,106.83	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
01/07/2022	51011	358.62	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	2,572.28
01/07/2022	51012	515.70	Nelco	EDUCATION/District/F ISCAL SERVICES/SUPPLIES	Business-- Supp/Mat	515.70
01/07/2022	51013	1,400.00	Net56	O & M/District/CARE AND UPKEEP OF BUILDING SE/Net56	Internet Services (Net 56)	1,400.00
01/07/2022	51014	2,316.84	Nicor Gas	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Pri--- Natural Gas	
01/07/2022	51014	1,892.53	Nicor Gas	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	Elem--- Natural Gas	
01/07/2022	51014	3,697.49	Nicor Gas	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/NATURAL GAS	MS--- Natural Gas	7,906.86

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	51015	825.00	Ovassapian, Madeline	EDUCATION/District/E LELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	825.00
01/07/2022	51016	205.00	PAHCS II/Northwester	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Random Drug Testing	205.00
01/07/2022	51017	126.90	Pearson	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	126.90
01/07/2022	51018	54.60	Philippsen, Michelle	EDUCATION/District/F OOD SERVICES/SUPPLIES	FoodSvc--- Food Purch. (Pgrm)	54.60
01/07/2022	51019	50.00	Pittman, Erin	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
01/07/2022	51020	700.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/07/2022	51020	575.85	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/07/2022	51020	547.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/07/2022	51020	1,865.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/07/2022	51020	865.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/07/2022	51020	1,698.41	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	6,251.26
01/07/2022	51021	1,599.50	Quadient Finance USA	EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI	Board-- Communication	1,599.50

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	51022	120.00	Rabine Mechanical	ON O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Elem--- O&M Repairs and Maint	
01/07/2022	51022	120.00	Rabine Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
01/07/2022	51022	960.00	Rabine Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	Pri--- O&M Repair & Maint	
01/07/2022	51022	2,257.00	Rabine Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
01/07/2022	51022	492.00	Rabine Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
01/07/2022	51022	120.00	Rabine Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	4,069.00
01/07/2022	51023	300.00	Raney Day Services	EDUCATION/District/D ATA PROCESSING SERVICES/OTHER PURCHASED SERVICES	Tech--- Suppt Svc (Raney)	
01/07/2022	51023	200.00	Raney Day Services	EDUCATION/District/D ATA PROCESSING SERVICES/OTHER	Tech--- Suppt Svc (Raney)	500.00



CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	51024	217.90	ReadyRefresh by Nest	PURCHASED SERVICES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	MS--- Water/Sewer Services	
01/07/2022	51024	192.94	ReadyRefresh by Nest	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Elem--- Water/Sewer Services	
01/07/2022	51024	157.06	ReadyRefresh by Nest	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Pri--- Water/Sewer Services	567.90
01/07/2022	51025	780.00	RHMG Engineers, Inc.	CAPITAL PROJECTS/District/AR CHITECTURE AND ENGINEERING S/OTHER PROFESSIONAL AND TECHNIC	Arch/Eng Services	780.00
01/07/2022	51026	499.86	Riverside Insights	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	499.86
01/07/2022	51027	522.09	Schindler Elevator C	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Elevator Inspection	522.09
01/07/2022	51028	695.99	School Health Corpor	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	695.99
01/07/2022	51029	22.08	School Specialty	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri--- Art Supp/Mat	
01/07/2022	51029	18.16	School Specialty	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Art Supp/Mat	40.24
01/07/2022	51030	3,751.08	Schuring & Schuring,	EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Pgrgm)	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	51030	2,502.90	Schuring & Schuring,	SERVICES/SUPPLIES EDUCATION/District/F OOD	FoodSvc--- Food Purch. (Prgrm)	6,253.98
01/07/2022	51031	26,074.22	SEDOL	SERVICES/SUPPLIES EDUCATION/SEDOL/Spec ED/TuitionOtherDistri	SPED--- SEDOL Tuition	
01/07/2022	51031	3,500.20	SEDOL	cts/Private Tuition EDUCATION/SEDOL/Spec ED/TuitionOtherDistri	SPED--- SEDOL Tuition	
01/07/2022	51031	954.60	SEDOL	cts/Private Tuition EDUCATION/SEDOL/Spec ED/TuitionOtherDistri	SPED--- SEDOL Tuition	30,529.02
01/07/2022	51032	100.00	Sheriff's Office	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	100.00
01/07/2022	51033	1,200.00	Skyward, Inc	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- Staff	1,200.00
01/07/2022	51034	3,101.76	Special Education Se	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	3,101.76
01/07/2022	51035	6,482.61	Spectrum Center Inc	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	6,482.61
01/07/2022	51036	952.00	Speed Stacks Inc	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	952.00
01/07/2022	51037	75.00	Stephenson, Terry	EDUCATION/MIDDLE/Int	Boys Basketball Officials	75.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	51038	342.00	Strand, Melissa Lynn	erscholastic Programs/PURCHASED SERVICES EDUCATION/District/H	SPED-- OT/PT/Health Pur Svc	342.00
01/07/2022	51039	1,603.50	Summers, Brian	EDUCATION/District/E L AND TECHNICAL SER LEMENTARY/TUITION	Distr-- Tuition Reimb.	1,603.50
01/07/2022	51040	50.00	Swiderski, Derek	TRANSPORTATION/Distr ict/SERVICE AREA DIRECTION/Other	Trans-- cell phone stipend	50.00
01/07/2022	51041	360.75	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/07/2022	51041	84.00	Techstar America Cor	EDUCATION/PRIMARY/EL EMENTARY/Copy Supplies	Pri- Copy Supp/Mat	
01/07/2022	51041	360.75	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/07/2022	51041	360.75	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/07/2022	51041	416.25	Techstar America Cor	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Supplies	Elem-- Copy Supplies	
01/07/2022	51041	51.00	Techstar America Cor	EDUCATION/PRIMARY/EL EMENTARY/Copy Supplies	Pri- Copy Supp/Mat	1,633.50
01/07/2022	51042	150.00	Tengler, Steve	EDUCATION/MIDDLE/Int erscholastic Programs/PURCHASED SERVICES	Girls Basketball Officials	150.00
01/07/2022	51043	100.00	Thompson Elevator In	O & M/District/OPERATION AND MAINTENANCE OF	Dist--- Elevator Inspection	100.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/07/2022	51044	125.91	Villagomez, Elizabet	P/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/R EGULAR	Dist--- Convenience Acct S/M	125.91
01/07/2022	51045	75.00	Wasser, Bruce	PROGRAMS/SUPPLIES EDUCATION/MIDDLE/Int erscholastic	Girls Basketball Officials	75.00
01/07/2022	51046	75.00	Westfall, James	Programs/PURCHASED SERVICES EDUCATION/MIDDLE/Int erscholastic	Boys Basketball Officials	75.00
01/07/2022	51047	13.44	Wiley, Stephaney	Programs/PURCHASED SERVICES EDUCATION/District/F OOD	FoodSvc-- Purch Svc	13.44
01/07/2022	51048	225.00	Williams, Dave	SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/MIDDLE/Int erscholastic	Girls Basketball Officials	225.00
01/07/2022	51049	1,651.00	Ziarko, Chad Allen	Programs/PURCHASED SERVICES EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,651.00
01/13/2022	51050	2,976.74	Ill Municipal Retire	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
01/13/2022	51050	595.36	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
01/13/2022	51050	1,063.64	Ill Municipal Retire	TRANSPORTATION/Distr ict/Benefit Accrual		
01/13/2022	51050	6,572.43	Ill Municipal Retire	IMRF/District/Benefi t Accrual	IMRF - IMRF Withholding	
01/13/2022	51050	3,116.37	Ill Municipal Retire	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
01/13/2022	51050	638.63	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
01/13/2022	51050	1,100.88	Ill Municipal Retire	TRANSPORTATION/Distr		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/13/2022	51050	6,884.57	Ill Municipal Retire	ict/Benefit Accrual IMRF/District/Benefi t Accrual	IMRF - IMRF Withholding	22,948.62
01/13/2022	51051	45.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
01/13/2022	51051	20,138.29	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
01/13/2022	51051	685.38	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
01/13/2022	51051	1,055.94	Illinois Dept Of Rev	TRANSPORTATION/Distr ict	Transportation - IL State With	21,924.61
01/13/2022	51052	12,302.60	Lake County Federati	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	12,302.60
01/13/2022	51053	3,336.74	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/13/2022	51053	107.87	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/13/2022	51053	32.35	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/13/2022	51053	2,484.04	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/13/2022	51053	393.39	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/13/2022	51053	8.23	Teacher's Health Ins	O & M/District/Employee Deductions	Building-Insurance Withholding	
01/13/2022	51053	8.24	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
01/13/2022	51053	528.63	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/13/2022	51053	11.07	Teacher's Health Ins	O & M/District/Employee Deductions	Building-Insurance Withholding	
01/13/2022	51053	11.07	Teacher's Health Ins	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
01/13/2022	51053	80.28	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/13/2022	51053	24.10	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	7,026.01
01/13/2022	51054	33,367.27	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/13/2022	51054	1,078.65	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
01/13/2022	51054	323.53	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
01/13/2022	51054	2,150.34	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
01/13/2022	51054	1,093.75	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
01/13/2022	51054	5,286.12	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
01/13/2022	51054	110.67	Teachers Retirement	O & M/District/Employee Deductions	Building-Insurance Withholding	
01/13/2022	51054	110.67	Teachers Retirement	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
01/13/2022	51054	340.65	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/13/2022	51054	7.13	Teachers Retirement	O & M/District/Employee Deductions	Building-Insurance Withholding	
01/13/2022	51054	7.13	Teachers Retirement	TRANSPORTATION/Distr ict/Employee Deductions	Transportation-Insurance With	
01/13/2022	51054	344.38	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/13/2022	51054	69.54	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
01/13/2022	51054	20.84	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	44,310.67
01/13/2022	51055	4,248.25	United States Treasu	EDUCATION/District	EDUCATION FICA	
01/13/2022	51055	862.06	United States Treasu	O & M/District	Building - FICA Withholding	
01/13/2022	51055	1,496.45	United States Treasu	TRANSPORTATION/Distr ict		
01/13/2022	51055	1,223.00	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
01/13/2022	51055	70.00	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax	Transportation-Federal Withhold	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				Withheld		
01/13/2022	51055	50.00	United States Treasu	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
01/13/2022	51055	38,102.70	United States Treasu	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
01/13/2022	51055	1,231.61	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
01/13/2022	51055	1,070.63	United States Treasu	TRANSPORTATION/District/Federal Tax Withheld	Transportation-Federal Withhold	
01/13/2022	51055	7,157.83	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
01/13/2022	51055	217.82	United States Treasu	O & M/District	Building- Medicare Withholding	
01/13/2022	51055	366.19	United States Treasu	TRANSPORTATION/District	Transportation-Medicare With	
01/13/2022	51055	6,606.76	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare - FICA Withholding	
01/13/2022	51055	7,741.84	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare-Medicare Withheld	70,445.14
01/13/2022	51056	802.11	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
01/13/2022	51056	45.65	Wisconsin Dept Of Re	TRANSPORTATION/District	Transportation -WI State With	847.76
01/13/2022	51057	57.50	Accurate Biometrics	EDUCATION/District/BOARD OF EDUCATION SERVICES/PROFESSIONAL AND TECHNICAL SER	Board--- Purch Svc	57.50
01/13/2022	51058	4,603.00	All-Ways Transportat	TRANSPORTATION/SEDOL /SpecED/PUPIL TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	Trans--- SPED P/S Off Campus	4,603.00
01/13/2022	51059	312.78	Amazon	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/13/2022	51059	87.64	Amazon	EDUCATION/MIDDLE/IMPROVEMENT OF INSTRUCTION SER/SUPPLIES	MS-- Impr of Inst. Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/13/2022	51059	238.34	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/13/2022	51059	442.82	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Art Supp/Mat	
01/13/2022	51059	48.63	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
01/13/2022	51059	9.99	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/13/2022	51059	-147.55	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Art Supp/Mat	
01/13/2022	51059	-38.99	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Art Supp/Mat	
01/13/2022	51059	-99.37	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Art Supp/Mat	
01/13/2022	51059	-129.99	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Art Supp/Mat	
01/13/2022	51059	-63.96	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/13/2022	51059	-21.88	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/13/2022	51059	-24.82	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/13/2022	51059	-16.32	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/13/2022	51059	-278.45	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
01/13/2022	51059	-58.94	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	259.93
01/13/2022	51060	39,960.00	Apple, Inc	EDUCATION/District/G RANTS/SUPPLIES	ESSER DE2- Ipads	39,960.00
01/13/2022	51061	1,442.65	Connection's Day Sch	EDUCATION/Connection Day SC-Palatine/Spec Ed Private	SPED--- Private School Tuition	



CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/13/2022	51061	4,616.48	Connection's Day Sch	Tuition/Private Tuition EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
01/13/2022	51061	3,750.89	Connection's Day Sch	Tuition/Private Tuition EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	9,810.02
01/13/2022	51062	5,568.32	Connection's Academy	Tuition/Private Tuition EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	5,568.32
01/13/2022	51063	1,411.84	Fox Lake School Dist	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/OTHER TRANSPORTATION SERVICES	Trans--- Homeless Pur Svc	1,411.84
01/13/2022	51064	52.82	Gordon Food Service	EDUCATION/District/Food OOD SERVICES/SUPPLIES	FoodSvc--- S/M (Program)	52.82
01/13/2022	51065	77.83	Hanson, Kim Marie	EDUCATION/MIDDLE/MIDDLE/JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
01/13/2022	51065	15.73	Hanson, Kim Marie	EDUCATION/MIDDLE/MIDDLE/JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	93.56
01/13/2022	51066	181.00	Huemann Water Condit	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE	MS--- O&M Repairs and Maint	181.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/13/2022	51067	2,200.00	IFSI	SERVICE O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE	Elem--- O&M Repairs and Maint	
01/13/2022	51067	2,100.00	IFSI	SERVICE O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE	Pri--- O&M Repair & Maint	
01/13/2022	51067	431.00	IFSI	SERVICE O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE	MS--- O&M Repairs and Maint	4,731.00
01/13/2022	51068	844.80	Integrated Systems C	EDUCATION/District/O PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- Purch Svc	844.80
01/13/2022	51069	1,200.00	Jensen, Kimberly	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,200.00
01/13/2022	51070	475.00	Lucas, Dawn	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	475.00
01/13/2022	51071	59.00	Manullang, Korinne	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	59.00
01/13/2022	51072	51.56	Menards	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	
01/13/2022	51072	5.99	Menards	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	
01/13/2022	51072	320.93	Menards	O & M/District/CARE	Dist--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/13/2022	51072	19.65	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	
01/13/2022	51072	-6.99	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	
01/13/2022	51072	102.47	Menards	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/PRIMARY/CARE	Pri--- Maintenance Supp/Mat	493.61
01/13/2022	51073	75.00	Mid-West Truckers As	TRANSPORTATION/Distrib/PUPIL	Trans--- Random Drug Testing	75.00
01/13/2022	51074	4,405.71	Mitel	TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES O & M/District/CARE	Phone Services (AT&T)	4,405.71
01/13/2022	51075	868.20	NCC - Peterson Produ	AND UPKEEP OF BUILDING SE/At&t O & M/MIDDLE/CARE	MS--- Custodial Supp/Mat	
01/13/2022	51075	361.89	NCC - Peterson Produ	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/ELEMENTARY/CARE	Elem--- Custodial Supp/Mat	
01/13/2022	51075	361.89	NCC - Peterson Produ	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/PRIMARY/CARE	Pri--- Custodial Supp/Mat	
01/13/2022	51075	2,896.00	NCC - Peterson Produ	AND UPKEEP OF BUILDING O & M/District/CARE	Dist--- COVID Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/13/2022	51075	6,415.00	NCC - Peterson Produ	SE/SUPPLIES O & M/District/CARE AND UPKEEP OF BUILDING	Dist--- COVID Supp/Mat	
01/13/2022	51075	522.50	NCC - Peterson Produ	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Custodial Supp/Mat	
01/13/2022	51075	522.50	NCC - Peterson Produ	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Custodial Supp/Mat	
01/13/2022	51075	522.50	NCC - Peterson Produ	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Custodial Supp/Mat	12,470.48
01/13/2022	51076	14.70	Petrillo, Nicole	EDUCATION/District/S ALES TO PUPILS - LUNCH	FoodSvc--- Lunch/Breakfst Rev	14.70
01/13/2022	51077	475.00	Polark, Kelly	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	475.00
01/13/2022	51078	475.00	Provo, Jeanette	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	475.00
01/13/2022	51079	144.00	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	
01/13/2022	51079	117.00	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	
01/13/2022	51079	45.00	Quinlan & Fabish Mus	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Band Supp/Mat	306.00
01/13/2022	51080	7,702.50	Speech Path Speciali	EDUCATION/District/P SYCHOLOGICAL SERVICES/PROFESSIONA	SPED--- Psych Pur Svc	7,702.50

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/13/2022	51081	1,657.38	Sportdecals	L AND TECHNICAL SER EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	1,657.38
01/13/2022	51082	345.95	Sposato-Jucha, Chiar	EDUCATION/MIDDLE/EDU CATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Books	345.95
01/13/2022	51083	203.88	Techstar America Cor	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Copy Supplies	MS-- Copy Supplies	
01/13/2022	51083	128.75	Techstar America Cor	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Supplies	Elem-- Copy Supplies	332.63
01/24/2022	51084	5,350.00	Carroll, Megan	EDUCATION/District/H EALTH SERVICES/PROFESSIONA	SPED-- OT/PT/Health Pur Svc	5,350.00
01/24/2022	51085	2,377.76	Martin-Upton, Eileen	L AND TECHNICAL SER EDUCATION/District/H EALTH SERVICES/PROFESSIONA	SPED-- OT/PT/Health Pur Svc	2,377.76
01/28/2022	51086	13.35	Ace Hardware Home Ce	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
01/28/2022	51086	89.99	Ace Hardware Home Ce	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	103.34
01/28/2022	51087	1,300.00	Alpine Valley Resort	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
01/28/2022	51087	2,210.00	Alpine Valley Resort	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	3,510.00
01/28/2022	51089	124.38	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
01/28/2022	51089	21.56	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/28/2022	51089	1,688.07	Amazon	EDUCATION/District/G RANTS/SUPPLIES	ESSER DE2- Ipads	
01/28/2022	51089	215.94	Amazon	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
01/28/2022	51089	23.98	Amazon	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	
01/28/2022	51089	51.98	Amazon	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
01/28/2022	51089	30.99	Amazon	EDUCATION/District/F ISCAL SERVICES/SUPPLIES	Business-- Supp/Mat	
01/28/2022	51089	129.76	Amazon	EDUCATION/MIDDLE/EDU CATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Supp/Mat	
01/28/2022	51089	32.50	Amazon	EDUCATION/MIDDLE/HEA LTH SERVICES/SUPPLIES	MS-- Nurse Supp/Mat	
01/28/2022	51089	97.39	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/28/2022	51089	124.56	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
01/28/2022	51089	205.94	Amazon	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist -- Insurance repair/claim	
01/28/2022	51089	899.17	Amazon	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
01/28/2022	51089	99.42	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
01/28/2022	51089	64.98	Amazon	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/28/2022	51089	467.14	Amazon	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	
01/28/2022	51089	44.66	Amazon	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Custodial Supp/Mat	
01/28/2022	51089	35.97	Amazon	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	Special Ed Transportation	4,358.39
01/28/2022	51090	4,447.33	Antioch School Distr	EDUCATION/SEDOL/Spec ED/SPEECH PATHOLOGY AND AUDIOLOGY/PROFESSIONAL AND TECHNICAL SER	SEDOL-- Speech/Audio	4,447.33
01/28/2022	51091	50.00	Arndt, Christine	EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
01/28/2022	51092	50.00	Biancalana, Venette	EDUCATION/District/EXECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
01/28/2022	51093	449.00	Boone, Lisa	EDUCATION/District/LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	449.00
01/28/2022	51094	2,915.66	ComEd	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	
01/28/2022	51094	4,075.59	ComEd	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	6,991.25

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/28/2022	51095	7,173.32	Creative Flooring Co	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	7,173.32
01/28/2022	51096	1,182.40	CustomInk	TRANSPORTATION/District/PUPIL	Trans--- Purchase Services	1,182.40
01/28/2022	51097	50.00	DeNovo, Kira	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
01/28/2022	51098	2,548.65	Exceptional Learners	EDUCATION/District/H EALTH SERVICES/PROFESSIONAL AND TECHNICAL SER	SPED-- OT/PT/Health Pur Svc	2,548.65
01/28/2022	51099	4,000.00	First Educational Re	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	ESSERIII-- Math PD	4,000.00
01/28/2022	51100	20,124.37	Frank Cooney Company	CAPITAL PROJECTS/MIDDLE/FACILITIES ACQUISITION AND CON/IMPROVEMENTS OTHER THAN BUILDI	MS--- building improvements	20,124.37
01/28/2022	51101	3,375.00	GHA Technologies Inc	EDUCATION/District/G RANTS/SUPPLIES	**ESSER3-- Sound syst	3,375.00
01/28/2022	51102	50.00	Gold, Robert	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
01/28/2022	51103	1,567.47	Granite Telecommunic	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	1,567.47
01/28/2022	51104	8,077.19	Grant Township Highw	TRANSPORTATION/District/PUPIL	Trans--- Fuel	8,077.19



CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/28/2022	51105	935.00	Heinemann	TRANSPORTATION SERVICES/GASOLINE EDUCATION/District/S	SPED--- Supp/Mat	935.00
01/28/2022	51106	50.00	Hetrovicz, Michelle	EDUCATION/SUPPLIES EDUCATION/District/E	Admin cell phone stipend	50.00
01/28/2022	51107	129.48	Home Depot Credit Se	EXECUTIVE ADMINISTRATION SERVI/Other Benefit O & M/District/CARE	Dist--- Maintenance Supp/Mat	
01/28/2022	51107	43.16	Home Depot Credit Se	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	
01/28/2022	51107	156.73	Home Depot Credit Se	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/District/CARE	Dist--- Custodial Supp/Mat	
01/28/2022	51107	47.43	Home Depot Credit Se	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	
01/28/2022	51107	66.91	Home Depot Credit Se	AND UPKEEP OF BUILDING SE/SUPPLIES O & M/District/CARE	Dist--- Maintenance Supp/Mat	443.71
01/28/2022	51108	6,287.88	Hudson Energy Servic	AND UPKEEP OF BUILDING SE/ELECTRICITY O & M/District/CARE	Energy Electricity	
01/28/2022	51108	3,789.30	Hudson Energy Servic	AND UPKEEP OF BUILDING SE/ELECTRICITY O & M/District/CARE	Energy Electricity	10,077.18
01/28/2022	51109	409.00	Illinois Principals	PROVEMENT OF EDUCATION/PRIMARY/IM	Pri-- Impr of Inst. (admin)	409.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/28/2022	51110	50.00	Janusz, Lenayn	INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/District/E XECUTIVE	Admin cell phone stipend	50.00
01/28/2022	51111	2,820.88	K & M Printing	ADMINISTRATION SERVI/Other Benefit EDUCATION/District/B BOARD OF EDUCATION SERVICES/COMMUNICATI ON	Board-- All District Mailing	2,820.88
01/28/2022	51112	50.00	King, Victorene Lee	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
01/28/2022	51113	38.98	Lakeshore Learning C	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	38.98
01/28/2022	51114	125.00	Lonergan, Mary Kate	EDUCATION/District/I IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	IDEA-- Impr of Inst	125.00
01/28/2022	51115	50.00	McCulley, Matthew	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
01/28/2022	51116	523.88	McGraw Hill LLC	EDUCATION/District/P paraprofessional/Copy Supplies	IDEA-- Supp/Mat	523.88
01/28/2022	51117	50.00	Meek, Stephanie	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
01/28/2022	51118	1,190.00	Melavic, Laura	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	
01/28/2022	51118	227.50	Melavic, Laura	EDUCATION/District/S PECIAL	SPED--- Supp/Mat	1,417.50

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/28/2022	51119	170.67	Menards	EDUCATION/SUPPLIES EDUCATION/District/D ATA PROCESSING	Tech--- Supp/Mat	
01/28/2022	51119	63.54	Menards	SERVICES/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
01/28/2022	51119	13.75	Menards	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
01/28/2022	51119	24.27	Menards	SE/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
01/28/2022	51119	7.46	Menards	SE/SUPPLIES O & M/District/CARE AND UPKEEP OF BUILDING	Dist--- Maintenance Supp/Mat	
01/28/2022	51119	39.10	Menards	SE/SUPPLIES TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION	Trans--- Supp/Mat	
01/28/2022	51119	51.94	Menards	SERVICES/SUPPLIES O & M/MIDDLE/CARE AND UPKEEP OF BUILDING	MS--- Maintenance Supp/Mat	
01/28/2022	51119	35.67	Menards	SE/SUPPLIES TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION	Trans--- Supp/Mat	
01/28/2022	51119	32.62	Menards	SERVICES/SUPPLIES TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION	Trans--- Supp/Mat	439.02
01/28/2022	51120	100.00	Mobus, Jennifer Nico	SERVICES/SUPPLIES EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION	MS-- Impr of Inst. Supp/Mat	100.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/28/2022	51121	50.00	Morley, Sunny	SER/SUPPLIES EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
01/28/2022	51122	50.00	Mullen, Rachel Ann	SERVI/Other Benefit EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00
01/28/2022	51123	179.20	Nasco	SERVI/Other Benefit EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Art Supp/Mat	179.20
01/28/2022	51124	24.12	NCC - Peterson Produ	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Custodial Supp/Mat	
01/28/2022	51124	879.68	NCC - Peterson Produ	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- COVID Supp/Mat	
01/28/2022	51124	1,653.00	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
01/28/2022	51124	1,653.00	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	4,209.80
01/28/2022	51125	16.00	Northern Illinois Mu	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	16.00
01/28/2022	51126	1,653.82	Onyx Asset Service G	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	1,653.82
01/28/2022	51127	50.00	Pittman, Erin	EDUCATION/District/E XECUTIVE ADMINISTRATION	Admin cell phone stipend	50.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/28/2022	51128	1,698.41	PMA Leasing, INC	SERVI/Other Benefit EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/28/2022	51128	865.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/28/2022	51128	1,865.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/28/2022	51128	547.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/28/2022	51128	575.85	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
01/28/2022	51128	700.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	6,251.26
01/28/2022	51129	3,417.70	Pro-Ed, Inc	EDUCATION/District/S PECIAL EDUCATION/TEXTBOOKS	SPED--- Curriculum	3,417.70
01/28/2022	51130	298.50	PV Business Solution	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Custodial Supp/Mat	298.50
01/28/2022	51131	55.23	Quill Corp	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Paper	Elem-- Copy Paper	
01/28/2022	51131	6.11	Quill Corp	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Music Supp/Mat	
01/28/2022	51131	6.11	Quill Corp	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Music Supp/Mat	
01/28/2022	51131	-6.11	Quill Corp	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Music Supp/Mat	61.34
01/28/2022	51132	29.05	Rainey, Brendy	EDUCATION/District/S ALES TO PUPILS - LUNCH	FoodSvc--- Lunch/Breakfst Rev	29.05
01/28/2022	51133	134.05	ReadyRefresh by Nest	O & M/MIDDLE/CARE	MS--- Water/Sewer Services	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
01/28/2022	51133	117.08	ReadyRefresh by Nest	AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	O & M/ELEMENTARY/CARE	
01/28/2022	51133	101.16	ReadyRefresh by Nest	AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	Elem--- Water/Sewer Services	
01/28/2022	51133	101.16	ReadyRefresh by Nest	AND UPKEEP OF BUILDING SE/WATER/SEWER SERVICES	O & M/PRIMARY/CARE	352.29
01/28/2022	51134	369.03	School Outfitters	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	369.03
01/28/2022	51135	1,265.00	SEDOL	EDUCATION/SEDOL/Spec ED/TuitionOtherDistricts/Private Tuition	SPED--- SEDOL Tuition	
01/28/2022	51135	5,301.00	SEDOL	EDUCATION/SEDOL/Spec ED/SPEECH PATHOLOGY AND AUDIOLOGY/PROFESSIONAL AND TECHNICAL SER	SEDOL-- Speech/Audio	
01/28/2022	51135	500.00	SEDOL	EDUCATION/SEDOL/Spec ED/PAYMENTS FOR SPECIAL EDUCATION/PROFESSIONAL AND TECHNICAL SER	SPED--- SEDOL Itenerant	7,066.00
01/28/2022	51136	829.85	Simha Trading Inc	EDUCATION/District/OPERATIONS SERVICES/PROFESSIONAL AND TECHNICAL SER	Tech--- Purch Svc	829.85
01/28/2022	51137	3,489.48	Special Education Se	EDUCATION/Connection Day SC-Palatine/Spec Ed	SPED--- Private School Tuition	3,489.48

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				Private Tuition/Private Tuition		
01/28/2022	51138	314.39	Sposato-Jucha, Chiar	EDUCATION/MIDDLE/EDUCATIONAL MEDIA SERVICES/SUPPLIES	MS--- Library Books	314.39
01/28/2022	51139	350.00	Susi Epperson Consul	EDUCATION/District/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- Admin	350.00
01/28/2022	51140	50.00	Swiderski, Derek	TRANSPORTATION/District/SERVICE AREA DIRECTION/Other Benefit	Trans-- cell phone stipend	50.00
01/28/2022	51141	30.00	TALX UC Express	EDUCATION/District/BOARD OF EDUCATION SERVICES/INSURANCE (OTHER THAN EMPLOYEE	Board--- Unemployment Ins	30.00
01/28/2022	51142	102.07	Teacher Created Reso	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri-- Supp/Mat	
01/28/2022	51142	102.08	Teacher Created Reso	EDUCATION/ELEMENTARY/ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
01/28/2022	51142	102.07	Teacher Created Reso	EDUCATION/MIDDLE/MIDDLE/JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	306.22
01/28/2022	51143	5,800.00	Teaching Strategies	EDUCATION/District/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Imp of Inst-- Creative Curr.	5,800.00
01/28/2022	51144	3,250.00	Topline Transportati	TRANSPORTATION/SEDOL /SpecED/PUPIL TRANSPORTATION SERVICES/PUPIL TRANSPORTATION	Trans--- SPED P/S Off Campus	3,250.00
01/28/2022	51145	36.70	Villagomez, Elizabet	EDUCATION/MIDDLE/MIDDLE/JUNIOR	MS-- Supp/Mat	36.70

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL	
01/28/2022	51146	44.85	Wegrzyn, Courtney	HIGH/SUPPLIES EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/SUPPLIES	MS-- Impr of Inst. Supp/Mat	44.85	
01/28/2022	51147	102.00	Weiskopf, Brenda	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri--- Art Supp/Mat	102.00	
01/28/2022	51148	108.00	Wex Health, Inc	EDUCATION/District/B OARD OF EDUCATION SERVICES/DUES & FEES	Board--Dues/Fee RevTrck & Bank	108.00	
01/28/2022	51149	13.44	Wiley, Stephaney	EDUCATION/District/F OOD SERVICES/PROFESSIONA L AND TECHNICAL SER	FoodSvc-- Purch Svc	13.44	
01/28/2022	51150	13.99	Wolframski, Laura	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS--- Science Supp/Mat	13.99	
		759,862.34	Totals for checks				



FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION	275,725.20	43.75	285,782.27	561,551.22
20	O & M	7,310.67	0.00	85,144.33	92,455.00
40	TRANSPORTATION	10,456.23	0.00	30,210.40	40,666.63
50	SOCIAL SECURITY/MEDICARE	28,328.12	0.00	0.00	28,328.12
51	IMRF	13,457.00	0.00	0.00	13,457.00
60	CAPITAL PROJECTS	0.00	0.00	23,404.37	23,404.37
***	Fund Summary Totals ***	335,277.22	43.75	424,541.37	759,862.34

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

CHECK DATE	CHECK NUMBER	VENDOR	TOTAL
1/13/2022	51055	United States Treasury	\$70,445.14
1/4/2022	50946	United States Treasury	\$69,520.42
1/13/2022	51054	Teachers Retirement System	\$44,310.67
1/4/2022	50945	Teachers Retirement System	\$44,137.04
1/13/2022	51060	Apple, Inc	\$39,960.00
1/7/2022	51031	SEDOL	\$30,529.02
1/13/2022	51050	Ill Municipal Retirement Fund	\$22,948.62
1/7/2022	50979	Gordon Food Service Inc	\$22,802.96
1/13/2022	51051	Illinois Dept Of Revenue	\$21,924.61
1/4/2022	50942	Illinois Dept Of Revenue	\$21,668.90
1/28/2022	51100	Frank Cooney Company	\$20,124.37
1/13/2022	51075	NCC - Peterson Products	\$12,470.48
1/4/2022	50943	Lake County Federation Of Teachers	\$12,302.60
1/13/2022	51052	Lake County Federation Of Teachers	\$12,302.60
1/7/2022	50980	Grant Township Highway Department	\$11,105.06
1/28/2022	51108	Hudson Energy Services LLC	\$10,077.18
1/13/2022	51061	Connection's Day School	\$9,810.02
1/7/2022	50959	BrainPOP LLC	\$8,336.25
1/28/2022	51104	Grant Township Highway Department	\$8,077.19
1/7/2022	51014	Nicor Gas	\$7,906.86
1/13/2022	51080	Speech Path Specialists	\$7,702.50
1/28/2022	51095	Creative Flooring Concepts, Inc.	\$7,173.32
1/28/2022	51135	SEDOL	\$7,066.00
1/13/2022	51053	Teacher's Health Insurance Security Fund	\$7,026.01
1/4/2022	50944	Teacher's Health Insurance Security Fund	\$6,995.09
1/28/2022	51094	ComEd	\$6,991.25
1/7/2022	51035	Spectrum Center Inc	\$6,482.61
1/7/2022	51030	Schuring & Schuring, Inc	\$6,253.98
1/7/2022	51020	PMA Leasing, INC	\$6,251.26
1/28/2022	51128	PMA Leasing, INC	\$6,251.26
1/7/2022	50965	ComEd	\$6,162.26
1/28/2022	51143	Teaching Strategies LLC	\$5,800.00
1/13/2022	51062	Connection's Academy East	\$5,568.32
1/7/2022	50999	Learning A-Z	\$5,510.00
1/7/2022	50974	Engler Callaway Baasten & Sraga, LLC	\$5,453.50
1/24/2022	51084	Carroll, Megan	\$5,350.00
1/7/2022	50962	Carroll, Megan	\$5,175.00
1/13/2022	51067	IFSI	\$4,731.00
1/7/2022	50948	22Vets LLC	\$4,608.00
1/13/2022	51058	All-Ways Transportation Services	\$4,603.00
1/28/2022	51090	Antioch School District 34	\$4,447.33
1/13/2022	51074	Mitel	\$4,405.71
1/28/2022	51089	Amazon	\$4,358.39
1/28/2022	51124	NCC - Peterson Products	\$4,209.80
1/7/2022	51022	Rabine Mechanical	\$4,069.00

1/28/2022	51099	First Educational Resources, LLC	\$4,000.00
1/7/2022	50958	Big Hollow PTO	\$3,750.00
1/7/2022	50986	Illinois MTSS Network	\$3,580.50
1/28/2022	51087	Alpine Valley Resort Inc	\$3,510.00
1/28/2022	51137	Special Education Services	\$3,489.48
1/28/2022	51129	Pro-Ed, Inc	\$3,417.70
1/28/2022	51101	GHA Technologies Inc	\$3,375.00
1/7/2022	50951	Amazon	\$3,296.48
1/28/2022	51144	Topline Transportation	\$3,250.00
1/7/2022	51034	Special Education Services	\$3,101.76
1/7/2022	50981	Haran, Cynthia	\$3,079.00
1/7/2022	51003	Martin-Upton, Eileen	\$2,871.53
1/28/2022	51111	K & M Printing	\$2,820.88
1/7/2022	50997	Lakeshore Learning Center	\$2,624.00
1/7/2022	51011	NCC - Peterson Products	\$2,572.28
1/28/2022	51098	Exceptional Learners Collaborative	\$2,548.65
1/7/2022	51000	Legat Architects	\$2,500.00
1/24/2022	51085	Martin-Upton, Eileen	\$2,377.76
1/7/2022	50998	Lardizabal, Jessica Garcia	\$1,976.58
1/7/2022	50996	Lake County Health Department	\$1,895.00
1/7/2022	50963	CFRB LLC	\$1,860.00
1/7/2022	50968	Custom Education Solutions, Inc.	\$1,667.53
1/13/2022	51081	Sportdecals	\$1,657.38
1/28/2022	51126	Onyx Asset Service Groups LLC	\$1,653.82
1/7/2022	51049	Ziarko, Chad Allen	\$1,651.00
1/7/2022	51041	Techstar America Corporations	\$1,633.50
1/7/2022	50985	IFSI	\$1,624.00
1/7/2022	51039	Summers, Brian	\$1,603.50
1/7/2022	51021	Quadient Finance USA, Inc	\$1,599.50
1/28/2022	51103	Granite Telecommunications	\$1,567.47
1/7/2022	50977	Glover, Kristen	\$1,428.00
1/28/2022	51118	Melavic, Laura	\$1,417.50
1/13/2022	51063	Fox Lake School District	\$1,411.84
1/7/2022	51013	Net56	\$1,400.00
1/7/2022	51002	Marienthal, Margaret Michelle	\$1,200.00
1/7/2022	51033	Skyward, Inc	\$1,200.00
1/13/2022	51069	Jensen, Kimberly	\$1,200.00
1/28/2022	51096	CustomInk	\$1,182.40
1/7/2022	51036	Speed Stacks Inc	\$952.00
1/28/2022	51105	Heinemann	\$935.00
1/4/2022	50947	Wisconsin Dept Of Revenue	\$847.76
1/13/2022	51056	Wisconsin Dept Of Revenue	\$847.76
1/13/2022	51068	Integrated Systems Corporation	\$844.80
1/7/2022	50960	Burriss Equipment Company	\$844.22
1/28/2022	51136	Simha Trading Inc	\$829.85
1/7/2022	51015	Ovassapian, Madeline Atourina	\$825.00
1/7/2022	50975	FaciliServ, Inc.	\$800.00

1/7/2022	51025	RHMG Engineers, Inc.	\$780.00
1/7/2022	50973	Dyopath	\$700.00
1/7/2022	51028	School Health Corporation	\$695.99
1/7/2022	50966	Compass Health Center, LLC	\$610.50
1/7/2022	51024	ReadyRefresh by Nestle	\$567.90
1/7/2022	50957	Biancalana, Venette Irene	\$553.18
1/28/2022	51116	McGraw Hill LLC	\$523.88
1/7/2022	51027	Schindler Elevator Corporation	\$522.09
1/7/2022	51012	Nelco	\$515.70
1/7/2022	50961	C & S Fabrication Services	\$505.77
1/7/2022	51023	Raney Day Services	\$500.00
1/7/2022	51026	Riverside Insights	\$499.86
1/13/2022	51072	Menards	\$493.61
1/7/2022	50990	Kellmann, Michelle	\$475.00
1/13/2022	51070	Lucas, Dawn	\$475.00
1/13/2022	51077	Polark, Kelly	\$475.00
1/13/2022	51078	Provo, Jeanette	\$475.00
1/28/2022	51093	Boone, Lisa	\$449.00
1/28/2022	51107	Home Depot Credit Services	\$443.71
1/28/2022	51119	Menards	\$439.02
1/28/2022	51109	Illinois Principals Association	\$409.00
1/28/2022	51134	School Outfitters	\$369.03
1/28/2022	51133	ReadyRefresh by Nestle	\$352.29
1/28/2022	51139	Susi Epperson Consulting, LLC	\$350.00
1/13/2022	51082	Sposato-Jucha, Chiara Noelle	\$345.95
1/7/2022	51038	Strand, Melissa Lynn	\$342.00
1/13/2022	51083	Techstar America Corporations	\$332.63
1/28/2022	51138	Sposato-Jucha, Chiara Noelle	\$314.39
1/28/2022	51142	Teacher Created Resources Inc	\$306.22
1/13/2022	51079	Quinlan & Fabish Music Co	\$306.00
1/7/2022	50972	Discount School Supplies	\$305.47
1/28/2022	51130	PV Business Solutions, Inc	\$298.50
1/7/2022	50969	Dee, Julie	\$283.50
1/7/2022	50949	Alpha Baking Co, Inc.	\$268.99
1/13/2022	51059	Amazon	\$259.93
1/7/2022	50955	Bakota, Daniel	\$225.00
1/7/2022	51048	Williams, Dave	\$225.00
1/7/2022	51016	PAHCS II/Northwestern Occ Health	\$205.00
1/7/2022	50994	Kully Supply	\$197.56
1/13/2022	51066	Huemann Water Conditioning	\$181.00
1/28/2022	51123	Nasco	\$179.20
1/7/2022	50956	Basbagill, Paul	\$150.00
1/7/2022	50970	Dee, Noah	\$150.00
1/7/2022	50989	Karkow, Jim	\$150.00
1/7/2022	51007	Moragne, Leon	\$150.00
1/7/2022	51042	Tengler, Steve	\$150.00
1/7/2022	50967	Cozzini Bros., Inc.,	\$127.00

1/7/2022	51017	Pearson	\$126.90
1/7/2022	51044	Villagomez, Elizabeth	\$125.91
1/28/2022	51114	Lonergan, Mary Kate	\$125.00
1/7/2022	50988	JW Pepper & Son, Inc.	\$124.99
1/7/2022	50995	Kumpula, Sara	\$116.75
1/28/2022	51148	Wex Health, Inc	\$108.00
1/28/2022	51086	Ace Hardware Home Center	\$103.34
1/28/2022	51147	Weiskopf, Brenda	\$102.00
1/7/2022	51032	Sheriff's Office	\$100.00
1/7/2022	51043	Thompson Elevator Inspection Service, Inc	\$100.00
1/28/2022	51120	Mobus, Jennifer Nicole	\$100.00
1/13/2022	51065	Hanson, Kim Marie	\$93.56
1/7/2022	50993	Knowles, Daniel Francis	\$91.14
1/7/2022	51005	McGraw Hill LLC	\$78.55
1/7/2022	50952	Anderson, Amos	\$75.00
1/7/2022	50964	Chase, Kyla	\$75.00
1/7/2022	50991	Kick, Brendan	\$75.00
1/7/2022	51009	Mroz, Greg	\$75.00
1/7/2022	51037	Stephenson, Terry	\$75.00
1/7/2022	51045	Wasser, Bruce	\$75.00
1/7/2022	51046	Westfall, James	\$75.00
1/13/2022	51073	Mid-West Truckers Association	\$75.00
1/28/2022	51131	Quill Corp	\$61.34
1/13/2022	51071	Manullang, Korinne	\$59.00
1/7/2022	51001	Loessl, Sarah	\$58.49
1/13/2022	51057	Accurate Biometrics	\$57.50
1/7/2022	51018	Philippsen, Michelle	\$54.60
1/13/2022	51064	Gordon Food Service Inc	\$52.82
1/7/2022	50954	Arndt, Christine	\$50.00
1/7/2022	50971	DeNovo, Kira	\$50.00
1/7/2022	50976	Fox Lake/Round Lake Area Rotary Club	\$50.00
1/7/2022	50978	Gold, Robert	\$50.00
1/7/2022	50982	Hetrovicz, Michelle	\$50.00
1/7/2022	50987	Janusz, Lenayn	\$50.00
1/7/2022	50992	King, Victorene Lee	\$50.00
1/7/2022	51004	McCulley, Matthew	\$50.00
1/7/2022	51006	Meek, Stephanie	\$50.00
1/7/2022	51008	Morley, Sunny	\$50.00
1/7/2022	51010	Mullen, Rachel Ann	\$50.00
1/7/2022	51019	Pittman, Erin	\$50.00
1/7/2022	51040	Swiderski, Derek	\$50.00
1/28/2022	51091	Arndt, Christine	\$50.00
1/28/2022	51092	Biancalana, Venette Irene	\$50.00
1/28/2022	51097	DeNovo, Kira	\$50.00
1/28/2022	51102	Gold, Robert	\$50.00
1/28/2022	51106	Hetrovicz, Michelle	\$50.00
1/28/2022	51110	Janusz, Lenayn	\$50.00

## Exhibit 3

1/28/2022	51112	King, Victorene Lee	\$50.00
1/28/2022	51115	McCulley, Matthew	\$50.00
1/28/2022	51117	Meek, Stephanie	\$50.00
1/28/2022	51121	Morley, Sunny	\$50.00
1/28/2022	51122	Mullen, Rachel Ann	\$50.00
1/28/2022	51127	Pittman, Erin	\$50.00
1/28/2022	51140	Swiderski, Derek	\$50.00
1/28/2022	51146	Wegrzyn, Courtney	\$44.85
1/7/2022	51029	School Specialty	\$40.24
1/7/2022	50983	Hubbard, Kerry	\$39.88
1/28/2022	51113	Lakeshore Learning Center	\$38.98
1/28/2022	51145	Villagomez, Elizabeth	\$36.70
1/28/2022	51141	TALX UC Express	\$30.00
1/28/2022	51132	Rainey, Brendy	\$29.05
1/7/2022	50953	Aramark Uniform & Career Apparel Group Inc	\$27.52
1/28/2022	51125	Northern Illinois Music Conference	\$16.00
1/13/2022	51076	Petrillo, Nicole	\$14.70
1/28/2022	51150	Wolframski, Laura	\$13.99
1/7/2022	51047	Wiley, Stephaney	\$13.44
1/28/2022	51149	Wiley, Stephaney	\$13.44
1/7/2022	50984	Hudson Energy Services LLC	\$4.78

**Big Hollow Student Activity Funds**  
**Balance Sheet**  
As of January 31, 2022

	<u>Jan 31, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
State Bank Activity Bank Acct	
Girls on the Run	49.13
In & Out Account	1,204.76
National Junior Honor Society	3,771.89
Nature Center	2,616.70
Recycling Club	2,676.83
Student Council	8,339.03
Sunshine Club - Elementary	272.02
Sunshine Club - Primary	1,081.01
State Bank Activity Bank Acct - Other	-1,193.48
Total State Bank Activity Bank Acct	<u>18,817.89</u>
Total Checking/Savings	<u>18,817.89</u>
Total Current Assets	<u>18,817.89</u>
<b>TOTAL ASSETS</b>	<b><u>18,817.89</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	17,382.52
Net Income	1,435.37
Total Equity	<u>18,817.89</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>18,817.89</u></b>

## Convenience Fund Report January 2022

Account	Beginning Balance	Debits	Credits	Ending Balance
Prek	1010.66			1010.66
KG	2074.18			2074.18
1st Grade	3680.84			3680.84
2nd Grade	1133.09		7.00	1140.09
3rd Grade	2951.01			2951.01
4th Grade	474.50	23.98	11.00	461.52
5th Grade	2269.67			2269.67
6th Grade	774.71			774.71
7th Grade	9517.51	4860.00		4657.51
8th Grade	12611.50			12611.50
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	2203.95			2203.95
Concessions-PE	7542.96			7542.96
Graphics Arts	331.77			331.77
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	544.47			544.47
Prime Time	2670.00			2670.00
Reading P/E	4355.65			4355.65
Respect	665.00			665.00
Special Ed	33.00			33.00
Sports Camps	318.00			318.00
STARS-P	2020.60			2020.60
STARS-E	8163.68	93.69	271.75	8341.74
STEM CLUB	317.28			317.28
Yearbook-M	410.30			410.30
Yearbook-P/E	757.94			757.94
In & Out Account	17477.84	10135.38	9347.25	16689.71
<b>Total</b>	<b>79066.49</b>	<b>15113.05</b>	<b>9637.00</b>	<b>83889.11</b>



### Big Hollow School District 38 Payroll Summary

Date	Education	O&M	Transportation	IMRF/SS	Total
10-Jan-22	\$565,450.04	\$15,826.08	\$26,806.39	\$20,551.95	\$628,634.46
25-Jan-22	\$569,962.02	\$16,787.85	\$27,130.95	\$21,233.17	\$635,113.99
<b>Grand Total</b>	<b>\$1,135,412.06</b>	<b>\$32,613.93</b>	<b>\$53,937.34</b>	<b>\$41,785.12</b>	<b>\$1,263,748.45</b>

\_\_\_\_\_  
 Board of Education President  
 Big Hollow School District 38  
Date

\_\_\_\_\_  
 Board of Education Secretary  
 Big Hollow School District 38  
Date



[www.bighollow.us](http://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:** January 11, 2022      **Location:** Virtual Meeting

**Committee:** Curriculum Committee

**Members Present:** Vivian Kueter, Gary Dollinger, Ashley Bennett

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

**Duration of Meeting:** 5:30 p.m. - 6:30 p.m.

**Topic Points and/or Summary of Discussion:**

- o Illinois Standardized Assessment Discussion.
  - The Directors discussed our IAR and PARCC results since 2018, and how the outcomes compare to surrounding districts. They also shared how we are using the information to provide staff with targeted training from members of the Regional Office of Education to ensure our students are making academic gains.

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

**Submitted by:**



[www.bighollow.us](http://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:** January 20, 2022 **Location:** District Office

**Committee:** Finance Committee

**Members Present:** Kevin Lyons, Lauren Plescia, Ashley Bennett

**Others in Attendance:** Bob Gold

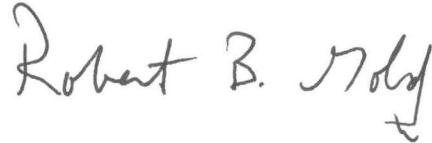
**Duration of Meeting:** 4:00 p.m. – 5:15 p.m.

### Topic Points and/or Summary of Discussion:

*The following agenda was covered, with notes provided in red.*

- Fees for 2022-2023
  - [2022-2023 draft](#) recommendation for fees
    - The committee agreed to take this draft to the full Board in February. It was noted that one section needs to be added regarding the technology insurance fee for students who are on the free/reduced lunch program.
- Budget update
  - [Comparison of treasurer reports from 2020/2021/2022](#)
  - FRIS
    - Mr. Gold shared an update on the current State payments in various categories.
  - Food Service funds
    - BHSD38 will see a significant increase in Federal funding due to the reimbursements received on the current free breakfast/lunch offerings.
    - It was suggested by Mrs. Plescia that some of this funding be utilized for recess area upgrades.

- Will need to do a budget amendment due to the transfer of funds
  - Mr. Gold will do this amendment by the May Board meeting.
- Impact of possible staffing situations for FY23 and FY24.
- State funding update
  - The current recommendations at the State level include significant additional funding for schools for 2022-2023.
- Salary discussions/adjustments for next year
  - Salary schedule samples for admin and all support staff
  - Mr. Gold will continue to finalize this work for the Board committee to review.

A handwritten signature in black ink that reads "Robert B. Gold". The signature is written in a cursive style with a small flourish at the end.

**Submitted by:**

**Big Hollow School District 38**

January 31, 2022 Enrollment Numbers  
School Year 2021-2022

<b>Grade</b>	<b>August 31, 2021</b>	<b>January 31, 2022</b>
PreK	51	63
Kind	162	162
1st	173	176
2nd	176	175
3rd	167	167
4th	192	189
5th	173	179
6th	193	196
7th	212	217
8th	203	209
Outsourced	14	17
<b>Total</b>	<b>1716</b>	<b>1750</b>



To: Big Hollow School District 38 Board of Education

From: Bob Gold, Superintendent

Date: February 8, 2022

Re: Restructuring of Facilities and Transportation

During my 7 years at BHSD 38, we have utilized three different cleaning companies for the daily cleaning of all of our buildings. With no disrespect intended for the three companies we have worked with, the continued feeling on campus is that we need to improve the overall cleanliness of the buildings. We have a beautiful campus, with three fairly new buildings, and it is very important that we take good care of these facilities.

Our current facilities and maintenance staff consists of the following:

- 1 facilities coordinator (shared with transportation)
- 2 maintenance employees
- 3.5 custodial staff

We also are under contract at this time with Emeric Facility Services at a cost of approximately \$185,000 per year. Emeric provides a cleaning crew to clean each building 5 nights per week. The contract with them is extensive and covers costs of all cleaning supplies as well as personnel. While they have been responsive to our requests for improved services, they are also struggling with their own staffing issues.

Given the difficulties we have had in this area, I am recommending that we shift from outsourcing our cleaning services to hiring and monitoring our own staff starting on July 1, 2022. I have discussed this with our Building/Grounds/Transportation team and feel that this will best serve our schools at this time.

To make this transition, our first step will be to shift our current transportation/facilities coordinator, Derek Swiderski, to facilities coordinator only. Given the additional facilities staff that will be required, we are going to need Derek to focus solely on leadership and service in that area.

We anticipate the need to hire an estimated 6 custodial staff positions for 2nd/3rd shift work, cleaning the buildings each day. This is the most challenging piece of this proposal, as I am concerned about the current labor market and filling these positions. We will also have an upfront

expense in the purchase or lease of maintenance equipment such as auto scrubbers, carpet cleaners, and other various cleaning machines and supplies.

I need to be clear that this proposal will not bring financial savings to our District. I estimate at this time that it could increase our current costs by \$125,000 - \$150,000 per year. This is the result of the additional staffing and costs for supplies and equipment. However, I believe that for the long-term benefit for our campus, this move to an internal service model should be considered at this time.

[www.bighollow.us](http://www.bighollow.us)

**Official School Calendar  
2022-2023**

**AUGUST 2022**

Mon	Tue	Wed	Thu	Fri	Total
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	0
<b>TI</b>	<b>TI</b>	<b>TI</b>	<b>FD</b>	26	2
29	30	31			3
<b>Total</b>					<b>5</b>

**SEPTEMBER 2022**

Mon	Tue	Wed	Thu	Fri	Total
			1	<b>ER</b>	2
H	6	7	8	9	4
12	13	14	15	<b>ER</b>	5
19	20	21	22	23	5
26	27	28	29	30	5
<b>Total</b>					<b>21</b>

**OCTOBER 2022**

Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	<b>ER</b>	5
H	11	12	13	14	4
17	18	19	20	<b>ER</b>	5
24	25	26	27	28	5
31					1
<b>Total</b>					<b>20</b>

**NOVEMBER 2022**

Mon	Tue	Wed	Thu	Fri	Total
	1	2	3	<b>ER</b>	4
P/T	H	9	10	11	4
14	15	16	17	<b>ER</b>	5
21	22	X	H	X	2
28	29	30			3
<b>Total</b>					<b>18</b>

**DECEMBER 2022**

Mon	Tue	Wed	Thu	Fri	Total
			1	<b>ER</b>	2
5	6	7	8	9	5
12	13	14	15	<b>ER</b>	5
19	20	<b>ER</b>	X	X	3
X	X	X	X	X	
<b>Total</b>					<b>15</b>

**JANUARY 2023**

Mon	Tue	Wed	Thu	Fri	Total
X	X	X	5	<b>ER</b>	2
9	10	11	12	13	5
H	17	18	19	<b>ER</b>	4
23	24	25	26	27	5
30	31				2
<b>Total</b>					<b>18</b>

**FEBRUARY 2023**

Mon	Tue	Wed	Thu	Fri	Total
		1	2	<b>ER</b>	3
6	7	8	9	10	5
13	14	15	P/T	<b>TI</b>	4
H	21	22	23	24	4
27	28				2
<b>Total</b>					<b>18</b>

**MARCH 2023**

Mon	Tue	Wed	Thu	Fri	Total
		1	2	<b>ER</b>	3
6	7	8	9	10	5
13	14	15	16	<b>ER</b>	5
20	21	22	23	24	5
X	X	X	X	X	
<b>Total</b>					<b>18</b>

**APRIL 2023**

Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	X	4
10	11	12	13	14	5
17	18	19	20	<b>ER</b>	5
24	25	26	27	28	5
<b>Total</b>					<b>19</b>

**MAY 2023**

Mon	Tue	Wed	Thu	Fri	Total
1	2	3	4	<b>ER</b>	5
8	9	10	11	12	5
15	16	17	18	<b>ER</b>	5
22	23	24	25	26	5
H	30	G			2
<b>Total</b>					<b>22</b>

**JUNE 2023**

Mon	Tue	Wed	Thu	Fri	Total
			1	<b>LD</b>	2
<b>ED</b>	<b>ED</b>	<b>ED</b>	<b>ED</b>	<b>ED</b>	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
<b>Total</b>					<b>2</b>

**JULY 2023**

Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					
<b>Total</b>					

School Begins	<u>August 22, 2022</u>
School Closes	<u>June 2, 2023</u>
Pupil Attendance/PT Conf Days (at least 176)	<u>176</u>
Approved Institute Days (No Students) (Limit of 4 Days)	<u>4</u>
Emergency Days	<u>5</u>
<b>Total</b> (185 days or more)	<u>185</u>

SCHOOL HOLIDAYS OBSERVED	CALENDAR
<b>BY</b>	<b>LEGEND</b>
<b>BHSD 38</b>	First Full Day for Students....
Labor Day ..... September 5	Emergency Days ..... <b>ED</b>
Columbus Day ..... October 10	Legal School Holidays ..... <b>H</b>
Election Day ..... November 8	Institutes ..... <b>TI</b>
Thanksgiving Day ..... November 24	Not in Attendance ..... <b>X</b>
Christmas Day ..... December 25	First Day of School ..... <b>FD</b>
New Year's Day..... January 1	Last Day of School ..... <b>LD</b>
M.L. King's Birthday .... January 16	P/T Conferences ..... <b>P/T</b>
Presidents' Day ..... February 20	Early Release ..... <b>ER</b>
Memorial Day ..... May 29	Graduation..... <b>G</b>
	Last School Day (early release)





www.bighollow.us

**BIG HOLLOW SCHOOL DISTRICT #38  
IMPORTANT CALENDAR DATES  
2022-2023 SCHOOL YEAR**

**First Day of School for Students –** Thursday, August 25, 2022

**Last Day of School for Students (if no Emergency Days used) –** Friday, June 2, 2023

**1. STUDENT NON-ATTENDANCE DAYS**

Monday, August 22, 2022 -- Institute Day  
 Tuesday, August 23, 2022 -- Institute Day  
 Wednesday, August 24, 2022 -- Institute Day  
 Monday, September 5, 2022 -- Labor Day  
 Monday, October 10, 2022 -- Columbus Day  
 Tuesday, November 8, 2022 – Election Day

Monday, January 16, 2023 -- Martin Luther King Jr Day  
 Friday, February 17, 2023 -- Institute Day  
 Monday, February 20, 2023 -- President's Day  
 Friday, April 7, 2023 -- Non-Attendance Day  
 Monday, May 29, 2023 -- Memorial Day

**Thanksgiving Break** – Begins on Wednesday, November 23, 2022 and ends on Friday, November 25, 2022. Students return on Monday, November 28, 2022.

**Winter Break** – Begins on Thursday, December 22, 2022 and ends on Wednesday, January 4, 2023. Students return on Thursday, January 5, 2023.

**Spring Break** – Begins on Monday, March 27, 2023 and ends on Friday, March 31, 2023. Students return on Monday, April 3, 2023.

**2. EARLY RELEASE DAYS**

**School time for Early Release Days:**

**Early Release Dates:**

<p><b><u>Primary/Elementary School</u></b> 8:45 a.m. – 1:30 p.m.</p> <p><b><u>Middle School</u></b> 7:40 a.m. – 12:45 p.m.</p>	Friday, September 2, 2022	Friday, January 6, 2023
	Friday, September 16, 2022	Friday, January 20, 2023
	Friday, October 7, 2022	Friday, February 3, 2023
	Friday, October 21, 2022	Friday, March 3, 2023
	Friday, November 4, 2022	Friday, March 17, 2023
	Friday, November 18, 2022	Friday, April 21, 2023
	Friday, December 2, 2022	Friday, May 5, 2023
	Friday, December 16, 2022	Friday, May 19, 2023
	Wednesday, December 21, 2022	Friday, June 2, 2023

### 3. PARENT - TEACHER - STUDENT CONFERENCE DAYS:

---

Monday, November 7, 2022

Thursday, February 16, 2023

- There will not be “Regular” Student Attendance on Parent – Teacher – Student Conference Day. However, students will be asked to participate with parents in the conferencing.
- Conferences will be held from 11:00 a.m. – 7:00 p.m.

### 4. REPORT CARDS

---

#### Period End Date

Friday, November 11, 2022 – End of 1<sup>st</sup> Trimester

Friday, February 24, 2023 – End of 2<sup>nd</sup> Trimester

#### Report Card Distribution

Friday, November 18, 2022

Friday, March 3, 2023

End of the 3rd Trimester is dependent upon the number of emergency days utilized.

### 5. GRADUATION CEREMONY

---

Wednesday, May 31, 2023 at 7:00 p.m.

### 6. BOARD OF EDUCATION MEETINGS

---

*All regular Board of Education meetings will be held in the Big Hollow Middle School Multi Purpose Room and will also be available to view via livestream.*

*Closed session will begin at 6:00 p.m. and the open session will begin immediately following.*

Monday, August 8, 2022

Monday, September 12, 2022

Tuesday, October 11, 2022

Monday, November 14, 2022

Monday, December 12, 2022

Monday, January 9, 2023

Monday, February 13, 2023

Monday, March 13, 2023

Monday, April 10, 2023

Monday, May 8, 2023

Monday, June 12, 2023

Monday, July 10, 2023

## Document Status: Draft Update - New

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

#### *New/Unpublished Section*

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse. [PRESSPlus1](#)

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

1. Educate students with:
  - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
  - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
  - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;
  - b. Evidence-informed [PRESSPlus2](#) content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;; and
  - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs [PRESSPlus3](#) of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes: [PRESSPlus4](#)
  - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, [PRESSPlus5](#) appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
  - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing. [PRESSPlus6](#)

#### LEGAL REF.:

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

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

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

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

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

#### PRESSPlus Comments

PRESSPlus 1. This policy is created in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, which requires districts to adopt and implement a policy addressing sexual abuse of children that includes an age-appropriate and evidence-informed curriculum for preK-12 students, evidence-informed training for school personnel on child sexual abuse, and evidence-informed educational information for parents/guardians in school handbooks. For more information, see this policy's footnotes and the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 2. Two Illinois laws address "evidence-informed." *Evidence-informed per Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation." **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b) and (b)(1); warning signs and *likely* warning signs are mentioned twice in the law. This policy uses likely in the purpose introduction. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). **Issue 108, November 2021**

PRESSPlus 4. This information is listed in 7:190-E2, *Student Handbook Checklist*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 5. Providing information to parents/guardians about how to recognize grooming behaviors is not in *Erin's Law*; it only addresses informing parents/guardians about the methods for increasing their awareness and knowledge of grooming behaviors. 105 ILCS 5/10-23.13(b)(1). This policy requires the district to provide information to parents/guardians about how to recognize grooming behaviors to: (1) effect the purpose of *Erin's Law*, (2) align with the intent of the following statutes: 105 ILCS 110/3 (Critical Health Problems and Comprehensive Health Education Act); 105 ILCS 5/27-9.1a(b), added by P.A. 102-552 (requires comprehensive health and safety and comprehensive sexual health education a/k/a NSES); and 105 ILCS 5/27-13.2 (educating all students to recognize and avoid sexual abuse and assault) and (3) align with the notification requirements in 105 ILCS 5/27-13.2 (parents/guardians of K-8 students prior to commencing instruction in recognizing and avoiding sexual abuse). **Issue 108, November 2021**

PRESSPlus 6. Required by 105 ILCS 5/27-13.2. See 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

## *Document Status: Draft Update*

### **2:20 Powers and Duties of the Board of Education; Indemnification**

The major powers and duties of the Board of Education include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred. [PRESSPlus1](#)
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction. [PRESSPlus2](#)
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

### Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

### LEGAL REF.:

105 ILCS 5/10, 5/17-1, 5/21B-85, and 5/27-1.

115 ILCS 5/, Ill. Educational Labor Relations Act.

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

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational Board of Education Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 4:165 (Awareness and Prevention of Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

---

### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/21B-85(a). **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/21B-85(b). **Issue 108, November 2021**





## *Document Status: Draft Update*

### **2:105 Ethics and Gift Ban**

#### Prohibited Political Activity

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

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

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

#### Limitations on Receiving Gifts

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

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

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

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

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

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

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

### Enforcement

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

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

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

### Definitions

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

"Political activity" means:

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

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

"Prohibited source" means any person or entity who:

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

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

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

#### Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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

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

#### LEGAL REF.:

105 ILCS 5/22-90 (final citation pending). [PRESSPlus1](#)

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

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

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

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

---

## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, bans high school guidance counselors from intentionally soliciting or accepting gifts from a *prohibited source*, narrowly defined as “any person who is employed by an institution of higher education or is an agent or spouse of or an immediate family member living with a person employed by an institution of higher education.” Exceptions exist for certain circumstances, e.g., gifts from a relative or based on a personal friendship. A guidance counselor does not violate this law if he or she promptly takes reasonable action to return the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity. **Issue 108, November 2021**

## Document Status: Draft Update

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

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

#### President

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

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
4. Call special meetings of the Board;
5. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
6. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act; [PRESSPlus1](#)
7. Administer the oath of office to new Board members;
8. Prepare meeting agenda in consultation with the Superintendent;
9. Respond to parents and other community members on Board matters.
10. Serve as or appoint the Board's official spokesperson to the media; ~~and~~
11. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; ~~and~~
12. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, *Hiring Process and Criteria*, is completed for the Superintendent. [PRESSPlus2](#)

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

The Vice President fills a vacancy in the Presidency.

#### Vice President

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

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

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

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

### Secretary

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

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

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

### Recording Secretary

The Recording Secretary shall:

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

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

### Treasurer

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

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

The Treasurer shall:

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

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

LEGAL REF.:

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

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

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

---

## PRESSPlus Comments

PRESSPlus 1. Updated to reflect changes to 5 ILCS 120/7, amended by P.A. 101-640, permitting public bodies to meet remotely without a quorum physically present at the meeting location during a public health emergency. **Issue 108, November 2021**

PRESSPlus 2. 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. For more information, see the subhead entitled Screening in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and the subhead entitled Investigations in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**



## *Document Status: Draft Update*

### **2:120 Board Member Development**

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

#### Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, ~~and~~ fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term. [PRESSPlus1](#)
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

#### Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

#### Board Self-Evaluation

The Board of Education will conduct periodic self-evaluations with the goal of continuous improvement.

## New Board Member Orientation

The orientation process for newly elected or appointed Board of Education members includes:

1. The Board President or Superintendent or their designees shall give each new Board of Education member a copy of online access to the Board of Education Policy Manual, the Board of Education's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board of Education's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

## Candidates

The Superintendent or designee shall invite all current candidates for the office of Board of Education member to attend: (1) Board of Education meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.:

5 ILCS 120/1.05 and 120/2.

105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Board of Education Meetings)

---

## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-16a, amended by P.A. 102-638. See 105 ILCS 5/10-16a(b-5) for the required and recommended elements of the training regarding trauma-informed practices. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **2:220 Board of Education Meeting Procedure**

#### Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board of Education action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items may be added to the agenda upon majority approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board of Education member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board of Education Meetings*.

The Board President shall determine the order of business at regular Board of Education meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

#### Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board of Education, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be: member making motion, member seconding motion, other members on a rotating basis.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Any Board member may request that his or her vote be changed before the President announces the result.

Any Board member may include a written explanation of his/her vote in the District file containing

individual Board member statements; the explanation will not be part of the minutes.

### Minutes

The Board Secretary shall keep written minutes of all Board of Education meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board of Education members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second; and
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board of Education for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

~~At least semi-annually~~ Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) ~~decides~~ determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a semi-annual review. <sup>PRESSPlus1</sup> The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board of Education member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order. The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

### Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District's main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

#### Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board of Education constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

#### No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

## LEGAL REF.:

5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, and 120/7.

105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of Board of Education Meetings), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

**PRESSPlus Comments**

PRESSPlus 1. Required by 5 ILCS 120/2.06(d), amended by P.A. 102-653. If a board is unable to conduct the review every six months, it must do so as soon after as is practicable, taking into account the nature and meeting schedule of the board. A board may also conduct the review more frequently. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c) (21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this policy's exhibits use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d). **Issue 108, November 2021**

## *Document Status: Draft Update*

### **2:260 Uniform Grievance Procedure**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not

be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, or this policy, or any collective bargaining agreement. (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.



## Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail registered mail, return receipt requested, and/or personal delivery PRESSPlus1 as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

## Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

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

### **Nondiscrimination Coordinator:**

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

### **Complaint Managers:**

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

mimccarey@bighollow.us

847.740.1490

christinearndt@bighollow.us

847.740.1490

LEGAL REF.:

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

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

20 U.S.C. §1400, The Individuals with Disabilities Education Act.

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

29 U.S.C. §206(d), Equal Pay Act. ~~Age Discrimination in Employment Act,~~

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

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

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

42 U.S.C. §2000e et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act).

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

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

~~Americans With Disabilities Act,~~ 42 U.S.C. §12101 et seq., Americans With Disabilities Act.

~~Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.~~

~~Equal Pay Act, 29 U.S.C. §206(d).~~

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

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

5 ILCS 415/10(a)(2), Government Severance Pay Act.

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

~~Illinois Genetic Information Privacy Act,~~ 410 ILCS 513/, Ill. Genetic Information Privacy Act.

~~Illinois Whistleblower Act,~~ 740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

~~Illinois Human Rights Act,~~ 775 ILCS 5/, Ill. Human Rights Act.

~~Victims' Economic Security and Safety Act,~~ 820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

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

~~Employee Credit Privacy Act, 820 ILCS 70/, Employee Credit Privacy Act, 70/10(b), and 70/25/~~

23 Ill.Admin.Code §§1.240, ~~and~~ 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

---

### **PRESSPlus Comments**

PRESSPlus 1. Optional; using a delivery method that allows the district to verify the date of receipt is a best practice. **Issue 108, November 2021**

Recommend to approve as written.  
Clarifies superintendent responsibility for reporting of special incidents.

## *Document Status: Draft Update*

### **3:40 Superintendent**

#### 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 Board of Education 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, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*.<sup>PRESSPlus1</sup> 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 of Education 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.

#### 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.

#### Evaluation

The Board of Education 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 State law, the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board of Education 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.

#### Compensation and Benefits

The Board of Education 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 of Education 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, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

5 ILCS 120/7.3, Open Meetings Act.

23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

---

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to the General Assembly's focus on resolving Educator Misconduct. 105 ILCS 5/10-21.9(e-5), amended by P.A.102-552, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **3:50 Administrative Personnel Other Than the Superintendent**

#### Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

#### Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

#### Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board of Education.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

#### Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

#### Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board of Education will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board of Education no later than the March Board of Education meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewable issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF:

105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.

23 Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions) [PRESSPlus1](#)

ADOPTED: September 14, 2015

---

## **PRESSPlus Comments**

PRESSPlus 1. The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **3:60 Administrative Responsibility of the Building Principal**

#### Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

Each Building Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

#### Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal. The Superintendent or designee may conduct additional evaluations.

#### Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

#### LEGAL REF.:

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15. [PRESSPlus1](#)

10 ILCS 5/4-6.2, Election Code.

105 ILCS 127/, School Reporting of Drug Violations Act.

23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions) [PRESSPlus2](#)

---

#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**



PRESSPlus 2. The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **4:60 Purchases and Contracts**

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board of Education policies.

#### Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable federal and State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
  - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have

direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

- b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.
9. After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act. [PRESSPlus1](#)
10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award. [PRESSPlus2](#)

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts and maintain a status report for monthly presentation to the Board, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

#### LEGAL REF.:

2 C.F.R. Part 200.

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

30 ILCS 708/, Grant Accountability and Transparency Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

---

#### PRESSPlus Comments

PRESSPlus 1. 410 ILCS 170/10(b), added by P.A. 102-242, eff. 1-1-23. **Issue 108, November 2021**

PRESSPlus 2. 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants, unless the Office of the

Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by ISBE, see [www.isbe.net/gata](http://www.isbe.net/gata). **Issue 108, November 2021**

Recommend to approve as written.  
Policy is unchanged. Legal references are updated.

## *Document Status: 5-Year-Review - Needs Review*

### **4:120 Food Services**

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *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. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

#### LEGAL REF.:

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

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

7 C.F.R. Parts 210 and 220, Food and Nutrition Service.

105 ILCS 125/.

23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED: January 20, 2015

---

Recommend to approve as written.

Policy and legal references are updated in response to the Coal Tar Sealant Disclosure Act and the Illinois Pesticide Act.

Big Hollow School District 38 \ SECTION 4 - OPERATIONAL SERVICES \

## Document Status: Draft Update

### 4:160 Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds.

#### Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. [PRESSPlus1](#) Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

#### Coal Tar Sealant [PRESSPlus2](#)

Beginning on 1-1-23, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

#### LEGAL REF.:

105 ILCS 5/10-20.17a; 5/10-20.48.

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

~~105 ILCS 5/10-20.17a; 5/10-20.48.~~

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 60/14, Illinois Pesticide Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)

23 Ill.Admin.Code §1.330.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

---

## **PRESSPlus Comments**

PRESSPlus 1. The Illinois Pesticide Act (415 ILCS 60/14 3.F., amended by P.A. 102-548) makes it unlawful to apply a restricted use pesticide on or within 500 feet of school property during normal hours, except for whole structure fumigation, and if the pesticide application information listed on the pesticide label is more restrictive than the law, then the more restrictive provision applies. *Normal school hours* means Monday through Friday from 7 a.m. until 4 p.m., excluding days when classes are not in session. The statute prohibits restricted pesticide applications during *normal hours* but defines *normal school hours*. This policy uses normal school hours. *State Restricted Pesticide Use* is defined as any pesticide use which the Director (Ill. Dept. of Agriculture or his or her authorized representative) determines, subsequent to public hearing, that an additional restriction for that use is needed to prevent unreasonable adverse effects. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 170(a)(1)-(4), added by P.A. 102-242, eff. 1-1-23, requires schools to provide written or telephonic notification to employees and parents/guardians of students prior to any application of a coal tar-based sealant product or a high polycyclic aromatic hydrocarbon sealant product. Written notifications must: (1) be included in newsletters, bulletins, calendars, or other correspondence currently published by the district (this is the only prong of written notice that is permissive); (2) be given at least 10 business days before the application and should identify the intended date and location of the application of the coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant; (3) include the name and telephone contact number for the school or day care center (if the district has one) personnel responsible for the application; and (4) include any health hazards associated with coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product, as provided by a corresponding safety data sheet.

Districts may want to include numbers (3) and (4) in their student handbooks. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). **Issue 108, November 2021**

## *Document Status: Draft Update*

### **4:170 Safety**

#### Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill and crisis response plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

#### School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement **lockdown** drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, **or school support personnel, or a parent/guardian.** [PRESSPlus1](#)

#### Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE) (29 Ill.Admin.Code Part 1500).



### Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

### Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

### Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

### Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

### Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

### Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.:

105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.

105 ILCS 128/, School Safety Drill Act; implemented by 29 Ill.Admin.Code Part 1500.

210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.

225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

## PRESSPlus Comments

PRESSPlus 1. 105 ILCS 128/20(c), amended by P.A. 102-395. While 105 ILCS 128/20(c) uses both *lockdown drill* and *walk-through lockdown drill*, the terms are synonymous. For brevity, this material uses the term *lockdown drill*. Schools must (1) notify parents/guardians in advance of any lockdown drill that involves student participation, and (2) allow parents/guardians to exempt their child(ren) from participating for any reason. For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. For students who do participate in the lockdown drill, districts must allow them to ask questions related to it.

Law enforcement may only run an active shooter simulation, including simulated gun fire drills, on school days when students are not present. 105 ILCS 128/20(c)(5)-(8), added by P.A. 102-395. **Issue 108, November 2021**

Recommend to approve as written.  
Policy update ensures that criminal background check is completed for the Superintendent.

## *Document Status: Draft Update*

### **4:175 Convicted Child Sex Offender; Screening; Notifications**

#### 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:

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 Board of Education, 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. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

#### Screening

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. The Board President shall ensure that these checks are completed for the Superintendent. [PRESSPlus1](#) He or she shall take appropriate action based on the result of any criminal background check and/or screen. [PRESSPlus2](#)

#### 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 Violent Offender Against Youth Community Notification Law. 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. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

#### LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

20 ILCS 2635/, Uniform Conviction Information Act.

720 ILCS 5/11-9.3, Criminal Code of 2012.

730 ILCS 152/, Sex Offender Community Notification Law.

730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 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)

## **PRESSPlus Comments**

PRESSPlus 1. 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. For more information, see Investigations in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**

PRESSPlus 2. When a criminal sexual offense is committed or alleged to have been committed by a district employee or contractor, law enforcement shall immediately transmit a copy of the criminal history record information relating to the investigation of the offense/alleged offense to the superintendent. This transmission will occur either upon the superintendent's request or, if the law enforcement agency knows the offender/alleged offender is employed by a district, automatically. 725 ILCS 191/15, added by P.A. 102-652. See sample administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

## Document Status: Draft Update

### 5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, work authorization status; [PRESSPlus1](#) use of lawful products while not at work; being a victim of domestic violence, sexual violence, ~~of~~ gender violence, or any other crime of violence; [PRESSPlus2](#) genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

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

#### Administrative Implementation

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

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

#### **Nondiscrimination Coordinator:**

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

#### **Complaint Managers:**

Matthew McCulley  
Christine Arndt

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

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

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

### Minority Recruitment

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

### LEGAL REF.:

- 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
- 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
- 29 U.S.C. §206(d), Equal Pay Act.
- 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
- 29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
- 38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
- 42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
- 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
- 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
- 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
- 42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
- 42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
- Ill. Constitution, Art. I, §§17, 18, and 19.
- 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
- 410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.
- 410 ILCS 513/25, Genetic Information Privacy Act.
- 740 ILCS 174/, Ill. Whistleblower Act.
- 775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights

Act.

775 ILCS 35/, Religious Freedom Restoration Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

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

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

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

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

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

---

## PRESSPlus Comments

PRESSPlus 1. 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108, November 2021**

PRESSPlus 2. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) (or similar provision of the Criminal Code of 1961). 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **5:20 Workplace Harassment Prohibited**

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

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

#### Sexual Harassment Prohibited

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

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

#### Making a Report or Complaint

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

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



stop.

### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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

#### **Nondiscrimination Coordinator:**

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

#### **Complaint Managers:**

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

### Investigation Process

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

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

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

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

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

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

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

### Enforcement

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

### Retaliation Prohibited

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

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

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

### Recourse to State and Federal Fair Employment Practice Agencies

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

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

### LEGAL REF.:

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

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., Title IX of the Education

Amendments of 1972; 34 C.F.R. Part 106.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

---

## PRESSPlus Comments

PRESSPlus 1. 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **5:30 Hiring Process and Criteria**

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c). [PRESSPlus1](#)

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

#### Job Descriptions

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

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

#### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, ~~or for purposes of clarifying the information,~~ the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. [PRESSPlus2](#)

The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

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

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

that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria. (3) The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation. (4) The District does not request or require an applicant to disclose wage or salary history as a condition of employment. (5) The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation. (6) claim(s) made or benefit(s) received under Workers' Compensation Act; and (7) access to an employee's or applicant's personal online account, such as social networking website, including a request for passwords to such accounts.

### Physical Examinations

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

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

### Orientation Program

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

### LEGAL REF.:

42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.

15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.

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

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/10-22.34, 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 (Duties and Qualifications)

---

## PRESSPlus Comments

PRESSPlus 1. For additional information regarding implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656 (employment decisions based on conviction records), see footnotes 5 and 6 of the sample policy, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). Footnote 5 is updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-103.1(c), added by P.A. 101-656, with a discussion regarding application of the IHRA's *interactive assessment* requirement for disqualifying offenses listed in 105 ILCS 5/21B-80, and footnote 6 is updated in response to Ill. Dept. of Human Rights (IDHR) guidance for implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, at: [www2.illinois.gov/dhr/Pages/Conviction\\_Record\\_Protection\\_Frequently\\_Asked\\_Questions.aspx](http://www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx). **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/21B-85, amended by P.A. 102-552, requires a board to provide prompt written notice to the board of trustees of the Teachers' Retirement System of the State of Illinois (TRS) when it learns that any teacher has been convicted of a felony offense (which provides for a sentence of death or imprisonment for one year or more). The notice to TRS is limited to (1) the name of the license holder, (2) fact of conviction, (3) name and location of the court in which the conviction occurred, and (4) the assigned case number from the court. **Issue 108, November 2021**

## Document Status: Draft Update

### 5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All District workplaces are drug- and alcohol-free workplaces.

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being impaired by or under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position listed in the Cannabis Regulation and Tax Act (CRTA).

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. [PRESSPlus1](#) State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test. [PRESSPlus2](#)

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises* means workplace as defined in the [Cannabis Regulation and Tax Act \(CRTA\)](#) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground,

designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of ~~the~~ this Board policy respecting a drug-and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace,
  - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

#### E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

*Tobacco* ~~shall have~~ has the meaning provided in 105 ILCS 5/10-20.5b.

*Cannabis* ~~shall have~~ has the meaning provided in the CRTA, 410 ILCS 705/1-10.

*E-Cigarette* is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

#### District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In



addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

#### Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

#### LEGAL REF.:

42 U.S.C. §12114, Americans With Disabilities Act, ~~42 U.S.C. §12114~~.

21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15, Controlled Substances Act, ~~21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15~~.

41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988, ~~41 U.S.C. §8101 et seq.~~

20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994, ~~20 U.S.C. §7101 et seq.~~

30 ILCS 580/, Drug-Free Workplace Act.

105 ILCS 5/10-20.5b.

410 ILCS 82/, Smoke Free Illinois Act.

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

410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.

720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

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

21 C.F.R. Parts 1100, 1140, and 1143.

23 Ill.Admin.Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

## **PRESSPlus Comments**

PRESSPlus 1. 410 ILCS 705/10-50(d). If the board will not communicate to employees what will happen when reasonable suspicion exists, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 705/10-50(e)(1), amended by P.A. 101-593, protects the district from liability for actions described in this sentence. If the board will not communicate this information to its employees, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **5:90 Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at [report.cybertip.org/](http://report.cybertip.org/) or [www.missingkids.org](http://www.missingkids.org). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

#### Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, *Staff Development*

Program. PRESSPlus1 The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

The Superintendent or designee will display DCFS-issued materials that list the DCFS toll-free telephone number and methods for making a report under ANCRA in a clearly visible location in each school building.

#### Alleged Incidents of Sexual Abuse: Investigations

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

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

#### Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

~~The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing~~ When the Superintendent ~~he or she~~ has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged ~~was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child~~. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

#### Special Board of Education Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the Board of Education; Indemnification*. [PRESSPlus2](#)

LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85.

20 ILCS 1305/1-1 et seq., Department of Human Services Act.

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

720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

---

## PRESSPlus Comments

PRESSPlus 1. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. For additional *Erin's Law* requirements and definitions, see policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and 6:60, *Curriculum Content*. See also the footnotes of these policies at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/21B-85(a) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and neglect investigation, this board duty is listed here for convenience. See policy 2:20, *Powers and Duties of the School Board; Indemnification* for more information. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **5:100 Staff Development Program**

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (Erin's Law) training as follows (see policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*): [PRESSPlus1](#)

1. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.
2. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 8 to identify the warning signs of mental illness and suicidal behavior in

youth along with appropriate intervention and referral techniques.

5. 5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
  - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
  - b. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 5:90, *Abused and Neglected Child Reporting*).
  - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
10. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
12. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
13. For nurses, administrators, school guidance [PRESSPlus2](#) counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
14. For all District staff, annual sexual harassment prevention training.
15. Title IX requirements for training as follows (see policy 2:265, *Title IX Sexual Harassment Grievance Procedure*):
  - a. For all District staff, training on the definition of sexual harassment, the scope of the

District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.

- b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
- c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
- d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

LEGAL REF.:

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

42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.

1105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), and 5/24-5.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 150/25, Seizure Smart School Act.

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

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

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109, III. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming



Behaviors, 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

---

## PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-23.12, amended by P.A. 101-531; 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604; and *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610.

Mandated reporter training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; (4) understanding the response of child protective services and the role of the reporter after a call has been made; and (5) implicit bias.

*Implicit bias* means the attitudes or internalized stereotypes that affect people's perceptions, actions, and decisions in an unconscious manner and that exist and often contribute to unequal treatment of people based on race, ethnicity, gender identity, sexual orientation, age, disability, and other characteristics. The implicit bias topic must include, at a minimum: (1) information on implicit bias; (2) information on racial and ethnic sensitivity; and (3) tools to adjust automatic patterns of thinking and ultimately eliminate discriminatory behaviors. 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604.

Districts must provide mandated reporter training through either DCFS, an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, the Ill. State Board of Education, the Ill. Law Enforcement Training Standards Board, the Ill. State Police, or an organization approved by DCFS to provide mandated reporter training. *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

Recommend to approve as written.

Emphasis on Superintendent to develop and communicate standards relating to employee-student conduct. An associated administrative procedure will be a key piece.

Big Hollow School District 38 \ SECTION 5 - PERSONNEL \ General Personnel \

## Document Status: Draft Update

### 5:120 Employee Ethics; Conduct; and Conflict of Interest

#### Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, [PRESSPlus1](#) or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. [PRESSPlus2](#) Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors [PRESSPlus3](#) to include, at a minimum, sexual misconduct. Sexual misconduct [PRESSPlus4](#) is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
  - a. A sexual or romantic invitation
  - b. Dating, or soliciting a date
  - c. Engaging in sexualized or romantic dialog
  - d. Making sexually suggestive comments that are directed toward or with a student
  - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
  - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. [PRESSPlus5](#) Such expectations shall establish guidelines for specific areas, including but not limited to:
  - a. Transporting a student
  - b. Taking or possessing a photo or video of a student
  - c. Meeting with a student or contacting a student outside the employee's professional role
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);

5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*; [PRESSPlus6](#) and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.

### Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the [Illinois](#) Governmental Ethics Act:

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

### Ethics and Gift Ban

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

### Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

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

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one

or two above.

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

#### Outside Employment

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

Incorporated

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

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

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

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

30 ILCS 708/, Grant Accountability and Transparency Act.

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

105 ILCS 5/10-22.39, 5/10-23.13, **and** 5/22-5, and 5/22-90 (final citation pending).

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

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

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

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

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

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

---

#### **PRESSPlus Comments**

PRESSPlus 1. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 2. Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 4. This definition of *sexual misconduct* is adapted from HB 1975, legislation that did not pass in the first half of the 102nd Ill. General Assembly; however, it includes the results of collaboration to implement some of the recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See [www.sesamenet.org/](http://www.sesamenet.org/) for further information.

As of **PRESS** Issue 108's publication, HB 1975 is still pending in the 102nd General Assembly and is expected to become law. Its enactment could close significant legal loopholes related to combating grooming by broadening the definition of grooming prohibited by the Criminal Code of 2012 and authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act. **Issue 108, November 2021**

PRESSPlus 5. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). Establishing guidelines specific to #3(a), (b), and (c) is not currently required but is a requirement in HB 1975 (See PRESS Plus Comment 4, above). **Issue 108, November 2021**

PRESSPlus 6. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

## Document Status: Draft Update

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

#### Definitions

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

**Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube.*

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

#### Usage and Conduct

All District employees who use personal technology and/or social media shall: [PRESSPlus1](#)

1. Adhere to the high standards for **Professional and Appropriate Conduct** ~~appropriate school relationships~~ required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting.*
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance ~~Comply~~ with policy 5:130, *Responsibilities Concerning Internal Information*. ~~This means that personal technology and social media may not be used to share, publish, or transmit information about or~~

~~images of students and/or District employees without proper approval.~~ For District employees, proper approval may include implied consent under the circumstances.

7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that ~~no one for~~ neither the District, nor anyone on its behalf, ~~commits requests of an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law~~ employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

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

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

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

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

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

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

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

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: January 9, 2017

---

## PRESSPlus Comments

PRESSPlus 1. Updated in response to the requirements of districts outlined in 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information about *Erin's Law* requirements, see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*. See also the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

Under "Usage and Conduct" item #6, replace with the following (per recommendation from HLERK):

"Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students on a personal social media account, in compliance with policy 5:130, Responsibilities Concerning Internal Information. District employees who post on a professional social media account that speaks on behalf of the District or a District representative in an official capacity—e.g., a coach's, teacher's, or administrator's social media feed about District business—are permitted to post student names, photos, and videos for District promotional purposes, but only to the extent authorized by the students' parent(s)/guardian(s) consistent with applicable student confidentiality laws."



## *Document Status: Draft Update*

### **5:150 Personnel Records**

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

#### Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance [PRESSPlus1](#)

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall: [PRESSPlus2](#)

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law. [PRESSPlus3](#) but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

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

#### Maintenance and Access to Records [PRESSPlus4](#)

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

#### **For employees not covered by this agreement:**

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

Access to personnel records is available as follows:

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

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

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

#### LEGAL REF.:

20 U.S.C. §7926.

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

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

23 Ill.Admin.Code §1.660.

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

#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information, see the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 2. Required by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. §7926). On 6-27-2018, the U.S. Dept. of Education issued a *Dear Colleague Letter* stating that school policies must explicitly state this requirement. See the resources portion for the letter at: [www2.ed.gov/policy/elsec/leg/essa/index.html](http://www2.ed.gov/policy/elsec/leg/essa/index.html).

Consult the board attorney about what “or has probable cause to believe, has engaged in sexual misconduct” means. For guidance, policy 5:90, *Abused and Neglected Child Reporting* defines an “alleged incident of sexual abuse” as an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. **Issue 108, November 2021**

PRESSPlus 3. Consult the board attorney in these situations for help about what the superintendent may or may not say. Questions exist whether the superintendent says nothing, provides a neutral reference, or whether a *recommendation* could mean positive or negative statements. **Issue 108, November 2021**

PRESSPlus 4. Subheadings are added for clarity. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **5:185 Family and Medical Leave**

#### Leave Description

Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning July 1 and ending June 30 of the next year.

Other available paid vacation, personal, or family leave will be substituted for family and medical leave necessitated by birth, adoption/foster care placement, or a family member's serious health condition. Other available paid vacation, personal, or sick leave will be substituted for family and medical leave necessitated by a family member's or employee's own serious health condition. Any substitution required by this policy will count against the employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.

Family and medical leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter,
2. The adoption or foster placement of a child,
3. The serious health condition of an employee's spouse, parent, or child, and
4. The employee's own serious health condition.

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is 3 or 4, above, with certain limitations provided by law.

Within 15 calendar days after the Superintendent makes a request, an employee must support a request for a family and medical leave when the reason for the leave is 3 or 4, above, with a certificate completed by the employee's or family member's health care provider. Failure to provide the certification may result in a denial of the leave request.

If both spouses are employed by the District, they may together take only 12-weeks for family and medical leaves when the reason for the leave is 1 or 2, above, or to care for a sick parent.

#### Eligibility

To be eligible for family and medical leave, both of the following provisions must describe the employee:

1. The employee is employed at a worksite where at least 50 employees are employed within 75 miles; and
2. Thean employee must havehas been employed by the District for at least 12 months (the 12

months need not be consecutive) and have been employed for at least 1,000<sup>250</sup> PRESSPlus1 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., or when a written agreement exists concerning the District's intention to rehire the employee.

### Notice

If possible, employees must provide at least 30 days' notice to the District of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given within two business days of when the need becomes known to the employee. Employees shall provide at least verbal notice sufficient to make the District aware that he or she needs a family and medical leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

### Continuation of Health Benefits

During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working.

### Return to Work

An employee returning from a family and medical leave will be given an equivalent position to his or her position before the leave, subject to the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by law.

### Implementing Procedures

The Superintendent shall develop procedures to implement this policy consistent with the federal Family and Medical Leave Act.

### LEGAL REF.:

Family and Medical Leave Act, 29 U.S.C. §2601 et seq., Family and Medical Leave Act, 29 C.F.R. Part 825.

### 105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: January 20, 2015

---

### **PRESSPlus Comments**

PRESSPlus 1. A provision in State law expands eligibility for FMLA leave to school district employees who have been employed by the district for at least 12 months and work 1,000 hours (rather than the federal FMLA's 1,250 hours) in the 12-month period immediately preceding the leave,

which effectively makes more educational support personnel eligible for the leave. 105 ILCS 5/24-6.4, added by P.A. 102-335. **Issue 108, November 2021**

Recommend to approve as written. Changes include:

1) Recognition of 2022 Election Day as a school holiday, 2) designation of Juneteenth (June 19th) as a school holiday, 3) allowing for a shift in evaluation of tenured teachers to once every 3 years if their prior evaluation was Proficient or Excellent.

Big

## Document Status: Draft Update

### 5:200 Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or [PRESSPlus1](#) collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

#### Assignments

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

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

#### Duty-Free Lunch, School Year and Day, Salary, Transfers, Evaluation

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

#### Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law..

#### School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

#### Dismissal

The District will follow State law when dismissing a teacher.

#### LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/, Nursing Mothers in the Workplace Act ~~1 et seq.~~

23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).

Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

---

### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to PRESS Advisory Board member feedback regarding the need to comply with the terms of individual employment contracts, in addition to collective bargaining agreement(s) and other legal requirements. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **5:220 Substitute Teachers**

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

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

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

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

#### Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board

#### Internal Substitutes Pay

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

#### LEGAL REF.:

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

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

---

### **PRESSPlus Comments**

PRESSPlus 1. This policy's content is unique to the district. Please consult the author and the **PRESS** sample available by logging in at [www.iasb.com](http://www.iasb.com) to determine whether changes are necessary. **Issue 108, November 2021**



## *Document Status: Draft Update*

### **5:250 Leaves of Absence**

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

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Leave of Absence Without Pay, Maternity/Child-Rearing Leave, Prolonged Illness, and Release Time for Union Officers

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

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification. [PRESSPlus1](#)

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus2](#)

#### Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

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

Leaves for Service in the Military

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

General Assembly

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

School Visitation Leave

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

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

Leaves for Victims of Domestic Violence, Sexual Violence, ~~or Gender Violence~~, or Other Crime of Violence [PRESSPlus3](#)

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

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

Leave to Serve as an Election Judge

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

## LEGAL REF.:

10 ILCS 5/13-2.5

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

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

820 ILCS 147/, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

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

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

---

## **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in Dynak v. Bd. of Educ. of Wood Dale Sch. Dist. 7, 164 N.E.3d 1226 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week). Consult the board attorney for guidance on this issue. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 3. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

## *Document Status: Draft Update*

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

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

#### Sick and Bereavement Leave

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, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness ~~or 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.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification. [PRESSPlus1](#)

The use of paid sick leave ~~F~~ for purposes of adoption, ~~or~~ placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus2](#)

All absences in excess of the allotted sick leave shall be charged against earned vacation, if

applicable, or shall be unpaid days.

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

Vacation

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

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

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

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

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

Holidays

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

New Year’s Day	Labor Day
Martin Luther King Jr.’s Birthday	Columbus Day
Abraham Lincoln’s Birthday or	Veteran’s Day
Presidents’ Day	
Casimir Pulaski’s Birthday	2022 <del>20</del> Election Day <a href="#">PRESSPlus3</a>
Memorial Day	Thanksgiving Day
<a href="#">Juneteenth National Freedom Day</a> <a href="#">PRESSPlus4</a>	Christmas Day
Independence Day	

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

Day after Thanksgiving

Day before or after Christmas

Day before or after New Year's Day

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

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

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

### Personal Leave

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

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

### Leave to Serve as a Trustee of the 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. Leave for Service in the General Assembly. [PRESSPlus5](#)

3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, ~~or~~ Gender Violence, or Other Crime of Violence. [PRESSPlus6](#)
5. Child Bereavement Leave.
6. 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)

---

## PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 3. 10 ILCS 5/2A-1.1c, added by P.A. 102-15 and scheduled to be repealed on 1-1-23, requires any school closed on 2022 Election Day to make itself available to an election authority as a polling place on those days. 2020 Election Day remains a holiday listed in 105 ILCS 5/24-2(e), amended by P.A. 102-15, but no longer appears in this policy. **Issue 108, November 2021**

PRESSPlus 4. Updated in response to 5 ILCS 490/63, amended by P.A.s 102-14, eff. 1-1-22, and 102-334 (enacting Juneteenth National Freedom Day on June 19 each year). Note that conflicts related to celebrating Juneteenth when it falls on a Saturday or Sunday exist, e.g., P.A. 102-14 (the controlling Public Act) states "when June nineteenth falls on a Saturday or Sunday, neither the preceding Friday nor the following Monday shall be held or considered as a *paid* holiday" but contrast P.A. 102-334, stating "when June nineteenth falls on a Sunday, the following Monday shall be held and considered the holiday" (notice the word *paid* is missing and it does not address when Juneteenth falls on a Saturday whether Friday is the holiday). Consult the board attorney about whether Juneteenth should be celebrated as an *unpaid holiday* on either the preceding Friday or the following Monday

when it falls on a Saturday or Sunday, respectively, or not at all when it falls on a Saturday. **Issue 108, November 2021**

PRESSPlus 5. Moved from #1, above. Granting General Assembly leave to Educational Support Personnel is optional. **Issue 108, November 2021**

PRESSPlus 6. Updated in response to Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 102-487. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**



## *Document Status: Draft Update*

### **6:15 School Accountability**

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

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

#### Quality Assurance

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

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

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

#### LEGAL REF.:

105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, [5/10-17a](#), [PRESSPlus1](#) 5/10-21.3a, and 5/27-1.

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

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

---

#### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-17a, amended by P.A.s 101-68, 102-294, eff. 1-1-22 (data on the number of incidents of violence that occurred on school grounds or during school-related activities and that resulted in an out-of-school suspension, expulsion, or removal to an alternative setting), 102-594, eff. 7-1-22 (the number of teachers who are National Board Certified Teachers, disaggregated by race and ethnicity), and 102-539 (school report card deliveries delayed until 12-31 in years when the Governor declares a public health emergency). **Issue 108, November 2021**

## *Document Status: Draft Update*

### **6:20 School Year Calendar and Day**

#### School Calendar

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

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

#### Commemorative Holidays

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

#### School Day

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

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

#### LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 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.

5 ILCS 490/, State Commemorative Dates Act. [PRESSPlus1](#)

23 Ill.Admin.Code §1.420(f).

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

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

**PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **6:50 School Wellness**

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

The Superintendent will ensure:

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

#### Goals for Nutrition Education and Nutrition Promotion

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

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

#### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policies 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policies 6:60, *Curriculum Content* [PRESSPlus1](#) and Board policy 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE).

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

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

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

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

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

#### Exempted Fundraising Day (EFD) Requests

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

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

#### Guidelines for Reimbursable School Meals

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

#### Unused Food Sharing Plan [PRESSPlus2](#)

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

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students. [PRESSPlus3](#)
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program. [PRESSPlus4](#)
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. Properly means in accordance with all federal regulations and State and local health and sanitation codes.

#### Monitoring

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

- An assessment of the District's implementation of the policy

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

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

### Community Involvement

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

### Recordkeeping

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

### LEGAL REF.:

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

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

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

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

42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.

~~Local Records Act~~, 50 ILCS 205/ Local Records Act.

105 ILCS 5/2-3.139.

23 Ill.Admin.Code Part 305, Food Program.

ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

---

### **PRESSPlus Comments**

PRESSPlus 1. Policy 6:50's sample text is based upon federal and State *goals* while sample policy 6:60, *Curriculum Content*'s text is based only upon State curriculum requirements that require a minimum of three days of physical education per five-day week (with an exception for schools engaged in block scheduling). Ensure the text in this policy's goal aligns with the district's practice stated in policy 6:60 for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b). If the board adopts changes to this policy's goal, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-359. Food sharing plans will depend on many local factors and require local health department involvement, so because of that, a sample **PRESS** administrative procedure is not practical and does not exist. **Issue 108, November 2021**

PRESSPlus 3. *Needy students* is not defined by 105 ILCS 5/2-3.182, added by P.A. 102-359. **Issue 108, November 2021**

PRESSPlus 4. Required for districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). See 105 ILCS 5/2-3.182, added by P.A. 102-359. Delete number 3 *only if* the district participates in none of the programs listed. **Issue 108, November 2021**



## Document Status: Draft Update

### 6:60 Curriculum Content

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

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. [PRESSPlus1](#) A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. [PRESSPlus2](#) Before the completion of grade 5, students will be offered at least one unit of cursive instruction. ~~Beginning with the 2020-2021 school year,~~ In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States. [Q1](#)
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum. [PRESSPlus3](#)
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include educating students about behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
7. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) ~~democratic~~ principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois) freedom, justice, and equality, [PRESSPlus4](#) (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and

sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week [PRESSPlus5](#), during the school day, except on block scheduled days, in a physical education course. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.

9. In all schools, health education must be stressed, including: [PRESSPlus6](#) (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed [PRESSPlus7](#) sexual abuse and assault awareness and prevention education in all grades. [PRESSPlus8](#) The Superintendent shall implement a comprehensive health education program in accordance with State law. [Q2](#)
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
12. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, ~~and~~ (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America. [PRESSPlus9](#)

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

13. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.

16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, and the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans. [PRESSPlus10](#)
17. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
18. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States. [PRESSPlus11](#)
19. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

## LEGAL REF.:

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

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

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

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

105 ILCS 435/, and 110/3, Comprehensive Health Education Program.

105 ILCS 435/, Vocational Education Act.

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

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

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

---

**Questions and Answers:**

\*\*\*Required Question 1. 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address anti-bias education and intergroup conflict pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

Does the District provide anti-bias education and intergroup conflict resolution?

Yes (default)

No (IASB will remove the sentence regarding anti-bias education and intergroup conflict resolution from policy 6:60. If the Board has adopted policy 6:180, IASB will also remove Anti-bias education and intergroup conflict resolution from its list of extended instructional programs.)

\*\*\*Required Question 2. The repealed family life and sex education programs (105 ILCS 5/27-9.1 and 5/27-9.2, amended by P.A. 102-522) were replaced with the National Sex Education Standards (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522). But at the time of **PRESS** Issue 108's publication, the term *family life*, "including evidence-based and medically accurate information regarding sexual abstinence," remained in the Comprehensive Health Education Program (CHEP) (105 ILCS 110/3, amended by P.A. 102-464). The CHEP also includes many other health education topics that all elementary and secondary schools in Illinois must provide, including *teen dating violence* (105 ILCS 110/3.10, see 7:185, *Teen Dating Violence Prohibited*, for the required "teen dating violence policy") and cardiopulmonary resuscitation and automated external defibrillator use. For ease of administration, 6:60-AP1, *Comprehensive Health Education Program*, content includes reference to the new NSES curriculum that is outlined in more detail at 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*. 105 ILCS 5/27-9.1a, added by P.A. 102-522. While the NSES law is effective immediately, ISBE has until 8-1-22 to develop its learning standards and resources, and at the time of **PRESS** Issue 108's publication, no guidance existed about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, may continue to do so for: (a) their 21-22 school years, and/or (b) continuing into the 22-23 school year and subsequent school years. Consult the board attorney if the district offered the now-repealed family life and sex education program to assess whether that program may continue during the 21-22 school and/or school years beyond.

Two choices exist for school boards related to providing students with a sex education curriculum:

1. No sex education; or
2. NSES a/k/a Comprehensive Personal Health and Safety and Sexual Health Education Program (105 ILCS 5/27-9.1a, added by P.A. 102-522, and see 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards*

(NSES))).

While boards are not required to include sex education curriculum information in their policies, if they offer it, the new law requires them to identify the curriculum their district uses along with the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials. 105 ILCS 5/27-9.1a(e), added by P.A. 102-522. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).

If NSES is offered, ensure that the superintendent implements both 6:60-AP1, *Comprehensive Health Education Program*, and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*.

If developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b is offered, ensure that implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

Enter the board's choice below regarding communication to their communities in this policy about the sex education curriculum offered by the district:

- The Board does not offer NSES or developmentally appropriate consent education. (No change to the policy.)
- The Board offers NSES and/or developmentally appropriate consent education, but the Board will not communicate the curriculum chosen in this policy. (No change to the policy.)
- The Board offers National Sex Education Standards (NSES) curriculum, and the Board would like to communicate that in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a.)
- The Board offers National Sex Education Standards (NSES) curriculum and developmentally appropriate consent education curriculum, and the Board would like to communicate both in this policy. (IASB will add the following sentences: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a. The Superintendent shall also implement a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)
- The Board either does not offer NSES, or offers NSES but does not want to communicate that in this policy, but the Board does offer developmentally appropriate consent education curriculum and wants to communicate it in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)

---

## PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-13.2, amended by P.A. 102-195, which requires that in addition to instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and substance abuse, the subject must also cover the dangers of opioid abuse. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-6.3, added by P.A. 102-357. Schools must provide at least 30 minutes of play time for any school day five clock hours or longer in length. For any school days less than that, the total time allotted during the school day must be at least one-tenth of a day of attendance for the student. Time spent dressing or undressing for outdoor play may not count towards the daily time allotment. Play time must be computer-, tablet-, phone-, and video-free. Play time may be withheld as a disciplinary or punitive action only if a student's participation poses an immediate threat to the safety of the student or others. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654. 105 ILCS 5/10-20.74, added by P.A. 101-654, requires that districts submit an annual report to ISBE regarding educational technology capacities and policies. See the subhead **Educational Technology Committee** and footnote 20 in 2:150-AP, *Superintendent Committees*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 4. Updated to align with Illinois statute. **Issue 108, November 2021**

PRESSPlus 5. Boards that want their daily physical education requirement to align with their goal in policy 6:50, School Wellness, may replace "minimum of three days per five-day week" with their local daily requirements. If the board adopts changes to this policy's physical education requirement, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

PRESSPlus 6. Required by the Comprehensive Health Education Program law (105 ILCS 110/3). More detailed critical health problems and comprehensive health education program content is described in administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 7. *Evidence-informed per Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation." **Issue 108, November 2021**

PRESSPlus 8. 105 ILCS 110/3 and 105 ILCS 5/10-23.13, amended by P.A. 102-610 a/k/a *Erin's Law* (child sexual abuse prevention). While 105 ILCS 5/10-23.13(b) states pre-K through 12th, this policy uses *all grades* for brevity and ease of administration. *Erin's Law* requires a policy addressing child sexual abuse prevention and curriculum content on that subject (see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*). A sentence in 6:60-AP1, *Comprehensive Health Education Program*, restates the basic recommendations from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: [www.isbe.net/Documents/erins-law-final0512.pdf](http://www.isbe.net/Documents/erins-law-final0512.pdf), which was the basis for HB 1975 text, which did not pass in the first half of the 102nd Ill. General Assembly but is used as the basis for sample content to implement P.A. 102-610 due to that Public Act's vagueness. The professional educator training component of *Erin's Law* is addressed in policies 5:90, *Abused and Neglected Child Reporting* and 5:100, *Staff Development*

*Program.* The Report also encouraged parental involvement because parents play a key role in protecting children from child sexual abuse. **Issue 108, November 2021**

PRESSPlus 9. Updated in response to 105 ILCS 5/27-21, amended by P.A. 102-411. **Issue 108, November 2021**

PRESSPlus 10. Updated in response to 105 ILCS 5/27-20.4, amended by P.A. 101-654. **Issue 108, November 2021**

PRESSPlus 11. Updated in response to 105 ILCS 5/27-20.8, added by P.A. 102-44. The regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate] will monitor districts' compliance with this law during the annual compliance review visits. Districts may meet this law's requirements through online programs or courses. **Issue 108, November 2021**

## Document Status: Draft Update

### 6:120 Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 3 and 21 ~~(inclusive)~~ [PRESSPlus1](#) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to ~~the~~ IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's ~~disabled~~ students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

#### LEGAL REF.:

20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.

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

42 U.S.C. §12101 et seq., Americans With Disabilities Act.

34 C.F.R. Part 106.

34 C.F.R. § Part 300.

105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.



23 Ill.Admin.Code Part 226.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

---

### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/14-6.01 states that high school districts are financially responsible for the education of children with disabilities who reside in their districts when such children reach age 15, but they may admit children with disabilities into special education facilities without regard to graduation from the eighth grade after they reach age 14 ½. When a child with a disability turns 14 ½ years old, it is the elementary school district's responsibility to notify the high school district of the child's current eligibility, program, and evaluation data upon which the current program is based. **Issue 108, November 2021**

Recommend to approve as written. Discuss automatic enrollment into accelerated coursework if excelling on IAR.

Big

## Document Status: Draft Update

### 6:135 Accelerated Placement Program

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

The Superintendent or designee shall implement an APP that includes:

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

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. PRESSPlus2 Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

105 ILCS 5/14A.

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

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

---

### **PRESSPlus Comments**

PRESSPlus 1. Required by 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209, for all districts, including elementary-only districts. Though not explained in the statute, this is likely because State assessments in English language arts, mathematics, and science are required in grades 3 through 8 (105 ILCS 5/2-3.64a-5) and a student's State assessment results may place the student in high school courses. Consult the board attorney about practical implementation issues for an elementary school district, e.g., what to do if the elementary school district does not have a program for students to enroll in high school courses (If the Board has not adopted policy 6:315, *High School Credit for Students in Grade 7 or 8*, the sample can be found at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).), or if the elementary school district would like to offer advanced coursework not offered by the high school.

A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student's postsecondary education or career goals. For a student entering grade 12, the next most rigorous level of advanced coursework in English language arts or mathematics must be a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the next most rigorous level of advanced coursework may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the district. 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209. See 6:135-AP, *Accelerated Placement Program Procedures*, at **PRESS** Online. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/14A-32(b)(1), amended by P.A. 101-654, permits, but does not require this notification. **Issue 108, November 2021**

## Document Status: Draft Update

### 6:180 Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Nursery schools for children between the ages of 2 and 6 years.
2. Before-and after-school programs for students in grades K-6.
3. Child care and training center for pre-school children and for students whose parents work.
4. Model day care services program in cooperation with the State Board of Education.
5. Tutorial program.
6. Adult education program.
7. Outdoor education program.
8. Summer school, whether for credit or not.
9. Independent study, whether for credit or not.
10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
11. Anti-bias education [PRESSPlus1](#) and a activities to address intergroup conflict resolution.
12. Volunteer service credit program.
13. Vocational academy.

#### LEGAL REF.:

105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6.

105 ILCS 110/3, Comprehensive Health Education Program. ~~and~~

105 ILCS 433/, Vocational Academies Act.

~~ADOPTED: November 13, 2017~~

---

### PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict resolution, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address anti-bias education and intergroup conflict resolution pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-

E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

**See policy 6:60's PRESS Plus Question 1.** If the Board answers No, to indicate that the District does not provide anti-bias education, IASB will remove "Anti-bias education and activities to address intergroup conflict resolution." from this policy.

Consult the board attorney if the district wishes to offer intergroup conflict resolution separately; it is unclear whether these topics may be offered separately because the law lists them together. **Issue 108, November 2021**

## Document Status: Draft Update

### 6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee shall establish a *Bring Your Own Technology (BYOT) Program*. The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web-literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Internet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 5:125, *Personal Technology and Social Media; Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:190, *Student Behavior*; and 7:340, *Student Records*; and 7:345, *Use of Educational Technologies; Student Data Privacy and Security*. [PRESSPlus1](#)
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
  - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
  - b. A copy of or access to this policy and any building-specific rules for the program;
  - c. Additional training, if necessary, about 5:170, *Copyright*; and
  - d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

#### Responsible Use

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's

parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Personal Technology and Social Media; and Personal Technology; Usage and Conduct*, for staff and 7:190, *Student Behavior* for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190, *Student Behavior*, 7:200, *Suspension Procedures*; or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.

#### LEGAL REF.:

Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h) and (l).

Enhancing Education Through Technology Act, 20 U.S.C §6751 *et seq.*

47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.

Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6508.

16 C.F.R. Part 312, Children's Online Privacy Protection Rule.

105 ILCS 5/10-20.28.

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks), 7:140 (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment) 7:190 (Student Behavior), 7:340 (Student Records)

---

#### PRESSPlus Comments

PRESSPlus 1. Policy 7:345, *Use of Educational Technologies; Student Data Privacy and Security*, requires districts to comply with the Student Online Personal Protection Act (SOPPA), 105 ILCS 85/, amended by P.A. 101-516; see also 23 Ill.Admin.Code Part 380. Implementation of a BYOT program does not exempt a district from complying with SOPPA's contractual and security mandates, including implementation and maintenance of reasonable security procedures and practices designed to protect student's *covered information*. Reasonable security practice guidance adopted by the Ill. State Board of Education recommends, in part, that districts create a separate wireless network for personal or untrusted devices. **Issue 108, November 2021**

## Document Status: Draft Update

### 6:340 Student Testing and Assessment Program

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

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

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

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

#### LEGAL REF.:

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

105 ILCS 10/, Illinois School Student Records Act.

105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, 5/2-3.107, 5/2-3.153, 5/10-17a, 5/22-82, and 5/27-1.

23 Ill. Admin. Code §1.30(b) and § 375.10. [PRESSPlus1](#)

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

---

#### PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**



## *Document Status: Draft Update*

### **7:10 Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260 *Uniform Grievance Procedure*.

#### Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

#### LEGAL REF.:

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

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

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

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63 (P.A.s 100-29 and 100-163, final citations pending), PRESSPlus1 5/10-22.5, and 5/27-1.

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

775 ILCS 35/5, Religious Freedom Restoration Act.

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

---

## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **7:20 Harassment of Students Prohibited**

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

#### Sexual Harassment Prohibited

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

#### Making a Report or Complaint

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

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

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

#### **Nondiscrimination Coordinator:**

Robert B. Gold, Superintendent

26051 W. Nippersink Rd., Ingleside, IL 60041

bobgold@bighollow.us

847.740.1490

**Complaint Managers:**

Matthew McCulley

Christine Arndt

26051 W. Nippersink Rd., Ingleside, IL 60041

26051 W. Nippersink Rd., Ingleside, IL 60041

mmculley@bighollow.us

christinearndt@bighollow.us

847.740.1490

847.740.1490

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

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

Investigation Process

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

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

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

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

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

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

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

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

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

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

## LEGAL REF.:

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

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, [PRESSPlus1](#) 5/27-1, and 5/27-23.7.

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

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

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

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

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

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

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

**PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

## *Document Status: 5-Year-Review - Needs Review*

### **7:30 Student Assignment**

The Superintendent or designee shall assign students to classes. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

LEGAL REF.:

105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

---

## Document Status: Draft Update

### 7:60 Residence

#### Resident Students

Only students who are residents of the District may attend a District school **without a tuition charge**, except as **otherwise** [PRESSPlus1](#) provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or **Power of Attorney affidavit** stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within **60 days six months** [PRESSPlus2](#) after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

#### Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools tuition-free whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

#### Homeless Children

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

#### Challenging a Student's Residence Status

If the Superintendent or designee determines that a **non-resident student** **is** attending **school on a tuition-free basis** is a nonresident of the District **for whom tuition is required to be charged** **school**, he

or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due ~~and immediately begin proceedings to ban the student from future attendance.~~ PRESSPlus3 The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

#### LEGAL REF.:

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

105 ILCS 5/10-20.12a, 5/10-20.12b, ~~and 5/10-22.5,~~ and 5/10-22.5a.

105 ILCS 45/, Education for Homeless Children Act ~~and 70/.~~

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

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High Sch., 200, 604 N.E.2d 1264 235 Ill.App.3d 652 (Ill.App.1, 5th Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 292 Ill.App.3d 607 (Ill.App.1, 1st Dist. 1997).

Kraut v. Rachford, 366 N.E.2d 497 51 Ill.App.3d 206 (Ill.App.1, 1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

~~ADOPTED: January 9, 2017~~

#### PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to a five-year review. **Issue 108, November 2021**



## *Document Status: Draft Update*

### **7:70 Attendance and Truancy**

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, [PRESSPlus1](#) including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), [PRESSPlus2](#) observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. [PRESSPlus3](#)

#### Absenteeism and Truancy Program

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

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

attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to: [PRESSPlus4](#)
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

#### LEGAL REF.:

105 ILCS 5/26-1 through 186.

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

23 Ill.Admin.Code §§1.242 and 1.290.

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

---

#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406, which prohibits schools from requiring students excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s. 102-266 and 102-321. A student may be absent for mental or behavioral health for up to five days without providing a medical note, and the student must be given an opportunity to make up any missed school work. *Medical note* is not defined, but the same portion of the statute discusses a student's inability to attend school due to a disability being certified by an Illinois licensed physician, chiropractic physician, advanced practice registered nurse, or physician assistant; presumably any of these individuals could provide a *medical note*. After the second mental health day used, the student may be referred to the appropriate school support personnel. See policy 7:250, *Student Support Services*. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-471, requires a written policy related to absences and missed homework or classwork assignments as a result of or related to a student's pregnancy. It makes sense to apply such a policy to all students who are absent for a valid cause. **Issue 108, November 2021**

PRESSPlus 4. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-157, requires the incorporation of provisions relating to chronic absenteeism in accordance with 105 ILCS 5/26-18. 105 ILCS 5/26-18 requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). **Issue 108, November 2021**

## Document Status: Draft Update

### 7:80 Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, or for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s). ~~This notice shall satisfy the District's requirement for a written excuse when the student returns to school.~~ [PRESSPlus1](#)

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons ~~and include a list of religious holidays on which a student shall be excused from school attendance,~~ including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

#### LEGAL REF.:

~~Religious Freedom Restoration Act, 775 ILCS 35/.~~

105 ILCS 5/26-1 and 5/26-2b.

775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

~~ADOPTED: October 11, 2017~~

---

#### PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406. Schools cannot require students who are excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:150 Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
  - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
  - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, ~~guidance~~ [PRESSPlus1](#) counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

#### LEGAL REF.:

105 ILCS 5/10-20.64, 5/22-88.5 (~~final citation pending~~)

55 ILCS 80/, Children's Advocacy Center Act.

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

720 ILCS 5/31-1 et seq., Interference with Public Officers Act.

725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

---

#### PRESSPlus Comments

PRESSPlus 1. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and

the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:160 Student Appearance

A student's appearance, including dress and hygiene grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, and safety, and decency. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. [PRESSPlus1 Q1](#) Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance, handling students who dress or groom inappropriately will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

#### LEGAL REF.:

105 ILCS [5/2-3.25](#) and [5/10-22.25b](#).

*Tinker v. Des Moines Independent Sch.ool Dist.*, [89 S.Ct. 733](#) [393 U.S. 503](#) (1969).

CROSS REF.: [7:10 \(Equal Educational Opportunities\)](#), [7:130 \(Student Rights and Responsibilities\)](#), [7:190 \(Student Behavior\)](#)

ADOPTED: [October 11, 2017](#)

#### Questions and Answers:

\*\*\*Required Question 1. If the board would like to expand upon the law's requirement of race, ethnicity, or hair texture, IASB will amend this sentence as follows: "The District does not prohibit hairstyles or hair textures historically associated with historically associated with race, ethnicity, or hair texture, or any other protected classes under Board policy 7:10, *Equal Educational Opportunities*, including, but not limited to, protective hairstyles such as braids, locks, and twists."

Would the board would like to expand upon the law's requirement of race, ethnicity, or hair texture?

- No (default)  
 Yes.

#### PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/10-22.25b, amended by P.A. 102-360, eff. 1-1-22, for recognition under 105 ILCS 5/2-3.25 (*Jett Hawkins Law*). For districts to receive recognition from the Ill. State Board of Education (ISBE), they must provide assurances of compliance with the *Jett Hawkins Law*. This policy's second sentence does that. ISBE will have resource materials on its website by 7-1-22. State or federal law also controls this policy's content. **Issue 108, November 2021**





## Document Status: Draft Update

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

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

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

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

#### Definitions from 105 ILCS 5/27-23.7

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

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

*Bullying* may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. [PRESSPlus1](#)

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

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, ~~and~~ (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. [PRESSPlus2](#)

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school ~~guidance~~ [PRESSPlus3](#) counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

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

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

**Nondiscrimination Coordinator:**

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

**Complaint Managers:**

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

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

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

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

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person student's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion [PRESSplus4](#) with

~~regard to students treated as bullying for purposes of determining any consequences or other appropriate remedial actions.~~

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have knowingly making a falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided ing knowingly false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan ~~is must be~~ based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation: [PRESSPlus5](#)
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

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

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

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

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent

students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

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

#### LEGAL REF.:

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

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

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

~~105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.~~

23 Ill.Admin.Code §1.240 and §1.280.

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

---

#### PRESSPlus Comments

PRESSPlus 1. All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: [cyberbullying.org/](http://cyberbullying.org/), and the U.S. School Safety Clearinghouse website at [www.SchoolSafety.gov](http://www.SchoolSafety.gov). **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7(b), amended by P.A. 102-241. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

PRESSPlus 4. Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the greatest extent practicable). For more information, see sample policy 7:200, *Suspension Procedures*, at f/n 8 and sample policy 7:210, *Expulsion Procedures*, at f/ns 11 and 13, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

PRESSPlus 5. All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years. 105 ILCS 5/27-23.7. See ISBE's *School Policies for Bullying Prevention* at: [www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf](http://www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf). **Issue 108, November 2021**

## Document Status: Draft Update

### 7:190 Student Behavior

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

#### When and Where Conduct Rules Apply

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

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

#### Prohibited Student Conduct

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

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

practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include



the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

## Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two<sup>2</sup> calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for

students, staff, or other persons, or for the purpose of self-defense or defense of property.

### Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

### Weapons

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

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

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

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

### Re-Engagement of Returning Students

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

### Required Notices

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

### Delegation of Authority

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

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

### Student Handbook

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

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

Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

20 U.S.C. §6081, Pro-Children Act of 1994.

20 U.S.C. §7961 et seq., Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3, and 110/3.10.

105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act. [PRESSPlus1](#)

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

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ 1.280, 1.285.

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

with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

---

## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

## *Document Status: Draft Update*

### **7:200 Suspension Procedures**

#### In-School Suspension

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

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

#### Out-of-School Suspension

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.

- ii. For a suspension of 4 or more school days, an explanation:
    - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
    - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
    - c) That the student's continuing presence in school would either:
      - i) Pose a threat to the safety of other students, staff, or members of the school community, or
      - ii) Substantially disrupt, impede, or interfere with the operation of the school.
  - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  - 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services a local mental health agency [PRESSPlus1](#) to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

Goss v. Lopez, 95 S.Ct. 729 419 U.S. 565 (1975).

Sieck v. Oak Park River Forest High School Sch., 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

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

ADOPTED: June 13, 2016

---

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**





## Document Status: Draft Update

### 7:210 Expulsion Procedures

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from ~~the Dept. of Human Services~~ a local mental health agency [PRESSPlus1](#) to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials

determined that no other appropriate and available interventions existed for the student.

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

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

LEGAL REF.:

Goss v. Lopez, ~~95 S.Ct. 729~~ 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 10-22.6.

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

~~ADOPTED: June 13, 2016~~

---

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:240 Conduct Code for Participants in Extracurricular Activities

The Building Principal and staff, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. [PRESSPlus1](#) The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education.

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

#### LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).

Board of Education of Independent School Dist. No. 92 v. Earls, 536 U.S. 822 122 S.Ct. 2559 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Board of Education of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985) 478 N.E.2d 1209 (Ill.App.4, 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999) 706 N.E.2d 137 (Ill.App.5, 1999).

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).

Vernonia School Dist. 475 v. Acton, 515 U.S. 646 (1995).

105 ILCS 5/24-24, 5/27-23.3, and 25/2.

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

ADOPTED: June 13, 2016

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to U.S. Supreme Court's 2021 decision in Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021), which involved a student suspended from the cheerleading squad for one year after she posted two vulgar *snaps* on Snapchat while off campus during the weekend. The U.S. Supreme Court held that while schools may have a special interest in regulating some off-campus student speech, e.g., teaching good manners and preventing disruption, here the school's interests were insufficient to overcome the student's interest in free expression, and the one-year suspension violated the student's First Amendment rights. The Court noted that the school's interest in regulation was diminished by the fact that the student's speech did not identify the school, did not target any member of the school community, and was transmitted through a personal cell phone to an audience consisting of her private circle of Snapchat friends. Comments during oral argument suggest the Court was particularly struck by the severity of the discipline issued as well. Careful factual analysis, in consultation with the board attorney, should occur when considering discipline of participants for off-campus activity. See 7:240-AP1, *Code of Conduct for Extracurricular Activities*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 108, November 2021**

## Document Status: Draft Update

### 7:250 Student Support Services

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

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

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

Erin's Law Counseling Options, Assistance, and Intervention [PRESSPlus1](#)

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

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

LEGAL REF.:

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

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

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

~~105 ILCS 5/10-20.58.~~

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

### PRESSPlus Comments

PRESSPlus 1. Required by *Erin's Law*, 105 ILCS 5/10-23.13(b)(2), (3), and (5), amended by P.A. 102-610. See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*, available at **PRESS** Online by logging in at

[www.iasb.com](http://www.iasb.com), for more information on Children's Advocacy Centers. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:260 Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. [PRESSPlus1](#)

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. Interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

LEGAL REF.:

105 ILCS 5/27-6.

225 ILCS 60/, Medical Practice Act.

23 Ill.Admin.Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content)

---

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-6(b-5), added by P.A. 102-405. A note from clergy or a religious leader is unnecessary and should not be requested by a district. **Issue 108, November 2021**



## Document Status: Draft Update

### 7:290 Suicide and Depression Awareness and Prevention

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

#### Suicide and Depression Awareness and Prevention Program

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

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
  - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. [PRESSPlus1](#)  
Implementation will incorporate paragraph number 2, above, along with Board policies:
  - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals

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

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

#### Illinois Suicide Prevention Strategic Planning Committee

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

#### Monitoring

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

#### Information to Staff, Parents/Guardians, and Students

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

District's website, and student handbooks and planners will contain the support information as required by State law. [PRESSPlus2](#)

### Implementation

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

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

### LEGAL REF.:

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

105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.73 (final citation pending), 5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/10-20.75 (final citation pending), 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.

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

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

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

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

---

### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22, which added seven categories students who may be identified as being at increased risk of suicide. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-134 (district-issued ID cards for students, and information on districts' websites); and 105 ILCS 5/10-20.75 (final citation pending), added by P.A. 102-416 (districts must insert either the Safe2Help Illinois helpline or a local suicide prevention hotline on ID card, contact to identify each helpline that may be contacted through text messaging, and include the same in student handbooks and planners (if a student planner is custom printed by a district or its schools for distribution to students in any of grades 6 through 12)). The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH),

at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). **Issue 108, November 2021**

## *Document Status: Draft Update*

### **7:310 Restrictions on Publications; Elementary Schools**

#### School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

#### Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, **digital files** **MP3 files**, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, **digital files** **CD-ROM**, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., **text data** or voice messages delivered by cell phones, tablets, and other hand-held devices). [PRESSPlus1](#)

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing publications that cause: (1) substantial disruption or a foreseeable risk of substantial disruption to school operations or (2) interferes with the rights of other students or staff members.

#### Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

#### LEGAL REF.:

105 ILCS 5/27-23.7.

Hazelwood v. Kuhlmeier, 408 S.Ct. 562 484 U.S. 260 (1988).

Hedges v. Wauconda Cmty. Community Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 393 U.S. 503 (1969).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: January 9, 2017

#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a five-year review. **Issue 108, November 2021**

## Document Status: Draft Update

### 7:340 Student Records

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18<sup>7</sup>[PRESSPlus1](#) years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. ~~However, The District will comply with State or federal law with regard to release of an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records, including, where applicable,~~ without notice to, or the consent of, the student's parent/guardian ~~or eligible student.~~[PRESSPlus2](#) Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

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

#### LEGAL REF.:

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

50 ILCS 205/7, [Local Records Act](#).

105 ILCS 5/10-20.1224b, ~~5/20-37~~, 5/10-20.40, and 5/14-1.01 et seq.

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

105 ILCS 85/, Student Online Personal Protection Act.

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

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

23 Ill.Admin.Code Parts 226 and 375.

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

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

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

---

## **PRESSPlus Comments**

PRESSPlus 1. 705 ILCS 405/5-905, amended by P.A. 98-61, applies to law enforcement records of minors arrested or taken into custody before their 18th (formerly 17<sup>th</sup>) birthday. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to feedback from PRESS Advisory Board (PAB) members. **Issue 108, November 2021**



## *Document Status: Draft Update*

### **7:345 Use of Educational Technologies; Student Data Privacy and Security**

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

#### Definitions

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

#### Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

#### Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In

the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.:

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

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

105 ILCS 85/, Student Online Personal Protection Act.

23 Ill. Admin. Code Part 380. [PRESSPlus1](#)

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

---

**PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Recommend to approve as written.

## *Document Status: 5-Year-Review - Needs Review*

### **8:100 Relations with Other Organizations and Agencies**

The District shall cooperate with other organizations and agencies, including, but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Other school districts
- Park Districts
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other municipalities

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

~~ADOPTED: October 20, 2014~~

---





To: Big Hollow School District 38 Board of Education

From: Bob Gold, Superintendent

Date: February 14, 2022

Re: Emergency Connectivity Funding

The FCC's Emergency Connectivity Fund (ECF) is a \$7.17 billion program that will help schools and libraries provide the tools and services their communities need for remote learning during the COVID-19 emergency period. ECF will help provide relief to millions of students, school staff, and library patrons and will help close the Homework Gap for students who currently lack necessary Internet access or the devices they need to connect to classrooms.

For eligible schools and libraries, the ECF Program will cover reasonable costs of laptop and tablet computers; Wi-Fi hotspots; modems; routers; and broadband connectivity purchases for off-campus use by students, school staff, and library patrons.

Congress authorized the Emergency Connectivity Fund as part of the American Rescue Plan Act of 2021.

Big Hollow School District was for \$520,000 to cover new devices for students at staff for the 2022-2023 school year. These funds will cover the following purchases:

- 1100 Chromebooks for students. The ECF covers up to \$400 of each purchased Chromebook, which will cover the entire cost of each device.
- Up to 200 laptops for teachers, administrators and staff. The ECF will cover up to \$400 for each device. BHS D38 will cover the remaining costs, which is estimated at \$600 per device.

I am recommending at this time that the Board approve Big Hollow District 38's acceptance of the attached ECF Funding Commitment Decision decision Letter.



September 24, 2021

# ECF Funding Commitment Decision Letter

## 2021

### Contact Information:

John Hughes IV  
BIG HOLLOW SCHOOL DISTRICT 38  
26051 W NIPPERSINK ROAD  
INGLESIDE IL 60041 - 8821  
[john@comaudit.services](mailto:john@comaudit.services)

**ECF FCC Form 471:** ECF202101837

**BEN:** 135260

**Obligation File:** 1

**Application Nickname:** Big Hollow EPC #1

### Totals

<b>Total Committed</b>	<b>\$520,000.00</b>
------------------------	---------------------

### What is in this letter?

**Thank you for submitting your Emergency Connectivity Fund (ECF) funding application.**

Attached to this letter, you will find the funding statuses for the ECF FCC Form(s) 471, Services Ordered and Certification Form, referenced above.

The Universal Service Administrative Company (USAC) is sending letters to both the associated applicant and the service provider(s) so that you can work together to complete the funding process.

### Next Steps

**Submit Requests for Reimbursement to the Emergency Connectivity Fund (ECF) Portal.<sup>1</sup>**

The Commission in the *Emergency Connectivity Fund Report and Order* provided two ways for applicants to be able to invoice for eligible equipment and services through the Emergency Connectivity Fund Program.<sup>2</sup> Applicants and service providers, who agree to invoice on behalf of the applicant(s), are allowed to submit ECF Program requests for reimbursement.

<sup>1</sup> The *Emergency Connectivity Fund Report and Order* directed USAC to make the invoicing system available 15 days after the issuance of the first wave of commitments for the Emergency Connectivity Fund Program. *Establishing the Emergency Connectivity Fund to Close the Homework Gap*, WC Docket No. 21-93, Report and Order, FCC 21-58, para. 98 (rel. May 11, 2021) (*Emergency Connectivity Fund Report and Order*) If your funding commitment was released as part of the first wave, you may need to wait 15 days prior to submitting your request for reimbursement. USAC will announce when the invoicing system is available and requests for reimbursement can be submitted.

<sup>2</sup> *Emergency Connectivity Fund Report and Order*, at para.93.



**BEN Name:** BIG HOLLOW SCHOOL  
DISTRICT 38  
**BEN:** 135260

**Exhibit 12**

**ECF FCC Form 471:** ECF202101837  
**Obligation File:** 1

- **If you (the applicant) are invoicing:** After receiving the ECF-supported eligible equipment and/or services, you will file the [ECF FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form to invoice for reimbursement of the ECF-supported eligible equipment and/or services. If you request reimbursement prior to paying your service provider(s), you will be required to provide verification that you paid your service provider(s) within 30 days of receipt of funds.
- **If your service provider(s) is invoicing:** The service provider(s) must provide the ECF-supported eligible equipment and/or services and then file the [ECF FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice for reimbursement for the ECF-supported eligible equipment and/or services provided.

Applicants and service providers, who agree to invoice on behalf of the applicant(s), must provide invoices detailing the items purchased, along with the requests for reimbursement. In general, any request for reimbursement submitted without the necessary information will be rejected with an explanation as to the deficiency, and the funding recipient will need to timely resubmit its invoice submission in order to receive reimbursement.

## Notice on Rules and Requirements

The applicants' receipt of funding commitments is contingent on their compliance with all federal, statutory, regulatory, and procedural requirements of the ECF Program and the FCC's rules. This also includes the certifications under penalty of perjury contained in their funding application(s). Funding recipients are subject to audits and other reviews that the Commission and other appropriate authorities may undertake periodically to ensure that committed funds are being used in accordance with such requirements and for their intended purpose. Please see paragraphs 116-134 of the Commission's *Emergency Connectivity Fund Report and Order* for more information regarding the Program's documentation, certification, and audit requirements.

As referenced in paragraph 101 of the *Emergency Connectivity Fund Report and Order*, attached to this letter is the full text of Appendix A to 2 CFR Part 170, which provides additional information about the reporting requirements for reporting executive compensation (through <https://www.sam.gov>) and subaward activity (through <http://www.fsr.gov>) under the Federal Funding Accountability and Transparency Act of 2006 as amended by the Digital Accountability and Transparency Act of 2014 (collectively the Transparency Act or FFATA/DATA Act) for award and subaward payments that equal or exceed \$30,000.

On behalf of the FCC, USAC may be required to reduce or cancel funding commitments that were not issued in accordance with these requirements, whether due to action or inaction of USAC, the applicant, or the service provider. The Commission and other appropriate authorities may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

## How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 30 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request. **Please note that this is shorter than the deadline for appeals in the E-Rate Program.**



**BEN Name:** BIG HOLLOW SCHOOL  
DISTRICT 38  
**BEN:** 135260

**Exhibit 12**  
**ECF FCC Form 471:** ECF202101837  
**Obligation File:** 1

**Note:** The Federal Communications Commission (FCC) will not accept appeals of ECF Program decisions that have not first been submitted and addressed in the Emergency Connectivity Fund (ECF) Portal. However, if you are seeking a waiver of ECF Program rules, you must submit your request directly to the FCC and not in the ECF Portal. Waivers of the ECF Program rules cannot be addressed within the ECF Portal.

- **To submit an appeal that is not a waiver**, visit the Appeals section in the [Emergency Connectivity Fund \(ECF\) Portal](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit the ECF Program's [website](#) for additional information on submitting an appeal, including step-by-step instructions.
- **To request a waiver of the FCC's rules**, please submit your request to the FCC in proceeding number WC Docket No. 21-93 using the [Electronic Comment Filing System \(ECFS\)](#). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For all appeals and waivers, be sure to keep a copy of your entire appeal or waiver document, including any correspondence and documentation, and provide a copy to the affected service provider(s).





**BEN Name:** BIG HOLLOW SCHOOL  
DISTRICT 38  
**BEN:** 135260

**Exhibit 12**

**ECF FCC Form 471:** ECF202101837

**Obligation File:** 1

# ECF Funding Commitment Decision Overview

**2021**

## Funding Commitment Decision Overview

<b>Funding Request Number (FRN)</b>	<b>Service Provider Name</b>	<b>Amount Requested</b>	<b>Amount Committed</b>	<b>Status</b>
ECF2190001823	GHA Technologies, Inc	\$520,000.00	\$520,000.00	Funded



**BEN Name:** BIG HOLLOW SCHOOL  
**DISTRICT 38**  
**BEN:** 135260

**ECF FCC Form 471:** ECF202101837

**Obligation File:** 1

<b>FRN</b> ECF2190001823	<b>Service Type</b> Equipment	<b>Status</b> Funded
-----------------------------	----------------------------------	-------------------------

<b>Dollars Committed</b>			
<b>Monthly Cost</b>		<b>One-time Cost</b>	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$520,000.00
Total Charges		\$520,000.00	
<b>Committed Amount</b>		<b>\$520,000.00</b>	

<b>Dates</b>	
<b>Service Start Date</b>	7/1/2021
<b>Service End Date</b>	6/30/2022
Service Delivery Date	6/30/2022
Invoice Deadline Date	8/29/2022

<b>Service Provider Information</b>	
Service Provider	GHA Technologies, Inc
SPIN (498ID)	143009241

<b>Consultant Information</b>	
Consultant Name	John Hughes IV
Consultant's Employer	Communications Audit Services
CRN	17021966

<b>Funding Commitment Decision Comments</b>
---

Approved as submitted



**BEN Name:** BIG HOLLOW SCHOOL  
DISTRICT 38  
**BEN:** 135260

**Exhibit 12**

**ECF FCC Form 471:** ECF202101837  
**Obligation File:** 1

## **Appendix A to Part 170—Award Term**

### **I. Reporting Subawards and Executive Compensation**

#### *a. Reporting of first-tier subawards.*

*Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).

#### *2. Where and when to report.*

- i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
- ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

*3. What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

#### *b. Reporting total compensation of recipient executives for non-Federal entities.*

*1. Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

- i. The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in 2 CFR § 170.320;
- ii. in the preceding fiscal year, you received—
  - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards), and
  - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards); and,
- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under sections 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

*2. Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

- i. As part of your registration profile at <https://www.sam.gov>
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

#### *c. Reporting of Total Compensation of Subrecipient Executives.*

*1. Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i. in the subrecipient's preceding fiscal year, the subrecipient received—
  - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards) and,



**BEN Name:** BIG HOLLOW SCHOOL  
DISTRICT 38  
**BEN:** 135260

**Exhibit 12**

**ECF FCC Form 471:** ECF202101837  
**Obligation File:** 1

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under sections 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions.*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. Federal Agency means a Federal agency as defined at 5 U.S.C. § 551(1) and further clarified by 5 U.S.C. 552(f).
2. Non-Federal entity means all of the following, as defined in 2 CFR part 25:
  - i. A Governmental organization, which is a State, local government, or Indian tribe;
  - ii. A foreign public entity;
  - iii. A domestic or foreign nonprofit organization; and
  - iv. A domestic or foreign for-profit organization
3. *Executive* means officers, managing partners, or any other employees in management positions.
4. *Subaward:*
  - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR § 200.331).
  - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
5. *Subrecipient* means a non-Federal entity or Federal agency that:
  - i. Receives a subaward from you (the recipient) under this award; and
  - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
6. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR § 229.402(c)(2)).

[2 CFR Part 170; 85 FR 49526, Aug. 13, 2020]



**Big Hollow School District #38**  
*Office of the Superintendent*

*Phone: (847) 740-1490*  
*Fax: (847) 740-9172*  
*www.bighollow.us*

*26051 W. Nippersink Rd.*  
*Ingleside, Illinois*  
*60041*

---

2021-2022

**SENIORITY LIST OF BIG HOLLOW SCHOOL DISTRICT #38**

**CERTIFIED PERSONNEL**

**KEY:**

1. List is in seniority order under each area of certification according to the Illinois Program for Evaluation, Supervision and Recognition of Public Schools – 23 Illinois Administrative Code.
2. Employees that were approved by the Board of Education on the same date will be listed in alphabetical order.
3. PT = Part-time
4. NT = Non-Tenured
5. **Disclaimer:** The Seniority List was formulated by reviewing data received from staff members and the District Office files. The Illinois State Board of Education holds the FINAL authority over certification of employees.
6. Reduction in force (RIF) process will follow Senate Bill 7 (Public Act 97-0008) guidelines.

<b>ART</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Carrie Miller	08/28/2001	5-8
Brenda Weiskopf	06/12/2006	5-8
Korrine Manullang (NT)	08/12/2019	K-12
Meg Marienthal (NT)	08/17/2020	5-8
Kim Hanson (NT)	09/02/2021	K-12

<b>BILINGUAL EDUCATION TEACHER</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Sofia Mantzoukis	06/12/2017	K-9
Thelma Allen (NT)	07/12/2021	K-9

<b>BIOLOGICAL SCIENCE</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Lisa Romero	08/25/2014	5-8
Jamie Michelau (NT)	05/14/2018	6-8
Laura Wolframski (NT)	08/17/2020	5-8

<b>BUSINESS, MARKETING AND COMPUTER</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Andrea Woods	08/28/2002	5-8
Lindsay Brillion (NT)	05/14/2018	K-12

<b>COMPUTER APPLICATIONS</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Michelle Kellmann	08/18/2008	5-8

<b>EARLY CHILDHOOD EDUCATION</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Stephanie Flade (NT)	05/14/2018	Birth-Gr. 3
Amanda Hatfield (NT)	05/14/2018	Birth-Gr. 3
Samantha Rusciollelli (NT)	07/08/2019	Birth-Gr. 3
Heather Kolaski (NT)	06/14/2021	Birth-Gr. 3
Katie Boyd (NT)	07/12/2021	Birth-Gr. 2

**EARLY CHILDHOOD EDUCATION  
(SELF-CONTAINED GENERAL EDUCATION)**

<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Stephanie Flade (NT)	05/14/2018	Birth-Gr. 3
Amanda Hatfield (NT)	05/14/2018	Birth-Gr. 3
Nicole DiMaggio (NT)	06/11/2018	Birth-Gr. 3
Kimberly Jensen (NT)	08/13/2018	Birth-Gr. 3
Samantha Rusciollelli (NT)	07/08/2019	Birth-Gr. 3
Heather Kolaski (NT)	06/14/2021	Birth-Gr. 3
Katie Boyd (NT)	07/12/2021	Birth-Gr 2
Kirsten Wilhelm (NT)	08/09/2021	Birth-Gr 2

**ELEMENTARY EDUCATION  
(SELF-CONTAINED GENERAL EDUCATION)**

<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Julie Castetter	08/27/1990	K-9
Heather Wick	08/24/1995	K-9
Ellen Ehlert	08/24/1998	K-9
Jeanette Provo	11/16/2000	K-9
Gretta Adams	08/28/2001	K-9
Bridget Massey	08/28/2001	K-9
Carrie Miller	08/28/2001	K-9
Susan Morrison	08/28/2001	K-9
Lisa Russell	08/28/2002	K-9
Andrea Woods	08/28/2002	K-9
Jennifer Zonsius	07/21/2003	K-9
Alexis Sterbenz	07/21/2003	K-9
Kori Dicken	08/25/2003	K-9
Amy Howard	08/25/2003	K-9
Elizabeth Leginski	10/20/2003	K-9
Jacqueline Kolar	07/18/2005	K-9
Linda Huemann	07/18/2005	K-9
Dawn Smith	07/18/2005	K-9
Jennifer Wittum	07/18/2005	K-9
Diane Robbin	08/22/2005	K-9

Elizabeth Paz	06/12/2006	K-9
Brenda Weiskopf	06/12/2006	K-9
Kathryn Keenon	07/17/2006	K-9
Peggy Silverblatt	08/21/2006	K-9
Bonnie Hayse	10/06/2006	K-9
Jennifer Neill	07/16/2007	K-9
Christy Jacobson	05/19/2008	K-9
Janine Vasica	05/19/2008	K-9
Alissa Dovichi	06/23/2008	K-9
Maria Finn	06/23/2008	K-9
Sarah Frank	06/23/2008	K-9
Jennifer Prostka	06/23/2008	K-9
Kristin Salazar	06/23/2008	K-9
Alison Stump	06/23/2008	K-9
Michelle Kellmann	08/18/2008	K-9
Dawn Lucas	09/15/2008	K-9
Lisa Carroll	06/15/2009	K-9
Michelle Connolly	06/15/2009	K-9
Amanda Strickler	06/15/2009	K-9
Jessica Coletto	08/17/2009	K-9
Britt Axelsson	08/16/2010	K-9
Hayley Janney	08/16/2010	K-9
Erin Olney	08/16/2010	K-9
Renee Hoadley	08/19/2013	K-9
Christina Hagen	08/11/2014	K-9
Lisa Boone	08/25/2014	K-9
Lisa Romero	08/25/2014	K-9
Stephanie Cullotta	06/13/2016	K-9
Kelly Polark	08/22/2016	K-9
Nichole Wilhelm	08/22/2016	K-9
Douglas Erickson	06/12/2017	K-9
Heather Fischer	06/12/2017	K-9
Kristen Glover	06/12/2017	K-9
Kristina Lancaster	06/12/2017	K-9
Sofia Mantzoukis	06/12/2017	K-9
Hannah Ball	08/14/2017	K-9



Erin Scarbalis	08/14/2017	K-9
Bonny Walters	08/14/2017	K-9
Sarah Loessl	08/21/2017	K-9
Brian Summers (NT)	05/14/2018	1-6
Sarah Wheaton (NT)	05/14/2018	K-9
Jennifer Mobus (NT)	06/11/2018	K-9
Adrian Peyrot (NT)	06/11/2018	K-9
Katie Pfisterer (NT)	08/23/2018	K-9
Deonna Klobe (NT)	04/22/2019	K-9
Sarah Abel (NT)	06/10/2019	K-9
Meg Marienthal (NT)	08/17/2020	K-9
Meghan Weiss (NT)	08/17/2020	1-6
Brianna Shulman (NT)	08/17/2020	1-6
Laura Wolframski (NT)	08/17/2020	K-9
Katherine Fitzgerald (NT)	08/17/2020	K-9
Sabrina Fortunski (NT)	06/14/2021	1-6
Vicki Stewart (NT)	06/14/2021	1-6
Heather Kolaski (NT)	06/14/2021	K-9
Chloe Kotiw (NT)	06/14/2021	K-9
Amanda McDonough (NT)	06/14/2021	1-6
Thomas Schorsch (NT)	06/14/2021	K-9
Amanda Bergquist (NT)	07/12/2021	K-9
Thelma Allen (NT)	07/12/2021	K-9
Jodie Ruden (NT)	07/12/2021	K-9
Ashleigh Wonsil (NT)	07/12/2021	K-9
Shannon Byker (NT)	08/05/2021	1-6
Michelle Carr (NT)	08/05/2021	1-6
Bradley Doherty (NT)	08/05/2021	K-9
Kirsten Wilhelm (NT)	08/09/2021	1-6
Barbara Gomez (NT)	08/18/2021	K-9

### ENGLISH AS A SECOND LANGUAGE

Employee	Date Employed	Grade Level
Bridget Massey	08/28/2001	K-9
Jennifer Zonsius	07/21/2003	K-8
Alexis Sterbenz	07/21/2003	K-4

Bonnie Hayse	10/06/2006	K-8
Stephanie Flade (NT)	05/14/2018	Birth-Gr. 3
Amanda Hatfield (NT)	05/14/2018	PreK-12
Brian Summers (NT)	05/14/2018	PreK-12
Nicole DiMaggio (NT)	06/11/2018	PreK-12
Jennifer Mobus (NT)	06/11/2018	K-9
Brianna Shulman (NT)	08/17/2020	PreK-12
Katherine Fitzgerald (NT)	08/17/2020	PreK-12
Sabrina Fortunski (NT)	06/14/2021	PreK-12
Katie Boyd (NT)	07/12/2021	PreK-12
Amanda Bergquist (NT)	07/12/2021	PreK-12
Thelma Allen (NT)	07/12/2021	K-9
Ashleigh Wonsil (NT)	07/12/2021	PreK-12
Shannon Byker (NT)	08/05/2021	PreK-12
Kim Hanson (NT)	09/02/2021	PreK-12

### FOREIGN LANGUAGE SPANISH

Employee	Date Employed	Grade Level
Jessica Coletto	08/17/2009	K-8
Hayley Janney	08/16/2010	K-8
Sofia Mantzoukis	06/12/2017	5-8
Anne Wahls (NT)	08/17/2020	PreK-12

<b>GENERAL SCIENCE</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Heather Wick	08/24/1995	5-8
Gretta Adams	08/28/2001	5-8
Andrea Woods	08/28/2002	5-8
Maria Finn	06/23/2008	5-8
Michelle Kellmann	08/18/2008	5-8
Renee Hoadley	08/19/2013	5-8
Christina Hagen	08/11/2014	5-8
Lisa Romero	08/25/2014	5-8
Oksana Poulos	08/17/2015	5-8
Kelly Polark	08/22/2016	5-8
Michael Gorelick	07/10/2017	6-12
Sarah Loessl	08/21/2017	5-8
Jamie Michelau (NT)	05/14/2018	6-8
Sylvia Garcarz (NT)	05/14/2018	6-8
Jennifer Mobus (NT)	06/11/2018	5-8
Katie Pfisterer (NT)	08/23/2018	5-8
Laura Wolframski (NT)	08/17/2020	5-8
Jodie Ruden (NT)	07/12/2021	5-8
Ashleigh Wonsil (NT)	07/12/2021	5-8

<b>HEALTH EDUCATION</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Christopher Jackowiak	08/17/2009	K-12
Michael Schneider (NT)	08/17/2020	K-12

<b>LANGUAGE ARTS</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Julie Castetter	08/27/1990	5-8
Heather Wick	08/24/1995	5-8
Jeanette Provo	11/16/2000	5-8
Gretta Adams	08/28/2001	5-8
Susan Morrison	08/28/2001	5-8
Lisa Russell	08/28/2002	5-8
Andrea Woods	08/28/2002	5-8
Jennifer Zonsius	07/21/2003	5-8
Kori Dicken	08/25/2003	5-8
Amy Howard	08/25/2003	5-8
Jennifer Wittum	07/18/2005	5-8
Elizabeth Paz	06/12/2006	5-8
Brenda Weiskopf	06/12/2006	5-8
Laura Snyder	06/19/2006	6-8
Bonnie Hayse	10/06/2006	6-8
Jennifer Neill	07/16/2007	5-8
Christy Jacobson	05/19/2008	5-8
Janine Vasica	05/19/2008	6-8
Sarah Frank	06/23/2008	5-8
Jennifer Prostka	06/23/2008	5-8
Hayley Janney	08/16/2010	6-8
Erin Olney	08/16/2010	5-8
Renee Hoadley	08/19/2013	5-8
Lisa Boone	08/25/2014	5-8
Lisa Romero	08/25/2014	5-8
Oksana Poulos	08/17/2015	5-8
James Buckwalter	07/11/2016	6-8
Nichole Wilhelm	08/22/2016	5-8
Hannah Ball	06/12/2017	5-8
Douglas Erickson	06/12/2017	5-8
Kristen Glover	06/12/2017	5-8
Kristina Lancaster	06/12/2017	5-8
Sofia Mantzoukis	06/12/2017	5-8

Michael Gorelick	07/10/2017	6-8
Bonny Walters	08/14/2017	5-8
Sarah Loessl	08/21/2017	5-8
Sarah Wheaton (NT)	05/14/2018	5-8
Courtney Wegrzyn (NT)	06/11/2018	5-12
Jennifer Mobus (NT)	06/11/2018	5-8
Katie Pfisterer (NT)	08/23/2018	5-8
Sarah Abel (NT)	06/10/2019	5-8
Anne Wahls (NT)	08/17/2020	6-8
Laura Wolframski (NT)	08/17/2020	5-8
Nicole Buschek (NT)	06/14/2021	5-8
Heather Kolaski (NT)	06/14/2021	5-8
Chloe Kotiw (NT)	06/14/2021	5-8
Thomas Schorsch (NT)	06/14/2021	5-8
Thelma Allen (NT)	07/12/2021	5-8
Ashleigh Wonsil (NT)	07/12/2021	5-8
Barbara Gomez (NT)	08/18/2021	5-8

<b>LEARNING BEHAVIOR SPECIALIST I</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Heather Wick	08/24/1995	PreK-Age 21
Amy Howard	08/25/2003	PreK-Age 21
Elizabeth Leginski	10/20/2003	K-9
Kira DeNovo	01/26/2005	PreK-Age 21
Diane Robbin	08/22/2005	PreK-Age 21
Nicole Zeppo	06/19/2006	PreK-Age 21
Bonnie Hayse	10/06/2006	K-12
Tamara Maxwell	07/16/2007	PreK-Age 21
Hayley Janney	08/16/2010	K-9
Lisa Boone	08/25/2014	K-9
Oksana Poulos	08/17/2015	PreK-Age 21
Traci Hoos	08/14/2017	PreK-Age 21
Mary Lonergan (NT)	05/14/2018	PreK-Age 21
Cynthia Roller (NT)	08/13/2018	PreK-Age 21
Chad Ziarko (NT)	08/13/2018	PreK-Age 21
Madeline Ovassapian (NT)	04/22/2019	PreK-Age 21
Hayley Vaughn (NT)	04/22/2019	PreK-Age 21
Katarina Harr (NT)	06/10/2019	PreK-Age 21

<b>LEARNING DISABILITIES</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Heather Wick	08/24/1995	PreK-Age 21
Diane Robbin	08/22/2005	PreK-Age 21
Traci Hoos	08/14/2017	PreK-Age 21

<b>MATHEMATICS</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Gretta Adams	08/28/2001	5-8
Jennifer Neill	07/16/2007	5-8
Jessica Coletto	08/17/2009	5-8
Christina Hagen	08/11/2014	5-8
Lisa Romero	08/25/2014	5-8
Stephanie Cullotta	06/13/2016	5-8
Douglas Erickson	06/12/2017	5-12
Heather Fischer	06/12/2017	5-8
Bonny Walters	08/14/2017	5-8
Sylvia Garcarz (NT)	05/14/2018	6-12
Jamie Michelau (NT)	05/14/2018	6-8
Katie Pfisterer (NT)	08/23/2018	5-8
Deonna Klobe (NT)	04/22/2019	5-8
Meg Marienthal (NT)	08/17/2020	5-8
Laura Wolframski (NT)	08/17/2020	5-8
Catherine Polglaze (NT)	09/13/2021	5-8

<b>MUSIC</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Lisa Russell	08/28/2002	5-8
Andrea Woods	08/28/2002	5-8
Kathryn Schiller	05/19/2008	K-12
Julie Dee	07/20/2009	K-12
Sara Kumpula	05/20/2013	K-12
Daniel Knowles (NT)	04/22/2019	K-12
Barbara Gomez (NT)	08/18/2021	K-12

<b>PHYSICAL EDUCATION</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Carrie Miller	08/28/2001	K-12
Eric Wolters	08/28/2002	K-12
Linda Huemann	07/18/2005	K-12
Maria Banach	05/19/2008	K-12
Christopher Jackowiak	08/17/2009	K-12
Lisa Boone	08/25/2014	6-12
Jamie Michelau (NT)	05/14/2018	6-12
Michael Schneider (NT)	08/17/2020	K-12
Ekaterina Everhart (NT)	08/31/2020	K-12

<b>PHYSICAL SCIENCE</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Michael Gorelick	07/10/2017	5-8
Adrian Peyrot	06/11/2018	5-8

<b>READING SPECIALIST</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Jacqueline Kolar	07/18/2005	K-12
Laura Snyder	06/19/2006	K-12
Janine Vasica	05/19/2008	K-12
Sarah Frank	06/23/2008	K-12
Kristin Salazar	06/23/2008	K-12
Lisa Carroll	06/15/2009	K-12
Meg Marienthal (NT)	08/17/2020	K-12
Laura Wolframski (NT)	08/17/2020	K-12
Ashleigh Wonsil (NT)	07/12/2021	K-12



<b>READING TEACHER</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Sarah Frank	06/23/2008	K-4
Sarah Wheaton (NT)	05/14/2018	K-8
Sarah Abel (NT)	6/10/2019	K-9
Katherine Fitzgerald (NT)	08/17/2020	PreK-12

<b>SCHOOL COUNSELOR</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>

<b>SCHOOL PSYCHOLOGIST</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Molly Battaglini	06/15/2015	PreK-Age 21
Sarah Nettis	05/08/2017	PreK-Age 21

<b>SCHOOL SOCIAL WORKER</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Donna deVenecia-Kretsch	03/14/2016	PreK-Age 21
Cori Dudakiw-Warrick	04/11/2016	PreK-Age 21
Kristina Vanderwerff	07/10/2017	PreK-Age 21
Jessica Berg (NT)	08/17/2020	PreK-Age 21
Aneta Luszc (NT)	08/05/2021	PreK-Age 21

<b>SOCIAL-EMOTIONAL DISORDERS</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>

<b>SOCIAL SCIENCE</b>		
<b>Employee</b>	<b>Date Employed</b>	<b>Grade Level</b>
Julie Castetter	08/27/1990	5-8
David Jesmer	08/15/1991	6-8
Heather Wick	08/24/1995	5-8
Jeanette Provo	11/16/2000	5-8
Gretta Adams	08/28/2001	5-8
Carrie Miller	08/28/2001	5-8
Susan Morrison	08/28/2001	5-8
Lisa Russell	08/28/2002	5-8
Andrea Woods	08/28/2002	5-8
Jennifer Zonsius	07/21/2003	5-8
Kori Dicken	08/25/2003	5-8
Amy Howard	08/25/2003	5-8
Jennifer Wittum	07/18/2005	5-8
Elizabeth Paz	06/12/2006	5-8
Brenda Weiskopf	06/12/2006	5-8
Laura Snyder	06/19/2006	6-8
Bonnie Hayse	10/06/2006	6-8
Maria Banach	05/19/2008	6-8
Christy Jacobson	05/19/2008	5-8
Janine Vasica	05/19/2008	6-8
Alissa Dovichi	06/23/2008	5-8
Maria Finn	06/23/2008	5-8
Sarah Frank	06/23/2008	5-8
Hayley Janney	08/16/2010	5-8
Erin Olney	08/16/2010	5-8
Christina Hagen	08/11/2014	5-8
Lisa Romero	08/25/2014	5-8
Oksana Poulos	08/17/2015	5-8
Stephanie Cullotta	06/13/2016	5-8
James Buckwalter	07/11/2016	6-8
Kelly Polark	08/22/2016	5-8
Nichole Wilhelm	08/22/2016	5-8
Douglas Erickson	06/12/2017	5-8

Heather Fischer	06/12/2017	5-8
Kristen Glover	06/12/2017	5-8
Kristina Lancaster	06/12/2017	5-8
Michael Gorelick	07/10/2017	6-12
Hannah Ball	08/14/2017	5-8
Bonny Walters	08/14/2017	5-8
Sarah Loessl	08/21/2017	5-8
Jamie Michelau (NT)	05/14/2018	6-8
Sarah Wheaton (NT)	05/14/2018	5-8
Jennifer Mobus (NT)	06/11/2018	5-8
Adrian Peyrot (NT)	06/11/2018	5-8
Chad Ziarko (NT)	08/13/2018	5-8
Katie Pfisterer (NT)	08/23/2018	5-8
Deonna Klobe (NT)	04/22/2019	5-8
Sarah Abel (NT)	06/10/2019	5-8
Anne Wahls (NT)	08/17/2020	6-8
Laura Wolframski (NT)	08/17/2020	5-8
Heather Kolaski (NT)	06/14/2021	5-8
Chloe Kotiw (NT)	06/14/2021	5-8
Thomas Schorsch (NT)	06/14/2021	5-8
Thelma Allen (NT)	07/12/2021	5-8
Ashleigh Wonsil (NT)	07/12/2021	5-8
Bradley Doherty (NT)	08/05/2021	5-8

### SPEECH LANGUAGE PATHOLOGIST

Employee	Date Employed	Grade Level
Elizabeth Macy	07/15/2013	PreK-Age 21
Kimberly Frazier	08/21/2017	PreK-Age 21
Julie Bonhotal (NT)	07/09/2018	PreK-Age 21
Amanda Yablun (NT)	04/22/2019	Prek K – Age 21

### TECHNOLOGY SPECIALIST

Employee	Date Employed	Grade Level
Peggy Silverblatt	08/21/2006	K-4
Christopher Jackowiak	08/17/2009	K-12
Thomas Schorsch (NT)	06/14/2021	5-8



**Big Hollow School District #38**  
*Office of the Superintendent*

*Phone: (847) 740-1490*  
*Fax: (847) 740-9172*  
*www.bighollow.us*

*26051 W. Nippersink Rd.*  
*Ingleside, Illinois*  
*60041*

---

2021/2022

**BIG HOLLOW SCHOOL DISTRICT #38**

**SUPPORT STAFF SENIORITY LIST**

*\*Employees will maintain their seniority in their original position and will have a new seniority date in their new position when moving within the district.*

*\*First column is hire date in that position and second column is years of seniority*

*\*Years of seniority equals end of completed school year*

<b>DISTRICT OFFICE ASSISTANTS</b>			
Melissa Morley	Business Office Assistant - Superintendent	08/01/2019	6 years
Jennifer Truss	Business Office Assistant - HR	06/08/2017	4 years
Stephaney Wiley	Business Office Assistant	07/01/2019	2 Years
Julie Burdett	Business Office Assistant - SPED	09/30/2019	2 Years
Lauren Sural	Bookkeeper	04/13/2020	1 year
Jackie Laske	Business Office Assistant - Trans	07/13/2021	
Jackie Bezak	Business Office Assistant - SPED	08/24/2021	

<b>BUSINESS OFFICE CLERKS</b>			
Stephaney Wiley	Clerk	08/01/2005	8 Years

<b>12 MONTH BUILDING SECRETARIES</b>			
Lisa Muns	Building Secretary	07/01/2009	12 Years
Catherine Alonso	Building Secretary	08/08/2012	9 Years
Julie Burdett	Building Secretary	07/01/2016	3 Years
Holly Brama	Building Secretary	09/30/2019	1 Year
Lindsay DiTusa	Building Secretary	10/26/2021	

<b>10 MONTH BUILDING SECRETARIES</b>			
Julie Burdett	Building Secretary 10 Month	08/13/2021	8 Years (from same roll in previous school year)
Jennifer Berg	Building Secretary 10 Month	08/09/2016	5 years
Melissa Morley	Building Secretary 10 Month	08/11/2014	1 Year
Holly Brama	Building Secretary 10 Month	09/10/2018	1 Year
Liz Villagomez	Building Secretary 10 Month	01/14/2020	1.5 Years

<b>MAINTENANCE</b>			
Marek Skocz	Maintenance	08/16/2001	20 Years
Charles Malak	Maintenance	08/17/2005	16 Years

<b>CUSTODIANS</b>			
Logan Serna	Custodian	02/11/2016	5 Years
Stephaney Wiley	Custodian	07/01/2021	2.75 Years (from same roll in previous school year)
Michael Furlong	Custodian	07/13/2020	1 Year
Matthew Newborn	Custodian	07/18/2020	1 Year

<b>FOOD SERVICE WORKERS</b>			
Gabriela Lopez	Food Service	08/11/2014	7 Years
Adele Phillips	Food Service	08/11/2014	7 Years
Michelle Stanley	Asst. Food Service Coordinator	10/13/2015	6 Years
Morelia Garcia	Food Service	08/15/2017	4 Years
Lozemil Jensen	Food Service	08/15/2017	4 Years
Tracy Bauske	Food Service	08/14/2018	3 Years
Stephaney Wiley	Food Service Asst	02/06/2016	3.25 Years
Virginia Montoya	Food Service	08/12/2019	2 Years
Bertha Cervantes	Food Service	06/14/2021	
Reyna Reyes-Salazar	Food Service	09/13/2021	
Maybelline Davis	Food Service	11/08/2021	
Angelica Salto Vilchez	Food Service	12/01/2021	

<b>GROUNDSKEEPERS</b>			

<b>LIBRARY AIDES</b>			
Phyllis Smith	Library Aide	08/26/1994	27 Years
Paulette DeGeorge	Library Aide	08/18/2006	15 Years
Chiara Sposato-Jucha	Library Aide	08/12/2019	2 Years

<b>LUNCH/RECESS MONITORS</b>			
Lisa Gindt	Lunch/Recess Monitor	10/15/2004	17 Years
Elva Gadd	Lunch/Recess Monitor	11/16/2006	14 Years
Lorna Borelli	Lunch/Recess Monitor	09/01/2008	13 Years
Rahel Yirgalem	Lunch/Recess Monitor	09/17/2013	8 Years
Wendy Rezac	Lunch/Recess Monitor	09/17/2014	7 Years
Cynthia Matthews	Lunch/Recess Monitor	08/24/2016	5 Years
Clifford Nims	Lunch/Recess Monitor	08/22/2018	3 Years
Martha Huizar	Lunch/Recess Monitor	08/23/2018	3 Years
Jasmina Rosemeyer	Lunch/Recess Monitor	10/09/2018	2 Years (not employed 2020-2021)
Alicia Fiore	Lunch/Recess Monitor	10/15/2019	2 Years
Maureen Benford	Lunch/Recess Monitor	10/15/2019	2 Years
Samantha Hartl	Lunch/Recess Monitor	02/10/2020	1 Year
Karen Contreras	Lunch/Recess Monitor	08/05/2021	
Charlinda Skornia	Lunch/Recess Monitor	09/13/2021	

<b>NURSES</b>			
Kelly Murphy	School Nurse	08/19/2013	8 Years
Jessica Lardizabal	School Nurse	12/10/2019	2 Years

<b>HEALTH AIDE</b>			
Teresa Jiron	Health Aide	10/12/2021	
Colby Flade	Health Aide	02/14/2021	

<b>PARAPROFESSIONALS</b>			
--------------------------	--	--	--

Debra Bell	Paraprofessional	08/25/2009	12 Years
Kerry Hubbard	Paraprofessional	08/25/2009	12 Years
Nicola Presley	Paraprofessional	10/29/2012	8.75 years
Karen Schuster	Paraprofessional	02/04/2014	7 Years
Denise Shireman	Paraprofessional	08/18/2014	7 Years
Elyse Zeiger	Paraprofessional	12/01/2014	6.5 Years
Jennifer Shepard	Paraprofessional	01/04/2016	5 Years
Renee Holm	Paraprofessional	08/22/2016	5 Years
Stephanie Richardson	Paraprofessional	11/16/2016	4.75 Years
Kelly Meegan	Paraprofessional	12/11/2017	3.5 Years
Jen Truss	Paraprofessional	10/08/2013	4 Years
Monika Strumberger	Paraprofessional	08/22/2018	3 Years
Jami Hamm	Paraprofessional	08/12/2019	2 Years
Colleen Davidson	Paraprofessional	08/12/2019	2 Years
Julia Duerig	Paraprofessional	10/15/2019	2 Years
Chandra Allen	Paraprofessional	02/10/2020	1 Year
Lauren Johnson	Paraprofessional	07/12/2021	
Miriam Wallace	Paraprofessional	07/12/2021	
Bridget Schuler-Beck	Paraprofessional	09/07/2021	
Denise Romero-Fields	Paraprofessional	10/12/2021	
Monika Bruchert	Paraprofessional	10/25/2021	
Lorene Power	Paraprofessional	11/01/2021	
Brittany Leach	Paraprofessional	11/08/2021	
Lindsey DeBello	Paraprofessional	12/08/2021	

### PARAPROFESSIONALS-TITLE I

Jeannine Pecora	Paraprofessional-Title 1	10/15/2015	6 Years
Sara Chatterjea	Paraprofessional-Title 1	09/28/2021	

### TECHNOLOGY

Alex Coppert	Help Desk Manager	07/01/2019	2 Years
Holly Brama	Technology Office Assistant	12/11/2020	1 Year



<b>TRANSPORTATION-BUS DRIVERS</b>			
Douglas Westerman	Bus Maint./Routing Specialist	07/18/2016	5 Years
Michael Arndt	Bus Driver	08/17/2016	5 Years
Gale Homuth	Bus Driver	08/17/2016	5 Years
Sharon Land	Bus Driver	08/17/2016	5 Years
Jenessa Nick	Bus Driver	08/17/2016	5 Years
Paulette Sassano	Bus Driver	08/17/2016	5 Years
Phyllis Schweiss	Bus Driver	08/17/2016	5 Years
Wendy Wells	Bus Driver	08/17/2016	5 Years
Adele Phillips	Bus Driver	08/22/2016	5 Years
Jennifer Kabrin	Bus Driver	09/12/2016	5 Years
Nicole Maddaleni	Bus Driver	09/14/2016	5 Years
Mary Lavanholi	Bus Driver	08/23/2017	4 Years
Laranda Parker	Bus Driver	12/26/2017	3.5 Years
Jill Younglove	Bus Driver	08/08/2018	3 Years
Heather Warmowski	Bus Driver	08/16/2018	3 Years
Margaret Miller	Bus Driver	08/28/2018	3 Years
Jackie Laske	Bus Driver	03/07/2018	3 Years
John Vasica	Bus Driver	08/14/2019	2 Years
Natosha Thormo	Bus Driver	09/09/2019	2 Years
Jessica Ritchey	Bus Driver	10/15/2019	2 Years
Holly Gold	Bus Driver	07/12/2021	
Karen Contreras	Bus Driver	08/05/2021	
Gailmarie Everett	Bus Driver	08/05/2021	
William Reyes	Bus Driver	08/23/2021	
Tim Tanner	Bus Driver	10/12/2021	

**School Fees**

<b>Registration Fees</b>	<b>2022-2023</b>
Early Childhood – 8 <sup>th</sup> Grade (per child)	\$165 -if paid by August 31st \$215 -after August 31st <i>*Includes technology insurance coverage for Chromebooks.</i>
Blended Pre-School (per month)	\$300
<b>Extra-Curricular Fees</b>	
Sports Fees (per sport)	\$100
<b>Miscellaneous Fees</b>	
PE Uniforms	\$10 (shorts) \$8 (shirts)
Elementary PE Shirts	\$8
Gym Lock Replacement	\$5
<b>Food Service</b>	
Lunch	\$3.10
Breakfast	\$1.60
Milk	\$.50

\*

\*Families who receive a waiver of registration fees will be charged a \$15 technology insurance premium if they choose to participate.



<b>Big Hollow District Office</b> 26051 W. Nipper sink Rd. Ingleside, IL 60041 Phone (847) 740-1490 FAX (847) 740-9172	<b>Big Hollow Primary School (EC-1)</b> 33335 N. Fish Lake Rd Ingleside, IL 60041 Phone (847) 740-5320 Fax (847) 740-3490	<b>Big Hollow Elementary (2-4)</b> 33315 N. Fish Lake Rd Ingleside, IL 60041 Phone (847) 740-5321 Fax (847) 740-3795	<b>Big Hollow Middle School (5-8)</b> 26051 W. Nipper sink Ingleside, IL 60041 Phone (847) 740-5322 Fax (847) 740-9172
--	---	--	--

### Entryway Flooring Bid Results

On February 8, 2022, we received the following bids for Entryway Flooring

Contractor Information	Drug-Free Workplace Certificate Signed	AFFIDAVIT – P.A. 85- 1295 Signed	Bid Total
Scharm Floor Covering 1843 East Oakton; Des Plaines, IL 60018 847-298-8233	X	X	\$49,923.00
Tiles in Style LLC 16940 Vincennes Rd; South Holland, IL 60473 630-219-1978	X	X	\$71,050.00

Recommendation: Scharm Floor Covering



To: Big Hollow School District 38 Board of Education

From: Bob Gold, Superintendent

Date: February 14, 2022

Re: Versa Trans Software Program

At this time, I am recommending that we purchase the Versa Trans software system which will provide a complete student transportation management solution and help us improve many parts of our current transportation process. Some of the immediate benefits that go beyond what we receive with our current software system are:

- Versa Trans will communicate efficiently with Skyward to keep information current regarding students.
- Parents will have a Parent Portal that will tell them how many bus stops away the bus is from their location. This includes an app for easy mobile access to information.
- Parents and Transportation/District Secretaries can communicate directly to specific bus route families if the bus is running late/student absent or being picked up early through text on app and email
- Runs routing more efficiently as far as making sure bus stops are safe and on door-side pickup/drop off.
- All drivers will have tablets that will give them access to every route, student, and seating chart.
- GPS/Evaluation piece to track drivers driver record (speed, braking, time).

The current software program does not communicate efficiently with Skyward which has created issues when the information we have entered does not roll-over into bus routes. This program is not very user friendly and their customer service support has been lacking.

As you will see the proposal on the next page, the upfront cost of switching to Versa Trans will be \$63,935. This cost includes all training and equipment needed to run the system appropriately. After the initial year, the annual cost will be \$7,800. Obviously, this is a significant purchase to consider. I do want to point out that this purchase does qualify for submission in our annual transportation claim to ISBE. I anticipate that approximately 70% of this cost will be eventually refunded back to us through the ISBE transportation categorical grant.

I am recommending at this time that we move forward with our transition to this new transportation software.

# Big Hollow School District 38

Unit Count	Unit	Cost Per	Traversa Product/Service	First Year Cost	Year Two Cost
40	Vehicles	\$3,250	Traversa SaaS	\$3,250	\$3,250
40	Vehicles	\$3,250	Advanced Routing	\$3,250	\$3,250
1	Mapping	\$3,190	Traversa Implementation	\$3,190	\$0
1	County Inc.		Lake County	\$0	\$0
12	Hours	\$175	Advanced Routing Training	\$2,100	\$0
1	Hours	\$1,760	Traversa Training 8 Online Training Sessions	\$1,760	\$0
2	Hours	\$175	Project Management	\$350	\$0
<b>Total</b>				<b>\$13,900</b>	<b>\$6,500</b>

**Ride 360 Parent Application:**  
[Traversa Ride 360 Product Sheet](#)

Unit Count	Unit	Cost Per	Ride 360 Parent Application	First Year Cost	Year Two Cost
40	Vehicles	1,900	Ride 360 SaaS	\$1,900	\$1,900

4	Hours	\$175	<b>Ride 360 Training</b>	<b>\$700</b>	<b>\$0</b>
				<b>\$</b>	
<b>Total</b>				<b>2,600.00</b>	<b>\$1,900</b>

### Tyler Drive GPS Tablets

[Tyler Drive Product Sheet](#)

[Tyler Drive Benefits Video](#)

[Tyler Drive Animation Video](#)

Unit Count	Unit	Cost Per	Tyler Drive MDT Product/Service	First Year Cost	Year Two Cost
26	Tablets	\$1,050	<b>Tyler Drive Tablets</b>	<b>\$27,300</b>	<b>\$0</b>
26	Support	\$300	<b>Tyler Drive Cellular Data and Support</b>	<b>\$7,800</b>	<b>\$7,800</b>
3	Docks	\$290	<b>Additional Docks and Power Cords</b>	<b>\$870</b>	<b>\$0</b>
12	Hours	\$175	<b>Tyler Drive Configuration</b>	<b>\$2,100</b>	<b>\$0</b>
16	Hours	\$175	<b>Go Live Assistance</b>	<b>\$2,800</b>	<b>\$0</b>
25	Hours	\$175	<b>Tyler Drive Data Analysis</b>	<b>\$4,375</b>	<b>\$0</b>
12	Hours	\$175	<b>Tyler Drive Configuration/End User Training</b>	<b>\$2,100</b>	<b>\$0</b>
10	Hours	\$175	<b>Project Management</b>	<b>\$1,750</b>	<b>\$0</b>
29	Readers	\$185	<b>Tyler Drive RFID Readers</b>	<b>\$5,365</b>	<b>\$0</b>

1	Writer	\$185	<b>RFID Wedge Writer</b>	<b>\$185</b>	<b>\$0</b>
0	Box of 200	\$390	<b>RFID Student Cards (Purchase through CI Solutions)</b>	<b>\$0</b>	<b>\$0</b>
1	Cost	\$2,500	<b>Self-Installation Training</b>	<b>\$2,500</b>	<b>\$0</b>
1	Cost	\$6,315	<b>Professional Installation</b>	<b>\$6,315</b>	<b>\$0</b>
1	Cost	\$475	<b>Shipping and Handling</b>	<b>\$475</b>	<b>\$0</b>
				<b>\$</b>	
				<b>63,935.0</b>	
<b>Total</b>				<b>0</b>	<b>\$7,800</b>



## **January 2022 Employment Report**

Approve the employment of Colby Flade as Health Aide effective January 20, 2022.

**BIG HOLLOW SCHOOL DISTRICT #38**  
**New Hire Information Form**

---

**BACKGROUND**

Name

**Colby Flade**



**ASSIGNMENT**

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

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

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other: **Health Aide**

Building: **District** Grade/Area: **All**

Start Date: **1/20/2022** BOE Approval Date: \* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Title:

Name: Title:

BA BA+15 MA MA+15 MA+30

Years Credited Step

BudgetCode

**10E100 2130 1100 00 000000**

Total Years Experience Salary/Hourly Rate **\$16.35** (may be adjusted if circumstances require)

Comments:

**Part Time**

Technology:

User ID: (firstlast) **colbyflade** Password: (employee will change upon first login) **CFlade38**

To be completed by New Hire:

Signature of New Hire:

Date:



Morley, Melissa &lt;melissamorley@bighollow.us&gt;

---

**FOIA response**

1 message

**Gold, Bob** <bobgold@bighollow.us>

Wed, Jan 19, 2022 at 11:12 AM

To: freedom@irtaonline.org

Cc: Bob Gold &lt;bobgold@bighollow.us&gt;, Melissa Morley &lt;melissamorley@bighollow.us&gt;

The following certified staff are retiring from Big Hollow School District 38 on June 30, 2022:

Julie Castetter ([juliecastetter@bighollow.us](mailto:juliecastetter@bighollow.us))Peggy Silverblatt ([peggysilverblatt@bighollow.us](mailto:peggysilverblatt@bighollow.us))

Bob Gold  
Superintendent  
Big Hollow School District 38

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

@bobgold\_supt(Twitter)  
@bobgold72 (Twitter)

**Our Vision:** *"Big Hollow School District #38 will be a model of student achievement for elementary school districts in the State of Illinois."*

**Our Mission:** *"Inspiring a diverse school community to be passionate and empathetic learners."*

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

# Board of Education Administrator Report

## February 14, 2022

### **1. Good Things Happening for Kids:**

Parent/Student/Teacher conferences held on February 22

February 2, 2022 - 100th day of school!

MLK, Jr. Virtual Assembly - February 23 - P, E

PBIS Celebrations - January-P, E

Birthday books provided to each student - P

Birthday gifts and a book provided to each student-E

Positive Office Referrals, Classroom STARbucks, Bus STARbuck raffles - P

Positive Office & Bus Referrals, Positive Phone Calls home, Communication via Twitter-E

BHE Student Council Projects/Events: planning on doing a *Candy Gram* fundraiser in February-E

Athletic events have been a great source of enjoyment for students and families- M

PBIS Raffles ongoing-M

Mixed Community Club ongoing-M

Socially Active and Anime Clubs just launched- M

Student Council collected 750 items for Chemo Care Packages-M

Audition Choir performing in the community-M

Student Council will be volunteering for *Feed My Starving Children* at the end of the month-M

Valentine parties - P, E

Student Council members made valentines which will be delivered to senior citizens in assisted living homes to spread some love this Valentine's Day- M

- Student council will be delivering candy grams on Monday February 14th to 7th period classes.

### **2. Good Things Happening for Staff:**

Parent/Student/Teacher conferences held on February 22

District administrators sent out a 360 survey to receive feedback from those that we serve

Formal and Informal observations of non-tenured teachers - P, E, M

ROE continues to support staff in GVC work-P, E, M

New teacher meetings continue between new teacher and mentor-P, E, M

*Schoolwide* (Literacy Program) Virtual Touchpoint meetings with staff in grades 1-8-P, E, M

Math workshops to improve Guided Math instruction & learning continue in grades 1-8 -P, E, M

Building Leadership Teams monitor MTSS goals/action steps based upon survey results-P, E, M

Building Leadership Team monitor culture and climate goals and action steps based upon

HumanEx data-P, E

Many staff members are enrolled in the ESL Certification Cohort, as well as graduate school coursework and continue to learn and improve their instruction. Coursework is supported financially by our BH School Board-P, E, M  
OTUS Training provided to grade level representatives-P, E, M  
Mentor Meetings occurred between Admin and Mentors-P, E  
New teacher meetings occurred between Admin and new teachers - P, E  
MTSS meetings continue to occur at the grade level & building level defining and refining protocols in place to improve instruction and learning at each of the tiers-P, E, M  
Intervention EPIC teachers trained in Imagine Reading for the January iteration of EPIC. -M

**3. General Information to Share:**

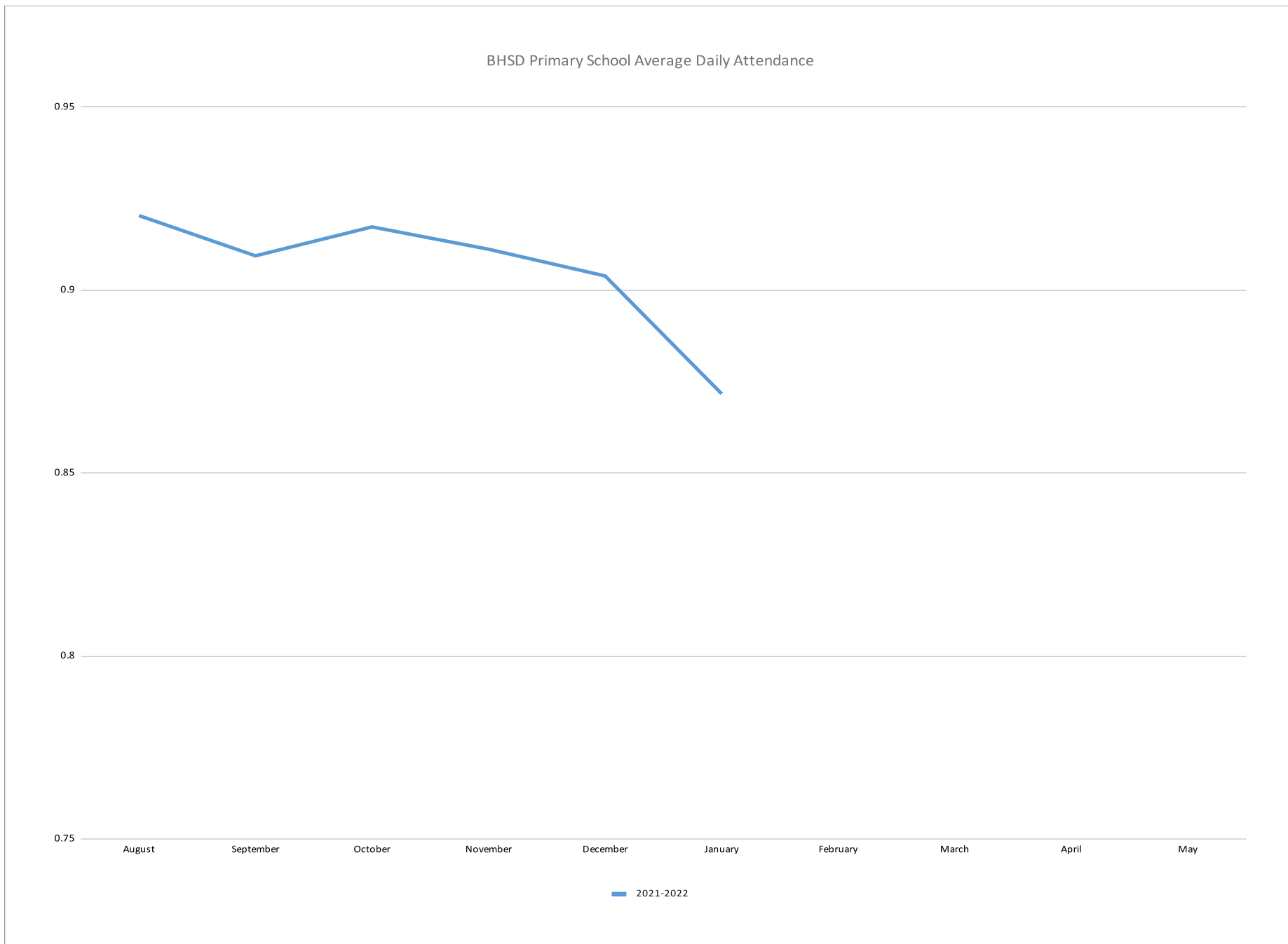
Food Service Worker Appreciation Week February 7-11  
PTO showers the staff with appreciation in February - breakfast, donuts, pizza, etc.  
Discipline Equity Task Force continues to meet  
Strategic Planning Feb 4 and 5  
Black History Month  
Beginning planning for the 2022-23 school year  
Staff continue to meet in their subcommittees regarding Diversity, Equity, Inclusiveness and Belonging  
CAC Meeting  
Overwhelming Community support for Camarena family

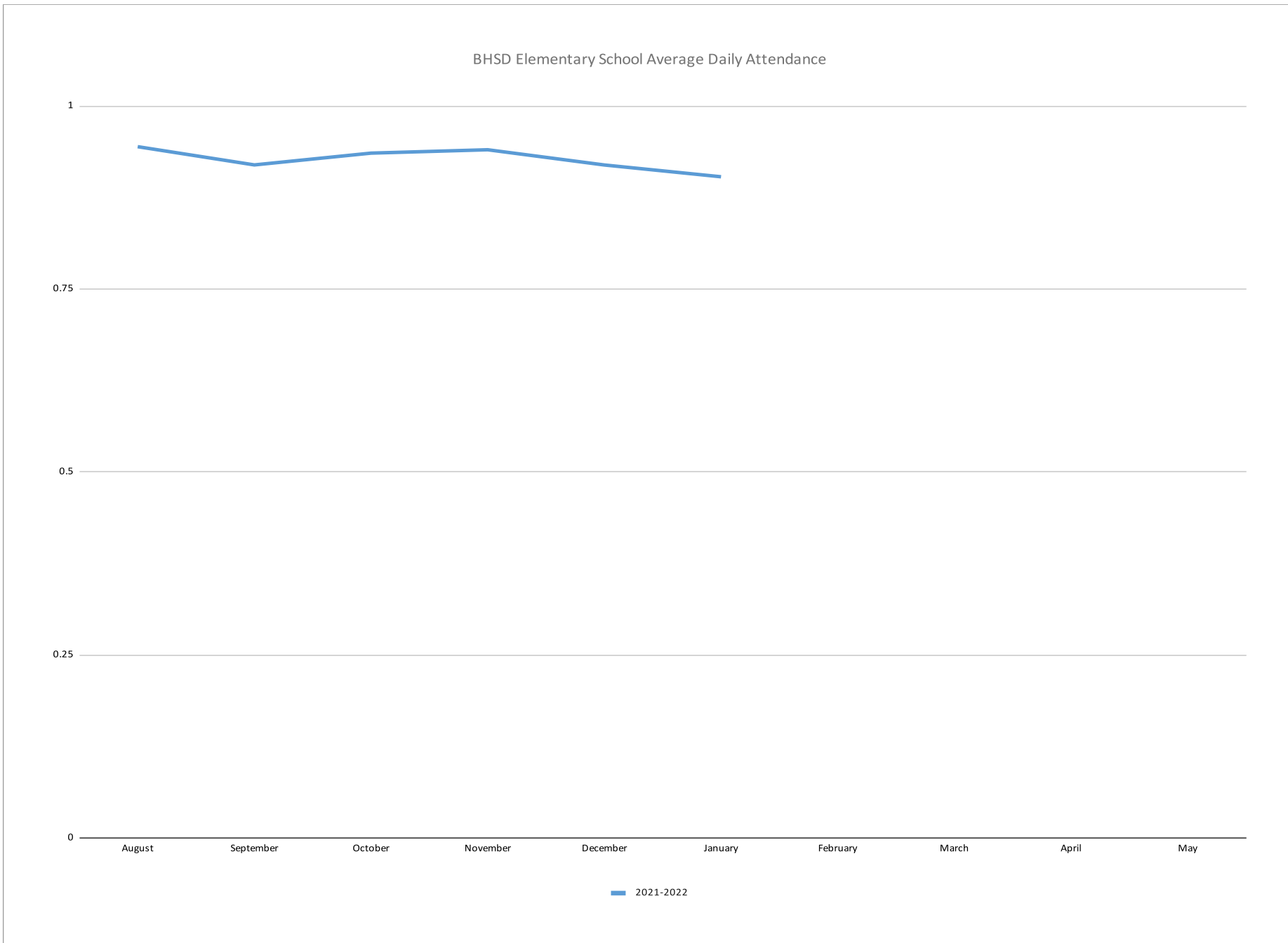
**January 10, 2022**

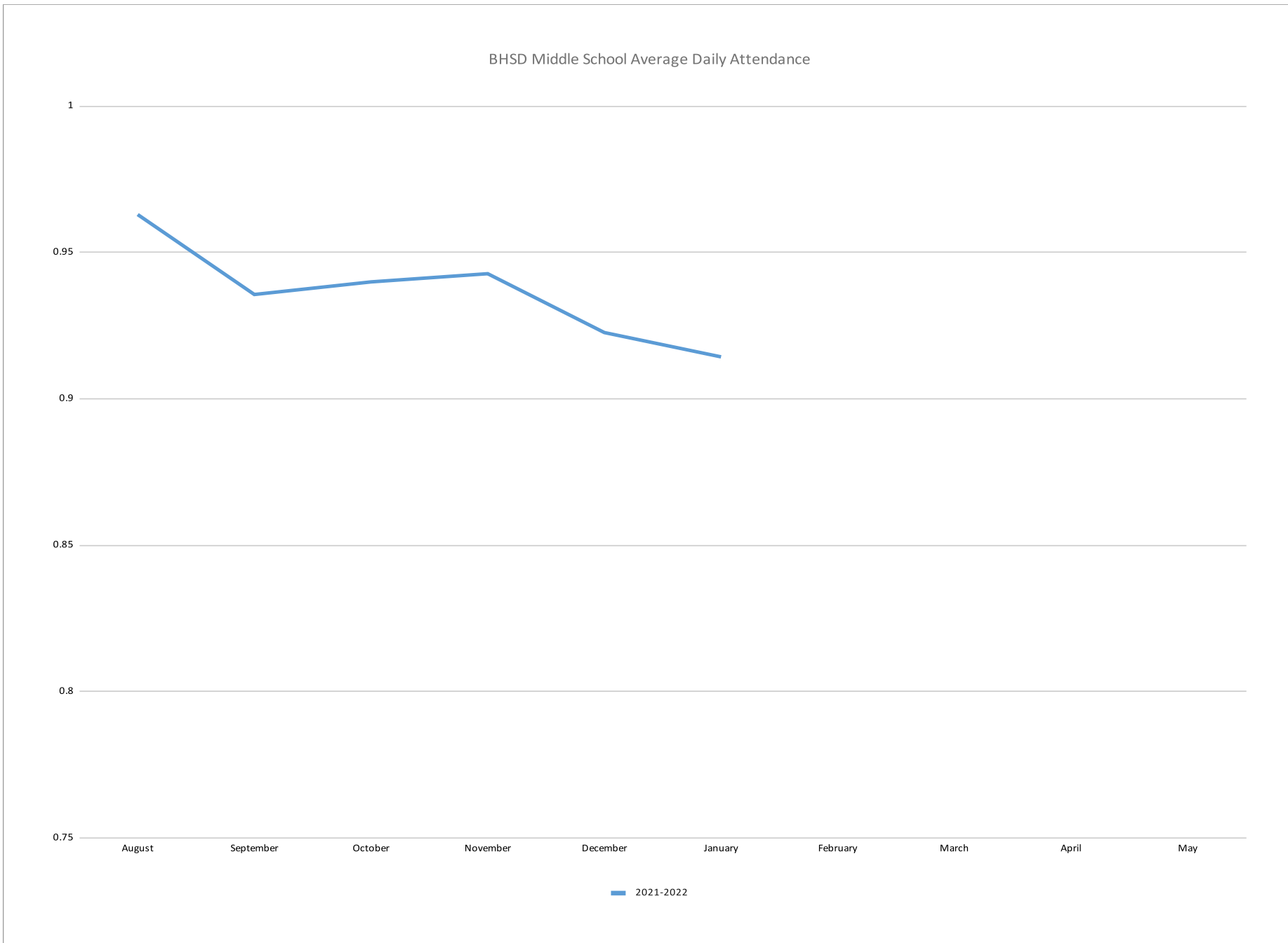
**1. Good Things Happening for Kids:**

PBIS Celebration- December -P, E  
Birthday books provided to each student - P  
Birthday gifts and a book provided to each student-E  
Positive Office Referrals, Positive Bus Referrals - P  
Positive Office & Bus Referrals, Positive Phone Calls home, Communication via Twitter-E  
BHE Student Council Projects/Events: Assisted with our traditional Toys for Tots service project, will be leading a homeless shelter/food pantry drive this month and planning on doing a *Candy Gram* fundraiser in February-E  
Celebration of winter break including School Spirit Days-P, E, M  
Athletic events have been a great source of enjoyment for students and families- M  
PBIS Raffles ongoing-M  
Mixed Community Club ongoing-M  
Student Council collected 750 items for Chemo Care Packages-M  
Student Council selling candy canes-M  
Audition Choir performing in the community-M  
Student Council will be volunteering for *Feed My Starving Children* at the end of the month-M

**2. Good Things Happening for Staff:**









## PLC MEETING AGENDA / ACTION RECORD

Team: Administration Date: January 12, 2022 Time: Noon

<p><b><u>Team Members Present</u></b></p> <p>Vicki Michelle Erin Lenayn Matt Christine Vinni</p>	<p><b><u>Norm</u></b></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><b>Roles:</b></p> <p>Facilitator (be sure to review norms- 5 mins): Bob Recorder: Michelle</p> <p>Time Keeper: Christine Other: Normkeeper: Erin</p>	

<p><b>Time allocations:</b></p>	<p><b>Purpose / Goal(s) for this meeting:</b></p> <ul style="list-style-type: none"> <li>● Opening</li> <li>● Update from LCHD (15 min) <ul style="list-style-type: none"> <li>○ Review <a href="#">IDPH FAQ</a> changes</li> </ul> </li> <li>● Follow-up from recent Board meeting (5 min)</li> <li>● Follow-up from recent meeting with union leadership (5 min)</li> <li>● <a href="#">2022-2023 Calendar</a> development (15 min) <ul style="list-style-type: none"> <li>○ Review suggestions from union leadership</li> <li>○ Possibly put out 2 calendars for a vote?</li> </ul> </li> <li>● Strategic Planning Update (5 min) <ul style="list-style-type: none"> <li>○ 43 people have committed (6 admin/board, 11 teachers/staff, 17 parents, 9 students)</li> <li>○ More information will be sent out next week.</li> </ul> </li> <li>● Policy and Administrative Procedure update (2 min)</li> <li>● Review draft of <a href="#">CAC meeting agenda</a> for January 24, 2022 (10 min)</li> <li>● P/T Conferences in February (5 min)</li> <li>● AAPAC update (5 min) <ul style="list-style-type: none"> <li>○ Black History Month planning</li> </ul> </li> <li>● Discuss emergency day procedures and preparedness (5 min)</li> <li>● Upcoming surveys: (10 min) <ul style="list-style-type: none"> <li>○ HumanEx parent/student surveys (January 12th opening for 1 month)</li> </ul> </li> </ul>
---------------------------------	---

	<ul style="list-style-type: none"> <li>▪ <a href="#">Parent letter</a> <ul style="list-style-type: none"> <li>● This was sent on January 11, 2022</li> </ul> </li> <li>▪ <a href="#">Student survey information</a> <ul style="list-style-type: none"> <li>● Deadline January 28, 2022</li> </ul> </li> <li>○ <a href="#">5Essentials</a> (February) <ul style="list-style-type: none"> <li>▪ Maybe have teachers complete the survey at next early release? <ul style="list-style-type: none"> <li>● Scheduled for March 4th Early Release at Staff Meetings?</li> </ul> </li> <li>▪ Students can do the 5 Essentials survey when they do the HUMANeX?</li> <li>▪ Wait to send the parent survey until Feb. 21st <ul style="list-style-type: none"> <li>● Who should communicate the link?</li> </ul> </li> <li>▪ Matt– do we have everything set (rosters, ID’s...etc)?</li> </ul> </li> <li>● Review <a href="#">staffing plan timeline</a> (2 min)</li> <li>● Administrator Evaluation update (2 min) <ul style="list-style-type: none"> <li>○ Complete the <a href="#">self-assessment</a> by February 1st.</li> <li>○ There is a link to the self-assessment, which is due by February 1st.</li> <li>○ When you open that document, make a copy to use for yourself. You will see "sample evidence" in the far right column, and you can delete all of that. Just add bullet items that you feel would fall into that category. You can state "N/A" if you don't feel that category pertains to your work. Do not kill yourself pulling evidence together. I just want to have some things that we can talk about together.</li> <li>○ Bob will be scheduling a 2-hour meeting with each of you in February, and we will sit down and go through your self-assessment together and work on the final evaluation.</li> </ul> </li> <li>● Administrator Academy update (1 min)</li> <li>● Discussion on pending vacancies (2 min)</li> </ul> <p>Other :</p> <ul style="list-style-type: none"> <li>●</li> </ul>
--	---

Discussions / Decision Summary:

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

<b><u>Action Steps:</u></b> -	<b><u>Person Responsible:</u></b> -
----------------------------------	--

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



[www.bighollow.us](http://www.bighollow.us)

Mr. Robert Gold, Superintendent

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

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

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

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

**Citizens' Advisory Council Meeting**  
**Monday, January 24, 2022**  
**6:00 p.m. - 8:00 p.m.**

**Join Zoom Meeting**

**ID: 84807695054**

**Passcode: 86AgMn**

**AGENDA NO. 2**

- A. Call to order and Roll Call
- B. Approve [minutes](#) of the October 24, 2021 CAC meeting
- C. Strategic Planning update
  - a. [Strategic Action Plan executive summary](#)
  - b. 2022 BHSD38 Strategic Planning Committee will develop a new 5-year plan which will provide a roadmap through 2027.
- D. Assessment data update
  - a. Illinois Assessment of Readiness (IAR)
  - b. NWEA Measure of Academic Progress (MAP)
- E. Open discussion on important topics submitted from the committee
  - a. How is Big Hollow addressing the detrimental impact that social media is having on our kids?
  - b. How will the schools keep the children who have returned after 5 days under the updated CDC guidelines separate from other students when they are not wearing masks? Also, if they still have symptoms will they be sent home?
  - c. Can you discuss what appears to be discrepancies among teachers on their implementation of formative versus summative grading practices?
- F. Review progress on CAC objectives for SY 21-22 and discuss if any further objectives need to be added.
- G. Adjournment –8:00 p.m.

**Next Meeting - Monday, February 28, 2022 – 6:00 p.m.**