Regular Board Meeting

Monday, June 15, 2026 6:00 PM
Central 301 District Office, 275 South St, P.O. Box 396, Burlington, IL 60109

1. **Meeting Call to Order**

1.A. Roll Call

1.B. Pledge of Allegiance

1.C. Approval of Agenda

2. **Public Open Forum**

2.A. Recognition of Visitors

2.B. Public Comments

3. **Action Item Reports**

3.A. Consent Agenda

3.A.1) Minutes

3.A.1)a. Regular Board of Education Meeting May 2026
3.A.1)b. Executive Session Minutes May 18, 2026

3.A.2) Treasurers Report

3.A.3) Payment of Bills

3.A.4) Payment of Bills — Northern Kane County Regional Vocational System
3.A.5) Personnel Report

3.A.6) Approval of Contracts with Public Vendors that Exceed $1,000.00 Net Revenue
3.A.7) Approval of New Check Signers

3.A.8) Approval of Boys Track Overnight Trip 5/28/2026-5/30/2026
3.A.9) Approval of Girls Overnight Track 5/21/2026 - 5/23/2026
3.A.10) Approval of Middle School Track Overnight Trip 5/22/2026 - 5/23/2026
3.A.11) Approval of Volleyball 2026 Overnight Camp
3.A.12) Approval for Fuel Bid Renewal

3.A.13) Approval of Paper Bid

3.A.14) Approval of Veterinarian Affiliation Agreement Tails Humane Society
Elgin Animal Clinic
Spring Hill Veterinary Clinic

Pet Vet Animal Clinic and Mobile Practice
Animal Care Clinic of Pingree Grove
Autumn Green Animal Hospital
Loyal Companions Animal Hospital
Dundee Animal Hospital (Elign)
Army Trail Animal Hospital LLC
Companion Animal Specialty and Emergency
Animal Medical Clinic of Saint Charles
Dundee Animal Hospital (Dundee)
Anderson Humane
Healthy Paws Animal Hospital
Red Barn Animal Hospital of Gilberts
Red Barn Animal Hospital of Hampshire
Bartlett Animal Hospital

3.A.15) Approval of Donation - Girls Basketball

3.A.16) Approval of Donation — Middle School Wrestling

3.A.17) Approval of Donation - Girls Flag Football

3.B. Approval of the 2026-2027 Board Meeting Dates

3.C. Approval of Board Policy 5:330

3.D. Approval of Board Policies, 2:200, 2:220, 2:250, 2:260, 4:165, 5:30, 5:50, 5:250, 6:65, 6:100, 6:145, 6:170, 7:20, 7:50, 7:100, 7:185, 7:240, 7:260, 7:300, 8:90

3.E. Approval of Ratification of BEST Contract

3.F. Approval of the District 301 School Handbook

3.G. Approval of Resolution Designating Interest Income

3.H. Approval of FFA Alumni Farm Lease

4. **Committee Reports**

4.A. Facilities

5. **Presentation**

5.A. Architects'

6. **Information Items**

6.A. FOIA Report

7. **Agenda Items for July 2026 Board Meeting**

7.A. Review of closed session meeting minutes from the last 6 months

8. **Adjourn**

Central Community Unit School District 301
Board of Education Minutes DRAFT

Where: Central CUSD #301 District Office
Date: May 18, 2026 Time: 6:02 p.m.

Board Members Present

Andrew Dogan	Y
Jeff Gorman	N
Chad Herst	Y
Scott Mrkvicka	Y
Morgan Pappas	Y
Danielle Ward	Y
Ryan Wasson	Y

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1. BOE Meeting

   1.A Meeting Call to Order - President Wasson called the meeting to order at 6:03 PM

   1.B Roll Call - Roll call was taken

   1.C Pledge of Allegiance

   1.D Approval of the Agenda - The Agenda was Approved as presented

   Motion by Dogan, second by Mrkvicka, to approve the agenda as presented.
   Approved by Voice Vote

2. Public Open Forum

   2.A Recognition of Visitors – President Wasson greeted all in attendance.

   2.B Recognition of Seal of Biliteracy Students - Assistant Principal Tony Meier recognized 39 seniors who earned the Illinois Seal of Biliteracy or state commendation. These students demonstrated high proficiency in English and another language, including Spanish, Russian, German, Polish, Greek, Hindi and Gujarati.

   2.C Public Comments - Jean Meyer spoke against the district celebrating Pride Month citing personal history and raising concerns about the potential medical side effects and long - term risks associated with hormone blockers for minors.

John Klein, Scott Mann, and Jimmy Dieckhoff, members of the Central Burlington FFA Alumni Association shared how the program and its alumni provided life-changing mentorship, scholarships, and resources like donated tractor parts and farm equipment. Matt Klein highlighted the use of 28 acres of school land to fund student activities without taxpayer dollars and expressed a desire to eventually build a greenhouse for regenerative agriculture.

3. Action Reports

A. Consent Agenda-

1. Minutes Regular Meeting April 20, 2026
2. Treasurer's Report
3. Payment of Bills
4. Payment of Bills - Northern Kane County Regional Vocational System
5. Personnel Report
6. School Lunch Fees
7. Approval of Financial Depositories for Central 301
8. Approval of Financial Depositories for Northern Kane
9. Appointment of Audit Committee Central 301
10. Appointment of Audit Committee Northern Kane
11. Approval of Student Activity Funds Treasurers
12. Appointment of Person to Prepare Central 301's Tentative Budget
13. Appointment of Person to Prepare Northern Kane's Tentative Budget
14. Resolution Authorizing Payment of Custodial & Maintenance Salaries & Utilities from the Operations & Maintenance Fund
15. Approval of Supplemental Retirement Contributions for Tier 2 TRS / IMRF Administrators
16. Approval of Board Certified Delegated Authority - Central 301
17. Approval of Board Certified Delegated Authority - Northern Kane

Motion by Dogan, second by Mrkvicka, to approve the consent agenda as presented
Voting yes: Herst, Mrkvicka, Pappas, Ward, Dogan, Wasson
Voting no: None
Absent: Gorman

B. Approval of the Elementary Report Card Adjustments:
The board voted to eliminate letter grades for third through fifth grade, moving to a fully standard-based grading system (scores 1,2, or 3) to align with the K-2 students. Administrators Kim Paulus and incoming superintendent Amy MacCrindle, explained that traditional letter grades were often confusing for families when combined with standards

mastery and that shift would focus on ownership, equity, and specific academic concepts. While one board member expressed concern over the change the motion passed.

Motion by Mrkvicka, second by Ward, to approve the Elementary Report Card Adjustments 2026-27
Voting yes: Mrkvicka, Ward, Dogan, Herst, Wasson
Voting no: Pappas
Absent: Gorman

C. Approval of the FFA Overnight Trip: The overnight trip for the FFA was officially approved.

Motion by Ward, second by Pappas, to approve of the FFA overnight trip
Voting yes: Pappas, Ward, Dogan, Herst, Mrkvicka, Wasson
Voting no: None
Absent: Gorman

D. Approval of the Recommended Changes for the 2026-2027 Student Parent-Guardian Handbook.

This item was tabled for the June Meeting to allow for a broader group of presenters to be involved in the discussion and to make some small changes.

4. <u>COMMITTEE REPORTS</u>

A. CAT and DLT:
Reports highlighted the growth of the CTE program (nursing and aviation), the upcoming implementation of the ALT math programs, and the success of the "Friday Focus".

B. Facilities:
The board acknowledged the passing of lead architect Alan Arrest, noting that a new lead architect would be assigned from the firm. The Board expressed their appreciation for Alan's work with the district and sympathy to his family and coworkers.

C. Policy Updates:
The district is transitioning to Press Plus for more regular updates, with the March 2026 update scheduled for discussion in June.

5. INFORMATION ITEMS

A. FOIA:
The FOIA report is included in the Board packet.

B. Enrollment Report:
The enrollment report is in the Board packet.
The board previewed the June 15 meeting, which will include fuel and paper bids, an architect presentation, and a discussion on committee meeting assignments. The meeting concluded by adjourning into executive session to discuss personnel and collective negotiating matters.

6. EXECUTIVE SESSION 6:36 PM
Adjourn to closed session: The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body [5 ILCS 120/2(c)(1)]
Collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2(c)(2)].

Motion by Dogan, Second by Mrkvicka, to Adjourn to closed Session
Voting yes: Herst, Mrkvicka, Pappas, Ward, Dogan, Wasson

Voting no: None
Absent: Gorman

7. RETURN TO OPEN SESSION 6:58 PM

Motion by Mrkvicka, Second by Dogan, to Adjourn closed and open New Session
Approved by Unanimous Voice Vote

Voting no: None
Absent: Gorman

8. ADJOURN

Motion by Pappas, second by Dogan, to Adjourn. Approved Unanimous voice vote at 6:58 p.m.

Board President Ryan Wasson

Board Secretary Scott Mrkvicka

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Tim Kilrea, Dr. Kyle Schumacher, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 15, 2026

RE: Board Financial Report

- The Revenue and Expenditure Summary Reports are included in the board packet. Revenues are currently at 55.59% compared to 53.82% a year ago. Expenditures are trending at 72.36% as compared to 74.17% a year ago.

- The district received impact fees of $18,142.92 for 3 home starts for April. No transition fees were received this month.

- The bills payable reports for both Central 301 and Northern Kane are typical for the month of June. There are numerous invoices this month as schools were wrapping up the fiscal year and preparing for the next school year. This month also includes bond interest payments totaling $361,875.

Impact Fee Analysis

Date	City/Village	Amount	Houses	Transition Fees	Fund	YTD	YTD
FY26		(Capital Projects/Debt Svc fund)		(Ed fund)			
7/16/2025	City of Elgin (June)	34,900.14	6	0.00	Debt Svc		
8/26/2025	City of Elgin (July)	106,970.60	15	0.00	Debt Svc		
9/10/2025	City of Elgin (Aug)	56,942.37	12	0.00	Debt Svc		
10/15/2025	City of Elgin (Sept)	48,600.25	9	25,235.00	Debt Svc		
11/25/2025	City of Elgin (Oct)	65,840.79	12	0.00	Debt Svc		
12/5/2025	Kane Co Land Cash	910.00	1	0.00	Debt Svc		
12/22/2025	City of Elgin (Nov)	52,173.63	14	12,910.02	Debt Svc		
2/2/2026	City of Elgin (Dec)	73,887.03	10	21,630.00	Debt Svc		
2/18/2026	City of Elgin (Jan)	87,150.90	13	2,795.42	Debt Svc/Cap Proj		
3/23/2026	City of Elgin (Feb)	73,929.65	8	2095.02	Capital Projects		
4/21/2026	City of Elgin (Mar)	51,423.99	5	0.00	Capital Projects		
5/14/2026	City of Elgin (Apr)	18,142.92	3	0.00	Capital Projects	670,872.27	108
Total FY26		**$ 670,872.27**	**108**	**$ 64,665.46**			
	Budget FY26-Cap Proj	500,000.00		10,000.00			
	Budget FY26-Debt Svc	513,225.00					
FY25		(Capital Projects/Debt Svc fund)		(Ed fund)			
7/17/2024	City of Elgin (June)	164,660.10	13	0.00	Debt Svc		
8/28/2024	City of Elgin (July)	165,604.06	22	2,095.02	Debt Svc		
10/8/2024	City of Elgin (Aug)	93,879.90	12	3,605.00	Debt Svc		
10/22/2024	City of Elgin (Sept)	23,652.29	4	0.00	Debt Svc		
11/21/2024	City of Elgin (Oct)	88,637.86	10	0.00	Debt Svc/Cap Proj		
12/9/2024	City of Elgin (Nov)	76,224.49	8	0.00	Capital Projects		
2/3/2025	City of Elgin (Dec)	35,632.56	5	0.00	Capital Projects		
2/18/2025	City of Elgin (Jan)	51,293.99	9	0.00	Capital Projects		
3/20/2025	City of Elgin (Feb)	76,470.91	9	0.00	Capital Projects		
4/16/2025	City of Elgin (Mar)	43,456.93	7	0.00	Capital Projects		
5/14/2025	City of Elgin (Apr)	74,032.01	14	0.00	Capital Projects	893,545.10	113
6/18/2025	City of Elgin (May)	40,102.53	5	0.00	Capital Projects		
Total FY25		**$ 933,647.63**	**118**	**$ 5,700.02**			
	Budget FY25-Cap Proj	783,875.00		50,000.00			
	Budget FY25-Debt Svc	516,125.00					
FY24		(Capital Projects/Debt Svc fund)		(Ed fund)			
7/24/2023	City of Elgin (June)	176,832.85	23	10,815.00	Debt Svc		
8/4/2023	City of Elgin (July)	180,868.94	20	0.00	Debt Svc		
9/18/2023	City of Elgin (Aug)	138,819.68	15	0.00	Debt Svc		
10/10/2023	City of Elgin (Sept)	77,817.32	11	0.00	Debt Svc/Cap Proj		
11/10/2023	City of Elgin (Oct)	123,632.15	13	0.00	Capital Projects		
12/12/2023	City of Elgin (Nov)	153,710.28	16	0.00	Capital Projects		
1/10/2024	City of Elgin (Dec)	77,969.08	11	0.00	Capital Projects		
2/13/2024	City of Elgin (Jan)	94,529.94	12	0.00	Capital Projects		
3/19/2024	City of Elgin (Feb)	21,883.24	3	0.00	Capital Projects		
4/11/2024	City of Elgin (Mar)	8,042.63	1	0.00	Capital Projects		
5/14/2024	City of Elgin (Apr)	123,055.96	19	39,655.00	Capital Projects	1,177,162.07	144
6/20/2024	City of Elgin (May)	324,743.93	34	0.00	Capital Projects		
Total FY24		**$ 1,501,906.00**	**178**	**$ 50,470.00**			
	Budget FY24-Cap Proj	486,350.00		30,000.00			
	Budget FY24-Debt Svc	513,650.00					

Treasurer's Report

May **2025-2026** **Central Cmty USD 301, IL**

Account Description	Beginning Balance	Debit	Credit	Ending Balance
10 - EDUCATIONAL FUND				
IMPREST-DISTRICT	2,484.55	3,000.00	3,360.88	2,123.67
IMPREST-CHS	2,458.85	0.00	0.00	2,458.85
CHECKING-EDUCATION	3,360,015.30	4,658,745.38	5,730,161.73	2,288,598.95
CHECKING-PAYROLL	1,499.43	3,267,556.58	3,267,594.55	1,461.46
FLEX ACCOUNT	13,621.40	16,371.94	16,736.94	13,256.40
PETTY CASH	1,380.00	0.00	0.00	1,380.00
INVESTMENT-SWEEP	14,276,323.60	2,045,952.98	4,036,050.88	12,286,225.70
CHS ACTIVITY CHECKING	439,586.12	120,948.80	99,450.46	461,084.46
ELEM/MS ACTIVITY CHECKING	43,722.99	2,595.16	2,588.27	43,729.88
Totals for Fund: 10 - EDUCATIONAL FUND	**18,141,092.24**	**10,115,170.84**	**13,155,943.71**	**15,100,319.37**
20 - OPERATIONS AND MAINTENANCE				
CHECKING-O&M	749,409.26	1,618,955.75	454,970.88	1,913,394.13
CHECKING-PAYROLL	1,612.66	195,183.01	195,464.31	1,331.36
INVESTMENT-SWEEP	1,040,634.90	406,515.91	100,000.00	1,347,150.81
Totals for Fund: 20 - OPERATIONS AND MAINTENANCE	**1,791,656.82**	**2,220,654.67**	**750,435.19**	**3,261,876.30**
30 - DEBT SERVICE, BOND & INTEREST				
CHECKING-DEBT SERVICE	400,643.01	0.00	0.00	400,643.01
INVESTMENT-SWEEP	1,652,416.51	88,238.31	0.00	1,740,654.82
Totals for Fund: 30 - DEBT SERVICE, BOND & INTEREST	**2,053,059.52**	**88,238.31**	**0.00**	**2,141,297.83**
40 - TRANSPORTATION FUND				
CHECKING-TRANSPORTATION	546,282.79	702,309.04	686,002.90	562,588.93
CHECKING-PAYROLL	1,108.72	250,213.70	249,729.67	1,592.75
INVESTMENT-SWEEP	6,217,936.40	166,820.27	700,000.00	5,684,756.67
Totals for Fund: 40 - TRANSPORTATION FUND	**6,765,327.91**	**1,119,343.01**	**1,635,732.57**	**6,248,938.35**
50 - IMRF/SOCIAL SECURITY				
CHECKING-IMRF/SS	66,176.23	239,057.82	265,362.49	39,871.56
CHECKING-PAYROLL	0.00	84,058.72	84,058.72	0.00
INVESTMENT-SWEEP	2,742,980.30	69,428.81	150,000.00	2,662,409.11
Totals for Fund: 50 - IMRF/SOCIAL SECURITY	**2,809,156.53**	**392,545.35**	**499,421.21**	**2,702,280.67**
60 - CAPITAL PROJECTS				
CHECKING-CAPITAL PROJECT	2,382,897.49	18,142.92	0.00	2,401,040.41
INVESTMENT-SWEEP	3,344,304.17	8,501.21	0.00	3,352,805.38

Treasurer's Report

May **2025-2026** **Central Cmty USD 301, IL**

Account Description	Beginning Balance	Debit	Credit	Ending Balance
60 - CAPITAL PROJECTS				
Totals for Fund: 60 - CAPITAL PROJECTS	**5,727,201.66**	**26,644.13**	**0.00**	**5,753,845.79**
70 - WORKING CASH FUND				
CHECKING-WORKING CASH	526.21	0.00	0.00	526.21
INVESTMENT-SWEEP	3,402,939.76	13,363.30	0.00	3,416,303.06
Totals for Fund: 70 - WORKING CASH FUND	**3,403,465.97**	**13,363.30**	**0.00**	**3,416,829.27**
80 - TORT FUND				
CHECKING-TORT	8,352.24	50,000.00	51,796.38	6,555.86
INVESTMENT-SWEEP	522,611.81	38,813.99	50,000.00	511,425.80
Totals for Fund: 80 - TORT FUND	**530,964.05**	**88,813.99**	**101,796.38**	**517,981.66**

	Beginning Balance	Debit	Credit	Ending Balance
Grand Totals:	**41,221,924.70**	**14,064,773.60**	**16,143,329.06**	**39,143,369.24**

Central Community Unit School Dist. 301
Revenue Summary Report
May 2026

	2025-26 Original Budget	% of Fund	May MTD	2025-26 FYTD	Remaining Budget	FYTD Percent
10-Education Fund						
Total Local Revenue	49,652,520.00	58.54%	2,491,394.69	28,413,001.71	21,239,518.29	57.22%
Total State Revenue	32,483,886.00	38.30%	11,504.21	13,958,171.15	18,525,714.85	42.97%
Total Federal Revenue	2,688,103.00	3.17%	186,175.19	2,506,287.65	181,815.35	93.24%
Total Education Fund	**84,824,509.00**	**100.00%**	**2,689,074.09**	**44,877,460.51**	**39,947,048.49**	**52.91%**
20-O&M Fund						
Total Local Revenue	8,545,700.00	73.70%	413,039.44	4,753,090.90	3,792,609.10	55.62%
Total State Revenue	3,050,000.00	26.30%	1,505,824.00	1,598,226.11	1,451,773.89	52.40%
Total O&M Fund	**11,595,700.00**	**100.00%**	**1,918,863.44**	**6,351,317.01**	**5,244,382.99**	**54.77%**
30-Debt Service Fund						
Total Local Revenue	6,215,055.00	100.00%	88,238.31	5,420,059.71	794,995.29	87.21%
Total Debt Service Fund	**6,215,055.00**	**100.00%**	**88,238.31**	**5,420,059.71**	**794,995.29**	**87.21%**
40-Transportation Fund						
Total Local Revenue	3,523,800.00	54.79%	167,724.27	1,972,912.05	1,550,887.95	55.99%
Total State Revenue	2,907,410.00	45.21%	-	1,963,842.88	943,567.12	67.55%
Total Other Revenue	-	-	-	750.00	(750.00)	0.00%
Total Transportation Fund	**6,431,210.00**	**100.00%**	**167,724.27**	**3,937,504.93**	**2,493,705.07**	**61.22%**
50-IMRF/SS Fund						
Total Local Revenue	2,112,620.00	100.00%	69,428.81	1,231,342.52	881,277.48	58.29%
Total IMRF/SS Fund	**2,112,620.00**	**100.00%**	**69,428.81**	**1,231,342.52**	**881,277.48**	**58.29%**
60-Capital Projects Fund						
Total Local Revenue	592,000.00	100.00%	26,644.13	264,812.24	327,187.76	44.73%
Total Capital Projects Fund	**592,000.00**	**100.00%**	**26,644.13**	**264,812.24**	**327,187.76**	**44.73%**
70-Working Cash Fund						
Total Local Revenue	181,600.00	100.00%	13,363.30	166,572.13	15,027.87	91.72%
Total Working Cash Fund	**181,600.00**	**100.00%**	**13,363.30**	**166,572.13**	**15,027.87**	**91.72%**
80-Tort Fund						
Total Local Revenue	1,042,600.00	100.00%	38,813.99	560,977.03	481,622.97	53.81%
Total Tort Fund	**1,042,600.00**	**100.00%**	**38,813.99**	**560,977.03**	**481,622.97**	**53.81%**
Revenue-All Funds						
1000 Total Local Revenue	71,865,895.00	63.60%	3,308,646.94	42,782,768.29	29,083,126.71	59.53%
3000 Total State Revenue	38,441,296.00	34.02%	1,517,328.21	17,520,240.14	20,921,055.86	45.58%
4000 Total Federal Revenue	2,688,103.00	2.38%	186,175.19	2,506,287.65	181,815.35	93.24%
7000 Total Other Revenue	-	0.00%	-	750.00	(750.00)	0.00%
Total Revenue-All Funds	**112,995,294.00**	**100.00%**	**5,012,150.34**	**62,810,046.08**	**50,185,247.92**	**55.59%**

Central Community Unit School Dist. 301
Revenue Detail Report
May 2026

Account Number	Description	2025-26 Original Budget	May MTD	2025-26 FYTD	Remaining Budget	FYTD Percent
10R000 1110 0000	TAXES	36,560,690.00	1,653,656.92	19,312,960.19	17,247,729.81	52.82%
10R000 1140 0000	SPECIAL ED TAXES	8,239,230.00	356,005.68	4,191,478.64	4,047,751.36	50.87%
10R001 1510 0000	INTEREST	770,000.00	36,290.38	821,545.74	(51,545.74)	106.69%
10R002 1611 0000	LUNCH, STUDENTS	1,243,000.00	128,472.74	1,247,749.02	(4,749.02)	100.38%
10R000 1711 0000	ATHLETIC ADMISSION	94,000.00	3,735.00	100,793.00	(6,793.00)	107.23%
10R000 1720 0000	ATHLETIC PART FEE	160,000.00	1,960.00	153,688.00	6,312.00	96.06%
10R002 1720 0000	OTHER FEES	298,000.00	35,020.69	310,385.36	(12,385.36)	104.16%
10R000 1799 0000	ACTIVITY ACCOUNTS REVENUE	687,600.00	123,543.96	645,857.03	41,742.97	93.93%
10R000 1811 0000	TEXTBOOK INCOME	855,000.00	102,357.16	844,873.10	10,126.90	98.82%
10R000 1830 0000	TECHNOLOGY FEES	330,000.00	49,675.00	312,852.61	17,147.39	94.80%
10R000 1930 0000	TRANSITION FEES	10,000.00	-	64,665.46	(54,665.46)	646.65%
10R000 1950 0000	REFUND OF PRIOR YEAR EXPEND	270,000.00	470.75	297,284.50	(27,284.50)	110.11%
10R000 1970 0000	DRIVERS ED B-T-W	47,000.00	250.00	44,875.00	2,125.00	95.48%
10R002 1991 0000	CAREER PATHWAYS	63,000.00	-	37,500.00	25,500.00	59.52%
10R000 1999 0000	OTHER LOCAL REVENUES	25,000.00	(43.59)	26,494.06	(1,494.06)	105.98%
Total Local Revenue		**49,652,520.00**	**2,491,394.69**	**28,413,001.71**	**21,239,518.29**	**57.22%**
10R000 3001 0000	EVIDENCE-BASE FUNDING	13,014,070.00	-	13,014,070.00	-	100.00%
10R002 3001 0000	EVIDENCE BASED FUNDING-ALOP	113,000.00	11,262.09	112,035.32	964.68	99.15%
10R000 3100 0000	SPECIAL ED - PRIVATE FACILITY	650,000.00	-	450,703.37	199,296.63	69.34%
10R000 3120 0000	SPECIAL ED - ORPHANAGE	41,000.00	-	86,697.86	(45,697.86)	211.46%
10R000 3220 0000	CAREER & TECHNICAL EDUCATION	213,650.00	-	187,691.47	25,958.53	87.85%
10R000 3235 0000	CTE AGRICULTURE EDUCATION	4,871.00	-	700.00	4,171.00	14.37%
10R002 3235 0000	CTE FFA 3 CIRCLES GRANT	32,245.00	-	27,102.00	5,143.00	84.05%
10R000 3360 0000	STATE FREE LUNCH & BREAKFAST	2,850.00	242.12	2,427.42	422.58	85.17%
10R000 3370 0000	DRIVER ED	35,000.00	-	26,369.71	8,630.29	75.34%
10R000 3998 0000	TRS-ON BEHALF PAYMENTS	18,306,000.00	-	-	18,306,000.00	0.00%
10R000 3999 0000	OTHER STATE REVENUE	67,000.00	-	50,374.00	16,626.00	75.19%
10R001 3999 0000	LIBRARY GRANT	4,200.00	-	-	4,200.00	0.00%
Total State Revenue		**32,483,886.00**	**11,504.21**	**13,958,171.15**	**18,525,714.85**	**42.97%**
10R000 4210 0000	NAT'L SCHOOL LUNCH PROGRAM	450,000.00	45,538.01	378,292.77	71,707.23	84.07%
10R000 4300 0000	TITLE I LOW INCOME	170,709.00	-	171,339.00	(630.00)	100.37%
10R000 4400 0000	TITLE IV-A SSAE GRANT	21,112.00	2,997.00	23,170.00	(2,058.00)	109.75%
10R000 4600 0000	IDEA PRESCHOOL	8,629.00	315.00	9,197.00	(568.00)	106.58%
10R000 4620 0000	IDEA FLOW THROUGH	987,993.00	91,343.00	1,087,011.00	(99,018.00)	110.02%
10R000 4625 0000	IDEA FLOW THROUGH ROOM & BOARD	590,000.00	-	489,663.66	100,336.34	82.99%
10R000 4745 0000	CARL PERKINS	20,408.00	-	14,166.05	6,241.95	69.41%
10R000 4905 0000	TITLE III IEP GRANT	8,200.00	-	8,217.00	(17.00)	100.21%
10R000 4909 0000	TITLE III ELL-TBE/TPI LIPLEPS	49,795.00	-	48,291.00	1,504.00	96.98%
10R000 4932 0000	TITLE II-TEACHER QUALITY	91,257.00	-	8,282.00	82,975.00	9.08%
10R000 4991 0000	MEDICAID MATCHING-ADMIN OUTREACH	60,000.00	45,982.18	94,038.47	(34,038.47)	156.73%
10R000 4992 0000	MEDICAID MATCHING-FEE FOR SVC	230,000.00	-	174,619.70	55,380.30	75.92%
Total Federal Revenue		**2,688,103.00**	**186,175.19**	**2,506,287.65**	**181,815.35**	**93.24%**
Total Education Fund		**84,824,509.00**	**2,689,074.09**	**44,877,460.51**	**39,947,048.49**	**52.91%**
20R000 1111 0000	TAXES	7,989,700.00	357,418.23	4,171,858.27	3,817,841.73	52.22%
20R000 1230 0000	CORP PERSONAL PROPERTY TAX	183,000.00	40,544.53	159,792.61	23,207.39	87.32%
20R001 1510 0000	INTEREST	178,000.00	8,553.15	199,085.59	(21,085.59)	111.85%
20R001 1720 0000	PARKING FEES	34,000.00	-	30,650.00	3,350.00	90.15%
20R000 1910 0000	RENTALS	65,000.00	-	171,060.16	(106,060.16)	263.17%
20R000 1950 0000	REFUND OF PRIOR YEAR EXPENDITURES	6,000.00	-	-	6,000.00	0.00%
20R000 1999 0000	OTHER REVENUE	90,000.00	6,523.53	20,644.27	69,355.73	22.94%
Total Local Revenue		**8,545,700.00**	**413,039.44**	**4,753,090.90**	**3,792,609.10**	**55.62%**
20R000 3001 0000	EVIDENCE-BASE FUNDING	3,000,000.00	1,455,824.00	1,548,226.11	1,451,773.89	51.61%
20R000 3925 0000	SCHOOL MAINTENANCE GRANT	50,000.00	50,000.00	50,000.00	-	100.00%
Total State Revenue		**3,050,000.00**	**1,505,824.00**	**1,598,226.11**	**1,451,773.89**	**52.40%**
Total O&M Fund		**11,595,700.00**	**1,918,863.44**	**6,351,317.01**	**5,244,382.99**	**54.77%**

Central Community Unit School Dist. 301
Revenue Detail Report
May 2026

Account Number	Description	2025-26 Original Budget	May MTD	2025-26 FYTD	Remaining Budget	FYTD Percent
30R000 1112 0000	TAXES	5,595,030.00	84,037.88	4,723,134.29	871,895.71	84.42%
30R001 1510 0000	INTEREST	106,800.00	4,200.43	183,700.42	(76,900.42)	172.00%
30R000 1930 0000	IMPACT FEES	513,225.00	-	513,225.00	-	100.00%
Total Local Revenue		**6,215,055.00**	**88,238.31**	**5,420,059.71**	**794,995.29**	**87.21%**
Total Debt Service Fund		**6,215,055.00**	**88,238.31**	**5,420,059.71**	**794,995.29**	**87.21%**
40R000 1113 0000	TAXES	3,345,800.00	151,014.29	1,747,530.44	1,598,269.56	52.23%
40R000 1415 0000	FIELD TRIP FEES	7,000.00	904.00	2,276.00	4,724.00	32.51%
40R001 1510 0000	INTEREST	154,000.00	15,805.98	221,774.86	(67,774.86)	144.01%
40R000 1950 0000	PRIOR YEAR REFUND	2,000.00	-	616.40	1,383.60	30.82%
40R000 1999 0000	OTHER REVENUE	15,000.00	-	714.35	14,285.65	4.76%
Total Local Revenue		**3,523,800.00**	**167,724.27**	**1,972,912.05**	**1,550,887.95**	**55.99%**
40R000 3500 0000	STATE AID, REGULAR	1,632,180.00	-	1,153,477.64	478,702.36	70.67%
40R000 3510 0000	STATE AID, SPECIAL ED	1,275,230.00	-	810,365.24	464,864.76	63.55%
Total State Revenue		**2,907,410.00**	**-**	**1,963,842.88**	**943,567.12**	**67.55%**
40R000 7300 0000	SALE OR COMPENSATION FOR ASSET	-	-	750.00	(750.00)	0.00%
Total Other Revenue		**-**	**-**	**750.00**	**(750.00)**	**0.00%**
Total Transportation Fund		**6,431,210.00**	**167,724.27**	**3,937,504.93**	**2,493,705.07**	**61.22%**
50R000 1114 0000	IMRF TAXES	998,710.00	28,702.25	510,062.74	488,647.26	51.07%
50R000 1151 0000	SOC SEC/MEDICARE TAXES	998,710.00	27,846.06	509,206.55	489,503.45	50.99%
50R000 1230 0000	CORP PERSONAL PROPERTY TAX	20,300.00	-	35,105.45	(14,805.45)	172.93%
50R001 1510 0000	INTEREST	94,900.00	12,880.50	176,967.78	(82,067.78)	186.48%
Total Local Revenue		**2,112,620.00**	**69,428.81**	**1,231,342.52**	**881,277.48**	**58.29%**
Total IMRF/SS Fund		**2,112,620.00**	**69,428.81**	**1,231,342.52**	**881,277.48**	**58.29%**
60R001 1510 0000	INTEREST	92,000.00	8,501.21	107,164.97	(15,164.97)	116.48%
60R000 1930 0000	IMPACT FEES	500,000.00	18,142.92	157,647.27	342,352.73	31.53%
Total Local Revenue		**592,000.00**	**26,644.13**	**264,812.24**	**327,187.76**	**44.73%**
Total Capital Projects Fund		**592,000.00**	**26,644.13**	**264,812.24**	**327,187.76**	**44.73%**
70R000 1115 0000	TAXES	111,400.00	4,713.04	57,914.83	53,485.17	51.99%
70R001 1510 0000	INTEREST	70,200.00	8,650.26	108,657.30	(38,457.30)	154.78%
Total Local Revenue		**181,600.00**	**13,363.30**	**166,572.13**	**15,027.87**	**91.72%**
Total Working Cash Fund		**181,600.00**	**13,363.30**	**166,572.13**	**15,027.87**	**91.72%**
80R000 1120 0000	TAXES	1,013,600.00	37,485.52	521,291.32	492,308.68	51.43%
80R001 1510 0000	INTEREST	19,000.00	1,328.47	16,907.71	2,092.29	88.99%
80R000 1999 0000	REFUND PRIOR YEAR EXPENDITURES	10,000.00	-	22,778.00	(12,778.00)	227.78%
Total Local Revenue		**1,042,600.00**	**38,813.99**	**560,977.03**	**481,622.97**	**53.81%**
Total Tort Fund		**1,042,600.00**	**38,813.99**	**560,977.03**	**481,622.97**	**53.81%**
	Revenue-All Funds					
1000	Total Local Revenue	71,865,895.00	3,308,646.94	42,782,768.29	29,083,126.71	59.53%
3000	Total State Revenue	38,441,296.00	1,517,328.21	17,520,240.14	20,921,055.86	45.58%
4000	Total Federal Revenue	2,688,103.00	186,175.19	2,506,287.65	181,815.35	93.24%
7000	Total Other Revenue	-	-	750.00	(750.00)	0.00%
	Total Revenue-All Funds	**112,995,294.00**	**5,012,150.34**	**62,810,046.08**	**50,185,247.92**	**55.59%**

Central Community Unit School Dist. 301
Expenditure Summary by Fund Report
May 2026

	2025-26 Original Budget	% of Fund	May MTD	2025-26 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
10-Education							
1000 Salaries	38,107,294.00	44.05%	3,283,953.48	34,103,885.96	-	4,003,408.04	89.49%
2000 Benefits	11,418,998.00	13.20%	878,776.50	9,926,179.33	-	1,492,818.67	86.93%
3000 Purchased Services	4,069,367.00	4.70%	605,580.88	3,341,762.48	282,775.61	444,828.91	89.07%
4000 Supplies	4,329,109.00	5.00%	306,110.89	3,001,929.91	212,719.59	1,114,459.50	74.26%
5000 Capital Outlay	256,500.00	0.30%	90,552.00	325,761.00	320,366.40	(389,627.40)	251.90%
6000 Other/Dues/Fees	27,676,996.00	32.00%	392,371.92	4,937,377.04	56,124.99	22,683,493.97	18.04%
7000 Non-Capital Equipment	642,946.00	0.74%	172,323.82	813,872.01	106,121.56	(277,047.57)	143.09%
Total Education Fund	**86,501,210.00**	**100.00%**	**5,729,669.49**	**56,450,767.73**	**978,108.15**	**29,072,334.12**	**66.39%**
20-O&M							
1000 Salaries	2,517,711.00	22.29%	194,984.17	2,267,612.14	-	250,098.86	90.07%
2000 Benefits	645,523.00	5.71%	50,184.02	568,278.48	-	77,244.52	88.03%
3000 Purchased Services	1,642,150.00	14.54%	38,178.55	1,314,364.36	12,463.08	315,322.56	80.80%
4000 Supplies	2,269,200.00	20.09%	131,813.88	1,886,309.81	91,581.55	291,308.64	87.16%
5000 Capital Outlay	3,795,000.00	33.59%	18,574.90	2,660,456.81	25,242.14	1,109,301.05	70.77%
6000 Other/Dues/Fees	208,100.00	1.84%	300.00	7,114.80	-	200,985.20	3.42%
7000 Non-Capital Equipment	220,000.00	1.95%	14,115.72	201,992.53	-	18,007.47	91.81%
Total O&M	**11,297,684.00**	**100.00%**	**448,151.24**	**8,906,128.93**	**129,286.77**	**2,262,268.30**	**79.98%**
30-Debt Service							
3000 Purchased Services	2,000.00	0.02%	-	1,425.00	-	575.00	71.25%
6000 Other/Bonds	9,903,725.00	99.98%	-	9,541,850.00	361,875.00	-	100.00%
Total Debt Service	**9,905,725.00**	**100.00%**	**-**	**9,543,275.00**	**361,875.00**	**575.00**	**99.99%**
40-Transportation							
1000 Salaries	2,719,945.00	41.86%	249,608.34	2,556,011.13	-	163,933.87	93.97%
2000 Benefits	189,670.00	2.92%	25,938.85	277,521.32	-	(87,851.32)	146.32%
3000 Purchased Services	2,938,100.00	45.21%	338,592.16	2,625,127.49	986.52	311,985.99	89.38%
4000 Supplies	522,000.00	8.03%	68,339.20	450,458.64	20,347.06	51,194.30	90.19%
5000 Capital Outlay	60,000.00	0.92%	-	35,592.70	-	24,407.30	0.00%
6000 Other/Dues/Fees	63,500.00	0.98%	3,293.00	14,509.83	1,026.00	47,964.17	0.00%
7000 Non-Capital Equipment	5,000.00	0.08%	-	-	-	5,000.00	0.00%
Total Transportation	**6,498,215.00**	**100.00%**	**685,771.55**	**5,959,221.11**	**22,359.58**	**516,634.31**	**92.05%**
50-IMRF/SS							
2000 Benefits	2,113,509.00	100.00%	176,293.94	1,962,663.46	-	150,845.54	92.86%
Total IMRF/SS	**2,113,509.00**	**100.00%**	**176,293.94**	**1,962,663.46**	**-**	**150,845.54**	**92.86%**
60-Capital Projects							
5000 Capital Outlay	590,000.00	100.00%	-	-	-	590,000.00	0.00%
Total Capital Projects	**590,000.00**	**100.00%**	**-**	**-**	**-**	**590,000.00**	**0.00%**
70-Working Cash							
6000 Transfers	-		-	-	-	-	0.00%
Total Working Cash	**-**	**0.00%**	**-**	**-**	**-**	**-**	**0.00%**
80-Tort							
3000 Purchased Services	1,370,000.00	100.00%	51,796.38	1,275,385.85	-	94,614.15	93.09%
Total Tort	**1,370,000.00**	**100.00%**	**51,796.38**	**1,275,385.85**	**-**	**94,614.15**	**93.09%**
Total Expenditures	**118,276,343.00**		**7,091,682.60**	**84,097,442.08**	**1,491,629.50**	**32,687,271.42**	**72.36%**
Expenditures Across All Funds							
1000 Salaries	43,344,950.00	36.65%	3,728,545.99	38,927,509.23	-	4,417,440.77	89.81%
2000 Benefits	14,367,700.00	12.15%	1,131,193.31	12,734,642.59	-	1,633,057.41	88.63%
3000 Purchased Services	10,021,617.00	8.47%	1,034,147.97	8,558,065.18	296,225.21	1,167,326.61	88.35%
4000 Supplies	7,120,309.00	6.02%	506,263.97	5,338,698.36	324,648.20	1,456,962.44	79.54%
5000 Capital Outlay	4,701,500.00	3.98%	109,126.90	3,021,810.51	345,608.54	1,334,080.95	71.62%
6000 Other/Dues/Fees/Bonds	37,852,321.00	32.00%	395,964.92	14,500,851.67	419,025.99	22,932,443.34	39.42%
7000 Non-Capital Equipment	867,946.00	0.73%	186,439.54	1,015,864.54	106,121.56	(254,040.10)	129.27%
Total Expenditures Across all Funds	**118,276,343.00**	**100.00%**	**7,091,682.60**	**84,097,442.08**	**1,491,629.50**	**32,687,271.42**	**72.36%**

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Bills Payable-DO Imprest

05/01/2026 - 05/31/2026

Vendor Name			Check Amount
BROOKFIELD ZOO,			25.00
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
May 26	PV 2nd Grade Field Trip Parking Bus 1		
		10 E 008 1110 3900 00 000000 0000	*25.00*
BROOKFIELD ZOO,			25.00
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
May 26a	PV 2nd Grade Field Trip Parking Bus 2		
		10 E 008 1110 3900 00 000000 0000	*25.00*
COUNTRY DONUTS,			149.88
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
May 15	May Coyote of the Month Breakfast		
		10 E 008 2410 4100 00 000000 0000	*149.88*
DISCOVERY CENTER MUSEUM,			66.00
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
May 14	PV 3rd Grade Field Trip		
		10 E 008 1110 3900 00 000000 0000	*66.00*
GOAT YOGA CHICAGO INC,			1,580.00
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
May 15	Wellness Field Trip		
		10 E 002 1130 3900 00 000000 0000	*1,580.00*
MACIANOS,			530.00
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
May 11	PV Staff Appreciation Week Meal		
		10 E 008 2410 4100 00 000000 0000	*530.00*
SAMMY'S MEXICAN GRILL,			985.00
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
1510	Teacher Appreciation Lunch 5/6/26		
		10 E 011 2410 4100 00 000000 0000	*985.00*

Bills Payable-DO Imprest

Fund	Total
10 - EDUCATIONAL FUND	3,360.88
	3,360.88

Bills Payable-CHS Imprest

05/01/2026 - 05/31/2026

Vendor Name	Check Amount

This section returned no records

Bills Payable-CHS Imprest

Fund	Total
This section returned no records	

Bills Payable-Central 301

04/21/2026 - 05/18/2026

Vendor Name					Check Amount
1ST AYD CORPORATION,					532.81
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
PSI866514	Shop Supplies	04/16/2026	386.88		
				40 E 001 2550 4100 00 000000 0000	*386.88*
PSI869799	Garage Supplies	04/29/2026	145.93		
				40 E 001 2550 4100 00 000000 0000	*145.93*
9 TO 5 COMPUTER SUPPLY DIST INC,					130,124.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
251238	Charging Hub Carts	04/14/2026	130,124.00		
				10 E 001 2660 7100 00 000000 0000	*130,124.00*
A DISCOUNT T,					985.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
20265469	Falcon Fest T-Shirts	04/22/2026	985.50		
				10 E 011 2410 4100 00 000000 0000	*985.50*
ACADEMIC THERAPY PUBLICATIONS,					36.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
347268	Classroom Supplies	04/24/2026	36.00		
				10 E 010 1110 4100 00 000000 0000	*36.00*
ACCURATE PIANO & SALES,					297.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 30	Piano Tuning	04/30/2026	297.00		
				10 E 002 1130 3190 00 000000 0000	*297.00*
ACT, INC,					6,317.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1000010062	PreACT 8/9	04/21/2026	6,317.50		
				10 E 001 2212 3800 00 000000 0000	*6,317.50*
ADVANCE AUTO PARTS,					257.67
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2454-532461	Shop Supplies	03/26/2026	116.07		
				40 E 001 2550 4100 00 000000 0000	*116.07*
2454-533723	Oil Filters, Lube	04/23/2026	141.60		
				40 E 001 2550 4100 00 000000 0000	*141.60*

Bills Payable-Central 301

Vendor Name					Check Amount
ADVOCATE SHERMAN OCCUPATIONAL HEALTH,					263.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
22636886	School Bus Driver Physicals	04/05/2026	263.00		
				40 E 001 2550 3190 00 000000 0000	*162.00*
				80 E 001 2362 3820 00 000000 0000	*101.00*
AGUINAGA, JACOB					245.85
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/30/2026	245.85		
				10 E 001 2660 3320 00 000000 0000	*245.85*
AHW LLC,					1,645.11
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
12338273	Grounds Vehicle Repair	04/14/2026	978.14		
				20 E 002 2540 3230 00 000000 0000	*978.14*
12344786	Grounds Supplies	04/21/2026	554.01		
				20 E 001 2540 4120 00 000000 0000	*554.01*
12358803	Grounds Supplies	05/04/2026	112.96		
				20 E 001 2540 4120 00 000000 0000	*112.96*
ALLEGIANT TECHNOLOGY,					52.69
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
200019264	Fax Services 5.1.26 - 5.31.26	04/30/2026	52.69		
				10 E 001 2410 3250 00 000000 0000	*52.69*
ALLEN'S CORNER GARAGE & TOWING SERVICE,					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
13270	Grounds Vehicle Tow	04/12/2026	300.00		
				20 E 001 2540 3100 00 000000 0000	*300.00*
ALPHA BAKING COMPANY,					1,870.87
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
260260103014	Bread	04/13/2026	156.08		
				10 E 011 2560 4100 00 000000 0000	*156.08*
260260103015	Bread	04/13/2026	77.00		
				10 E 008 2560 4100 00 000000 0000	*77.00*
260260103016	Bread	04/13/2026	71.05		
				10 E 010 2560 4100 00 000000 0000	*71.05*

Bills Payable-Central 301

Vendor Name					Check Amount
ALPHA BAKING COMPANY,					1,870.87
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
260260110015	Bread	04/20/2026	112.04		
				10 E 011 2560 4100 00 000000 0000	*112.04*
260260110016	Bread	04/20/2026	60.06		
				10 E 008 2560 4100 00 000000 0000	*60.06*
260260117015	Bread	04/27/2026	35.97		
				10 E 011 2560 4100 00 000000 0000	*35.97*
260260117016	Bread	04/27/2026	71.20		
				10 E 010 2560 4100 00 000000 0000	*71.20*
260260124017	Bread	05/04/2026	28.60		
				10 E 010 2560 4100 00 000000 0000	*28.60*
260274097021	Bread	04/07/2026	21.80		
				10 E 003 2560 4100 00 000000 0000	*21.80*
260274097022	Bread	04/07/2026	48.32		
				10 E 005 2560 4100 00 000000 0000	*48.32*
260274103027	Bread	04/13/2026	35.28		
				10 E 003 2560 4100 00 000000 0000	*35.28*
260274103028	Bread	04/13/2026	37.56		
				10 E 004 2560 4100 00 000000 0000	*37.56*
260274104026	Bread	04/14/2026	244.16		
				10 E 002 2560 4100 00 000000 0000	*244.16*
260274106018	Bread	04/16/2026	34.08		
				10 E 005 2560 4100 00 000000 0000	*34.08*
260274110026	Bread	04/20/2026	326.30		
				10 E 002 2560 4100 00 000000 0000	*326.30*
260274110027	Bread	04/20/2026	48.76		
				10 E 003 2560 4100 00 000000 0000	*48.76*
260274110028	Bread	04/20/2026	28.60		
				10 E 004 2560 4100 00 000000 0000	*28.60*
260274114019	Bread	04/24/2026	28.60		
				10 E 005 2560 4100 00 000000 0000	*28.60*
260274117028	Bread	04/27/2026	273.10		
				10 E 002 2560 4100 00 000000 0000	*273.10*

Bills Payable-Central 301

Vendor Name					Check Amount
ALPHA BAKING COMPANY,					1,870.87
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
260274117029	Bread	04/27/2026	28.13		
				10 E 003 2560 4100 00 000000 0000	*28.13*
260274117030	Bread	04/27/2026	64.38		
				10 E 004 2560 4100 00 000000 0000	*64.38*
260274121019	Bread	05/01/2026	39.80		
				10 E 005 2560 4100 00 000000 0000	*39.80*
AMAZON CAPITAL SERVICES, INC,					0.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
14RH-3J4N-NVJMReclass	Reclass Ag Supplies	07/18/2025	0.00		
				10 E 002 1130 4100 00 323500 0000	*546.33*
				10 E 002 1400 4100 00 000000 0000	*-546.33*
1XQJ-4YCY-XKCQReclass	Reclass Office Tape Dispenser	01/30/2026	0.00		
				10 E 001 1205 4100 00 000000 0000	*-9.99*
				10 E 001 2330 4100 00 000000 0000	*9.99*
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
111L-GG9P-GK3X	Motion Sickness Relief	04/16/2026	21.44		
				40 E 001 2550 4110 00 000000 0000	*21.44*
113V-1FQK-C7DL	Office Supplies	04/17/2026	65.65		
				10 E 008 2410 4100 00 000000 0000	*65.65*
113V-1FQK-PYFT	Classroom Supplies	04/18/2026	131.00		
				10 E 003 1800 4100 00 000000 0000	*131.00*
117P-67R7-6CWM	Kindergarten Plant Unit	04/22/2026	40.73		
				10 E 008 1110 4100 00 000000 0000	*40.73*
119V-QN3Q-1TPQ	Classroom Supplies	04/27/2026	132.42		
				10 E 004 1225 4100 00 000000 0000	*132.42*
11DL-9Y1Y-J1KM	CTE CHS Supplies	04/20/2026	88.98		
				10 E 002 1130 4100 00 322000 0000	*88.98*
11JF-V3FT-VML6	TOSA Supplies	04/27/2026	48.99		
				10 E 002 2212 4100 00 000000 0000	*48.99*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
11NF-FCHJ-CKPT	Plastic Hanging File Folders	04/16/2026	24.29		
				10 E 001 1800 4100 00 000000 0000	*24.29*
11VY-TG94-FXCR	Classroom Supplies	04/21/2026	237.50		
				10 E 008 1110 4100 00 000000 0000	*237.50*
11VY-TG94-QLQG	Classroom Supplies	04/21/2026	79.98		
				10 E 010 1110 4100 00 000000 0000	*79.98*
11YJ-WYJV-XPTX	Library Supplies	04/27/2026	28.99		
				10 E 008 2220 4100 00 000000 0000	*28.99*
11YY-QG37-3QXF	Classroom Supplies	04/27/2026	121.51		
				10 E 010 1110 4100 00 000000 0000	*121.51*
11YY-QG37-CY79	Classroom Supplies	04/27/2026	24.95		
				10 E 008 1110 4100 00 000000 0000	*24.95*
1347-VV39-9DGF	Encore Supplies	04/28/2026	26.88		
				10 E 003 1120 4100 00 000000 0000	*26.88*
139R-1PJ6-1MDX	Classroom Supplies	04/28/2026	20.00		
				10 E 010 1205 4100 00 000000 0000	*20.00*
139R-1PJ6-97KJ	Teacher Chairs	04/29/2026	319.95		
				10 E 003 2410 4100 00 000000 0000	*319.95*
13QR-TQ7C-VQ3F	Library Supplies	04/20/2026	25.98		
				10 E 003 2220 4100 00 000000 0000	*25.98*
13VQ-7PNP-JVH1	Band Supplies	04/29/2026	198.38		
				10 E 003 1120 4100 00 000000 0000	*198.38*
13XG-9MMT-3NX6	Classroom Supplies	04/16/2026	126.75		
				10 E 010 1110 4100 00 000000 0000	*126.75*
14CW-N9HX-GYKL	SIP Committee Items	04/22/2026	131.61		
				10 E 008 2410 4100 00 000000 0000	*131.61*
14DP-4NPC-G7FP	Bus Light Cords	04/15/2026	34.63		
				40 E 001 2550 4100 00 000000 0000	*34.63*
14LQ-V7GR-HNYD	Mentor/Protege Supplies	04/27/2026	98.36		
				10 E 001 2210 4100 00 493200 0000	*98.36*
14LT-7QFH-Q7JF	SIP Supplies	05/04/2026	13.90		
				10 E 008 2410 4100 00 000000 0000	*13.90*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
14R4-4F9N-H37L	Charging Cords	04/20/2026	20.96		
				40 E 001 2550 4110 00 000000 0000	*20.96*
14VJ-9HDD-FFY4	Classroom Supplies	04/26/2026	177.36		
				10 E 008 1110 4100 00 000000 0000	*177.36*
14VN-T6JX-CDHG	Math Supplies	04/13/2026	242.02		
				10 E 003 1120 4100 00 000000 0000	*242.02*
14VN-T6JX-F66Y	Principal Instructional Supplies	04/13/2026	256.47		
				10 E 011 1120 4100 00 000000 0000	*256.47*
1641-1JKJ-FRTQ	Classroom Supplies	04/27/2026	54.21		
				10 E 010 1205 4100 00 000000 0000	*54.21*
164M-HT1F-LD1R	Falcon Fest Supplies	04/15/2026	115.06		
				10 E 001 1800 4100 00 000000 0000	*115.06*
164W-YNLR-7TFM	Maintenance Supplies	05/01/2026	121.95		
				20 E 001 2540 4110 00 000000 0000	*121.95*
169K-N6RD-C1DN	2026-2027 Classroom Supplies	04/29/2026	122.73		
				10 E 004 1110 4100 00 000000 0000	*122.73*
16FP-QWRG-FV9G	Nurse Office Supplies	04/21/2026	17.71		
				10 E 008 2130 4100 00 000000 0000	*17.71*
16J6-73XF-9LCT	Silver Team Supplies	04/10/2026	191.22		
				10 E 003 1120 4100 00 000000 0000	*191.22*
16KP-CPG6-C3P9	Classroom Supplies	04/24/2026	112.37		
				10 E 010 1205 4100 00 000000 0000	*112.37*
16X3-LKD9-M339	ELL Supplies	04/22/2026	89.24		
				10 E 003 1800 4100 00 000000 0000	*89.24*
173P-WD4H-N3NT	Wellness Supplies	04/18/2026	1,607.42		
				10 E 002 1130 4100 00 000000 0000	*1,607.42*
17CW-XCDG-GQFC	Freezer Gloves	04/28/2026	113.28		
				10 E 002 2560 4900 00 000000 0000	*28.32*
				10 E 003 2560 4900 00 000000 0000	*14.16*
				10 E 004 2560 4900 00 000000 0000	*14.16*
				10 E 005 2560 4900 00 000000 0000	*14.16*
				10 E 008 2560 4900 00 000000 0000	*14.16*
				10 E 010 2560 4900 00 000000 0000	*14.16*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
				10 E 011 2560 4900 00 000000 0000	*14.16*
17FL-4X9Y-TVXV	Classroom Supplies	04/25/2026	361.75		
				10 E 008 1110 4100 00 000000 0000	*361.75*
17GT-R7NT-6161	Surge Protector Power Strip	04/24/2026	99.96		
				10 E 001 2212 4100 00 000000 0000	*99.96*
17GT-R7NT-DRXD	Classroom Supplies	04/24/2026	126.70		
				10 E 010 1110 4100 00 000000 0000	*126.70*
17RR-NKQV-3DGF	Tech Supplies	02/24/2026	516.59		
				10 E 001 2660 4100 00 000000 0000	*516.59*
17VD-N1NW-C6V3	Nurse Supplies	04/24/2026	76.23		
				10 E 010 2130 4100 00 000000 0000	*76.23*
17W6-T7RG-CCMC	Head Cook Meeting Supplies	04/27/2026	110.39		
				10 E 001 2560 4900 00 000000 0000	*110.39*
196P-TLM6-6PKH	Classroom Supplies	04/24/2026	125.52		
				10 E 004 1110 4100 00 000000 0000	*125.52*
196P-TLM6-DNXD	Classroom Supplies	04/24/2026	109.42		
				10 E 010 1110 4100 00 000000 0000	*109.42*
19TF-MCPR-7HQ3	Classroom Supplies	04/30/2026	19.94		
				10 E 008 1110 4100 00 000000 0000	*19.94*
19W7-7XPK-P6WH	Athletics Supplies	04/13/2026	89.16		
				10 E 002 1500 4100 00 000000 0000	*89.16*
1C6H-TG36-6LTJ	Teacher Appreciation Supplies	04/24/2026	409.76		
				10 E 002 2410 4100 00 000000 0000	*409.76*
1CCY-WMKM-DQPN	Classroom Supplies	04/28/2026	92.92		
				10 E 004 1110 4100 00 000000 0000	*92.92*
1CWT-T93J-13YT	CTE Instructional Supplies	04/14/2026	439.71		
				10 E 011 1120 4110 00 000000 0000	*439.71*
1CWT-T93J-7P3Q	Classroom Supplies	04/14/2026	124.27		
				10 E 010 1110 4100 00 000000 0000	*124.27*
1CWT-T93J-N4M9	Principal Supplies	04/14/2026	491.38		
				10 E 011 2410 4100 00 000000 0000	*491.38*
1CXH-WCGD-WNNP	Classroom Supplies	04/20/2026	121.37		
				10 E 003 1800 4100 00 000000 0000	*121.37*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1D34-KT33-K7P1	Office and Teachers Lounge Supplies	04/23/2026	1,190.79		
				10 E 003 2410 4100 00 000000 0000	*1,190.79*
1D9W-WN3V-C9CW	CHS Athletics Office Supplies	05/06/2026	58.28		
				10 E 002 1500 4100 00 000000 0000	*58.28*
1DD9-G7FP-WWDH	Student Supplies	04/20/2026	73.92		
				10 E 011 1120 4900 00 000000 0000	*73.92*
1DLW-3GJN-96K6	Classroom Supplies	04/28/2026	111.88		
				10 E 004 1110 4100 00 000000 0000	*111.88*
1DN3-96X9-6QQF	Classroom Supplies	04/27/2026	124.27		
				10 E 010 1110 4100 00 000000 0000	*124.27*
1DP3-QMQM-YNWV	Encore Supplies	04/17/2026	47.53		
				10 E 003 1120 4100 00 000000 0000	*47.53*
1DQQ-HYX6-KNLY	SPED Supplies	04/22/2026	23.99		
				10 E 011 1205 4100 00 000000 0000	*23.99*
1DVH-YWGM-9X4X	Classroom Supplies	04/13/2026	29.67		
				10 E 003 1120 4100 00 000000 0000	*29.67*
1DVH-YWGM-FCRY	Classroom Supplies	04/13/2026	105.69		
				10 E 010 1110 4100 00 000000 0000	*105.69*
1DXL-96WQ-GC37	Classroom Supplies	05/03/2026	29.88		
				10 E 008 1110 4100 00 000000 0000	*29.88*
1FP4-GTNP-CM4J	Classroom Supplies	04/23/2026	219.92		
				10 E 008 1110 4100 00 000000 0000	*219.92*
1FPT-JV17-DNTR	Classroom Supplies	04/30/2026	7.55		
				10 E 008 1110 4100 00 000000 0000	*7.55*
1G49-XNMM-JP1G	Classroom Supplies	04/23/2026	336.20		
				10 E 008 1110 4100 00 000000 0000	*336.20*
1G9M-7H4J-9RHC	Drivers Gifts Supplies	04/14/2026	32.98		
				10 E 001 2330 4100 00 000000 0000	*32.98*
1GFH-MPPR-HXXX	Athletics Monitor Stands and Book Ends	04/20/2026	66.67		
				10 E 002 1500 4100 00 000000 0000	*66.67*
1GFH-MPPR-VJVP	Classroom Supplies	04/20/2026	238.27		
				10 E 008 1110 4100 00 000000 0000	*238.27*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1GHD-1YH1-Y46H	Tech Supplies	04/24/2026	2,837.16		
				10 E 001 2660 4100 00 000000 0000	*2,837.16*
1GM9-JL7F-1N3G	Classroom Supplies	04/28/2026	106.51		
				10 E 010 1110 4100 00 000000 0000	*106.51*
1GM9-JL7F-G3CT	DO Office Supplies	04/28/2026	6.99		
				10 E 001 2520 4100 00 000000 0000	*6.99*
1GNL-RMCN-CMLF	Classroom Supplies	04/23/2026	114.31		
				10 E 010 1110 4100 00 000000 0000	*114.31*
1GRC-QC47-6V9D	Psychological Supplies	04/10/2026	128.83		
				10 E 011 2140 4100 00 000000 0000	*128.83*
1GWG-MT66-F3GN	Writing Contest Books	04/23/2026	201.60		
				10 E 005 1110 4900 00 000000 0000	*201.60*
1GWG-MT66-PTTD	Science Supplies	04/23/2026	314.43		
				10 E 011 1120 4110 00 000000 0000	*314.43*
1GYT-XHMN-CVYJ	Classroom Supplies	04/24/2026	127.75		
				10 E 010 1205 4100 00 000000 0000	*127.75*
1GYT-XHMN-PJYY	Encore Supplies	04/25/2026	223.44		
				10 E 003 1120 4100 00 000000 0000	*223.44*
1H1M-9FFV-FY9Q	Blue Team Supplies	04/20/2026	221.80		
				10 E 003 1120 4100 00 000000 0000	*221.80*
1H1M-9FFV-G99G	LMC Supplies	04/20/2026	234.61		
				10 E 003 2220 4100 00 000000 0000	*234.61*
1H31-CDGY-GJ7J	Maintenance Supplies	05/05/2026	173.96		
				20 E 001 2540 4110 00 000000 0000	*173.96*
1HDY-T3FL-FRHX	PK Presents Course Supplies	05/04/2026	1,021.91		
				10 E 001 2212 4100 00 000000 0000	*1,021.91*
1HHN-R16L-X1QJ	Classroom Supplies	04/27/2026	123.02		
				10 E 010 1110 4100 00 000000 0000	*123.02*
1HJV-NC6D-GDMK	2026-2027 Classroom Supplies	05/03/2026	109.23		
				10 E 004 1110 4100 00 000000 0000	*109.23*
1HM7-QGMR-RWKY	Classroom Supplies	04/21/2026	207.21		
				10 E 008 1110 4100 00 000000 0000	*207.21*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1HMH-TMGT-77T4	CTE Instructional Supplies	04/21/2026	41.97		
				10 E 011 1120 4110 00 000000 0000	*41.97*
1HMR-VQ6R-K3MX	Classroom Supplies	04/26/2026	203.09		
				10 E 008 1110 4100 00 000000 0000	*203.09*
1HNM-FJVW-CVHV	Classroom Supplies	04/13/2026	13.99		
				10 E 010 1110 4100 00 000000 0000	*13.99*
1HTQ-GC47-P9GM	DO Kitchen Supplies	04/11/2026	229.30		
				10 E 001 2520 4100 00 000000 0000	*229.30*
1HX9-CPN4-39Q9	Maintenance Supplies	04/30/2026	7.96		
				20 E 001 2540 4110 00 000000 0000	*7.96*
1J46-PLV6-73Y7	ELL Supplies	04/10/2026	157.53		
				10 E 011 1800 4100 00 000000 0000	*157.53*
1JGR-DX96-NQ4V	Classroom Supplies	04/23/2026	14.49		
				10 E 008 1110 4100 00 000000 0000	*14.49*
1JK3-G4DT-3LPC	Classroom Supplies	04/30/2026	17.99		
				10 E 010 1110 4100 00 000000 0000	*17.99*
1JN9-R4KF-CJPQ	2026-2027 Classroom Supplies	04/30/2026	107.36		
				10 E 004 1110 4100 00 000000 0000	*107.36*
1JPQ-JDMY-4MQW	2026-2027 Classroom Supplies	04/30/2026	21.33		
				10 E 004 1110 4100 00 000000 0000	*21.33*
1JPQ-JDMY-9G46	2026-2027 Classroom Supplies	04/30/2026	113.03		
				10 E 004 1110 4100 00 000000 0000	*113.03*
1JVK-VJP7-DKMF	Classroom Supplies	04/27/2026	324.13		
				10 E 008 1110 4100 00 000000 0000	*324.13*
1JXM-V1LC-7XQD	Office Supplies	04/17/2026	126.11		
				10 E 002 2410 4100 00 000000 0000	*126.11*
1K47-1XC1-7HW9	SpEd Supplies	04/09/2026	23.58		
				10 E 003 1205 4100 00 000000 0000	*23.58*
1KF4-7VVP-7RNV	Bus Driver Appreciation Gifts	04/09/2026	182.85		
				40 E 001 2550 4900 00 000000 0000	*182.85*
1KWC-X37Q-N6VG	Supplies	05/01/2026	235.35		
				10 E 004 1110 4100 00 000000 0000	*146.94*
				10 E 004 1205 4100 00 000000 0000	*38.06*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
				10 E 004 2410 4100 00 000000 0000	*50.35*
1KWK-4MLY-61QP	Kindergarten Orientation Supplies	04/10/2026	180.23		
				10 E 004 2410 4100 00 000000 0000	*180.23*
1L74-CX63-DLCQ	Classroom Supplies	04/24/2026	99.17		
				10 E 010 1110 4100 00 000000 0000	*99.17*
1L74-CX63-FW4N	Classroom Supplies	04/24/2026	106.18		
				10 E 010 1110 4100 00 000000 0000	*106.18*
1LH3-6T99-FV4C	Gym Class Supplies	05/03/2026	1,047.89		
				10 E 008 1110 4100 00 000000 0000	*1,047.89*
1LJ1-FX6R-6K7W	Classroom Supplies	04/27/2026	122.64		
				10 E 010 1110 4100 00 000000 0000	*122.64*
1LLR-KPLM-XVTV	Pens	04/10/2026	19.42		
				10 E 005 2410 4100 00 000000 0000	*19.42*
1LPN-L7HR-FY4T	Office Supplies	05/03/2026	21.23		
				10 E 008 2410 4100 00 000000 0000	*21.23*
1LTD-RTH4-JDK3	ELA Instructional Supplies	04/18/2026	269.82		
				10 E 011 1120 4110 00 000000 0000	*269.82*
1M74-H7D9-QHN3	TOSA Supplies	04/18/2026	703.07		
				10 E 002 2212 4100 00 000000 0000	*703.07*
1M7L-J4DP-3DCH	Student Services Supplies	05/06/2026	209.28		
				10 E 002 2120 4100 00 000000 0000	*209.28*
1MFH-6LLM-DP7C	DO Kitchen Supplies	04/23/2026	83.35		
				10 E 001 2520 4100 00 000000 0000	*83.35*
1MFH-6LLM-KJTQ	Classroom Supplies	04/23/2026	125.43		
				10 E 004 1800 4100 00 000000 0000	*125.43*
1MHD-H19K-QQN4	Office Supplies	04/13/2026	90.35		
				10 E 003 2410 4100 00 000000 0000	*90.35*
1MW3-1QJT-GMF7	Items for SPED Students	04/08/2026	12.58		
				10 E 001 1200 4100 00 462000 0000	*12.58*
1MXX-LJNF-JYYM	TOSA Supplies	04/27/2026	22.68		
				10 E 002 2212 4100 00 000000 0000	*22.68*
1MY4-GVRG-7PDD	SpEd Instructional Supplies	04/09/2026	26.83		
				10 E 011 1205 4100 00 000000 0000	*26.83*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1N6W-FVTP-D41T	ELA Supplies	04/21/2026	25.98		
				10 E 003 1120 4100 00 000000 0000	*25.98*
1N6W-FVTP-LVP6	CTE Biomedical Supplies	04/21/2026	67.74		
				10 E 002 1400 4110 01 000000 0000	*67.74*
1NG1-V3PN-WRXJ	Guidance Office Supplies	04/20/2026	149.16		
				10 E 002 2120 4100 00 000000 0000	*149.16*
1NPJ-1D63-LV9M	Classroom Supplies	04/21/2026	301.71		
				10 E 008 1110 4100 00 000000 0000	*301.71*
1NPY-H9X1-CW4M	Library Book	02/23/2026	12.99		
				10 E 005 2220 4300 00 000000 0000	*12.99*
1NT6-YQ9G-DF44	Tech Supplies	04/23/2026	19.98		
				10 E 001 2660 4100 00 000000 0000	*19.98*
1P33-PLRY-4JL3	Office Supplies	03/30/2026	18.99		
				40 E 001 2550 4110 00 000000 0000	*18.99*
1P39-6QTL-7G9T	Classroom Supplies	04/24/2026	66.21		
				10 E 010 1110 4100 00 000000 0000	*66.21*
1PLX-6616-QLJW	2026-2027 Classroom Supplies	05/04/2026	18.00		
				10 E 004 1110 4100 00 000000 0000	*18.00*
1PX4-FXMN-LFQ3	Classroom Supplies	04/15/2026	127.49		
				10 E 010 1110 4100 00 000000 0000	*127.49*
1PXR-FTTY-7FX6	Student Services Supplies	04/29/2026	410.85		
				10 E 002 2120 4100 00 000000 0000	*410.85*
1PXR-FTTY-99CL	2026-2027 Classroom Supplies	04/29/2026	120.56		
				10 E 004 1110 4100 00 000000 0000	*120.56*
1Q93-JMYY-VPNR	CHS Supplies for POE, IFT, IED	04/06/2026	59.98		
				10 E 002 1130 4100 00 322000 0000	*59.98*
1QC9-XQKH-DCC9	Sensory Stickers for TOSAs	04/22/2026	9.89		
				10 E 002 2212 4100 00 000000 0000	*9.89*
1QF3-FJ6C-3W7P	Lunch Hero Day Supplies	04/28/2026	80.86		
				10 E 001 2560 4900 00 000000 0000	*80.86*
1QTC-VXH3-HWJD	Scissors	04/22/2026	5.60		
				10 E 008 1110 4100 00 000000 0000	*5.60*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1QX9-9XP1-QJWT	2026-2027 Classroom Supplies	05/01/2026	101.81		
				10 E 004 1110 4100 00 000000 0000	*101.81*
1QYM-3KFC-M9LQ	SS Instructional Supplies	04/15/2026	31.97		
				10 E 011 1120 4110 00 000000 0000	*31.97*
1R1J-4PL3-9HDG	Surge Protector Power Strip	04/27/2026	124.95		
				10 E 001 2212 4100 00 000000 0000	*124.95*
1R3F-TC39-JQLX	Classroom Supplies	05/07/2026	9.99		
				10 E 008 1110 4100 00 000000 0000	*9.99*
1R49-J41X-9H9Q	Library Supplies	04/15/2026	9.99		
				10 E 002 2220 4100 00 000000 0000	*9.99*
1R7V-VF73-CJXV	2026-2027 Classroom Supplies	04/30/2026	121.47		
				10 E 004 1110 4100 00 000000 0000	*121.47*
1RCW-XPKC-ND76	Commercial Floor Mats	04/14/2026	429.85		
				40 E 001 2550 4100 00 000000 0000	*429.85*
1RJ1-7LG1-6L6P	Library Supplies	04/15/2026	110.62		
				10 E 003 2220 4100 00 000000 0000	*110.62*
1RL9-FYCK-D3MJ	Classroom Supplies	04/13/2026	101.79		
				10 E 010 1110 4100 00 000000 0000	*101.79*
1RL9-FYCK-DVPK	Classroom Supplies	04/13/2026	116.80		
				10 E 010 1110 4100 00 000000 0000	*116.80*
1RL9-FYCK-PVVG	Classroom Supplies	04/13/2026	118.93		
				10 E 010 1800 4100 00 000000 0000	*118.93*
1RPF-X36G-YGD4	2026-2027 Classroom Supplies	04/30/2026	14.98		
				10 E 008 1110 4100 00 000000 0000	*14.98*
1RYH-Y9Q3-HHY1	ELA Supplies	04/13/2026	224.76		
				10 E 003 1120 4100 00 000000 0000	*224.76*
1T1J-LTF7-3F3K	Classroom Supplies	04/22/2026	214.23		
				10 E 008 1110 4100 00 000000 0000	*214.23*
1T64-VMGL-6HLK	Classroom Supplies	04/24/2026	121.96		
				10 E 004 1110 4100 00 000000 0000	*121.96*
1T6R-NNP1-D437	Classroom Supplies	04/24/2026	380.42		
				10 E 008 1110 4100 00 000000 0000	*380.42*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1T6R-NNP1-KN44	Wellness Supplies	04/25/2026	139.99		
				10 E 002 1130 4100 00 000000 0000	*139.99*
1TJ7-NXCJ-1W9P	Nurse Supplies	05/06/2026	14.29		
				10 E 008 2130 4100 00 000000 0000	*14.29*
1TNK-33QH-9H97	Maintenance Supplies	04/28/2026	71.61		
				20 E 001 2540 4110 00 000000 0000	*71.61*
1TPX-DVRK-KKPL	Classroom Supplies	04/26/2026	215.89		
				10 E 008 1110 4100 00 000000 0000	*215.89*
1TYM-PFP4-HGYF	Classroom Supplies	04/14/2026	120.25		
				10 E 010 1800 4100 00 000000 0000	*120.25*
1V3Y-R4MT-GG9Y	Classroom Supplies	04/21/2026	360.03		
				10 E 008 1110 4100 00 000000 0000	*360.03*
1V6J-CWTR-CP4G	Classroom Supplies	04/13/2026	19.71		
				10 E 010 1110 4100 00 000000 0000	*19.71*
1V7T-QPXT-GFDM	Office Supplies	04/23/2026	125.36		
				10 E 002 2410 4100 00 000000 0000	*125.36*
1VGL-9L4G-XDJD	Items for SPED Students	04/27/2026	50.22		
				10 E 001 1200 4100 00 462000 0000	*50.22*
1VH7-GPHY-93P6	2026-2027 Classroom Supplies	04/29/2026	115.53		
				10 E 004 1110 4100 00 000000 0000	*115.53*
1VM6-MH1Q-36RR	SS Instructional Supplies	04/14/2026	137.21		
				10 E 011 1120 4110 00 000000 0000	*137.21*
1VPJ-FWGW-CF9X	Name Badge Labels	04/09/2026	30.56		
				10 E 008 2410 4100 00 000000 0000	*30.56*
1VPJ-FWGW-W4XH	Psych Supplies	04/10/2026	115.78		
				10 E 002 2140 4100 00 000000 0000	*115.78*
1VQG-N777-17RP	Office Supply	04/24/2026	12.98		
				40 E 001 2550 4110 00 000000 0000	*12.98*
1VQG-N777-6X36	Classroom Supplies	04/24/2026	114.65		
				10 E 004 1110 4100 00 000000 0000	*114.65*
1VW1-M13P-7D3Q	Library Book	04/10/2026	29.63		
				10 E 002 2220 4300 00 000000 0000	*29.63*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1W1L-TVFQ-K3MJ	Classroom Supplies	04/14/2026	126.74		
				10 E 010 1225 4100 00 000000 0000	*126.74*
1W3D-DGNM-9XR3	Items for SPED Students	04/15/2026	12.99		
				10 E 001 1200 4100 00 462000 0000	*12.99*
1W77-DMCY-4K9X	Wellness Supplies	04/27/2026	124.77		
				10 E 002 1130 4100 00 000000 0000	*124.77*
1W77-DMCY-MWTD	Classroom Supplies	04/27/2026	109.63		
				10 E 004 1110 4100 00 000000 0000	*109.63*
1W9Y-DQ3Q-CYPV	ELA Supplies	04/13/2026	151.14		
				10 E 003 1120 4100 00 000000 0000	*151.14*
1WHR-RK7G-VKLJ	CHS Supplies for POE, IFT, IED	04/04/2026	164.64		
				10 E 002 1130 4100 00 322000 0000	*164.64*
1WJ3-RJ6Y-9KVF	Student Accommodation Item	04/09/2026	11.38		
				10 E 008 1110 4100 00 000000 0000	*11.38*
1WJ3-RJ6Y-YTM1	Tech Supplies	04/10/2026	2,676.72		
				10 E 001 2660 7100 00 000000 0000	*2,676.72*
1WLQ-H4JL-J3QK	CTE Biomedical Supplies	04/22/2026	66.98		
				10 E 002 1400 4110 01 000000 0000	*66.98*
1WWC-YJY9-4PC7	Art Supplies	04/29/2026	94.13		
				10 E 003 1120 4100 00 000000 0000	*94.13*
1WX9-XHF6-H6J4	Tech Supplies	04/16/2026	64.99		
				10 E 001 2660 4100 00 000000 0000	*64.99*
1X3W-KV1X-6D3Q	Classroom Supplies	04/24/2026	121.47		
				10 E 004 1110 4100 00 000000 0000	*121.47*
1X3W-KV1X-PP39	LMC Books	04/25/2026	226.49		
				10 E 003 2220 4300 00 000000 0000	*226.49*
1XFN-HNR6-F46P	CHS Supplies for POE, IFT, IED	04/02/2026	81.94		
				10 E 002 1130 4100 00 322000 0000	*81.94*
1XJN-W6L3-7K7D	2026-27 Classroom Supplies	04/24/2026	126.91		
				10 E 010 1110 4100 00 000000 0000	*126.91*
1XJN-W6L3-7YXD	Classroom Supplies	04/24/2026	124.13		
				10 E 010 1110 4100 00 000000 0000	*124.13*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1XTV-DHC9-LNY9	Tech Supplies	04/22/2026	12.59		
				10 E 001 2660 4100 00 000000 0000	*12.59*
1XTV-DHC9-MN14	Classroom Supplies	04/22/2026	253.08		
				10 E 008 1110 4100 00 000000 0000	*253.08*
1XXX-4VGW-HK64	AP Testing Snacks	04/16/2026	501.39		
				10 E 002 2120 4100 00 000000 0000	*501.39*
1Y1T-K96L-V6YH	3rd Grade Tadpole Unit Supplies	04/20/2026	36.22		
				10 E 008 1110 4100 00 000000 0000	*36.22*
1Y7H-RQ4C-YJFL	Student Supplies	04/24/2026	142.12		
				40 E 001 2550 4100 00 000000 0000	*142.12*
1YCJ-91WC-DDPG	DO Kitchen Supplies	04/08/2026	100.67		
				10 E 001 2520 4100 00 000000 0000	*100.67*
1YD7-VN13-97VN	Spanish Supplies	04/30/2026	240.74		
				10 E 003 1120 4100 00 000000 0000	*240.74*
1YGG-PQ96-9X7N	TOSA Supplies	04/26/2026	21.49		
				10 E 002 2212 4100 00 000000 0000	*21.49*
1YJW-XFQF-GRJV	Classroom Supplies	05/05/2026	23.98		
				10 E 008 1110 4100 00 000000 0000	*23.98*
1YN7-NPLL-KLFQ	Classroom Supplies	04/22/2026	37.97		
				10 E 010 1110 4100 00 000000 0000	*37.97*
1YPG-WQTY-69PG	Spanish Supplies	04/30/2026	14.98		
				10 E 003 1120 4100 00 000000 0000	*14.98*
1YPM-HNC1-1F4N	DO Kitchen Supplies	04/17/2026	147.07		
				10 E 001 2520 4100 00 000000 0000	*147.07*
1YQD-J1QX-PXXV	Classroom Supplies	04/18/2026	82.91		
				10 E 010 1110 4100 00 000000 0000	*82.91*
1YQY-HX66-C7CF	2026-2027 Classroom Supplies	04/29/2026	115.86		
				10 E 004 1110 4100 00 000000 0000	*115.86*
1YT4-7M7T-CKQV	Classroom Supplies	04/24/2026	112.46		
				10 E 010 2140 4100 00 000000 0000	*112.46*
1YWJ-6G3R-9KRW	Computer Mouse	04/23/2026	11.99		
				10 E 001 1800 4100 00 000000 0000	*11.99*

Bills Payable-Central 301

Vendor Name					Check Amount
AMAZON CAPITAL SERVICES, INC,					33,985.05
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1YWJ-6G3R-D1R9	Classroom Supplies	04/23/2026	29.88		
				10 E 008 1110 4100 00 000000 0000	*29.88*
APPLE INC,					3,240.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
MC68558346	iPads for Raptor Visitor Management System	05/01/2026	3,240.00		
				10 E 001 2660 4100 00 000000 0000	*3,240.00*
ARBORETUM810 LLC,					21,655.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 24 2027	CHS Prom 2027 Deposit	03/20/2026	21,655.00		
				10 E 002 1500 3900 00 000000 0000	*21,655.00*
ARNDT, LYNN					70.19
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26	2025-2026 Uniform Reimbursement	04/26/2026	70.19		
				10 E 008 2560 4110 00 000000 0000	*70.19*
ASTOUND BUSINESS SOLUTIONS RCN,					1,827.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
416615501-0018189	Internet 3.8.26 - 5.7.26	04/10/2026	1,827.00		
				10 E 001 2660 3160 00 000000 0000	*1,827.00*
ATI HOLDINGS LLC,					7,400.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
TSM50828	March Athletic Trainer Services	04/15/2026	7,400.00		
				10 E 002 1500 3190 00 000000 0000	*7,400.00*
AURORA EAST SCHOOL DISTRICT 131,					400.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
May 8	CHS Boys Track and Field Kane County Meet 5/8/26	05/08/2026	400.00		
				10 E 002 1500 6400 00 000000 0000	*400.00*
BARTON LANDSCAPING INC,					190.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
28716	Bus Damage Grass Repair	04/10/2026	190.00		
				40 E 001 2550 3700 00 000000 0000	*190.00*

Bills Payable-Central 301

Vendor Name					Check Amount
BATTERIES PLUS,					2,663.60
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
P91082302	Maintenance Supplies	04/14/2026	2,663.60		
				20 E 001 2540 4110 00 000000 0000	*2,663.60*
BEAN'S FARM LANDSCAPE SUPPLY,					32.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
220000019935	Grounds Supplies	04/11/2026	32.00		
				20 E 001 2540 4120 00 000000 0000	*32.00*
BEST BUDDIES INTERNATIONAL, INC,					500.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2026	Best Buddies Conference Registration	03/05/2026	500.00		
				10 E 001 2210 3100 00 462000 0000	*500.00*
BLICK ART MATERIALS,					767.36
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
7749560	Art Instructional Supplies	04/01/2026	78.72		
				10 E 011 1120 4110 00 000000 0000	*78.72*
7791585	Art Instructional Supplies	04/07/2026	19.68		
				10 E 011 1120 4110 00 000000 0000	*19.68*
7917120	Classroom Supplies	04/26/2026	487.86		
				10 E 010 1110 4100 00 000000 0000	*487.86*
7931357	Classroom Supplies	04/28/2026	181.10		
				10 E 010 1110 4100 00 000000 0000	*181.10*
BLUE CROSS BLUE SHIELD,					39,972.16
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Dental 04-26	Dental Claims	04/30/2026	-1,225.27		
				10 E 002 1130 2230 00 000000 0000	*1,814.65*
				20 E 001 2540 2230 00 000000 0000	*-2,233.87*
				40 E 001 2550 2230 00 000000 0000	*-806.05*
BOB JASS CHEVROLET INC,					1,113.56
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
515257	Brakes & Rotors	04/08/2026	1,113.56		
				40 E 001 2550 3230 00 000000 0000	*1,113.56*

Bills Payable-Central 301

Vendor Name					Check Amount
BOSTON HIGASHI SCHOOL, INC,					48,552.60
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2604600	April Tuition, Room and Board	05/01/2026	24,276.30		
				10 E 001 1912 6700 00 000000 0000	*24,276.30*
2604613	April Tuition, Room and Board	05/01/2026	24,276.30		
				10 E 001 1912 6700 00 000000 0000	*24,276.30*
BRANNSTROM, DAVID					373.19
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/30/2026	373.19		
				10 E 001 2212 3320 00 000000 0000	*373.19*
BSN SPORTS INC,					559.68
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
933826616	Track and Field Takeoff Board Replacement	04/07/2026	559.68		
				10 E 003 1500 4100 00 000000 0000	*279.84*
				10 E 011 1500 4100 00 000000 0000	*279.84*
BUSSMAN, CARA					75.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 28	Prof Dev Kane Cty ROE Using the CSTAG Training	03/12/2026	75.00		
				10 E 002 2210 6400 00 000000 0000	*75.00*
CAMELOT THERAPEUTIC SCHOOLS, LLC,					23,754.59
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV245682	March Tuition, 1:1 Aides	04/08/2026	23,754.59		
				10 E 001 1912 6700 00 000000 0000	*23,754.59*
CARAHSOFT TECHNOLOGY CORPORATION,					4,160.25
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
IN2272381	Everlaw March Overage	04/28/2026	4,160.25		
				10 E 001 2520 3100 00 000000 0000	*4,160.25*
CAROLINA BIOLOGICAL SUPPLY CO,					711.73
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
53403221 RI	Ag Supplies	04/22/2026	711.73		
				10 E 002 1400 4100 00 000000 0000	*711.73*

Bills Payable-Central 301

Vendor Name					Check Amount
CASTELLUCCIO, JOELLE					75.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 28	Prof Dev Kane Cty ROE School Safety & Security 703-26	04/28/2026	75.00		
				10 E 008 2210 6400 00 000000 0000	*75.00*
CENTRAL COMMUNITY USD 301,					904.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2504	CTE Field Trip Travel Costs	04/08/2026	904.00		
				10 E 002 2550 3320 00 322000 0000	*904.00*
CITY OF ELGIN,					3,283.73
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
330845-39520 03-26	Water Service PKMS	04/10/2026	3,283.73		
				20 E 001 2540 3700 00 000000 0000	*3,283.73*
CITY OF ELGIN,					2,540.81
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
330845-42337 03-26	Water Service CT	04/10/2026	2,540.81		
				20 E 001 2540 3700 00 000000 0000	*2,540.81*
CITY OF ELGIN,					2,200.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
May 5 2026	Water Hydrant Deposit PKMS	05/05/2026	2,200.00		
				20 E 001 2540 4120 00 000000 0000	*2,200.00*
CLIENTFIRST TECHNOLOGY CONSULTING,					1,998.75
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
19409	E-Rate Services 1.6.26 - 3.27.26	03/31/2026	1,998.75		
				10 E 001 2660 3190 00 000000 0000	*1,998.75*
COMMONWEALTH EDISON,					16,602.49
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2759477000 03-26	Electric Service LL	03/27/2026	703.97		
				20 E 005 2540 4660 00 000000 0000	*703.97*
2929742000 03-26	Electric Service HBT	04/08/2026	2,052.47		
				20 E 004 2540 4660 00 000000 0000	*2,052.47*
5208923670 03-26	Electric Service Rt 47 Property	03/27/2026	49.00		
				20 E 007 2540 4660 00 000000 0000	*49.00*
6431674000 03-26	Electric Service CT	04/14/2026	2,210.15		
				20 E 010 2540 4660 00 000000 0000	*2,210.15*

Bills Payable-Central 301

Vendor Name					Check Amount
COMMONWEALTH EDISON,					16,602.49
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
6745199000 03-26	Electric Service CHS	04/08/2026	6,810.94		
				20 E 002 2540 4660 00 000000 0000	*6,810.94*
7994612000 03-26	Electric Service DO	04/09/2026	285.56		
				20 E 001 2540 4660 00 000000 0000	*285.56*
825642000 03-26	Electric Service CMS	04/08/2026	1,553.17		
				20 E 003 2540 4660 00 000000 0000	*1,553.17*
876029000 03-26	Electric Service PKMS	03/25/2026	1,734.53		
				20 E 011 2540 4660 00 000000 0000	*1,734.53*
9353281222 03-26	Electric Service PV	03/26/2026	1,202.70		
				20 E 008 2540 4660 00 000000 0000	*1,202.70*
COMPASS HEALTH CENTER CHICAGO PLLC,					2,250.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2004240	Homebound Tutoring	04/27/2026	2,250.00		
				10 E 001 1200 3140 00 462000 0000	*2,250.00*
COMPASS HEALTH CENTER OAKBROOK PLLC,					945.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2004255	Homebound Tutoring	04/27/2026	945.00		
				10 E 001 1200 3140 00 462000 0000	*945.00*
CONTINENTAL RESOURCES, INC,					47,640.32
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
91188704	Phones 2/18 - 3/17	04/08/2026	335.76		
				20 E 001 2540 3400 00 000000 0000	*335.76*
91189316	AP45-US Antennas and Cloud Subs	04/28/2026	27,700.00		
				10 E 001 2660 7100 00 000000 0000	*27,700.00*
91189659	Phones 3/18 - 4/17	05/04/2026	368.52		
				20 E 001 2540 3400 00 000000 0000	*368.52*
91189660	Precision AI Network Security 3-year Support Subscription	05/04/2026	19,236.04		
				10 E 001 2660 3190 00 000000 0000	*19,236.04*
COOK'S DIRECT INC,					462.44
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
N1010251	Kitchen Supplies	04/22/2026	462.44		
				10 E 004 2560 4900 00 000000 0000	*179.17*

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Vendor Name					Check Amount
COOK'S DIRECT INC,					462.44
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
				10 E 011 2560 4900 00 000000 0000	*283.27*
CORE ACADEMY,					4,871.34
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
RATE-03456	September - October 2025 Rate Adjustment	02/19/2026	-421.08		
				10 E 001 1912 6700 00 000000 0000	*-421.08*
SESINV-059796	April Tuition	04/30/2026	5,292.42		
				10 E 001 1912 6700 00 000000 0000	*5,292.42*
COVE SCHOOL, INC,					6,223.80
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SD301-0426	April Tuition	04/30/2026	6,223.80		
				10 E 001 1912 6700 00 000000 0000	*6,223.80*
CPI,					7,497.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
NAIN-227044	Training	04/22/2026	4,998.00		
				10 E 001 2210 3100 00 462000 0000	*4,998.00*
NAIN-228572	CPI Trainer Renewal	04/28/2026	2,499.00		
				40 E 001 2550 6400 00 000000 0000	*2,499.00*
CULPEPPER, MEGAN					471.52
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
May 5	Reimburse for Teacher Appreciation Supplies	05/05/2026	471.52		
				10 E 011 2410 4900 00 000000 0000	*471.52*
DATAMATION IMAGING SERVICES,					6,747.30
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
APR-87065	PaperVision Enterprise Management through 6.30.27	04/13/2026	5,775.00		
				10 E 001 2660 3160 00 000000 0000	*5,775.00*
MAY-87195	April Imaging Services	05/01/2026	972.30		
				10 E 001 2660 3160 00 000000 0000	*185.20*
				10 E 001 2660 3160 00 462000 0000	*787.10*
DECKER INC,					4,504.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
647132B	Classroom Furniture	04/21/2026	4,504.00		
				10 E 003 1120 4100 00 000000 0000	*4,504.00*

Bills Payable-Central 301

Vendor Name					Check Amount
DELL MARKETING LP,					1,134.96
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
10870556394	Broadcom Dual Port Adapter	04/13/2026	1,134.96		
				10 E 001 2660 4100 00 000000 0000	*1,134.96*
DEMCO,					3,244.93
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
7795881	Library Supplies	04/21/2026	3,013.51		
				10 E 002 2220 4100 00 000000 0000	*1,456.33*
				10 E 002 2220 7100 00 000000 0000	*1,557.18*
7798878	Library Supplies Order	04/27/2026	231.42		
				10 E 003 2220 4100 00 000000 0000	*231.42*
DUPAGE FEDERATION ON HUMAN, SERVICES REFORM,					346.32
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
12922	Interpreting Services	03/31/2026	346.32		
				10 E 001 1800 3190 00 000000 0000	*346.32*
ECOWATER/DEKALB BOTTLED WATER,					53.45
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
10025 04-26	CHS Athletics Office Water	04/11/2026	53.45		
				10 E 002 1500 4900 00 000000 0000	*53.45*
EDMENTUM,					2,000.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV32656026	EdOptions Academy Overage	03/31/2026	2,000.00		
				10 E 001 2212 3190 00 000000 0000	*2,000.00*
ELAN CORPORATE PAYMENT SYSTEMS,					27,109.87
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
5013 05-26	Athletics, Accounts Payable, Activity, Tech Expenses	05/06/2026	27,109.87		
				10 R 000 1999 0000 00 000000 0000	*6,826.45*
				10 E 001 2212 4100 00 000000 0000	*896.13*
				10 E 001 2310 4100 00 000000 0000	*188.84*
				10 E 001 2520 6400 00 000000 0000	*148.35*
				10 E 001 2630 3100 00 000000 0000	*54.95*
				10 E 001 2630 4100 00 000000 0000	*47.96*
				10 E 001 2660 3160 00 000000 0000	*4,174.37*
				10 E 001 2660 3190 00 000000 0000	*1,796.40*

Bills Payable-Central 301

Vendor Name					Check Amount
ELAN CORPORATE PAYMENT SYSTEMS,					27,109.87
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
				10 E 001 2660 4100 00 000000 0000	*624.50*
				10 E 002 1500 3120 00 000000 0000	*5,109.30*
				10 E 002 1500 3900 00 000000 0000	*386.33*
				10 E 002 1500 4100 00 000000 0000	*1,731.87*
				10 E 002 1500 4120 00 000000 0000	*2,698.80*
				10 E 002 2410 4100 00 000000 0000	*136.22*
				10 E 004 2560 6400 00 000000 0000	*205.00*
				20 E 001 2540 4110 00 000000 0000	*596.75*
				40 E 001 2550 4100 00 000000 0000	*701.49*
				40 E 001 2550 4640 00 000000 0000	*166.16*
				40 E 001 2550 6400 00 000000 0000	*620.00*
ELGIN DOT SAFETY LANE LLC,					144.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
373	Safety Sticker	05/01/2026	144.00		
				40 E 001 2550 6400 00 000000 0000	*144.00*
ERIKSSON ENGINEERING ASSOCIATES, LTD,					2,200.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
34041	Track Renovation CHS	04/16/2026	2,200.00		
				20 E 002 2540 5420 00 000000 0000	*2,200.00*
EVERWAY LLC,					1,202.95
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
281929N	Orbit Note Subscription	04/13/2026	1,202.95		
				10 E 001 1200 3140 00 462000 0000	*1,202.95*
FAME 3D,					2,681.87
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV/2026/0986	CTE Supplies	04/09/2026	2,681.87		
				10 E 002 1400 4110 01 000000 0000	*2,681.87*
FARLEY, KALEY					450.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 02-26	Tuition Reimbursement EDT 6030	03/29/2026	450.00		
				10 E 004 1110 2300 00 000000 0000	*450.00*

Bills Payable-Central 301

Vendor Name					Check Amount
FEECE OIL COMPANY,					63,576.17
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
30497	Fuel	04/22/2026	7,687.83		
				40 E 001 2550 4640 00 000000 0000	*7,687.83*
32405	Fuel	04/22/2026	3,658.83		
				40 E 001 2550 4640 00 000000 0000	*3,658.83*
344661	Fuel	04/25/2026	3,256.04		
				40 E 001 2550 4640 00 000000 0000	*3,256.04*
346845	Fuel	04/25/2026	8,657.66		
				40 E 001 2550 4640 00 000000 0000	*8,657.66*
462388	Fuel	05/06/2026	3,557.54		
				40 E 001 2550 4640 00 000000 0000	*3,557.54*
463242	Fuel	05/06/2026	6,677.68		
				40 E 001 2550 4640 00 000000 0000	*6,677.68*
533858	Fuel	04/17/2026	4,182.37		
				40 E 001 2550 4640 00 000000 0000	*4,182.37*
835477	DEF Fuel Additive	04/10/2026	522.60		
				40 E 001 2550 4640 00 000000 0000	*522.60*
921197	Fuel	04/13/2026	7,483.93		
				40 E 001 2550 4640 00 000000 0000	*7,483.93*
921947	Fuel	04/13/2026	3,673.99		
				40 E 001 2550 4640 00 000000 0000	*3,673.99*
927818	DEF	05/01/2026	482.00		
				40 E 001 2550 4640 00 000000 0000	*482.00*
941182	Fuel	05/01/2026	4,529.84		
				40 E 001 2550 4640 00 000000 0000	*4,529.84*
942124	Fuel	05/01/2026	9,205.86		
				40 E 001 2550 4640 00 000000 0000	*9,205.86*
FITZGERALD LIGHTING,					495.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
37993	Parking Lot Lighting Repair PKMS	04/17/2026	495.00		
				20 E 001 2540 3230 00 000000 0000	*495.00*

Bills Payable-Central 301

Vendor Name					Check Amount
FLINN SCIENTIFIC, INC,					15.74
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
3265555	CTE Ag Supplies	04/21/2026	15.74		
				10 E 002 1400 4100 00 000000 0000	*15.74*
FOLLETT CONTENT SOLUTIONS LLC,					5,879.92
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
707818F	Library Books	05/01/2026	87.79		
				10 E 004 2220 4300 00 000000 0000	*87.79*
708390F	Library Books	04/24/2026	307.79		
				10 E 008 2220 4300 00 000000 0000	*307.79*
709861F	Library Books	04/14/2026	124.92		
				10 E 004 2220 4300 00 000000 0000	*124.92*
710089B	Educational Media	03/25/2026	237.19		
				10 E 011 2220 4300 00 000000 0000	*237.19*
710089F	Educational Media	04/30/2026	151.85		
				10 E 011 2220 4300 00 000000 0000	*151.85*
717793F	Library Books	04/29/2026	69.01		
				10 E 011 2220 4300 00 000000 0000	*69.01*
730136A	Title IV SEL Texts for PV	04/27/2026	516.92		
				10 E 001 1100 4100 00 440000 0000	*516.92*
730143A	Title IV SEL Texts for HBT	04/15/2026	575.54		
				10 E 001 1100 4100 00 440000 0000	*575.54*
733024	Title IV SEL Texts for PKMS	04/07/2026	1,237.55		
				10 E 001 1100 4100 00 440000 0000	*1,237.55*
733025	Title IV SEL Texts for CT	04/07/2026	1,235.39		
				10 E 001 1100 4100 00 440000 0000	*1,235.39*
733816	Title IV SEL Texts for CHS	04/08/2026	1,335.97		
				10 E 001 1100 4100 00 440000 0000	*1,335.97*
FOX TECH TRANSITION PROGRAM,					16,649.43
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SESINV-060104	April Tuition	04/30/2026	7,264.53		
				10 E 001 1912 6700 00 000000 0000	*7,264.53*
SESINV-060108	April Tuition	04/30/2026	9,384.90		
				10 E 001 1912 6700 00 000000 0000	*9,384.90*

Bills Payable-Central 301

Vendor Name					Check Amount
FRANKLIN, KEITH					62.86
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 16	Reimburse for CT Staff Appreciation Dinner	04/16/2026	62.86		
				20 E 001 2540 4110 00 000000 0000	*62.86*
GARCIA, NANCY					30.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
CDL 04-26	CDL License Reimbursement	04/01/2026	30.00		
				40 E 001 2550 6400 00 000000 0000	*30.00*
GENSERVE, LLC,					1,918.40
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
611777-IN	Generator Repair CHS	04/29/2026	1,918.40		
				20 E 001 2540 3230 00 000000 0000	*1,918.40*
GERHARZ, ANDRA					75.70
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/30/2026	75.70		
				10 E 001 2212 3320 00 000000 0000	*75.70*
GOPHER SPORT,					616.15
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
IN508514	Wellness Supplies	04/13/2026	616.15		
				10 E 002 1130 4100 00 000000 0000	*616.15*
GORDON FLESCH COMPANY INC,					24,677.42
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
I558861	Lease Charges	04/16/2026	4,910.64		
				10 E 001 2410 3250 00 000000 0000	*4,910.64*
IN15550370	Copier Staples	03/19/2026	501.20		
				10 E 002 2410 4100 00 000000 0000	*501.20*
IN15550371	Copy Staples	03/19/2026	225.33		
				10 E 010 1110 4170 00 000000 0000	*225.33*
IN15565182	Black and Color Copies	04/01/2026	13,780.21		
				10 E 001 2410 3250 00 000000 0000	*13,780.21*
IN15581502	Copy Supplies	04/14/2026	230.94		
				10 E 011 1120 4170 00 000000 0000	*230.94*
IN15583949	Black and Color Copies	04/15/2026	424.25		
				10 E 001 2410 3250 00 000000 0000	*424.25*

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Vendor Name					Check Amount
GORDON FLESCH COMPANY INC,					24,677.42
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
IN15583950	Black and Color Copies	04/15/2026	1,972.18		
				10 E 001 2410 3250 00 000000 0000	*1,972.18*
IN15583951	Black and Color Copies	04/15/2026	2,368.94		
				10 E 001 2410 3250 00 000000 0000	*2,368.94*
IN15583952	Black and Color Copies	05/15/2026	263.73		
				10 E 001 2410 3250 00 000000 0000	*263.73*
GORDON FOOD SERVICE INC,					65,398.45
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2003322331	Food Credit	04/15/2026	-42.51		
				10 E 005 2560 4100 00 000000 0000	*-42.51*
2003345923	Food Credit	04/22/2026	-9.30		
				10 E 011 2560 4100 00 000000 0000	*-9.30*
2003346874	Food, Supplies Credit	04/22/2026	-34.43		
				10 E 010 2560 4100 00 000000 0000	*-9.68*
				10 E 010 2560 4900 00 000000 0000	*-24.75*
2003381210	Food Credit	05/05/2026	-82.23		
				10 E 003 2560 4100 00 000000 0000	*-82.23*
2003387726	Food Credit	05/06/2026	-16.15		
				10 E 011 2560 4100 00 000000 0000	*-16.15*
9034115756	Food, Supplies	04/06/2026	2,027.05		
				10 E 004 2560 4100 00 000000 0000	*1,792.86*
				10 E 004 2560 4900 00 000000 0000	*234.19*
9034115791	Food	04/06/2026	908.74		
				10 E 003 2560 4100 00 000000 0000	*908.74*
9034115793	Supplies	04/06/2026	128.43		
				10 E 003 2560 4900 00 000000 0000	*128.43*
9034157482	Food, Supplies	04/07/2026	1,235.04		
				10 E 005 2560 4100 00 000000 0000	*1,187.34*
				10 E 005 2560 4900 00 000000 0000	*47.70*
9034160370	Food, Supplies	04/07/2026	1,369.39		
				10 E 008 2560 4100 00 000000 0000	*1,331.60*
				10 E 008 2560 4900 00 000000 0000	*37.79*

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Vendor Name					Check Amount
GORDON FOOD SERVICE INC,					65,398.45
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9034175286	Food	04/08/2026	813.23		
				10 E 003 2560 4100 00 000000 0000	*813.23*
9034175287	Food	04/08/2026	75.24		
				10 E 003 2560 4100 00 000000 0000	*75.24*
9034175288	Supplies	04/08/2026	66.13		
				10 E 003 2560 4900 00 000000 0000	*66.13*
9034374904	Food	04/13/2026	945.81		
				10 E 003 2560 4100 00 000000 0000	*945.81*
9034374907	Supplies	04/13/2026	142.17		
				10 E 003 2560 4900 00 000000 0000	*142.17*
9034374918	Food, Supplies	04/13/2026	1,784.29		
				10 E 002 2560 4100 00 000000 0000	*1,651.04*
				10 E 002 2560 4900 00 000000 0000	*133.25*
9034374934	Food, Supplies	04/13/2026	1,782.79		
				10 E 004 2560 4100 00 000000 0000	*1,713.19*
				10 E 004 2560 4900 00 000000 0000	*69.60*
9034425143	Food, Supplies	04/14/2026	1,294.01		
				10 E 005 2560 4100 00 000000 0000	*1,128.35*
				10 E 005 2560 4900 00 000000 0000	*165.66*
9034426920	Food, Supplies	04/14/2026	1,818.66		
				10 E 010 2560 4100 00 000000 0000	*1,599.87*
				10 E 010 2560 4900 00 000000 0000	*218.79*
9034426924	Food	04/14/2026	99.66		
				10 E 010 2560 4100 00 000000 0000	*99.66*
9034426929	Food, Supplies	04/14/2026	3,399.73		
				10 E 011 2560 4100 00 000000 0000	*3,268.10*
				10 E 011 2560 4900 00 000000 0000	*131.63*
9034426951	Food, Supplies	04/14/2026	1,841.39		
				10 E 008 2560 4100 00 000000 0000	*1,563.81*
				10 E 008 2560 4900 00 000000 0000	*277.58*
9034442284	Food, Supplies	04/15/2026	3,973.66		
				10 E 002 2560 4100 00 000000 0000	*3,900.75*
				10 E 002 2560 4900 00 000000 0000	*72.91*

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Vendor Name					Check Amount
GORDON FOOD SERVICE INC,					65,398.45
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9034442320	Food	04/15/2026	965.11		
				10 E 003 2560 4100 00 000000 0000	*965.11*
9034442322	Supplies	04/15/2026	73.51		
				10 E 003 2560 4900 00 000000 0000	*73.51*
9034644062	Food, Supplies	04/20/2026	5,731.16		
				10 E 002 2560 4100 00 000000 0000	*4,949.76*
				10 E 002 2560 4900 00 000000 0000	*781.40*
9034644083	Food	04/20/2026	1,101.87		
				10 E 003 2560 4100 00 000000 0000	*1,101.87*
9034644084	Supplies	04/20/2026	92.68		
				10 E 003 2560 4900 00 000000 0000	*92.68*
9034644096	Food, Supplies	04/20/2026	1,707.04		
				10 E 004 2560 4100 00 000000 0000	*1,550.30*
				10 E 004 2560 4900 00 000000 0000	*156.74*
9034691766	Food	04/21/2026	1,285.31		
				10 E 005 2560 4100 00 000000 0000	*1,285.31*
9034695782	Food, Supplies	04/21/2026	2,288.29		
				10 E 011 2560 4100 00 000000 0000	*2,174.06*
				10 E 011 2560 4900 00 000000 0000	*114.23*
9034695798	Food, Supplies	04/21/2026	1,685.43		
				10 E 008 2560 4100 00 000000 0000	*1,551.84*
				10 E 008 2560 4900 00 000000 0000	*133.59*
9034695826	Food, Supplies	04/21/2026	1,872.42		
				10 E 010 2560 4100 00 000000 0000	*1,847.67*
				10 E 010 2560 4900 00 000000 0000	*24.75*
9034695829	Food	04/21/2026	105.61		
				10 E 004 2410 4900 00 000000 0000	*22.77*
				10 E 010 2410 4100 00 000000 0000	*82.84*
9034708927	Food, Supplies	04/22/2026	3,656.42		
				10 E 002 2560 4100 00 000000 0000	*3,501.66*
				10 E 002 2560 4900 00 000000 0000	*154.76*
9034708959	Food	04/22/2026	812.04		
				10 E 003 2560 4100 00 000000 0000	*812.04*

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Vendor Name					Check Amount
GORDON FOOD SERVICE INC,					65,398.45
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9034708964	Supplies	04/22/2026	108.56		
				10 E 003 2560 4900 00 000000 0000	*108.56*
9034910081	Food, Supplies	04/27/2026	1,408.27		
				10 E 004 2560 4100 00 000000 0000	*1,356.39*
				10 E 004 2560 4900 00 000000 0000	*51.88*
9034910091	Food, Supplies	04/27/2026	7,562.98		
				10 E 002 2560 4100 00 000000 0000	*6,422.40*
				10 E 002 2560 4900 00 000000 0000	*1,140.58*
9034910104	Food	04/27/2026	911.01		
				10 E 003 2560 4100 00 000000 0000	*911.01*
9034910109	Supplies	04/27/2026	155.67		
				10 E 003 2560 4900 00 000000 0000	*155.67*
9034957866	Food, Supplies	04/28/2026	985.41		
				10 E 005 2560 4100 00 000000 0000	*891.50*
				10 E 005 2560 4900 00 000000 0000	*93.91*
9034959455	Food, Supplies	04/28/2026	3,461.35		
				10 E 011 2560 4100 00 000000 0000	*3,175.16*
				10 E 011 2560 4900 00 000000 0000	*286.19*
9034959510	Food, Supplies	04/28/2026	1,372.23		
				10 E 008 2560 4100 00 000000 0000	*1,219.92*
				10 E 008 2560 4900 00 000000 0000	*152.31*
9034959539	Food, Supplies	04/28/2026	1,038.35		
				10 E 010 2560 4100 00 000000 0000	*967.13*
				10 E 010 2560 4900 00 000000 0000	*71.22*
9035233241	Food, Supplies	05/05/2026	1,234.33		
				10 E 010 2560 4100 00 000000 0000	*1,150.07*
				10 E 010 2560 4900 00 000000 0000	*84.26*
9035233270	Food, Supplies	05/05/2026	2,239.34		
				10 E 011 2560 4100 00 000000 0000	*2,192.87*
				10 E 011 2560 4900 00 000000 0000	*46.47*
934155201	Food	05/05/2026	23.26		
				10 E 011 2560 4100 00 000000 0000	*23.26*

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Vendor Name					Check Amount
GRAINGER,					496.48
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9880752978	Maintenance Supplies	04/15/2026	18.20		
				20 E 001 2540 4110 00 000000 0000	*18.20*
9901369323	Maintenance Supplies	05/01/2026	42.21		
				20 E 001 2540 4110 00 000000 0000	*42.21*
9901369331	Maintenance Supplies	05/01/2026	262.46		
				20 E 001 2540 4110 00 000000 0000	*262.46*
9906111662	Maintenance Supplies	05/06/2026	173.61		
				20 E 001 2540 4110 00 000000 0000	*173.61*
GREEN CLOSET CREATIVE,					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
3482	Monthly Website Management	04/01/2026	300.00		
				10 E 001 2660 3190 00 000000 0000	*300.00*
GREENLEE, NICOLE					557.40
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	Skyward User Group Conference Hotel and Mileage Reimbursement	04/20/2026	557.40		
				10 E 001 2520 3320 00 000000 0000	*211.70*
				10 E 001 2520 6400 00 000000 0000	*345.70*
GREENLEE, RYAN					74.04
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/30/2026	74.04		
				10 E 001 2660 3320 00 000000 0000	*74.04*
GREWAL, KAREN					403.16
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	Skyward User Group Conference Hotel and April Mileage Reimbursement	04/30/2026	403.16		
				10 E 001 2520 3320 00 000000 0000	*230.31*
				10 E 001 2520 6400 00 000000 0000	*172.85*
HAMADEH, RANIA					146.97
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 28	Reimburse Registration Fee for Kane Cty ROE School Safety & Security Course	04/28/2026	75.00		
				10 E 003 2410 6400 00 000000 0000	*75.00*

Bills Payable-Central 301

Vendor Name					Check Amount
HAMADEH, RANIA					146.97
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
May 2	Reimbursement for Teacher's Lounge Posters	05/02/2026	71.97		
				10 E 003 2410 4100 00 000000 0000	*71.97*
HARNESS, SUSAN					70.04
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/27/2026	70.04		
				10 E 001 2130 3320 00 000000 0000	*70.04*
HARTWIG, HAROLD					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 02-26	Tuition Reimbursement EDU 6525	02/25/2026	300.00		
				10 E 002 1130 2300 00 000000 0000	*300.00*
HAUG, MATTHEW					47.48
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
May 1 2026	Reimburse Ed of the Year Supplies	05/01/2026	47.48		
				10 E 001 2310 4100 00 000000 0000	*47.48*
HAWLEY, JESSE					222.33
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 10	Reimbursement for Coyote Culture Student Behavior Reward	04/10/2026	147.33		
				10 E 008 2410 4100 00 000000 0000	*147.33*
Apr 28 2026	Reimburse Registration Fee for Kane Cty ROE School Safety & Security Course	04/28/2026	75.00		
				10 E 008 2210 6400 00 000000 0000	*75.00*
HAYES, EVA					70.01
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26d	2025-2026 Uniform Reimbursement	04/29/2026	70.01		
				10 E 010 2560 4110 00 000000 0000	*70.01*
HERSHEY'S ICE CREAM,					1,823.46
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INVE0022943921	Ice Cream	04/13/2026	398.64		
				10 E 002 2560 4100 00 000000 0000	*398.64*
INVE0022944167	Ice Cream	04/13/2026	533.28		
				10 E 011 2560 4100 00 000000 0000	*533.28*

Bills Payable-Central 301

Vendor Name					Check Amount
HERSHEY'S ICE CREAM,					1,823.46
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INVE0023000442	Ice Cream	04/24/2026	214.74		
				10 E 003 2560 4100 00 000000 0000	*214.74*
INVE0023001811	Ice Cream	04/24/2026	276.00		
				10 E 002 2560 4100 00 000000 0000	*276.00*
INVE0023002166	Ice Cream	04/24/2026	400.80		
				10 E 011 2560 4100 00 000000 0000	*400.80*
HODGES LOIZZI EISENHAMMER RODICK AND KOH,					49,052.74
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
68939	March Legal Fees	03/31/2026	49,052.74		
				80 E 001 2369 3180 00 000000 0000	*49,052.74*
HOME DEPOT PRO,					18,313.18
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
882755181	Grounds Supplies	04/16/2026	59.99		
				20 E 001 2540 4120 00 000000 0000	*59.99*
882755182	Grounds Supplies	04/16/2026	64.19		
				20 E 001 2540 4120 00 000000 0000	*64.19*
882761647	Grounds Supplies	04/17/2026	55.00		
				20 E 001 2540 4120 00 000000 0000	*55.00*
882761648	Grounds Supplies	04/17/2026	54.05		
				20 E 001 2540 4120 00 000000 0000	*54.05*
9247737435	Maintenance Supplies	04/06/2026	38.99		
				20 E 001 2540 4110 00 000000 0000	*38.99*
9247771758	Custodial Supplies	04/07/2026	1,834.50		
				20 E 001 2540 4100 00 000000 0000	*1,834.50*
9247772123	Custodial Supplies	04/07/2026	2,134.43		
				20 E 001 2540 4100 00 000000 0000	*2,134.43*
9247772472	Maintenance Supplies	04/07/2026	602.99		
				20 E 001 2540 4110 00 000000 0000	*602.99*
9247772719	Custodial Supplies	04/07/2026	5,574.45		
				20 E 001 2540 4100 00 000000 0000	*5,574.45*
9247776673	Custodial Supplies	04/07/2026	1,749.98		
				20 E 001 2540 4100 00 000000 0000	*1,749.98*

Bills Payable-Central 301

Vendor Name					Check Amount
HOME DEPOT PRO,					18,313.18
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9247781602	Custodial Supplies	04/07/2026	1,696.81		
				20 E 001 2540 4100 00 000000 0000	*1,696.81*
9247783018	Custodial Supplies	04/07/2026	1,437.38		
				20 E 001 2540 4100 00 000000 0000	*1,437.38*
9247843144	Custodial Supplies	04/08/2026	939.79		
				20 E 001 2540 4100 00 000000 0000	*939.79*
9247950231	Custodial Supplies	04/10/2026	74.96		
				20 E 001 2540 4100 00 000000 0000	*74.96*
9247988538	Custodial Supplies	04/13/2026	64.38		
				20 E 001 2540 4100 00 000000 0000	*64.38*
9247988539	Custodial Supplies	04/13/2026	172.29		
				20 E 001 2540 4100 00 000000 0000	*172.29*
9248099923	Custodial Supplies	04/15/2026	262.62		
				20 E 001 2540 4100 00 000000 0000	*262.62*
9248103561	Custodial Supplies	04/15/2026	90.48		
				20 E 001 2540 4100 00 000000 0000	*90.48*
9248104423	Custodial Supplies	04/15/2026	191.00		
				20 E 001 2540 4100 00 000000 0000	*191.00*
9248140159	Custodial Supplies	04/16/2026	64.38		
				20 E 001 2540 4100 00 000000 0000	*64.38*
9248140160	Maintenance Supplies	04/16/2026	277.83		
				20 E 001 2540 4110 00 000000 0000	*277.83*
9248150697	Custodial Supplies	04/16/2026	55.42		
				20 E 001 2540 4100 00 000000 0000	*55.42*
9248250299	Custodial Supplies	04/20/2026	101.98		
				20 E 001 2540 4100 00 000000 0000	*101.98*
9248296352	Custodial Supplies	04/21/2026	599.30		
				20 E 001 2540 4100 00 000000 0000	*599.30*
9248305346	Custodial Supplies	04/21/2026	63.87		
				20 E 001 2540 4100 00 000000 0000	*63.87*
9248413968	Custodial Supplies	04/23/2026	52.12		
				20 E 001 2540 4100 00 000000 0000	*52.12*

Bills Payable-Central 301

Vendor Name					Check Amount
HOUGHTON MIFFLIN COMPANY,					119,060.25
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
856675	NWEA 3-Year MAP Growth K-12 License 7/1/26 - 6/30/29	07/01/2026	111,305.25		
				10 E 001 2212 3800 00 000000 0000	*111,305.25*
956470643	High School Social Studies Student and Teacher Licenses	04/30/2026	7,755.00		
				10 E 002 1130 4200 00 000000 0000	*7,755.00*
HYDE PARK DAY SCHOOL/SONIA SHANKMAN					9,520.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
H202603.23	March Tuition	03/31/2026	4,462.50		
				10 E 001 1912 6700 00 000000 0000	*4,462.50*
H202604.23	April Tuition	04/30/2026	5,057.50		
				10 E 001 1912 6700 00 000000 0000	*5,057.50*
IHSA,					25.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
DGI26-0008	CHS Drama Musical Theatre Fee	05/11/2026	25.00		
				10 E 002 1500 6400 00 000000 0000	*25.00*
ILLINOIS ASSOCIATION OF SCHOOL BOARDS,					13,400.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
480162	IASB Membership Dues	05/01/2026	8,250.00		
				10 E 001 2310 6400 00 000000 0000	*8,250.00*
481274	PRESS and BoardBook Subscription	05/01/2026	5,150.00		
				10 E 001 2310 3100 00 000000 0000	*5,150.00*
ILLINOIS DEPARTMENT OF AGRICULTURE,					150.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
April 2026	Pesticide Operator 3 Year License Fee Renewal D. Callahan	04/29/2026	150.00		
				20 E 001 2540 6400 00 000000 0000	*150.00*
ILLINOIS DEPARTMENT OF AGRICULTURE,					150.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
April 2026a	Pesticide Operator 3 Year License Fee Renewal E. Grzesiak	04/29/2026	150.00		
				20 E 001 2540 6400 00 000000 0000	*150.00*

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Vendor Name					Check Amount
ILLINOIS PRINCIPALS ASSOCIATION,					225.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
506783	AA-4169 Mastering Tough Talks, E. Pereda	03/30/2026	225.00		
				10 E 002 2210 6400 00 000000 0000	*225.00*
ILLINOIS SCHOOL SERVICES,					15,400.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
257cg26-028	Caps and Gowns	03/27/2026	15,400.00		
				10 E 002 1130 4900 00 000000 0000	*15,400.00*
INCIDENT IQ, LLC,					38,907.38
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
12816	iiQ Subscription 7/1/26 - 6/30/27	04/08/2026	38,907.38		
				10 E 001 2660 3160 00 000000 0000	*38,907.38*
INSECT LORE PRODUCTS,					70.94
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV3188802	Kindergarten Butterflies	04/24/2026	70.94		
				10 E 010 1110 4200 00 000000 0000	*70.94*
INSTITUTE FOR MULTI-SENSORY EDUCATION,					18.95
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
242972	Classroom Supplies	04/23/2026	18.95		
				10 E 010 1205 4100 00 000000 0000	*18.95*
INTER STATE STUDIO & PUBLISHING CO,					217.15
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
50028	Copy Machine Supplies	04/24/2026	217.15		
				10 E 011 1120 4170 00 000000 0000	*217.15*
JACKSON, KAREN					160.38
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26	2025-2026 Uniform Reimbursement	04/22/2026	160.38		
				10 E 008 2560 4110 00 000000 0000	*160.38*
JAMROZEK, DANA					42.25
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 9	Reimbursement for Science Supplies	04/09/2026	42.25		
				10 E 003 1120 4100 00 000000 0000	*42.25*

Bills Payable-Central 301

Vendor Name					Check Amount
JW PEPPER & SON, INC,					570.98
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
368443313	Band Supplies	03/24/2026	159.99		
				10 E 011 1120 4100 00 000000 0000	*159.99*
368447767	Band Supplies	03/24/2026	227.00		
				10 E 011 1120 4100 00 000000 0000	*227.00*
368481491	Vocal Supplies	04/06/2026	29.50		
				10 E 002 1130 4100 00 000000 0000	*29.50*
368482750	Vocal Supplies	04/06/2026	62.50		
				10 E 002 1130 4100 00 000000 0000	*62.50*
368497968	Vocal Supplies	04/10/2026	72.50		
				10 E 002 1130 4100 00 000000 0000	*72.50*
368523008	Encore Supplies	04/21/2026	19.49		
				10 E 003 1120 4100 00 000000 0000	*19.49*
KAMP, DREW					19.60
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26	2025-2026 Uniform Reimbursement	05/03/2026	19.60		
				20 E 002 2540 4110 00 000000 0000	*19.60*
KANE COUNTY REGIONAL OFFICE OF ED #31,					640.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2002600124	AA#4050 Workshop Registration M. Rourke	04/22/2026	400.00		
				10 E 004 2410 6400 00 000000 0000	*400.00*
8002600176	April 2026 Fingerprinting	05/05/2026	240.00		
				10 E 001 2320 3100 00 000000 0000	*240.00*
KANELAND COMM SCHOOL DIST 302,					400.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
May 1	CHS Girls TF Kane County Meet 5/1/26	05/01/2026	400.00		
				10 E 002 1500 6400 00 000000 0000	*400.00*
KING, NICHOLAS					28.07
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/30/2026	28.07		
				10 E 001 2660 3320 00 000000 0000	*28.07*

Bills Payable-Central 301

Vendor Name					Check Amount
KOTULA, LAUREN					450.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 02-26	Tuition Reimbursement EDU 6525	04/02/2026	450.00		
				10 E 008 1110 2300 00 000000 0000	*450.00*
KRAUS, DANIEL					132.51
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26	2025-2026 Uniform Reimbursement	05/03/2026	132.51		
				20 E 002 2540 4110 00 000000 0000	*132.51*
LAKESHORE LEARNING MATERIALS,					8,571.49
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
93746350	Classroom Carpets	04/26/2026	8,514.00		
				10 E 010 2410 4100 00 000000 0000	*2,145.00*
				10 E 010 2410 7100 00 000000 0000	*6,369.00*
93746352	Classroom Supplies	04/26/2026	57.49		
				10 E 010 1205 4100 00 000000 0000	*57.49*
LEARNING TECHNOLOGY CENTER,					550.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
LTCX-0434	SDPC Add-On Service	04/23/2026	550.00		
				10 E 001 2660 3190 00 000000 0000	*550.00*
LEARNWELL,					1,462.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV308380	March Hospital Tutoring	03/31/2026	250.00		
				10 E 001 1200 3140 00 462000 0000	*250.00*
INV308381	March Hospital Tutoring	03/31/2026	150.00		
				10 E 001 1200 3140 00 462000 0000	*150.00*
INV311411	April Hospital Tutoring	04/10/2026	200.00		
				10 E 001 1200 3140 00 462000 0000	*200.00*
INV313318	April Hospital Tutoring	04/17/2026	250.00		
				10 E 001 1200 3140 00 462000 0000	*250.00*
INV314508	April Hospital Tutoring	04/24/2026	100.00		
				10 E 001 1200 3140 00 462000 0000	*100.00*
INV314509	April Hospital Tutoring	04/24/2026	275.00		
				10 E 001 1200 3140 00 462000 0000	*275.00*

Bills Payable-Central 301

Vendor Name					Check Amount
LEARNWELL,					1,462.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV314510	April Hospital Tutoring	04/24/2026	237.50		
				10 E 001 1200 3140 00 462000 0000	*237.50*
LEITNER, BRAD					39.14
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	05/18/2026	39.14		
				10 E 001 2660 3320 00 000000 0000	*39.14*
LEWIS, KIMBERLY					150.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 12	Prof Dev AA#1374 Implementing Social and Emotional Learning System-Wide	04/12/2026	150.00		
				10 E 004 2410 6400 00 000000 0000	*150.00*
LIBERTE EDUCATIONAL CONSULTING,					100.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
48528-000168	Accommodations Post Its	03/04/2026	100.00		
				10 E 001 2330 4100 00 000000 0000	*100.00*
LRP PUBLICATIONS,					2,036.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
30137072	Special Ed Connection Subscription Renewal 8.1.26 - 7.31.27	05/01/2026	2,036.00		
				10 E 001 2210 3100 00 462000 0000	*2,036.00*
LUTZ, DANIEL					91.79
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26	2025-2026 Uniform Reimbursement	04/12/2026	91.79		
				20 E 002 2540 4110 00 000000 0000	*91.79*
MAIN EVENT ENTERTAINMENT INC,					3,401.70
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Q-422375a	CMS End of Year Field Trip Balance	05/22/2026	3,401.70		
				10 E 003 1120 3900 00 000000 0000	*3,401.70*
MAKEY, LAUREN					75.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 28	Prof Dev Kane Cty ROE School Safety & Security 703-26	04/28/2026	75.00		
				10 E 001 2210 3100 00 462000 0000	*75.00*

Bills Payable-Central 301

Vendor Name					Check Amount
MALCOR ROOFING OF ILLINOIS INC,					1,647.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
5338	Roof Repair CHS	04/23/2026	1,647.00		
				20 E 001 2540 3230 00 000000 0000	*1,647.00*
MARCINIEC, MEGAN					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Tuition 02-26	Tuition Reimbursement EDU 6525	02/23/2026	300.00		
				10 E 002 1130 2300 00 000000 0000	*300.00*
MARENGO AUTO BODY AND GLASS,					130.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
33552	Bus Windshield Repair	04/13/2026	130.00		
				40 E 001 2550 3230 00 000000 0000	*130.00*
MARLOVITS, MICHELLE					102.23
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	05/01/2026	102.23		
				10 E 001 1205 3320 00 000000 0000	*102.23*
MAXIM HEALTHCARE SERVICES,					3,771.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
V29868788	Contracted RN	04/08/2026	3,771.00		
				10 E 001 2130 3100 00 000000 0000	*3,771.00*
MCCARTHY, MATTHEW					131.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/30/2026	131.50		
				10 E 001 2660 3320 00 000000 0000	*131.50*
MCCLINTOCK, MICHAEL					54.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26	2025-2026 Uniform Reimbursement	05/03/2026	54.00		
				20 E 002 2540 4110 00 000000 0000	*54.00*
MCCUISTON HOSPITALITY LLC,					3,468.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
8232	Private Transportation	05/01/2026	612.00		
				40 E 001 2550 3310 00 000000 0000	*612.00*
8233	Private Transportation	05/01/2026	816.00		
				40 E 001 2550 3310 00 000000 0000	*816.00*

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Vendor Name					Check Amount
MCCUISTON HOSPITALITY LLC,					3,468.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
8234	Private Transportation	05/01/2026	816.00		
				40 E 001 2550 3310 00 000000 0000	*816.00*
8235	Private Transportation	05/01/2026	612.00		
				40 E 001 2550 3310 00 000000 0000	*612.00*
8236	Private Transportation	05/01/2026	612.00		
				40 E 001 2550 3310 00 000000 0000	*612.00*
MCGRAW HILL SCHOOL EDUCATION HOLDINGS,					38,073.75
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
140546590001	World Geography Renewal 6 yr sub 04/26-7/32	04/24/2026	38,073.75		
				10 E 002 1130 4200 00 000000 0000	*38,073.75*
MENARDS, ELGIN					2,177.75
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
24001	Maintenance Supplies	04/09/2026	187.51		
				20 E 001 2540 4110 00 000000 0000	*187.51*
24051	Maintenance Supplies	04/09/2026	28.18		
				20 E 001 2540 4110 00 000000 0000	*28.18*
24457	Maintenance Supplies	04/16/2026	1,287.86		
				20 E 001 2540 4110 00 000000 0000	*27.88*
				20 E 001 2540 7100 00 000000 0000	*1,259.98*
24888	Maintenance Supplies	04/22/2026	130.34		
				20 E 001 2540 4110 00 000000 0000	*130.34*
24915	Maintenance Supplies	04/23/2026	480.95		
				20 E 001 2540 4110 00 000000 0000	*480.95*
25750	Maintenance Supplies	05/06/2026	62.91		
				20 E 001 2540 4110 00 000000 0000	*62.91*
MENARDS, SYCAMORE					1,283.41
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
55129	Maintenance Supplies	04/21/2026	1,283.41		
				20 E 001 2540 4110 00 000000 0000	*23.43*
				20 E 001 2540 7100 00 000000 0000	*1,259.98*

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Vendor Name					Check Amount
MENTA ACADEMY DEKALB,					2,758.44
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
RATE-03329	Aug - Jan Tuition Rate Adjustment	02/19/2026	-1,569.36		
				10 E 001 1912 6700 00 000000 0000	*-1,569.36*
SESINV-059674	April Tuition	04/30/2026	4,327.80		
				10 E 001 1912 6700 00 000000 0000	*4,327.80*
MID VALLEY SP ED COOPERATIVE,					3,519.42
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
FY26.12	SAIL Transportation Aug-Feb	03/25/2026	3,407.83		
				40 E 001 2550 3310 00 000000 0000	*3,407.83*
FY26.17	FY26 RAM Mounts	04/29/2026	111.59		
				10 E 001 1200 4100 00 462000 0000	*111.59*
MIDWEST TRANSIT EQUIPMENT, INC,					313,112.30
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
R322005765:01	Bus 20 Repair	04/20/2026	115.27		
				40 E 001 2550 3230 00 000000 0000	*115.27*
R322005772:01	Bus 25 Repair	04/20/2026	115.27		
				40 E 001 2550 3230 00 000000 0000	*115.27*
R322005778:01	Bus 57 Repair	04/20/2026	115.27		
				40 E 001 2550 3230 00 000000 0000	*115.27*
R322005782:01	Bus 27 Repair	04/20/2026	115.27		
				40 E 001 2550 3230 00 000000 0000	*115.27*
R322005785:01	Bus 47 Repair	04/20/2026	115.27		
				40 E 001 2550 3230 00 000000 0000	*115.27*
R322005915:01	Bus 2 Repair	04/20/2026	115.27		
				40 E 001 2550 3230 00 000000 0000	*115.27*
R322005927:01	Bus Parts	04/20/2026	115.27		
				40 E 001 2550 4100 00 000000 0000	*115.27*
R322005928:02	Bus 34 Repair	04/20/2026	115.27		
				40 E 001 2550 3230 00 000000 0000	*115.27*
R322006095:01	Bus 56 Repair	05/01/2026	230.55		
				40 E 001 2550 3230 00 000000 0000	*230.55*
V101016087	2026-2027 School Bus Lease Payment	07/01/2026	311,711.00		
				40 E 001 2550 3250 00 000000 0000	*311,711.00*

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Vendor Name					Check Amount
MIDWEST TRANSIT EQUIPMENT, INC,					313,112.30
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
X106054833:01	Bus Part	04/16/2026	12.00		
				40 E 001 2550 4100 00 000000 0000	*12.00*
X106055087:01	Bus Equipment	04/27/2026	191.24		
				40 E 001 2550 3230 00 000000 0000	*191.24*
X106055087:03	Bus Supply Credit	04/30/2026	-121.87		
				40 E 001 2550 4100 00 000000 0000	*-121.87*
X106055088:01	Shop Supplies	04/27/2026	167.22		
				40 E 001 2550 4100 00 000000 0000	*167.22*
MIX, LANCE					121.48
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26	2025-2026 Uniform Reimbursement	04/17/2026	121.48		
				20 E 002 2540 4110 00 000000 0000	*121.48*
MUELLNER, JOANNE					72.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/22/2026	72.50		
				10 E 005 2110 3320 00 000000 0000	*72.50*
MUSIC THEATRE INTERNATIONAL,					1,102.18
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1223953	FY26 Musical Contract Fees	03/15/2026	1,102.18		
				10 E 002 1130 3190 00 000000 0000	*1,102.18*
MWI VETERINARY SUPPLY CO, MWI ANIMAL HEALTH,					0.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
62328196R	Reclass Vet Tech Supplies	07/17/2025	0.00		
				10 E 002 1130 4100 00 323500 0000	*284.67*
				10 E 002 1400 4100 00 000000 0000	*-284.67*
NATIONAL SCHOOL FORMS,					251.79
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
52285718	Transportation Forms	04/21/2026	251.79		
				40 E 001 2550 4110 00 000000 0000	*251.79*

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Vendor Name					Check Amount
NATURE GIFT STORE LLC,					484.63
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
26041011	3rd Grade Tadpoles and Frogs	04/10/2026	142.85		
				10 E 010 1110 4200 00 000000 0000	*142.85*
2604109	3rd Grade Science Frog Kits	04/10/2026	92.97		
				10 E 005 1110 4100 00 000000 0000	*92.97*
2604203	3rd Grade Tadpole Unit Items	04/20/2026	248.81		
				10 E 008 1110 4100 00 000000 0000	*248.81*
NEW LEADER ACADEMY INC,					76,638.75
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV-0359	March Tuition	03/27/2026	33,185.56		
				10 E 001 1912 6700 00 000000 0000	*33,185.56*
INV-0390	April Tuition	04/30/2026	34,333.19		
				10 E 001 1912 6700 00 000000 0000	*34,333.19*
INV-0420	Private Transportation	04/30/2026	9,120.00		
				40 E 001 2550 3310 00 000000 0000	*9,120.00*
NEWQUIST, MATTHEW					259.92
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 7	Reimburse for IAR Testing Student Supplies	04/07/2026	189.06		
				10 E 011 1120 4900 00 000000 0000	*189.06*
May 3	Reimburse Teacher Appreciation Supplies	05/03/2026	70.86		
				10 E 011 2410 4900 00 000000 0000	*70.86*
NEXTERA ENERGY SERVICES MIDWEST LLC,					19,131.19
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
G412441E040726	March Gas Service	04/09/2026	19,131.19		
				20 E 001 2540 4650 00 000000 0000	*542.18*
				20 E 002 2540 4650 00 000000 0000	*6,028.43*
				20 E 003 2540 4650 00 000000 0000	*2,507.53*
				20 E 004 2540 4650 00 000000 0000	*1,549.62*
				20 E 005 2540 4650 00 000000 0000	*918.87*
				20 E 008 2540 4650 00 000000 0000	*2,161.25*
				20 E 010 2540 4650 00 000000 0000	*1,859.17*
				20 E 011 2540 4650 00 000000 0000	*3,564.14*

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Vendor Name					Check Amount
NICOR GAS,					9,252.96
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1617810005 04-26	Gas Service Transportation	04/28/2026	467.53		
				40 E 001 2550 4650 00 000000 0000	*467.53*
25108036754 04-26	Gas Service CT	04/01/2026	1,207.33		
				20 E 010 2540 4650 00 000000 0000	*1,207.33*
34854410007 04-26	Gas Service CMS	04/01/2026	1,005.85		
				20 E 003 2540 4650 00 000000 0000	*1,005.85*
50818310000 04-26	Gas Service CHS	04/01/2026	2,176.66		
				20 E 002 2540 4650 00 000000 0000	*2,176.66*
60695549521 04-26	Gas Service PKMS	04/01/2026	1,783.14		
				20 E 011 2540 4650 00 000000 0000	*1,783.14*
71598710003 04-26	Gas Service LL	04/01/2026	508.71		
				20 E 005 2540 4650 00 000000 0000	*508.71*
81115810004 04-26	Gas Service DO	04/01/2026	412.85		
				20 E 001 2540 4650 00 000000 0000	*412.85*
85998410006 04-26	Gas Service PV	04/01/2026	950.25		
				20 E 008 2540 4650 00 000000 0000	*950.25*
96617810005 04-26	Gas Service HBT	04/01/2026	740.64		
				20 E 004 2540 4650 00 000000 0000	*740.64*
NIHIP,					722,059.27
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
May 2026 Final	Medical Claims	04/28/2026	2,696.61		
				10 E 002 1130 2210 00 000000 0000	*5.69*
				10 E 002 1130 2220 00 000000 0000	*1,554.10*
				20 E 001 2540 2210 00 000000 0000	*2.28*
				20 E 001 2540 2220 00 000000 0000	*305.68*
				40 E 001 2550 2220 00 000000 0000	*828.86*
NOLAN, SARAH					136.30
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	05/01/2026	136.30		
				10 E 001 2330 3320 00 000000 0000	*136.30*

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Vendor Name					Check Amount
NORMOYLE, KATIE					159.74
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/30/2026	159.74		
				10 E 001 2212 3320 00 000000 0000	*159.74*
NORTHWESTERN ILLINOIS ASSOCIATION,					202,701.25
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
260248	FY26 Q4 DHH Program Tuition	04/14/2026	30,000.00		
				10 E 001 4120 3190 00 000000 0000	*30,000.00*
260278	FY26 Q4 Quarterly Services	05/01/2026	172,701.25		
				10 E 001 4120 3190 00 000000 0000	*172,701.25*
NOWICKI, KRISTEN					1,278.71
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 23	2026 ICTW Symposium Conference Hotel and Mileage	04/23/2026	771.81		
				10 E 001 2210 3100 00 462000 0000	*771.81*
Feb-Apr 2026	IAASE Co-Teaching Seminar, Kane Cty ROE School Threat Class and Mileage	02/04/2026	506.90		
				10 E 001 2210 3100 00 462000 0000	*506.90*
NSN EMPLOYER SERVICES, INC,					2,642.64
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
13586	2026-2027 Unemployment Claim Administration	04/01/2026	2,642.64		
				80 E 001 2363 3830 00 000000 0000	*2,642.64*
NUMOTION,					2,195.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
56774891	Chair for Student	02/02/2026	2,195.20		
				10 E 001 1200 4100 00 462000 0000	*2,195.20*
O'BRIEN, JOHN					132.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26	2025-2026 Uniform Reimbursement	04/17/2026	132.20		
				20 E 002 2540 4110 00 000000 0000	*132.20*
OFFICE DEPOT/ODP BUSINESS SOLUTIONS,					3,059.91
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
459100512001	Credit for Folders	04/24/2026	-48.50		
				10 E 004 2410 4100 00 000000 0000	*-48.50*

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Vendor Name					Check Amount
OFFICE DEPOT/ODP BUSINESS SOLUTIONS,					3,059.91
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
459438760001	Office Supplies	04/07/2026	35.05		
				10 E 004 2410 4100 00 000000 0000	*35.05*
464192734001	Office and Classroom Supplies	04/03/2026	955.24		
				10 E 004 2410 4100 00 000000 0000	*955.24*
464196537001	Classroom Supplies	04/03/2026	99.54		
				10 E 004 2410 4100 00 000000 0000	*99.54*
464196545001	Classroom Supplies	04/01/2026	28.37		
				10 E 004 2410 4100 00 000000 0000	*28.37*
467470246001	Shredder	04/22/2026	1,990.21		
				10 E 010 2410 7100 00 000000 0000	*1,990.21*
PADDOCK PUBLICATIONS, INC,					39.10
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
377009	Public Notice of Meeting	05/04/2026	39.10		
				10 E 001 2310 3180 00 000000 0000	*39.10*
PALATINE HIGH SCHOOL,					35.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 25	CHS Girls Track and Field Undercard Invitational 4/25/26	04/25/2026	35.00		
				10 E 002 1500 6400 00 000000 0000	*35.00*
PARRA, ROBERTO					134.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/30/2026	134.50		
				10 E 001 2660 3320 00 000000 0000	*134.50*
PAULUS, KIMBERLY					49.68
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 20	Reimbursement for Snacks	04/20/2026	49.68		
				10 E 001 2212 4100 00 000000 0000	*49.68*
PEARSON NCS,					552.36
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
31534435	Pearson WISC-V Response Booklet	04/15/2026	335.06		
				10 E 001 2230 3190 00 462000 0000	*335.06*
31535767	Protocols	04/15/2026	73.30		
				10 E 001 2230 3190 00 462000 0000	*73.30*

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Vendor Name					Check Amount
PEARSON NCS,					552.36
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
31543392	Protocols	04/17/2026	144.00		
				10 E 001 2230 3190 00 462000 0000	*144.00*
PEERLESS NETWORK, INC.,					1,411.47
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
94479	Phones 4.15.26 - 5.14.26	04/15/2026	1,411.47		
				20 E 001 2540 3400 00 000000 0000	*1,411.47*
PEPSI COLA GEN BOT INC,					3,449.06
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
75476601	Pepsi Products	04/14/2026	423.03		
				10 E 002 2560 4100 00 000000 0000	*423.03*
77686006	Pepsi Products	04/21/2026	1,525.17		
				10 E 002 2560 4100 00 000000 0000	*1,525.17*
79886401	Pepsi Products	04/28/2026	1,500.86		
				10 E 002 2560 4100 00 000000 0000	*1,500.86*
PERKINS, JESSICA					1,619.55
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	Travel Reimbursement for April Trips	04/01/2026	1,619.55		
				10 E 001 2550 3320 00 462000 0000	*1,619.55*
PFLUG, DAINA					327.40
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	05/07/2026	327.40		
				10 E 001 2510 3320 00 000000 0000	*327.40*
PITNEY BOWES GLOBAL FINANCIAL SERVICES,					444.84
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
3107809653	Quarterly Charges 1.30.26 - 4.29.26	03/30/2026	444.84		
				10 E 001 2410 3250 00 000000 0000	*444.84*
PITNEY BOWES INC,					1,000.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Postage 04-26	Apr postage added to meter	04/30/2026	500.00		
				10 E 001 2520 3410 00 000000 0000	*500.00*
Postage 04-26a	Apr postage added to meter	04/30/2026	500.00		
				10 E 001 2520 3410 00 000000 0000	*500.00*

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Vendor Name					Check Amount
PITSCO EDUCATION,					269.60
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
26-000006146	Science Supplies	04/08/2026	239.86		
				10 E 003 1120 4100 00 000000 0000	*239.86*
26-000006520	Instructional Supplies	04/13/2026	29.74		
				10 E 011 1120 4110 00 000000 0000	*29.74*
POMP'S TIRE SERVICE,					1,233.58
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
640131431	Tires	04/10/2026	1,233.58		
				40 E 001 2550 4130 00 000000 0000	*1,233.58*
PORTER, CARSON					393.59
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 20	Reimbursement for Play Supplies	04/20/2026	393.59		
				10 E 003 1120 4900 00 000000 0000	*393.59*
PORTO, PAMELA					70.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 28	Reimburse for Safety Training Winners Rewards	04/28/2026	70.00		
				40 E 001 2550 4900 00 000000 0000	*70.00*
POSTMASTER,					114.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
68 05-26	CHS PO Box 68 Renewal	05/06/2026	114.00		
				10 E 002 2410 3410 00 000000 0000	*114.00*
PRIMO BRANDS,					671.35
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
06C8760210360	Water Filtration System	04/02/2026	80.53		
				40 E 001 2550 3700 00 000000 0000	*80.53*
06D8760210360	Water Service	05/02/2026	161.06		
				40 E 001 2550 3700 00 000000 0000	*161.06*
06E8760024352	B&G Bottled Water	05/06/2026	429.76		
				20 E 001 2540 3700 00 000000 0000	*429.76*
PRIOLA, RACHEL					77.36
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/30/2026	77.36		
				10 E 001 2212 3320 00 000000 0000	*77.36*

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Vendor Name					Check Amount
PROCARE THERAPY,					9,551.95
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
21419614	Contracted Social Worker	04/02/2026	595.00		
				10 E 001 2110 3100 00 000000 0000	*595.00*
21430861	Contracted Social Worker	04/12/2026	3,187.50		
				10 E 001 2110 3100 00 000000 0000	*3,187.50*
21436392	Contracted Social Worker	04/19/2026	2,550.00		
				10 E 001 2110 3100 00 000000 0000	*2,550.00*
21442715	Contracted Social Worker	04/26/2026	3,219.45		
				10 E 001 2110 3100 00 000000 0000	*3,219.45*
PROJECT LEAD THE WAY, INC,					12,319.75
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
528701	Medical Detectives Course Supplies	04/28/2026	12,319.75		
				10 E 011 1100 4200 00 000000 0000	*12,319.75*
RAIDY, ROBERT					118.21
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Uniform FY26a	2025-2026 Uniform Reimbursement	04/07/2026	118.21		
				20 E 002 2540 4110 00 000000 0000	*118.21*
REAGAN, STACY					97.02
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/30/2026	97.02		
				10 E 001 2212 3320 00 000000 0000	*97.02*
REALLY GOOD STUFF,					180.22
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9184262	Classroom Supplies	04/24/2026	31.94		
				10 E 010 1110 4100 00 000000 0000	*31.94*
9187654	Classroom Supplies	04/29/2026	148.28		
				10 E 008 1110 4100 00 000000 0000	*148.28*
RED ROVER TECHNOLOGIES LLC,					17,973.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV15247	Absence and Hiring Annual Subscription	07/01/2026	17,973.50		
				10 E 001 2320 3160 00 000000 0000	*17,973.50*

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Vendor Name					Check Amount
REDBIRD FLIGHT SIMULATIONS INC,					110,112.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
27021	Flight Simulators	04/17/2026	110,112.00		
				10 E 002 1130 3100 00 322000 0000	*19,560.00*
				10 E 002 1130 5400 00 322000 0000	*90,552.00*
REVTRAK,					2,932.35
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Fees 04-26	Apr credit card fees	04/30/2026	2,932.35		
				10 E 001 2520 3100 00 000000 0000	*2,932.35*
RIVER CITY RACE MANAGEMENT LLC,					2,200.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2026-TF22	Track Meet Timing 4/13/26	04/21/2026	1,100.00		
				10 E 002 1500 3190 00 000000 0000	*1,100.00*
2026-TF25	Track Timing 4/25/26	04/28/2026	1,100.00		
				10 E 002 1500 3190 00 000000 0000	*1,100.00*
ROUTE 47 TRANSPORTATION SERVICES, INC.,					3,325.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	Private Transportation	04/30/2026	3,325.00		
				40 E 001 2550 3310 00 000000 0000	*3,325.00*
RUIZ, TAYLOR					467.62
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 19-20	Skyward User Group Conference Hotel Reimbursement	04/19/2026	255.92		
				10 E 001 2320 6400 00 000000 0000	*255.92*
Apr 2026	April Mileage Reimbursement	04/22/2026	211.70		
				10 E 001 2320 3320 00 000000 0000	*211.70*
SCHOLASTIC BOOK FAIRS-15,					10,305.52
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
B6092227FR	Spring Book Fair PV	04/17/2026	2,569.24		
				10 E 008 1110 4900 00 000000 0000	*2,569.24*
W6115495BF	HBT Book Fair	04/26/2026	7,736.28		
				10 E 004 1110 4900 00 000000 0000	*7,736.28*

Bills Payable-Central 301

Vendor Name					Check Amount
SCHOOL HEALTH CORPORATION,					125.35
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
CINV000378658	Nurse Office Supplies	04/08/2026	135.33		
				10 E 004 2130 4100 00 000000 0000	*135.33*
CN006147	Nurse Supply Credit	11/05/2024	-9.98		
				10 E 010 2130 4100 00 000000 0000	*-9.98*
SCHOOL SPECIALTY LLC,					2,877.42
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
208136518017	Table Purchase Credit	10/28/2025	-100.00		
				10 E 002 1130 7100 00 000000 0000	*-100.00*
208136919078	Construction Paper	04/08/2026	652.46		
				10 E 004 1110 4100 00 000000 0000	*652.46*
208136924624	Laminating Film	04/09/2026	554.16		
				10 E 004 1110 4100 00 000000 0000	*554.16*
208136955884	Classroom Carpet	04/20/2026	499.44		
				10 E 010 2410 4100 00 000000 0000	*499.44*
208136974863	Paper and Classroom Supplies	04/24/2026	118.64		
				10 E 008 1110 4100 00 000000 0000	*118.64*
208136985021	Office Supplies	04/28/2026	287.00		
				10 E 011 1120 4100 00 000000 0000	*287.00*
208136990835	Art Class Supplies	04/29/2026	865.72		
				10 E 008 1110 4100 00 000000 0000	*865.72*
SCHOOLBELLS LTD,					4,392.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2138	Private Transportation	05/01/2026	4,392.00		
				40 E 001 2550 3310 00 000000 0000	*4,392.00*
SCHURING & SCHURING,					8,219.92
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026 CHS	Dairy	04/30/2026	728.38		
				10 E 002 2560 4100 00 000000 0000	*728.38*
Apr 2026 CMS	Dairy	04/30/2026	618.17		
				10 E 003 2560 4100 00 000000 0000	*618.17*
Apr 2026 CT	Dairy	04/30/2026	1,793.94		
				10 E 010 2560 4100 00 000000 0000	*1,793.94*

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Vendor Name					Check Amount
SCHURING & SCHURING,					8,219.92
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026 HBT	Dairy	04/30/2026	1,648.86		
				10 E 004 2560 4100 00 000000 0000	*1,648.86*
Apr 2026 LL	Dairy	04/30/2026	736.53		
				10 E 005 2560 4100 00 000000 0000	*736.53*
Apr 2026 PKMS	Dairy	04/30/2026	1,165.50		
				10 E 011 2560 4100 00 000000 0000	*1,165.50*
Apr 2026 PV	Dairy	04/30/2026	1,528.54		
				10 E 008 2560 4100 00 000000 0000	*1,528.54*
SCOLA, ANGELA					46.90
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 26	Reimbursement for Educator of the Year Banquet Centerpiece Supplies	04/26/2026	46.90		
				10 E 001 2320 4100 00 000000 0000	*46.90*
SEAL OF ILLINOIS,					22,322.93
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
14123	March Tuition	03/31/2026	8,786.93		
				10 E 001 1912 6700 00 000000 0000	*8,786.93*
14213	April Tuition	04/30/2026	13,536.00		
				10 E 001 1912 6700 00 000000 0000	*13,536.00*
SECURITAS TECHNOLOGY CORPORATION,					425.25
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
7002075244	Maintenance Services CHS	04/15/2026	330.75		
				20 E 001 2540 3100 00 000000 0000	*330.75*
7002076108	Maintenance Services DO	04/15/2026	94.50		
				20 E 001 2540 3100 00 000000 0000	*94.50*
SECURITYSTUDIO INC,					6,000.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
S2-12932	S2Org Subscription Renewal 4.1.26 - 3.31.27	04/30/2026	6,000.00		
				10 E 001 2660 3160 00 000000 0000	*6,000.00*
SERVICE CONCEPTS, INC,					19,318.09
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
35870	Kitchen Repairs CHS	04/14/2026	530.32		
				10 E 002 2560 3230 00 000000 0000	*530.32*

Bills Payable-Central 301

Vendor Name					Check Amount
SERVICE CONCEPTS, INC,					19,318.09
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
35871	Maintenance Supplies	04/14/2026	8,189.78		
				20 E 001 2540 7100 00 000000 0000	*8,189.78*
35872	Maintenance Supplies	04/14/2026	1,059.10		
				20 E 001 2540 4110 00 000000 0000	*450.50*
				20 E 001 2540 7100 00 000000 0000	*608.60*
35873	Maintenance Supplies	04/14/2026	289.72		
				20 E 001 2540 4110 00 000000 0000	*289.72*
35874	Maintenance Supplies	04/14/2026	193.02		
				20 E 001 2540 4110 00 000000 0000	*193.02*
35875	Maintenance Supplies	04/14/2026	3,460.61		
				20 E 001 2540 4110 00 000000 0000	*663.23*
				20 E 001 2540 7100 00 000000 0000	*2,797.38*
35876	Maintenance Supplies	04/14/2026	0.00		
				20 E 001 2540 3100 00 000000 0000	*0.00*
35877	Kitchen Repairs CMS	04/15/2026	79.31		
				10 E 003 2560 3230 00 000000 0000	*79.31*
35919	Kitchen Repair HBT	04/23/2026	402.14		
				10 E 004 2560 3230 00 000000 0000	*402.14*
35921	Maintenance Supplies	04/24/2026	981.96		
				20 E 001 2540 4110 00 000000 0000	*981.96*
35922	Maintenance Supplies	04/24/2026	66.75		
				20 E 001 2540 4110 00 000000 0000	*66.75*
35923	Maintenance Supplies	04/23/2026	72.75		
				20 E 001 2540 4110 00 000000 0000	*72.75*
35924	Maintenance Supplies	04/24/2026	341.66		
				20 E 001 2540 4110 00 000000 0000	*341.66*
35925	Maintenance Supplies	04/24/2026	0.00		
				20 E 001 2540 3100 00 000000 0000	*0.00*
35926	Kitchen Repair LL	04/24/2026	1,486.09		
				10 E 005 2560 3230 00 000000 0000	*279.38*
				10 E 005 2560 7100 00 000000 0000	*1,206.71*
35955	Maintenance Supplies	04/29/2026	2,164.88		
				20 E 001 2540 4110 00 000000 0000	*2,164.88*

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Vendor Name					Check Amount
SERVICE SANITATION INC,					14,671.87
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
9331301	Service of Mobile Classrooms CT	04/24/2026	5,928.00		
				20 E 001 2540 3100 00 000000 0000	*5,928.00*
9331302	Service of Mobile Classrooms HBT	04/24/2026	2,964.00		
				20 E 001 2540 3100 00 000000 0000	*2,964.00*
9331303	Service of Mobile Classrooms PV	04/24/2026	2,964.00		
				20 E 001 2540 3100 00 000000 0000	*2,964.00*
9331304	Service of Mobile Classrooms LL	04/24/2026	1,436.40		
				20 E 001 2540 3100 00 000000 0000	*1,436.40*
9331305	Service of Port O Lets CHS Baseball Field	04/24/2026	307.46		
				20 E 001 2540 3100 00 000000 0000	*307.46*
9331306	Service of Port O Lets CHS Softball Field	04/24/2026	307.46		
				20 E 001 2540 3100 00 000000 0000	*307.46*
9331307	Service of Port O Lets CHS Soccer Field	04/24/2026	307.46		
				20 E 001 2540 3100 00 000000 0000	*307.46*
9331308	Service of Port O Lets CMS Track	04/24/2026	307.46		
				20 E 001 2540 3100 00 000000 0000	*307.46*
9340375	Construction Port O Let Delivery CHS	05/06/2026	149.63		
				20 E 001 2540 3100 00 000000 0000	*149.63*
SHADEL, VICTORIA					51.33
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Feb-Mar 2026	Feb-March Mileage Reimbursement	05/01/2026	51.33		
				10 E 001 1800 3320 00 000000 0000	*51.33*
SHALES MCNUTT CONSTRUCTION,					16,374.90
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
26-004-01	CHS Track Pre-Construction Services	04/16/2026	16,374.90		
				20 E 002 2540 5420 00 000000 0000	*16,374.90*
SHEAFFER & ROLAND,					2,426.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2110.1WWOP-009	Waste Pond Sample CHS	03/25/2026	1,700.00		
				20 E 001 2540 3100 00 000000 0000	*1,700.00*
2110.1WWOP-010	Waste Pond Water Sample	04/10/2026	200.00		
				20 E 001 2540 3100 00 000000 0000	*200.00*

Bills Payable-Central 301

Vendor Name					Check Amount
SHEAFFER & ROLAND,					2,426.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2110.1WWOP-011	Waste Pond Water Sample Collection	04/23/2026	326.00		
				20 E 001 2540 3100 00 000000 0000	*326.00*
2110.1WWOP-012	Waste Pond Water Collection	04/23/2026	200.00		
				20 E 001 2540 3100 00 000000 0000	*200.00*
SHEPHERD VETERINARY SOLUTIONS LLC,					99.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
29164	HIPPO Vet Management Software	05/01/2026	99.00		
				10 E 002 1130 3100 00 323500 0000	*99.00*
SHRUB OAK INTERNATIONAL LLC,					52,321.67
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
T6R4X7A4B3265	April Tuition, Room and Board	05/01/2026	52,321.67		
				10 E 001 1912 6700 00 000000 0000	*52,321.67*
SITTER, MICHAEL					21.23
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 1	Reimbursement for FVC AD Meeting Lunch	04/01/2026	21.23		
				10 E 002 1500 4900 00 000000 0000	*21.23*
SKYWARD ACCOUNTING DEPT,					107,650.89
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
244764	Software Licenses July 1, 2026 - June 30, 2027	07/01/2026	107,650.89		
				10 E 001 2520 3160 00 000000 0000	*107,650.89*
SLAGER, MARY					425.15
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage and Skyward Conference Hotel Reimbursement	04/22/2026	425.15		
				10 E 001 2520 3320 00 000000 0000	*252.30*
				10 E 001 2520 6400 00 000000 0000	*172.85*
SMARTESTENERGY US LLC,					55,051.99
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SME1037190	Electric Service PKMS	03/26/2026	9,981.69		
				20 E 011 2540 4660 00 000000 0000	*9,981.69*
SME1038575	Electric Service PV	03/27/2026	1,222.20		
				20 E 008 2540 4660 00 000000 0000	*1,222.20*

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Vendor Name					Check Amount
SMARTESTENERGY US LLC,					55,051.99
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SME1042113	Electric Service PV	03/30/2026	5,534.76		
				20 E 008 2540 4660 00 000000 0000	*5,534.76*
SME1042114	Electric Service LL	03/30/2026	1,911.95		
				20 E 005 2540 4660 00 000000 0000	*1,911.95*
SME1042115	Electric Service LL	03/30/2026	12.33		
				20 E 005 2540 4660 00 000000 0000	*12.33*
SME1054651	Electric Service CHS	04/10/2026	19,691.11		
				20 E 002 2540 4660 00 000000 0000	*19,691.11*
SME1054652	Electric Service HBT	04/10/2026	5,793.71		
				20 E 004 2540 4660 00 000000 0000	*5,793.71*
SME1054653	Electric Service CMS	04/10/2026	4,071.25		
				20 E 003 2540 4660 00 000000 0000	*4,071.25*
SME1054655	Electric Service DO	04/10/2026	747.97		
				20 E 001 2540 4660 00 000000 0000	*747.97*
SME1060862	Electric Service CT	04/16/2026	6,085.02		
				20 E 010 2540 4660 00 000000 0000	*6,085.02*
SNYDER, ERICA					122.76
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	04/30/2026	122.76		
				10 E 001 2212 3320 00 000000 0000	*122.76*
SOFT WATER CITY, INC,					66.87
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
1139TP	Water Bottles	04/23/2026	37.15		
				10 E 005 2410 4100 00 000000 0000	*37.15*
441TP	Water Bottles	04/09/2026	29.72		
				10 E 005 2410 4100 00 000000 0000	*29.72*
SONITROL CHICAGOLAND WEST, SECURITAS TECH,					644.97
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
262271	Security Services LL	05/01/2026	644.97		
				20 E 001 2540 3100 00 000000 0000	*644.97*

Bills Payable-Central 301

Vendor Name					Check Amount
STARK AND SON TRENCHING INC,					5,099.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
56977	Excavation, Electrical Line Repair CMS	04/13/2026	5,099.00		
				20 E 001 2540 3100 00 000000 0000	*5,099.00*
STERN, BLAKE					30.45
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 2026	March Mileage Reimbursement	04/09/2026	30.45		
				10 E 002 2110 3320 00 000000 0000	*30.45*
STONER, LESLIE					557.40
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 20	Skyward User Group Conference Hotel and Mileage Reimbursement	04/20/2026	557.40		
				10 E 001 2520 3320 00 000000 0000	*211.70*
				10 E 001 2520 6400 00 000000 0000	*345.70*
STOXEN, ASHLEY					97.67
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 30	Reimburse Yearbook Pizza Party	04/30/2026	97.67		
				10 E 011 1120 4900 00 000000 0000	*97.67*
SUERTH, STACY					715.09
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 23	2026 ICTW Symposium Conference Hotel and Mileage	04/23/2026	715.09		
				10 E 001 2210 3100 00 462000 0000	*715.09*
SUMMIT SCHOOL, INC,					19,437.57
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
36890	April Tuition	04/30/2026	19,437.57		
				10 E 001 1912 6700 00 000000 0000	*19,437.57*
TEACHERS CURRICULUM INSTITUTE,					184.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV149906	Additional Licenses for New Students	04/21/2026	184.00		
				10 E 011 1100 4200 00 000000 0000	*184.00*
THE WRITING REVOLUTION,					3,375.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
26-3972	The Hochman Method: 3-12 Live Virtual Training	04/29/2026	3,375.00		
				10 E 001 2212 6400 00 000000 0000	*3,375.00*

Bills Payable-Central 301

Vendor Name					Check Amount
THERAPY TRAVELERS, LLC,					9,225.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
INV129188	Contracted SpEd Teacher	04/17/2026	3,075.00		
				10 E 001 1205 3100 00 000000 0000	*3,075.00*
INV129443	Contracted SpEd Teacher	04/24/2026	3,075.00		
				10 E 001 1205 3100 00 000000 0000	*3,075.00*
INV129770	Contracted SpEd Teacher	05/01/2026	3,075.00		
				10 E 001 1205 3100 00 000000 0000	*3,075.00*
THOMSON REUTERS-WEST,					1,401.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
853576199	April CLEAR Proflex Subscription	05/01/2026	1,401.00		
				10 E 001 2660 3160 00 000000 0000	*1,401.00*
TIMEOUT SERVICES,					1,300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
2754	Nevco Controller and Service Call	03/31/2026	1,300.00		
				10 E 002 1500 3190 00 000000 0000	*400.00*
				10 E 002 1500 4100 00 000000 0000	*100.00*
				10 E 002 1500 7100 00 000000 0000	*800.00*
TROPHIES BY GEORGE,					2,297.10
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
102645-26	CHS Athletics Senior Night Awards	03/04/2026	263.00		
				10 E 002 1500 4100 00 000000 0000	*263.00*
9131-25	CHS Athletics Senior Night Awards	03/04/2026	599.00		
				10 E 002 1500 4100 00 000000 0000	*599.00*
9903-3282	Girls Indoor Track Medals	03/18/2026	135.00		
				10 E 002 1500 4100 00 000000 0000	*135.00*
9903-3299	Spring Sports Awards	03/27/2026	1,051.10		
				10 E 002 1500 4100 00 000000 0000	*1,051.10*
9903-3334	CHS 4 Year Varsity Awards	04/21/2026	249.00		
				10 E 002 1500 4100 00 000000 0000	*249.00*
TYLER TECHNOLOGIES, INC,					102.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
45-558276	Software Implementation Training	03/31/2026	102.50		
				40 E 001 2550 3700 00 000000 0000	*102.50*

Bills Payable-Central 301

Vendor Name					Check Amount
ULINE,					2,726.46
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
206348078	Student Services Room Supplies	04/06/2026	1,021.34		
				10 E 003 2410 4100 00 000000 0000	*1,021.34*
207178960	Cabinet	04/23/2026	1,705.12		
				10 E 011 1100 4200 00 000000 0000	*1,705.12*
ULTIMATESLP,					139.92
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
ASD453	UltimateSLP.com Annual Subscription	05/06/2026	139.92		
				10 E 008 1110 4100 00 000000 0000	*139.92*
UNITY SCHOOL BUS PARTS,					45.56
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
635387-CM	Magnet Return	03/24/2026	-477.12		
				40 E 001 2550 4100 00 000000 0000	*-477.12*
635434-IN	School Bus Parts	03/24/2026	220.38		
				40 E 001 2550 4100 00 000000 0000	*220.38*
637588-IN	School Bus Parts	04/22/2026	179.64		
				40 E 001 2550 4100 00 000000 0000	*179.64*
638052-IN	Shop Supplies	04/28/2026	122.66		
				40 E 001 2550 4100 00 000000 0000	*122.66*
US BANK EQUIPMENT FINANCE, INC,					1,639.21
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
579747882	Copy Lease Charge	04/10/2026	1,639.21		
				10 E 001 2410 3250 00 000000 0000	*1,639.21*
VALENTINI, MARK					72.20
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 10	Reimbursement for Student Incentive Lunch	04/10/2026	72.20		
				10 E 011 1120 4900 00 000000 0000	*72.20*
VASIL, KRISTIANA					300.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Mar 5 2026	Prof Dev National Art Ed Association Conference	03/05/2026	300.00		
				10 E 002 2210 6400 00 000000 0000	*300.00*

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Vendor Name					Check Amount
VERIZON WIRELESS SERVICES LLC,					1,154.37
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
6141198212	B&G Cell Phone / MiFi	04/15/2026	1,154.37		
				20 E 001 2540 3400 00 000000 0000	*1,154.37*
VEX ROBOTICS, INC,					1,152.31
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
868654	CTE Supplies	04/06/2026	1,152.31		
				10 E 002 1130 4100 00 322000 0000	*1,152.31*
VILLAGE OF BURLINGTON,					48.50
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
119 05-26	Water Service DO	05/04/2026	48.50		
				20 E 001 2540 3700 00 000000 0000	*48.50*
VISTA HIGHER LEARNING,					57,970.79
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SI335158	Spanish 1 Textbooks	04/25/2026	52,404.58		
				10 E 002 1100 4200 00 000000 0000	*46,282.10*
				10 E 003 1100 4200 00 000000 0000	*6,122.48*
SI335176	Spanish for Heritage Speakers Texts	04/25/2026	5,566.21		
				10 E 002 1100 4200 00 000000 0000	*5,566.21*
VONSCHNASE, JESSICA					155.69
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	Reimburse for Lunch Hero and Head Cook Training Supplies	04/25/2026	155.69		
				10 E 001 2560 4100 00 000000 0000	*88.19*
				10 E 001 2560 4900 00 000000 0000	*47.52*
				10 E 002 2560 4900 00 000000 0000	*19.98*
WALKER, SHARON					115.06
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	05/05/2026	115.06		
				10 E 003 1120 3320 00 000000 0000	*57.53*
				10 E 011 1120 3320 00 000000 0000	*57.53*

Bills Payable-Central 301

Vendor Name					Check Amount
WATCH D.O.G.S.,					241.97
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
261065	WATCH DOGS Program Supplies	04/24/2026	241.97		
				10 E 004 2410 4100 00 000000 0000	*241.97*
WEST MUSIC COMPANY,					1,507.45
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
SI2634157	Classroom Supplies	04/23/2026	197.75		
				10 E 010 1110 4100 00 000000 0000	*197.75*
SI2634372	Classroom Supplies	04/24/2026	359.97		
				10 E 010 1110 4100 00 000000 0000	*359.97*
SI2636178	Music Class Supplies	04/30/2026	383.80		
				10 E 008 1110 4100 00 000000 0000	*383.80*
SI2637144	Music Class Drums	05/04/2026	565.93		
				10 E 010 1110 4100 00 000000 0000	*565.93*
WILMINGTON, MINDY					130.06
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage Reimbursement	05/04/2026	40.02		
				10 E 003 1120 3320 00 000000 0000	*20.01*
				10 E 011 1120 3320 00 000000 0000	*20.01*
Feb 2026	February Mileage Reimbursement	05/04/2026	45.02		
				10 E 003 1120 3320 00 000000 0000	*22.51*
				10 E 011 1120 3320 00 000000 0000	*22.51*
Mar 2026	March Mileage Reimbursement	04/06/2026	45.02		
				10 E 003 1120 3320 00 000000 0000	*22.51*
				10 E 011 1120 3320 00 000000 0000	*22.51*
WING AERO PRODUCTS INC,					185.86
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
898411	Remote Test Prep for Aero Course	04/16/2026	185.86		
				10 E 002 1100 4200 00 000000 0000	*185.86*
WISCONSIN CENTER FOR ED PROD & SVCS,					134.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
W-0099424	WIDA Screener for Kindergarten Score Sheets	05/04/2026	134.00		
				10 E 001 1800 4100 00 000000 0000	*134.00*

Bills Payable-Central 301

Vendor Name					Check Amount
WORKBOOK PUBLISHING INC,					93.90
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
260326A	Student Counseling Resource Books	04/27/2026	93.90		
				10 E 008 2140 4100 00 000000 0000	*93.90*
YUNK, BARBI					598.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
Apr 2026	April Mileage and Skyward Conference Hotel Reimbursement	04/20/2026	598.00		
				10 E 001 2520 3320 00 000000 0000	*252.30*
				10 E 001 2520 6400 00 000000 0000	*345.70*
ZOHO CORP,					10,010.00
Invoice Number	**Description**	**Invoice Date**	**Invoice Amount**	**Account**	**Amount**
5020042814	ManageEngine M365 Manager Plus Professional Edition Subscription 6.3.26 - 6.2.27	04/18/2026	10,010.00		
				10 E 001 2660 3160 00 000000 0000	*10,010.00*

Bills Payable-Central 301

Fund	Total
10 - EDUCATIONAL FUND	1,557,979.22
20 - OPERATIONS AND MAINTENANCE	201,057.14
40 - TRANSPORTATION FUND	410,247.17
80 - TORT FUND	51,796.38
	2,221,079.91

Northern Kane County Regional Vocational System
Revenues and Expenditures Report
May 2026

Revenues

Source	Description	2025-2026 Original Budget	% of Fund	May MTD	2025-2026 FYTD	Budget Remaining	FYTD Percent
1999-00	Other Local Revenue	45,000.00	1.60%	9,700.00	19,400.00	25,600.00	43.11%
Total Local Revenues		**45,000.00**	**1.60%**	**9,700.00**	**19,400.00**	**25,600.00**	**43.11%**
2100-00	Career & Technical Education	2,144,384.00	76.27%	-	1,896,800.00	247,584.00	88.45%
Total State Revenues		**2,144,384.00**	**76.27%**	**-**	**1,896,800.00**	**247,584.00**	**88.45%**
2200-00	Perkins V Grant	622,171.00	22.13%	91,657.00	577,438.00	44,733.00	92.81%
Total Federal Revenues		**622,171.00**	**22.13%**	**91,657.00**	**577,438.00**	**44,733.00**	**92.81%**
Total Revenues		**2,811,555.00**	**98.40%**	**101,357.00**	**2,493,638.00**	**317,917.00**	**88.69%**

Expenditures

Object	Description	2025-2026 Original Budget	% of Fund	May MTD	2025-2026 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
1000	Salaries	196,150.00	6.98%	16,666.67	166,666.71	16,666.67	12,816.62	93.47%
2000	Benefits	55,720.00	1.98%	6,877.76	60,720.16	6,877.76	(11,877.92)	121.32%
3000	Purchased Services	78,500.00	2.79%	691.70	40,374.79	300.00	37,825.21	51.82%
4000	Supplies	2,000.00	0.07%	-	2,744.24	-	(744.24)	137.21%
6000	Other/Dues/Fees	2,479,185.00	88.18%	123,343.26	1,983,812.98	25,583.02	469,789.00	81.05%
Total Expenditures		**2,811,555.00**	**100.00%**	**147,579.39**	**2,254,318.88**	**49,427.45**	**507,808.67**	**81.94%**

Treasurer's Report-Northern Kane

May **2025-2026** **Central Cmty USD 301, IL**

Account Description	Beginning Balance	Deposits	Withdrawals	Ending Balance
97 - NORTHERN KANE REG VOC SYSTEM				
NORTHERN KANE CHECKING	1,139,014.20	101,357.00	147,579.39	1,092,791.81
Totals for Fund: 97 - NORTHERN KANE REG VOC SYSTEM	**1,139,014.20**	**101,357.00**	**147,579.39**	**1,092,791.81**

	Beginning Balance	Debit	Credit	Ending Balance
Grand Totals:	**1,139,014.20**	**101,357.00**	**147,579.39**	**1,092,791.81**

Bills Payable-Northern Kane

05/19/2026 - 06/15/2026

Vendor Name			Check Amount
ASSOCIATED EQUIPMENT DISTRIBUTORS,			300.00
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
188880	2026 AED Foundation Instructors Conference, R. Lia		
		97 E 110 2210 3100 00 322000 0026	*100.00*
188890	2026 AED Foundation Instructors Conference, L. Portokalis		
		97 E 110 2210 3100 00 322000 0026	*100.00*
191170	2026 AED Foundation Instructors Conference, C. Portincaso		
		97 E 110 2210 3100 00 322000 0026	*100.00*
CENTRAL COMMUNITY USD 301,			163,102.12
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
Apr FY26 CTE	FY26 CTE April		
		97 E 110 4140 6400 03 322000 0026	*3,823.14*
Jun 2026	NK reimb payroll and benefits June 2026		
		97 E 110 2120 1100 00 322000 0026	*4,327.11*
		97 E 110 2120 1100 00 474500 0026	*2,756.25*
		97 E 110 2120 2100 00 322000 0026	*3,198.21*
		97 E 110 2120 2100 00 474500 0026	*1,087.50*
		97 E 110 2330 1100 00 474500 0026	*1,666.63*
		97 E 110 2330 2100 00 474500 0026	*385.00*
		97 E 110 2400 1100 00 322000 0026	*7,916.63*
		97 E 110 2400 2100 00 322000 0026	*1,833.37*
May 2026	NK reimb payroll and benefits May 2026		
		97 E 110 2120 1100 00 322000 0026	*4,327.08*
		97 E 110 2120 1100 00 474500 0026	*2,756.25*
		97 E 110 2120 2100 00 322000 0026	*3,571.93*
		97 E 110 2120 2100 00 474500 0026	*1,087.50*
		97 E 110 2330 1100 00 474500 0026	*1,666.67*
		97 E 110 2330 2100 00 474500 0026	*385.00*
		97 E 110 2400 1100 00 322000 0026	*7,916.67*
		97 E 110 2400 2100 00 322000 0026	*1,833.33*
May FY26 CTE	FY26 CTE May		
		97 E 110 4140 6400 03 322000 0026	*112,563.85*

Bills Payable-Northern Kane

Vendor Name			Check Amount
COMMUNITY UNIT SCHOOL DIST 300,			45,491.00
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
May FY26 CTE	FY26 CTE May		
		97 E 110 4140 6400 02 322000 0026	*39,573.00*
May FY26 Perkins	FY26 Perkins May		
		97 E 110 4140 6400 02 474500 0026	*5,918.00*
COMMUNITY UNIT SCHOOL DIST 303,			5,833.77
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
May FY26 CTE	FY26 CTE May		
		97 E 110 4140 6400 04 322000 0026	*5,134.56*
May FY26 Perkins	FY26 Perkins May		
		97 E 110 4140 6400 04 474500 0026	*699.21*
SCHOOL DISTRICT U-46,			34,123.25
Invoice Number	**Invoice Description**	**Account Number**	**Amount**
Apr FY26 CTE	FY26 CTE April		
		97 E 110 4140 6400 01 322000 0026	*21,759.88*
May FY26 CTE	FY26 CTE May		
		97 E 110 4140 6400 01 322000 0026	*12,363.37*

Bills Payable-Northern Kane

Fund	Total
97 - NORTHERN KANE REG VOC SYSTEM	248,850.14
	248,850.14

CENTRAL
UNIT SCHOOL DISTRICT 301

CCUSD #301 Personnel Report
June 15, 2026

New Hire – Non-Certified

Name	School	Position
Miller, Donald	B & G	Maintenance

New Hire– Certified

Name	School	Position
Johansen, Sara	**PV**	**Library Media Specialist**
Long, Heather	**HBT**	**Elementary School Teacher**
Tormey, Kathryn	**CHS**	**Special Education Teacher**

Voluntary Transfer – Non-Certified

Name	School	Position
Zepeda, Alyssa	Transportation	Bus Router

Resignation – Certified

Name	School	Position	Effective Date
Strach, Brenda	CMS	Math Teacher Middle School	EOY 2025-2026
Turnipseed, Joyce	DO	District Nurse/CNA Teacher	EOY 2025-2026

Resignation – Non - Certified

Name	School	Position	Effective Date
Arreola, Alexis	CHS	Paraprofessional	EOY 2025-2026
Baumgartner , Melissa	CHS	School Nurse	EOY 2025-2026
Davenport, Doreen	Transportation	Bus Aide	May 21, 2026
Juza, Carol	Transportation	Bus Aide	EOY 2025-2026
Karthic, Kiruthika	HBT	Paraprofessional	EOY 2025-2026

Leave of Absence - Certified

Name	School	Position	Effective Date
Culpepper, Megan	PKMS	ELA Teacher/Current Asst Principal	10/7/2026-1/21/2027

Leave of Absence Non-Certified

Name	School	Position	Effective Date
Gavina, Jasmine	CT	Secretary	6/4/2026-6/10/2026
Goff, Sara	CHS	Cook	5/21/2026-6/3/2026
Juza, Carol	Transportation	Bus Aide	5/18/2026-6/3/2026
Reyes, Tommy	Transportation	Bus Driver	05/26/2026-EOY 2025-2026

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Kyle Schumacher, Dr. Tim Kilrea, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 15, 2026

RE: Approval of Contracts with Public Vendors that Exceed $1,000 Net Revenue

---

The Board of Education is required to approve contracts with public vendors that are anticipated to exceed $1,000 in net revenue in the upcoming school year. In the fall when we submit our budget to ISBE, we report the actual net revenues received from the previous school year. These vendors consist of school pictures, candy, candles, butter braids, student artwork, book fairs or fundraising cards companies.

See attached list of vendors for the school year 2026-2027.

PUBLIC VENDOR CONTRACTS FOR 2026-27 SCHOOL YEAR ANTICIPATED TO EXCEED $1,000 IN NET REVENUE		
Name of Vendor	**Product or Service Provided**	**Purpose of Proceeds**
A Discount T	Spiritwear Sales	Educational/Athletics/Activities Supplies
Adrenaline Fundraising	Fundraising Cards/Gourmet Treats-CHS	Educational/Athletics/Activities Supplies
Anderson's Book Fair	Book Fair Sales-CMS	Educational/LMC Supplies
Country Lights Soy Candles	Fundraising Products-Candles-CHS	Educational FFA Supplies
Inter-State Studio	Student Pictures-CHS	Educational Supplies/Yearbook
Inter-State Studio	Student Pictures-CT	Educational Supplies
Inter-State Studio	Student Pictures-PV	Educational Supplies
Inter-State Studio	Student Pictures-PKMS	Educational Supplies
Inter-State Studio	Student Pictures-HBT	Educational Supplies
League of IL Bicyclists	Bicycle Safety Test	Educational/Wellness Department Supplies
Ride Illinois-IDOT	Bicycle Safety - HBT	Educational Supplies
Rite-Bite Fundraising	Fundraising Butter Braids-CT	Educational/Activities Supplies
Scholastic Inc	Book Fair Sales-PV	Educational Supplies
Scholastic Inc	Book Fair Sales-CT	Educational Supplies
Scholastic Inc	Book Fair Sales-HBT	Educational Supplies
Scholastic Inc	Book Fair Sales-LL	Educational Supplies
Scholastic Inc	Book Fair Sales-PKMS	Educational Supplies
Snap Mobile	Fundraising Products-CHS	Educational/Athletics/Activities Supplies
Square 1 Art	Fundraising Artwork-LL	Educational Supplies
Versiti Blood Drive	Blood Drive-CHS	Educational/Activities Supplies/NHS
Wakoh Wear	Fundraising Spirit Wear-CHS	Educational/Athletics/Activities Supplies
Worlds Finest Chocolates	Fundraising Products-Candy-CHS	Educational/Athletics/Activities Supplies

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Tim Kilrea, Dr. Kyle Schumacher, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 15, 2026

RE: Adopt Resolutions to Update Check Signers on Checking Accounts

---

Board approval is requested to update the authorized check signers for Central 301 and Northern Kane's checking accounts via a Government/ Municipal/Public Funds Banking Resolution. This resolution will add Superintendent Dr. Amy MacCrindle and remove Dr. Griff Powell and Dr. Kyle Schumacher as authorized signers on all accounts. Affected accounts include Central 301's General Education, Imprest DO, Payroll, Central High School Activity, and Northern Kane.

To streamline operations, the low-activity Imprest CHS and Elementary/MS Activity accounts will be closed. Their functions and balances will be consolidated into the existing Imprest DO and CHS Activity accounts.

The resolutions are included in the board packet. After board approval, all appropriate signatures and paperwork will be completed with Old Second Bank to complete this process.

PUBLIC FUNDS BANKING RESOLUTION

OLD SECOND NATIONAL BANK
37 S. RIVER STREET
AURORA IL 60506-4173

Referred to in this document as "Financial Institution"

By: NORTHERN KANE COUNTY REGIONAL VOCATIONAL
275 SOUTH ST
BURLINGTON, IL 60109-0000

Referred to in this document as "Entity"

Account Number(s): 40000473310

I, the undersigned Official of the Government, Municipal or Public Entity ("Entity") named above, HEREBY CERTIFY that the Entity is organized, exists and is duly authorized to transact business under the laws of the state or jurisdiction where it is located.

Account Holder. The Entity named above is the complete and correct name of the Account Holder.

I FURTHER CERTIFY that at a meeting of the governing body of the Entity, duly and regularly called and held on 06/11/2026, the following resolutions were adopted:

RESOLVED, that the Financial Institution named above at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any 1 of the following named officers or employees of this Entity ("Agents"), whose actual signatures are shown below:

Name	Title	Signature
DAINA M PFLUG		X SIGN HER
MATTHEW EDWARD HAUG		X SIGN HE
AMY NICOLE MACCRINDLE		X SIGN HER
		X
		X
		X

and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the Entity's accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the Resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by the Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above-named Agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these Resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above-named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this Resolution. Any such notice shall not affect any items in process at the time notice is given.

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
ALL	(1) Exercise all of the powers listed in this resolution.	X 2
All	(2) Open any deposit or share account(s) in the name of the Limited Liability Company.	X 2
All	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	X 2
ALL	(4) Borrow money on behalf and in the name of the Limited Liability Company, sign, execute and deliver promissory notes or other evidences of indebtedness.	X 2
ALL	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Organization as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	X 2
All	(6) Enter into a written lease for the purpose of renting, maintaining accessing and terminating a Safe Deposit Box in this Financial Institution.	X 2
	(7) Other.	

FURTHER RESOLVED, that the following are the Entity's express limitations on the powers granted under this resolution:

FURTHER RESOLVED that;

(1) The Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this resolution.

(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the governing body of the Entity and certified to the Financial Institution as governing the operation of this Entity's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.

(3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Entity. Any Agent, so long as they act in a representative capacity as an Agent of the Entity, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

(4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Entity with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed. The Entity agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Entity. The Entity authorizes the Financial Institution, at any time, to charge the Entity for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.

(5) The Entity acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Entity to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.

(6) The Entity acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Entity with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Entity authorizes each Agent to have custody of the Entity's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated All Previous. If not completed, all resolutions remain in effect.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

IN TESTIMONY WHEREOF, I have hereunto set my hand on _____, and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

SIGN HER

SEAL

X _____

Printed Name: _____ **Official**

X _____

Co-Official (Optional)

PUBLIC FUNDS BANKING RESOLUTION

OLD SECOND NATIONAL BANK
37 S. RIVER STREET
AURORA IL 60506-4173

Referred to in this document as "Financial Institution"

By: CENTRAL COMMUNITY UNIT SCHOOL DIST
275 SOUTH ST, PO BOX 396
BURLINGTON, IL 60109-0396

Referred to in this document as "Entity"

Account Number(s): 6889273, 7000524

I, the undersigned Official of the Government, Municipal or Public Entity ("Entity") named above, HEREBY CERTIFY that the Entity is organized, exists and is duly authorized to transact business under the laws of the state or jurisdiction where it is located.

Account Holder. The Entity named above is the complete and correct name of the Account Holder.

I FURTHER CERTIFY that at a meeting of the governing body of the Entity, duly and regularly called and held on 06/11/2026, the following resolutions were adopted:

RESOLVED, that the Financial Institution named above at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any 1 of the following named officers or employees of this Entity ("Agents"), whose actual signatures are shown below:

Name	Title	Signature
DAINA M PFLUG		X SIGN HER
MICHAEL C SITTER		X SIGN HER
CURTIS PRICE		X SIGN HE
AMY NICOLE MACCRINDLE		X SIGN HER
MATTHEW EDWARD HAUG		X SIGN HER
		X

and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the Entity's accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the Resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by the Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above-named Agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these Resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above-named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this Resolution. Any such notice shall not affect any items in process at the time notice is given.

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
ALL	(1) Exercise all of the powers listed in this resolution.	2
All	(2) Open any deposit or share account(s) in the name of the Limited Liability Company.	2
All	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	2
ALL	(4) Borrow money on behalf and in the name of the Limited Liability Company, sign, execute and deliver promissory notes or other evidences of indebtedness.	2
ALL	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Organization as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	2
All	(6) Enter into a written lease for the purpose of renting, maintaining accessing and terminating a Safe Deposit Box in this Financial Institution.	2
	(7) Other.	

FURTHER RESOLVED, that the following are the Entity's express limitations on the powers granted under this resolution:

FURTHER RESOLVED that;

(1) The Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this resolution.

(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the governing body of the Entity and certified to the Financial Institution as governing the operation of this Entity's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.

(3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Entity. Any Agent, so long as they act in a representative capacity as an Agent of the Entity, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

(4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Entity with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed. The Entity agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Entity. The Entity authorizes the Financial Institution, at any time, to charge the Entity for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.

(5) The Entity acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Entity to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.

(6) The Entity acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Entity with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Entity authorizes each Agent to have custody of the Entity's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated All Previous. If not completed, all resolutions remain in effect.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

IN TESTIMONY WHEREOF, I have hereunto set my hand on _____, and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

SIGN HERE

SEAL

X _____

Printed Name: _____ **Official**

X _____

Co-Official (Optional)

PUBLIC FUNDS BANKING RESOLUTION

OLD SECOND NATIONAL BANK
37 S. RIVER STREET
AURORA IL 60506-4173

Referred to in this document as "Financial Institution"

By: CENTRAL COMMUNITY UNIT SCHOOL DIST
275 SOUTH ST, PO BOX 396
BURLINGTON, IL 60109-0396

Referred to in this document as "Entity"

Account Number(s): 7000714

I, the undersigned Official of the Government, Municipal or Public Entity ("Entity") named above, HEREBY CERTIFY that the Entity is organized, exists and is duly authorized to transact business under the laws of the state or jurisdiction where it is located.

Account Holder. The Entity named above is the complete and correct name of the Account Holder.

I FURTHER CERTIFY that at a meeting of the governing body of the Entity, duly and regularly called and held on 06/11/2026, the following resolutions were adopted:

RESOLVED, that the Financial Institution named above at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any 1 of the following named officers or employees of this Entity ("Agents"), whose actual signatures are shown below:

Name	Title	Signature
DAINA M PFLUG		X SIGN HER
MARY J SLAGER		X SIGN HE
AMY NICOLE MACCRINDLE		X SIGN HE
MATTHEW EDWARD HAUG		X SIGN HER
BARBI YUNK		X SIGN HER
		X

and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the Entity's accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the Resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by the Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above-named Agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these Resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above-named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this Resolution. Any such notice shall not affect any items in process at the time notice is given.

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
ALL	(1) Exercise all of the powers listed in this resolution.	#2
All	(2) Open any deposit or share account(s) in the name of the Limited Liability Company.	#2
All	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	#2
ALL	(4) Borrow money on behalf and in the name of the Limited Liability Company, sign, execute and deliver promissory notes or other evidences of indebtedness.	#2
ALL	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Organization as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	#2
All	(6) Enter into a written lease for the purpose of renting, maintaining accessing and terminating a Safe Deposit Box in this Financial Institution.	#2
	(7) Other.	

FURTHER RESOLVED, that the following are the Entity's express limitations on the powers granted under this resolution:

FURTHER RESOLVED that;

(1) The Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this resolution.

(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the governing body of the Entity and certified to the Financial Institution as governing the operation of this Entity's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.

(3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Entity. Any Agent, so long as they act in a representative capacity as an Agent of the Entity, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

(4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Entity with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed. The Entity agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Entity. The Entity authorizes the Financial Institution, at any time, to charge the Entity for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.

(5) The Entity acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Entity to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.

(6) The Entity acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Entity with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Entity authorizes each Agent to have custody of the Entity's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated All Previous. If not completed, all resolutions remain in effect.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

IN TESTIMONY WHEREOF, I have hereunto set my hand on _____, and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

SIGN HERE

SEAL

X _____

Printed Name: _____ **Official**

X _____

Co-Official (Optional)

PUBLIC FUNDS BANKING RESOLUTION

OLD SECOND NATIONAL BANK
37 S. RIVER STREET
AURORA IL 60506-4173

Referred to in this document as "Financial Institution"

By: CENTRAL COMMUNITY UNIT SCHOOL DIST
275 SOUTH ST, PO BOX 396
BURLINGTON, IL 60109-0396

Referred to in this document as "Entity"

Account Number(s): 6888507, 6890040, 7000607, 7001639, 10101089141, 22901011548

I, the undersigned Official of the Government, Municipal or Public Entity ("Entity") named above, HEREBY CERTIFY that the Entity is organized, exists and is duly authorized to transact business under the laws of the state or jurisdiction where it is located.

Account Holder. The Entity named above is the complete and correct name of the Account Holder.

I FURTHER CERTIFY that at a meeting of the governing body of the Entity, duly and regularly called and held on 06/11/2026, the following resolutions were adopted:

RESOLVED, that the Financial Institution named above at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any 1 of the following named officers or employees of this Entity ("Agents"), whose actual signatures are shown below:

Name	Title	Signature
DAINA M PFLUG		X SIGN HE
MATTHEW EDWARD HAUG		X SIGN HER
AMY NICOLE MACCRINDLE	SUPERINTENDENT	X SIGN HE
		X
		X
		X

and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the Entity's accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the Resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by the Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

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FURTHER RESOLVED, that the authority hereby conferred upon the above-named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this Resolution. Any such notice shall not affect any items in process at the time notice is given.

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
ALL	(1) Exercise all of the powers listed in this resolution.	1 of 2
All	(2) Open any deposit or share account(s) in the name of the Limited Liability Company.	1 of 2
All	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	1 of 2
ALL	(4) Borrow money on behalf and in the name of the Limited Liability Company, sign, execute and deliver promissory notes or other evidences of indebtedness.	1 of 2
ALL	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Organization as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	1 of 2
All	(6) Enter into a written lease for the purpose of renting, maintaining accessing and terminating a Safe Deposit Box in this Financial Institution.	1 of 2
	(7) Other.	

FURTHER RESOLVED, that the following are the Entity's express limitations on the powers granted under this resolution:

FURTHER RESOLVED that;

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(4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Entity with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed. The Entity agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Entity. The Entity authorizes the Financial Institution, at any time, to charge the Entity for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.

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I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

IN TESTIMONY WHEREOF, I have hereunto set my hand on _____, and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

SIGN HERE

SEAL

X _____

Printed Name: _____ **Official**

X _____

Co-Official (Optional)

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Mike Sitter, Athletic/Activities Director

TO: District 301 Board of Education

DATE: May 26, 2026

RE: Boys Track Overnight State Trip, 5/28/26-5/30/26

Our Boys Head Track Coach, Dan Morgan, and his coaching staff are requesting to take the athlete who qualified to the IHSA State Track & Field Competition at Eastern Illinois University from 5/28/26 through 5/30/26.

Below is their itinerary and some important information regarding the state weekend.

Hotel Info:
Ramada by Wyndham Effingham
1606 West Fayette Avenue
Effingham, IL 62401
Phone: 217-342-4667

Itinerary:
Thursday, May 28th
Depart for Charleston at 11:015 am
Stop for lunch
Pick up packets, practice on the track
Head to hotel for check-in
Dinner

Friday, May 29th
Breakfast at 9:00 am
Head to track for prelims at 12pm
Return to hotel
Dinner

Saturday, May 30th
Breakfast at 9am
Head to track for finals
Leave to return home after conclusion of finals
Stop for dinner
We should return home by 9:00pm

CENTRAL
UNIT SCHOOL DISTRICT 301

Qualifiers/Attendees

Gavin Klingberg, 300m hurdles
Brandon Pflug, training partner
Dan Morgan, Head Coach
Bob Borczak, Coach
Blake Stern, Coach

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Mike Sitter, Athletic/Activities Director

TO: District 301 Board of Education

DATE: May 14, 2026

RE: Girls Track Overnight State Trip, 5/21/26-5/23/26

Our Girls Head Track Coach, Vince Neil, and his coaching staff are requesting to take the athletes who qualified to the IHSA State Track & Field Competition at Eastern Illinois University from 5/21/26 through 5/23/26. They will travel via activity bus.

Below is their itinerary and some important information regarding the state weekend.

Hotel Info:
Quality Inn Effingham
1304 W Evergreen Ave
Effingham IL 62401
Phone: 217-708-2709

Itinerary:
Thursday, May 21st
Depart for Charleston at 11:00 am
Stop for lunch
Arrive into hotel
Pick up packets, practice on the track
Head to hotel for check-in
Team dinner
Team meeting & lights out

Friday, May 22nd
Breakfast @ 8:30 am
Head to track for prelims at 6:30am
Team lunch after prelims
Return to hotel
Team dinner
Team meeting & lights out

CENTRAL
UNIT SCHOOL DISTRICT 301

Saturday, May 23rd
Breakfast
Head to track for finals
Leave to return home after conclusion of finals
Stop for dinner
We should return home by 9:00pm

Qualifiers
LaRaiya Cunningham-Duncan (Triple Jump & Long Jump)
Gracelin Turschman (Pole Vault)
Addy Davis (800)
Cailen O'Brien, Maria Kutrovatz, Julia Haacker, Addy Davis, Taryn Borst, Paisley Pollock, Stella DesEnfants, Callie Pflug (4x400 Relay)
Addy Burner (Pole Vault Additional)
Julia Scheuer (Jumps Additional)

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Mike Sitter, Athletic/Activities Director

TO: District 301 Board of Education

DATE: May 18, 2026

RE: Middle School Track Overnight State Trip, 5/22/26-5/23/26

Our PKMS and CMS Track and Field coaches are requesting to take the athletes who qualified to the IESA State Track & Field Competition at the Eastside Center in East Peoria from 5/22/26 through 5/23/26. They will travel via yellow bus.

Below is their itinerary and some important information regarding the state weekend.

Hotel Info:
Embassy Suites by Hilton East Peoria Riverfront Hotel & Conference Center
100 Conference Center Drive
East Peoria IL 61611
Phone: 309-694-0200

Itinerary:
Friday, May 22nd
6:30 am: Arrive at school
6:45 am: Leave school
10:00 am: Arrive at the track
10:15 am: Parade of Athletes
11:00 am: Field Events Start
1:00 pm: Running events
4:30 pm: Running events end. Straight to dinner.
7 pm: Back at hotel

Saturday, May 23rd
7:00-7:30 am: Breakfast in hotel
7:30 am: Leave hotel
9:00 am: Field Events Start/ Running Events Start
1:00 pm: Lunch Break
1:30 pm: Running events resume
After: Pick up awards - Head back to school.

CENTRAL
UNIT SCHOOL DISTRICT 301

Qualifiers

PKMS

Kaiden Barham
Aarush Dhanani
Adanis Ibric
Chase Murray
James Parsons
Jacob Poffenberger
Lucas Rodriguez
Gianni Sammarco
Westley Spring
Stefan SusuL
Rory Atieh
Olivia Ericksen
Harkiran Kaur
Arden McCoy
Delaney Murchison
Marina Perez
Hayden Reinhard
Tinsley Schroeder
Ivy Thorsen

CMS

Darris Greer Jr
Michael Murphy
Brooklyn Bergemann
Vivienne David
Danielle Gruzewski
Savannah Hagge
Andrea Huichapa
Fiona Nolan
Maeve Nolan
Kaydence Phu
Skyler Rice

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Mike Sitter, Athletic Director

TO: District 301 Board of Education

DATE: May 21, 2026

RE: Volleyball Summer Overnight Trip, 7/21/26-7/23/26

Head Volleyball Coach, Julia Smagacz, is requesting to take the Varsity Volleyball team to an overnight high school team summer camp at Lewis University. The 3 day, 2 night camp will focus on team culture, skills and technique while competing against other high school teams. Coach Smagacz and assistant coach, Jessica Herff, will be present at camp. Athletes will provide their own transportation.

TENTATIVE ITINERARY

DAY ONE - Tuesday, July 21st

- 12pm: Check-in
- 1:30pm: Session one
- 4:30pm: Dinner
- 6:00pm: Session two

DAY TWO - Wednesday, July 22nd

- 8:00am: Breakfast
- 9:30am: Session one
- 12:00pm: Lunch
- 1:30pm: Session two
- 4:30pm: Dinner

DAY THREE - Thursday, July 23rd

- 8:00am: Breakfast
- 9:30am: Tournament
- 1:00pm: Checkout

Camp Address
Lewis University
1 University Parkway
Romeoville IL 60446
Phone: 815-838-0500

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Kyle Schumacher, Dr. Tim Kilrea, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 15, 2026

RE: Recommendation for Fuel Bid Renewal Feece Oil Company (26-27)

It is recommended that the Board of Education approve the renewal of the district fuel contract to Feece Oil Company for the 2026-2027 school year, maintaining the identical pricing structure and terms established in the prior contract period.

The School District regularly secures competitive bids for district-wide fuel operations to service transport vehicles, logistics, and facilities maintenance. Feece Oil Company was originally awarded the fuel services contract through a formal competitive bidding process.

Pursuant to Section 2.5 of the original bid conditions, this contract may be renewed for up to four (4) additional one-year periods upon mutual written agreement. This request for the 2026–2027 school year represents our second renewal, leaving two available for future consideration.

Feece Oil Company has formally agreed to continue the same pricing to match the previous year. Given volatile energy markets, securing pricing protects the district from inflationary pressures and ensures budgetary stability for our transportation funds.

The Fuel Supply Renewal Agreement is attached for board approval.

FUEL SUPPLY RENEWAL AGREEMENT

This Renewal Agreement is entered into as of the date that the last party signs below, by and between the Board of Education of Central Community Unit School District 301 ("**Board**" or "**District**") and Feece Oil, Co. ("**Contractor**") (collectively referred to as "**Parties**").

WITNESSETH:

WHEREAS, the Board awarded a bid to Contractor, under which Contractor was to provide certain fuel supplies to the District from July 1, 2024, through June 30, 2025 ("**Services**"); and

WHEREAS, the District desires to exercise its right to renew its agreement with Contractor for an additional one-year period, as provided herein.

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Term.** The term of this Agreement shall be renewed for the period from July 1, 2026, through June 30, 2027.

2. **Compensation.** The rates for fuel provided during the 2026-2027 renewal term will remain the same as the rates for 2024-2025 term.

3. **Agreement Documents**. For avoidance of doubt, the documents comprising the entirety of this Agreement are the Bid Documents as defined in the Bid Conditions for Fuel, Gasoline, and Diesel (dated June 5, 2024), Contractor's bid, and this Renewal Agreement. In the event any term or provision of this Agreement conflicts with a term or provision of the Bid Documents, the term or provision of this Agreement shall prevail.

4. **Representation of Authority, Counterparts, and Facsimile Signatures.** Each of the persons executing this Amendment represents and warrants to the other that he/she has the proper authority and power to execute this Amendment on behalf of his/her respective entity and to bind such entity to the terms and conditions hereof. This Amendment may be executed in counterparts each of which shall be an original and all of which shall constitute but one and the same instrument. Facsimile signatures shall be considered as original signatures.

IN WITNESS WHEREOF, the Parties have executed this Renewal Agreement on the date(s) indicated below.

BOARD OF EDUCATION OF CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301	**FEECE OIL, CO.**
By: Mike Feece	By: _____
Its: President	Its: _____
Date: 6/1/2026	Date: _____

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Kyle Schumacher, Dr. Tim Kilrea, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 15, 2026

RE: Recommendation for Acceptance of Copy Paper Bid

Copy paper bid specifications for the entire district were sent out to thirteen suppliers for the 2026-2027 school year. We received six formal bids from five companies: Warehouse Direct, Inc., The Paper Corporation, Murnane Paper, Contract Paper Group, and Midland Paper. Midland Paper came in with the lowest responsible bid totaling $52,325. They have been awarded the paper bid in the past and we were pleased with their services.

We are recommending that we accept Midland Paper's bid. A bid recap and contract are included in the board packet.

Copy Paper Bid Recap
June 2, 2026
1:00 pm

	Quantity	Warehouse Direct	Warehouse Direct Total	The Paper Corporation	The Paper Corporation Total	Murnane Paper	Murnane Total	Contract Paper Group - Bid A (Natural Choice)	Contract Paper Group Bid A Total	Contract Paper Group - Bid B (Multipurpose)	Contract Paper Group Bid B Total	Midland Paper	Midland Paper Total
20# White 8 1/2 x 11	1350	$33.00	$44,550.00	$33.97	$45,859.50	$33.18	$44,793.00	$31.43	$42,430.50	$33.65	$45,427.50	$30.55	$41,242.50
Blue	11	$58.00	$638.00	$48.99	$538.89	$53.00	$583.00	$54.67	$601.37	$54.67	$601.37	$52.50	$577.50
Buff	2	$58.00	$116.00	$52.99	$105.98	$53.00	$106.00	$54.67	$109.34	$54.67	$109.34	$52.50	$105.00
Canary	16	$58.00	$928.00	$48.99	$783.84	$53.00	$848.00	$54.67	$874.72	$54.67	$874.72	$52.50	$840.00
Orange/Pumpkin - Salmon	12	$134.00	$1,608.00	$91.62	$1,099.44	$53.00	$636.00	$99.80	$1,197.60	$99.80	$1,197.60	$52.50	$630.00
Green	12	$58.00	$696.00	$48.99	$587.88	$53.00	$636.00	$54.67	$656.04	$54.67	$656.04	$52.50	$630.00
Orchid/Lavendar	16	$58.00	$928.00	$52.99	$847.84	$53.00	$848.00	$54.67	$874.72	$54.67	$874.72	$52.50	$840.00
Pink	12	$58.00	$696.00	$48.99	$587.88	$53.00	$636.00	$54.67	$656.04	$54.67	$656.04	$52.50	$630.00
Cherry	6	$58.00	$348.00	$52.99	$317.94	$53.00	$318.00	$54.67	$328.02	$54.67	$328.02	$52.50	$315.00
Gray	4	$58.00	$232.00	$52.99	$211.96	$53.00	$212.00	$54.67	$218.68	$54.67	$218.68	$52.50	$210.00
Bright Lime	10	$134.00	$1,340.00	$96.62	$966.20	$99.00	$990.00	$105.71	$1,057.10	$105.71	$1,057.10	$119.50	$1,195.00
Bright Orange	0	$134.00	$0.00	$0.00	$0.00	$99.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Bright Blue	7	$134.00	$938.00	$96.62	$676.34	$99.00	$693.00	$105.71	$739.97	$105.71	$739.97	$119.50	$836.50
Bright Yellow	7	$134.00	$938.00	$91.62	$641.34	$99.00	$693.00	$99.80	$698.60	$99.80	$698.60	$113.00	$791.00
Bright Red	1	$134.00	$134.00	$91.62	$91.62	$99.00	$99.00	$99.80	$99.80	$99.80	$99.80	$113.00	$113.00
Bright Purple	6	N/A	N/A	$91.62	$549.72	$99.00	$594.00	$99.80	$598.80	$99.80	$598.80	$113.00	$678.00
8 1/2 X 14 White	7	$49.50	$346.50	$51.82	$362.74	$48.00	$336.00	$51.50	$360.50	$51.50	$360.50	$51.50	$360.50
11 X 17 White	14	$61.50	$861.00	$40.74	$570.36	$39.00	$546.00	$41.50	$581.00	$41.50	$581.00	$36.50	$511.00
67# Card Stock	40	$59.50	$2,380.00	$50.41	$2,016.40	$65.00	$2,600.00	$65.12	$2,604.80	$65.12	$2,604.80	$45.50	$1,820.00
Total Bid			**$57,677.50**		**$56,815.87**		**$56,167.00**		**$54,687.60**		**$57,684.60**		**$52,325.00**

COPY PAPER PRODUCTS AGREEMENT

THIS AGREEMENT is entered into as of the last date shown below by and between the Board of the Education of Central Community Unit School District 301 (the "Board"), and Midland Paper ("Contractor") (collectively referred hereto as "the Parties").

WHEREAS, the Board has requested public bids for copy paper products ("Goods"); and

WHEREAS, Contractor has submitted a bid for provision of the Goods; and

WHEREAS, the Board desires to enter into this Agreement with Contractor to provide the Goods in accordance with the bid documents that were issued by the Board ("Bid Documents") on or about May 20, 2026.

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **Provision of Goods.** The Contractor agrees to furnish the Goods as outlined in the Bid Documents.

2. **Term.** The term of this Agreement shall be from July 1, 2026, through June 30, 2027. The Agreement may be renewed for up to four (4) additional one-year periods thereafter upon mutual written agreement. In such event, the unit prices may not increase by more than three percent (3%) in a given year.

3. **Bid Documents.** The entire contract consists of this Agreement, as well as the associated Bid Documents, including but not limited to, the Advertisement, Bid Submission Form, Bid Conditions, Paper Distribution Sites, Qualification Statement, and the Contractor's Bid, plus any addenda to the Bid Documents. In the event any term or provision in this Agreement conflicts with any term or provision in the Bid Documents, the term or provision in this Agreement shall prevail. To the extent Contractor's bid included any exceptions to the bid documents or addenda, they are rejected.

4. **Complete Understanding.** This Agreement (including the documents incorporated by reference) sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.

5. **Representation of Authority, Counterparts, and Facsimile Signatures.** Each of the persons executing this Amendment represents and warrants to the other that he/she has the proper authority and power to execute this Amendment on behalf of his/her respective entity and to bind such entity to the terms and conditions hereof. This Amendment may be executed in counterparts each of which shall be an original and all of which shall constitute but one and the same instrument. Facsimile signatures shall be considered as original signatures.

Signature Page Follows

IN WITNESS WHEREOF, the Parties have signed this Agreement on the dates shown below.

BOARD OF EDUCATION OF CENTRAL CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301	**MIDLAND PAPER**
By: _____	By: _____
Print Name: _____	Print Name: Doug Damascus
Its: _____	Its: Sales Executive
Date: _____	Date: 6/10/26

1348802.1

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Stephen Buchs, Director of Curriculum 6-12 and College Partnerships

TO: Board of Education & Dr. Tim Kilrea and Dr. Kyle Schumacher, Interim -Superintendents

CC: Brett Binding, Amber Ballard, Donna Gibbons, Ryan Robinson, Ryan Dalen, Kelly Greene

DATE: June 5, 2026

RE: Veterinarian Affiliation Agreements

As part of the National Association of Veterinary Technicians in America (NAVTA) program requirements for students to obtain their Veterinarian Assistant certificate, students are required to complete 100 hours of externships. We are currently working with many different animal clinics to seek partnerships for these opportunities for our students. This agreement ensures that students receive practical experiences that meet educational standards, and ensure an appropriate learning environment away from the students' school that matches the career focus. I am seeking approval for the following sites for the SY26-27. We have worked with all of these locations in the past.

Tails Humane Society
Elgin Animal Clinic
Spring Hill Veterinary Clinic
Pet Vet Animal Clinic and Mobile Practice
Animal Care Clinic of Pingree Grove
Autumn breen Animal Hospital
Loyal Companions Animal Hospital

CENTRAL
UNIT SCHOOL DISTRICT 301

Dundee Animal Hospital(Elign)

Army Trail Animal Hospital LLC

Companion Animal Specialty and Emergency

Animal Medical Clinic of Saint Charles

Dundee Animal Hospital (Dundee)

Anderson Humane

Healthy Paws Animal Hospital

Red Barn Animal Hospital of Gilberts

Red Barn Animal Hospital of Hampshire

Bartlett Animal Hospital

Standard Affiliation Agreement

Dear Dundee Animal Hospital of Dundee

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Dundee Animal Hospital of Dundee
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Dundee Animal Hospital of Dundee ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Dundee Animal Hospital of Dundee facility at 199 Penny Ave, East Dundee, IL 60118 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Dundee ~~-~~Animal Hospital of
Dundee
199 Penny Ave
East Dundee, IL 60118

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility: Dundee Animal Hospital of Dundee	**Board of Education,** **Central Community Unit School District 301**
Signature: *Barb Hughes*	**Signature**: _____
Printed Name: Barb Hughes	Printed Name: _____
Title: Practice Manager	Title: _____
Date: 6/2/2026	Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

1199751.1

Signature: _____

Printed Name: _____

Title:_____

Date: _____

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Dundee Animal Hospital of Elgin

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Dundee Animal Hospital of Elgin
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Dundee Animal Hospital of Elgin ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Dundee Animal Hospital of Elgin facility at 11N250 Gale St, Elgin, IL 60123 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Dundee Animal Hospital of
Elgin
11N250 Gale St
Elgin, IL 60123

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:
Dundee Animal Hospital of Elgin

Signature: Jocelyn Weiler

Printed Name: Jocelyn Weiler

Title: Practice Manager

Date: 6-2-2026

Board of Education,
Central Community Unit School District 301

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

1199751.1

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Autumn Green Animal Hospital

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Autumn Green Animal Hospital
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Autumn Green Animal Hospital ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Autumn Green Animal Hospital facility at 39W124 Keslinger Rd. Geneva, IL 60134 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Autumn Green Animal
Hospital
39W124 Keslinger Rd.
Geneva, IL 60134

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility: Autumn Green Animal Hospital	**Board of Education,** **Central Community Unit School District 301**
Signature: Aaron Tineo	**Signature**: _____
Printed Name: Aaron Tineo	Printed Name: _____
Title: Veterinary Technician and Internship Coordinator	Title: _____
Date: June 2nd, 2026	Date: _____

Northern Kane Region 110 1199751.1
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title:_____

Date: _____

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Healthy Paws Animal Hospital

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Healthy Paws Animal Hospital
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Healthy Paws Animal Hospital ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Healthy Paws Animal Hospital facility at 4581 Princeton Ln #101, Lake in the Hills, IL 60156 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Healthy Paws Animal
Hospital
4581 Princeton Ln #101
Lake in the Hills, IL 60156

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:
Healthy Paws Animal Hospital

Signature: John Ferrero

Printed Name: John Ferrero

Title: Treasurer

Date: 6/2/26

Board of Education,
Central Community Unit School District 301

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

1199751.1

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Pet Vet Animal Clinic and Mobile Practice

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Pet Vet Animal Clinic and Mobile Practice
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Pet Vet Animal Clinic and Mobile Practice ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Pet Vet Animal Clinic and Mobile Practice facility at 11901 North St, Huntley, IL 60142 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Pet Vet ~~A~~nimal Clinic and
Mobile Practice
11901 North St
Huntley, IL 60142

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:	**Board of Education,**
Pet Vet Animal Clinic and Mobile Practice	**Central Community Unit School District 301**
Signature: Rebecca Cardenas	**Signature**: _____
Printed Name: Rebecca Cardenas	Printed Name: _____
Title: Practice Manager	Title: _____
Date: 6/2/2026	Date: _____

Northern Kane Region 110 1199751.1
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title:_____

Date: _____

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Companion Animal Specialty and Emergency

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Companion Animal Specialty and Emergency
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Companion Animal Specialty and Emergency ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Companion Animal Specialty and Emergency facility at 1095 Pingree Rd Ste 120, Crystal Lake, IL 60014 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Companion Animal
Specialty and Emergency
1095 Pingree Rd Ste 120
Crystal Lake, IL 60014

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility: Companion Animal Specialty and Emergency	**Board of Education,** **Central Community Unit School District 301**
Signature: Jennifer Fink	**Signature**: _____
Printed Name: Jennifer Fink	Printed Name: _____
Title: Hospital Manager	Title: _____
Date: 5/28/2026	Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title:_____

Date: _____

1199751.1

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Army Trail Animal Hospital LLC

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Army Trail Animal Hospital LLC
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Army Trail Animal Hospital LLC ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Army Trail Animal Hospital LLC facility at 1095 W Army Trail Road, Bartlett, IL 60103 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Army Trail Animal Hospital
LLC
1095 W Army Trail Rd
Bartlett, IL 60103

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:
Army Trail Animal Hospital LLC

Signature: Lori Diehl

Printed Name: Lori Diehl

Title: Office Manager

Date: 05/27/2026

Board of Education,
Central Community Unit School District 301

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

1199751.1

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Anderson Humane Veterinary Clinic

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Anderson Humane Veterinary Clinic
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Anderson Humane Veterinary Clinic ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Anderson Humane Veterinary Clinic facility at 309 S Randall Rd, South Elgin, IL 60177 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Anderson Humane
Veterinary Clinic
309 S Randall Road
South Elgin, IL 60177

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:
Anderson Humane Veterinary Clinic

Signature: Jonathan Breede

Printed Name: Jonathan Breede

Title: Veterinary Clinic Manager

Date: 5/26/2026

Board of Education,
Central Community Unit School District 301

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title:_____

Date: _____

1199751.1

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Spring Hill Veterinary Clinic

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Spring Hill Veterinary Clinic
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Spring Hill Veterinary Clinic ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Spring Hill Veterinary Clinic facility at 25 N Western Ave, Carpentersville, IL 60110 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Spring Hill Veterinary Clinic
25 N Western Ave
Carpentersville, IL 60110

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:
Spring Hill Veterinary Clinic

Signature: Erin Goelitz

Printed Name: Erin Goelitz

Title: Owner/Veterinarian

Date: 5/22/26

Board of Education,
Central Community Unit School District 301

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

1199751.1

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Animal Medical Clinic of Saint Charles

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Animal Medical Clinic of Saint Charles
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Animal Medical Clinic of Saint Charles ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Animal Medical Clinic of Saint Charles facility at 525 S Tyler Rd #F, St. Charles, IL 60174 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

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5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Animal Medical Clinic of
Saint Charles
525 S Tyler Rd. #F
St. Charles, IL 60174

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility: Animal Medical Clinic of Saint Charles	**Board of Education,** **Central Community Unit School District 301**
Signature: Megan McGregor	**Signature**: _____
Printed Name: Megan McGregor	Printed Name: _____
Title: Hospital Manager	Title: _____
Date: 5/22/2026	Date: _____

Northern Kane Region 110 1199751.1
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title:_____

Date: _____

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Bartlett Animal Hospital

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Bartlett Animal Hospital
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Bartlett Animal Hospital ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Bartlett Animal Hospital facility at 1251 Humbracht Cir STE E, Bartlett, IL 60103 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Bartlett Animal Hospital
1251 Humbract Cir STE E
Bartlett, IL 60103

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:
Bartlett Animal Hospital

Signature: Stacy Potter

Printed Name: Stacy Potter

Title: Hospital Manager

Date: 5/26/2026

Board of Education,
Central Community Unit School District 301

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

1199751.1

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Red Barn Animal Hospital of Gilberts

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Red Barn Animal Hospital of Gilberts
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Red Barn Animal Hospital of Gilberts ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Red Barn Animal Hospital of Gilberts facility at 20 Center Dr, Gilberts, IL 60136 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

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5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Red Barn Animal Hospital
of Gilberts
20 Center Dr.
Gilberts, IL 60136

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility: Red Barn Animal Hospital of Gilberts	**Board of Education,** **Central Community Unit School District 301**
Signature: Coral Ware	**Signature**: _____
Printed Name: Coral Ware	Printed Name: _____
Title: CVT, Technician Manager	Title: _____
Date: 5/26/27	Date: _____

Northern Kane Region 110 1199751.1
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title:_____

Date: _____

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Red Barn Animal Hospital of Hampshire

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Red Barn Animal Hospital of Hampshire
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Red Barn Animal Hospital of Hampshire ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Red Barn Animal Hospital of Hampshire facility at 126 Park St, Hampshire, IL 60140 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Red Barn Animal Hospital
of Hampshire
126 Park St
Hampshire, IL 60140

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:	**Board of Education,**
Red Barn Animal Hospital of Hampshire	**Central Community Unit School District 301**
Signature: Coral Ware	**Signature**: _____
Printed Name: Coral Ware	Printed Name: _____
Title: CVT, Technician Manager	Title: _____
Date: 5/26/26	Date: _____

Northern Kane Region 110 1199751.1
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title:_____

Date: _____

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Animal Care Clinic of Pingree Grove

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Animal Care Clinic of Pingree Grove
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Animal Care Clinic of Pingree Grove ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Animal Care Clinic of Pingree Grove facility at 2401 US-20, Pingree Grove, IL 60140 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Animal Care Clinic of
Pingree Grove
2401 US-20
Pingree Grove, IL 60140

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility: Animal Care Clinic of Pingree Grove	**Board of Education,** **Central Community Unit School District 301**
Signature: Kimberly Abbate	**Signature**: _____
Printed Name: Kimberly Abbate	Printed Name: _____
Title: Hospital Manager	Title: _____
Date: 5/22/2026	Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

1199751.1

Signature: _____

Printed Name: _____

Title:_____

Date: _____

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Loyal Companions Animal Hospital

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Loyal Companions Animal Hospital
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Loyal Companions Animal Hospital ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Loyal Companions Animal Hospital facility at 2312 W Main St, St. Charles, IL 60175 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Loyal Companions Animal Hospital
2312 W Main Street
St. Charles, IL 60175

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:
Loyal Companions Animal Hospital

Signature: Siri Peterson

Printed Name: Siri Peterson

Title: Practice Manager

Date: 5/22/2026

Board of Education,
Central Community Unit School District 301

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

1199751.1

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Elgin Animal Clinic

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Elgin Animal Clinic
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Elgin Animal Clinic ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Elgin Animal Clinic facility at 1380 E Chicago St, Elgin, IL 60120 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

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5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Elgin ~~Ani~~mal Clinic
1380 E Chicago St
Elgin, IL 60120

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:
Elgin Animal Clinic

Signature: Mary Kozel

Printed Name: Mary Kozel

Title: Lead Veterinary Technician

Date: 5/22/26

Board of Education,
Central Community Unit School District 301

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

1199751.1

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

Standard Affiliation Agreement

Dear Tails Humane Society

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Amber Ballard, CVT
Program Coordinator
Phone: 847-464-6030
amber.ballard@central301.net

Dr. Todd Stirn
Work Based Learning Specialist II
Phone: 224-990-7093
efe.stirn@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Tails Humane Society
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("**Agreement**") is entered into this 22nd Day, of May 2026, by and between Tails Humane Society ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Tails Humane Society facility at 2250 Barber Greene Rd, DeKalb, IL 60115 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program

will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to

following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on July 1st, 2026 with the last clinical on August 31st, 2027 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students**.

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2026 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time during their clinical placement replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience. Upon the completion of the clinical placement, the Facility may offer students employment with the Facility.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:
Tails ~~Hu~~mane Society
2250 Barber Greene Rd
DeKalb, IL 60115

If to the District:
275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: **(847)464-6021**

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11**. Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:
Tails Humane Society

Signature: Michelle Groeper

Printed Name: Michelle Groeper

Title: Executive Director

Date: 5/22/26

Board of Education,
Central Community Unit School District 301

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

1199751.1

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Tim Kilrea, Dr. Kyle Schumacher, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 15, 2026

RE: Approval of Donation to CHS Girls Basketball Activity Account

---

Central High School has received a donation of $1,500 from Mr. Carani designated for the girls' basketball program. These funds will be used to support the costs to attend the Level Up Peak Performance workshop for the entire girls' basketball program. The total cost for this workshop is $4,500 and will be funded by the following sources:

- $1,750 – Existing Girls Basketball Activity account funds
- $1,500 – Designated donation from Mr. Carani to Central High School
- $1,250 – Athletic Boosters contribution

<u>Level Up Peak Performance Workshop</u>

- Team Training: A 1-day, 7-hour classroom instruction workshop for the entire Girls Basketball program.
- Resources: Provided "Mental Game Plan" workbooks, customized visualizations, and supplemental handouts.
- Varsity Support: Two 30-minute virtual team calls during the season, plus two 15–20 minutes individual meetings per Varsity athlete.
- Direct Access: Continuous phone, text, and team-app access to Coach Pete for all program athletes and coaches throughout the season.

We are recommending formal acceptance of this donation.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Tim Kilrea, Dr. Kyle Schumacher, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 15, 2026

RE: Approval of Donation to Athletics for Middle School Wrestling

---

The purpose of this memo is to formally request the acceptance of a generous donation of $9,000 from the Rockets Wrestling Club to support the middle school wrestling program which will split the cost of new wrestling mats to be located at Prairie Knolls Middle School (PKMS).

The current wrestling mats in the PKMS wrestling room are in need of replacement to ensure student safety and optimize training conditions. To address this, we have partnered with the Rockets Wrestling Club to acquire new, custom-fit, wall-to-wall mats specifically designed for the PKMS wrestling room space.

The total cost of the new custom mats will be shared equally between the Rockets Wrestling Club and the school's Athletics Department.

This initiative represents a fantastic partnership between our school district and the local community. By joining forces with the Rockets Wrestling Club, we are able to provide a top-tier athletic environment for our middle school wrestlers while remaining fiscally responsible. This collaboration highlights a shared commitment to youth athletics and community engagement.

We are recommending that the Board of Education formally accept this donation from the Rockets Wrestling Club.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Tim Kilrea, Dr. Kyle Schumacher, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 15, 2026

RE: Approval of Donation to Central High School Girls Flag Football

---

The purpose of this memo is to formally request the acceptance of a donation of $2,500 from the Chicago Bears Organization to support the launch of Central High School's girls flag football program.

This funding will help in offsetting initial startup costs, specifically targeting the purchase of essential equipment and player gear. Additionally, the funds will provide a financial buffer to address any unforeseen operational needs that may arise throughout our inaugural season. We are grateful for the Chicago Bears' commitment to expanding youth sports opportunities and empowering our athletes.

We are recommending that the Board of Education formally accept this donation from the Chicago Bears Organization.

Central Community Unit School District 301

Board of Education - Meeting Schedule

2026-2027 School Year

DAY	DATE	YEAR
MONDAY	JULY 20	2026
MONDAY	AUGUST 17	2026
MONDAY	SEPTEMBER 21	2026
MONDAY	OCTOBER 19	2026
MONDAY	NOVEMBER 16	2026
MONDAY	DECEMBER 14	2026
TUESDAY	JANUARY 19	2027
TUESDAY	FEBRUARY 16	2027
MONDAY	MARCH 15	2027
MONDAY	APRIL 19	2027
MONDAY	MAY 17	2027
MONDAY	JUNE 21	2027

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

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

Sick and Bereavement Leave

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

For employees not covered by a current applicable bargaining agreement:

Full or part-time educational support personnel who work at least 600 hours per year receive ~~10~~ paid sick leave days according to the following schedule, based on accumulated sick days:~~per year~~.

- 0-99 days accumulated: 12 sick days per year
- 100-149 days accumulated: 15 sick days per year
- 150+ days accumulated: 18 sick days per year

An employee who uses sick leave days for maternity/paternity purposes will, upon returning to work in the district for at least 15 workdays, have 10 sick leave days restored (or as many sick leave days as the teacher had available at the start of the leave, if less than 10 days).

Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

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

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or

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

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

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days, 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.

Vacation

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

For employees not covered by a current applicable bargaining agreement:

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

Length of Employment	~~Maximum Vacation~~ Leave ~~Earned~~ Allocated Per Year
~~From:~~	
~~Beginning of year 2~~New Hire* through four years prior to July 1	10 Days per year
~~Beginning of year 6~~Five through ten years prior to July 1	15 Days per year
~~Beginning of year 16~~Eleven or more years prior to July 1	20 Days per year

*Newly hired employees will receive a pro-rated amount of vacation days (out of ten (10)) based on the percentage of the school year they will work as of their start date.

Vacation days are granted annually on July 1st in accordance with the service requirements reflected in the table above.

Part-time 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 except that employees may carry over five (5) unused vacation days per fiscal year. Employees who are allocated 20 vacation days per year may carry over ten (10) vacation days per fiscal year. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation. Vacation days shall be available to the employee as of the first day of the fiscal year, but in the event the employee leaves the district's employ before the fiscal year is complete, his/her vacation days shall be pro-rated according to the percentage of the year worked. In the event of a mid-year termination, the district shall pay to the employee any earned and unused vacation days, or the employee shall reimburse the district for any unearned and used vacation days, whichever may be applicable.

The district reserves the right to the make employee's schedule vacation days.

Holidays

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

For employees not covered by a current applicable bargaining agreement:

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	Veterans Day
Casimir Pulaski's Birthday	
Memorial Day	Thanksgiving Day
Juneteenth National Freedom Day	Christmas Day
Independence Day	

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

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

For employees not covered by a current applicable bargaining agreement:

Full-time educational support personnel have ~~one~~ three paid personal leave day 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 three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.

5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

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

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

Other Leaves

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

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.
8. COVID-19 Paid Administrative Leave.

LEGAL REF.:

105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.

10 ILCS 5/13-2.5, Election Code.

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

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

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

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

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

ADOPTED: April 20, 2026

Central CUSD 301

Document Status: Draft Update

SECTION 2 - BOARD OF EDUCATION

2:200 Types of Board of Education Meetings

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Recording Secretary is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor

in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1).

2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5).
6. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
7. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
8. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
9. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
10. Student disciplinary cases. 5 ILCS 120/2(c)(9).
11. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
12. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the

public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).

13. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
14. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
15. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
16. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office[Q1] at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

5 ILCS 140/, Freedom of Information Act.

105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks), 8:30 (Visitors to and Conduct on School Property)

~~ADOPTED: April 20, 2026~~

Questions

Q1. Some attorneys find the Open Meetings Act's (OMA's) posting requirements for special meetings to be unclear and recommend that a board post notices and agendas of such meetings at the district's main office *and* at the location where the meeting is to be held. Consult the board attorney for guidance on this issue and ensure that posting practices align with this policy and administrative procedure 2:200-AP, *Types of School Board Meetings*. Posting at the meeting location promotes greater transparency.

Does the Board post notices and agendas for special meetings at the location where the meeting is to be held, in addition to posting at the district's main office? If yes, note that this policy may require posting in the same manner for reconvened and rescheduled meetings, in alignment with OMA.

Options

☐ No (Default)

☑ Yes (IASB will revise this sentence after "the District's main office" to add "and the location where the meeting is to be held")

Document Status: Draft Update

SECTION 2 - BOARD OF EDUCATION

2:220 Board of Education Meeting Procedure

Agenda

The Board of Education 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 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. Any Board member may submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items suggested by District residents[C1] may be added to the agenda upon unanimous 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 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 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, 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 is rotated.

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[Q1] 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.

Minutes

The Board Secretary shall keep written minutes of all Board 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 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, including individuals making and seconding motions;
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 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.

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) 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*. 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 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 ten 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 close to the Board's regular meeting location.

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 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, (3) a family or other emergency, or (4) unexpected childcare obligations, or (5) performance of *active military duty* as a *service member*.[C2] If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent within a reasonable amount of time 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, 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, Open Meetings Act.

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)

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. Updated for continuous improvement. **Issue 121, March 2026**

C2. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/7(a), amended by P.A. 104-438. OMA borrows the definition for *active military duty* from the Service Member Employment and Reemployment Act, 330 ILCS 61/1-10. 5 ILCS 120/7(a), amended by P.A. 104-438. It means any full-time military service regardless of length or voluntariness, including, but not limited to, annual training, full-time National Guard Duty, and State active duty. 330 ILCS 61/1-10. *Service member* means a resident of Illinois who is a member of any component of the U.S. Armed Forces or the National Guard of any state, D.C., a commonwealth, or territory of the U.S. **Issue 121, March 2026**

Questions

Q1. Does the Board take a roll call vote on *all* action items?

Options

☑ No (Default)

☐ Yes (IASB will replace this paragraph with the following sentence: The Board shall take a roll call vote on all matters requiring its action, including but not limited to, all questions involving the expenditure of money and all questions involving the closing of a meeting to the public.)

Document Status: Draft Update

SECTION 2 - BOARD OF EDUCATION

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 has 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 complaints governed by Board policy 2:265, *Title IX Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 *et seq*.
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq*.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq*. (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq*. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
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 Board policy 2:265, *Title IX 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 parent(s)/guardian(s)); 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 or designee shall process and review the complaint under 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 sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq*.), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, 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 Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

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. The complaint and identity of the Complainant 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 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 from the Superintendent.

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 provide his or her written decision to the Complainant and the accused 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 provide its written decision to the Complainant and the accused, 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, Title IX 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 Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, each of a different 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, Title IX Coordinator, and the Complaint Managers.

Nondiscrimination Coordinator:	**Title IX Coordinator:**
Dr. Matthew Haug,	Graydon Engle,
Executive Director of Human Resources	Grant Director
Name	Name
275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
matthew.haug@central301.net	graydon.engle@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

Complaint Managers:

Kim Paulus, Curriculum Director	Taylor Ruiz, HR Generalist
Name	Name

275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
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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.

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 of 1964.

42 U.S.C. §2000e *et seq*., Title VII of the Civil Rights Act of 1964.

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

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

42 U.S.C. §12101 *et seq*., Americans With Disabilities Act; 28 C.F.R. Part 35.

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, 5/10-22.5, 5/22-19, 5/22-95 ~~(final citation pending)~~, 5/22-110, 5/24-4, and 5/27-1~~, 5/27-23.7, and 45/1-15~~.[C1]

105 ILCS 45/, Education for Homeless Children Act.

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

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

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

740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

775 ILCS 5/, Ill. Human Rights Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

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

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

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 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), 6:170 (Title I Programs), 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), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

~~ADOPTED: April 20, 2026~~

PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 2 - BOARD OF EDUCATION

2:250 Access to District Public Records

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

Freedom of Information Officer

The Superintendent shall appoint an employee, who may be himself or herself, to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District. The District's public records do not include *junk mail*.[C1]

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. Email requests must include the entirety of the request within the body of the email and not as an attachment or hyperlink.[C2] The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

Responding to Requests

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

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome;.
4. The request would require the District to open electronically attached files or hyperlinks to view or access details of a request. In that case, the requester shall be notified within five business days that the entirety of the electronic request must appear within the body of the electronic submission; or
5. The District has a reasonable belief that the request was not submitted by a person, and the requester fails to verify orally or in writing that they are a person within 30 days of the District's request for such verification.C3

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

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

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

Fees

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

fees, costs, and personnel hours in connection with responding to a *voluminous request*.

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

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

Provision of Copies and Access to Records

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

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

Preserving Public Records

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

LEGAL REF.:

5 ILCS 140/, Illinois Freedom of Information Act.

50 ILCS 205/, Local Records Act.

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

820 ILCS 40/11, Personnel Record Review Act.

820 ILCS 130/5, Prevailing Wage Act.

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

~~ADOPTED: April 20, 2026~~

PRESSPlus Comments

C1. Updated in response to the Freedom of Information Act (FOIA), 5 ILCS 140/2, amended by P.A 104-438. *Junk mail* means any unsolicited commercial mail or commercial electronic communication sent to a district and not responded to by a district. **Issue 121, March 2026**

C2. Updated in response to FOIA, 5 ILCS 140/3(c), amended by P.A. 104-438. **Issue 121, March 2026**

C3. Updated in response to FOIA, 5 ILCS 140/3(j), added by P.A. 104-438. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 4 - OPERATIONAL SERVICES

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

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

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

1. Educate students with:
    a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
    b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
    a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;
    b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 5:90, *Abused and Neglected*

Child Reporting; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and

c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.

3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:

   a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
   b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
   c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.

4. ~~Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.~~[C1]

LEGAL REF.:

105 ILCS 5/10-23.13, 5/22-85.5, and 5/27-~~10159.1a, and 5/27-13.2~~.[C2]

105 ILCS ~~110/~~35/27-215, 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 Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected

Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. Updated in response to the repeal of 105 ILCS 5/27-13.2, by P.A. 104-391. **Issue 121, March 2026**

C2. The Legal References are updated in response to 105 ILCS 5/27-1015 and 5/27-215, both renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

General Personnel

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 or designee is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

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

Job Descriptions

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

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

Investigations

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

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

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

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

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

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
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. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

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

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of ~~any~~ such examination.[C1]

Orientation Program

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

For employees not covered by a current applicable bargaining agreement:

> 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.:

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

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

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

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482(Ill. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. Consult the board attorney if a staff member requests more than one physical examination to obtain a second opinion. **Issue 121, March 2026**

Document Status: Draft Update

General Personnel

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

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

An employee is *on call* when the District schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the District or another location previously designated by the District.[C1] 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.
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 specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

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. 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.

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 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:

6. The dangers of drug abuse in the workplace,
7. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
8. The penalties that the District may impose upon employees for violations of this policy.

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 has the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis 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*.

LEGAL REF.:

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

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

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

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

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

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.

23 Ill.Admin.Code §22.20.

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

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc. **Issue 121, March 2026**

Document Status: Draft Update

Professional Personnel

5:250 Leaves of Absence

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

Sick and Bereavement Leave, Personal Leave, Leave of Absence Without Pay, Child-Rearing Leave

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

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

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

Family 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 family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, spouse,[C1] domestic partner, sibling, parent, mother-in-law,

father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

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

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

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.

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 Leave

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.

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

School Visitation Leave

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

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

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

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

The Victims' Economic Security and Safety Act (VESSA) 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, and subject to any exceptions in

VESSA, 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*.).

Leaves to Serve as an Officer Trustee, or Representative of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) up to twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2, and (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.

Family Neonatal Intensive Care Leave[C2]

An unpaid leave from work is available to any staff member whose child[C3] is a patient in a neonatal intensive care unit (NICU) in accordance with the requirements of the Family Neonatal Intensive Care Leave Act. If the District employs at least 51 employees, an employee is entitled to a total of 20 days of unpaid leave while a child of the employee is a patient in a NICU.[Q1] The District may require reasonable verification of the employee's child's length of stay in a NICU.[C4]

LEGAL REF.:

105 ILCS 5/10-20.83, 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

10 ILCS 5/13-2.5, Election Code.

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

820 ILCS 147/, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

820 ILCS 157/, Family Neonatal Intensive Care Leave Act.

820 ILCS 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)

ADOPTED: April 20, 2026

Central CUSD 301

PRESSPlus Comments

C1. Updated for continuous improvement. A covered family member includes a spouse under 105 ILCS 154/5. **Issue 121, March 2026**

C2. Updated in response to 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. This leave is separate from FMLA leave, and an employer must allow the employee to take the leave in addition to FMLA leave. The term *employee* includes part-time workers. **Issue 121, March 2026**

C3. *Child* means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. **Issue 121, March 2026**

C4. An employer may not request confidential information protected by the Health Insurance Portability and Accountability Act or other law when asking for reasonable verification. Consult the board attorney for guidance on acceptable forms of verification. **Issue 121, March 2026**

Questions

Q1. A district that employs 50 or fewer employees may substitute the following sentence: “If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU.” 820 ILCS 157/10, added by P.A. 104-259, eff. 6-1-26. A district that employs 15 or fewer employees is not subject to the requirements of 820 ILCS 157/. If the district employs 15 or fewer employees, it may choose to delete this subhead.

How many employees are employed by the district, including part-time workers?

Options

- ☑ 51 or more full- or part-time employees. (Default)
- ☐ 50 or fewer full- or part-time employees. (IASB will substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU.”)

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:65 Student Social and Emotional Development

Social and eEmotional lLearning[C1] (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

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

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

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

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age- and- culturally appropriate classroom instruction, and District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Ongoing Sstaff professional development and trainingsupport to promote students' SEL development. ~~This may include providing all personnel with age-appropriate academic and SEL and how to promote it.~~
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include

establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.

5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.:

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

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

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. Updated throughout for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:100 Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.:

105 ILCS 5/2-3.122 and, 5/27-~~26514, and 112/~~.[C1]

105 ILCS 5/112, Dissection Alternatives Act.

CROSS REF.: 6:40 (Curriculum Development)

~~ADOPTED: April 20, 2026~~

PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/27-265, renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:145 Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law.

This program will:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant ~~children~~students[C1] with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide, to the extent feasible:
    a. Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services,
    b. Professional development programs, including mentoring, for District staff,
    c. Family literacy programs,
    d. The integration of information technology into educational and related programs, and
    e. Programs to facilitate the transition of secondary school students to postsecondary education or employment.
    f. ~~P~~Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.:

20 U.S.C. §6318.

20 U.S.C. §6391 *et seq*., Education of Migratory Children.

34 C.F.R. §200.81 *et seq*.

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

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:170 Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level ~~compacts~~plans.[C1]

District-Level Parent and Family Engagement Plan~~*Compact*~~

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Plan~~*Compact*~~ (District Plan) according to Title I requirements. Thise District Plan~~*-Level Parent and Family Engagement Compact*~~ shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the District Plan~~*Compact*~~ is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Plan~~*Compact*~~

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Plan~~*Compact*~~ (School Plan) according to Title I requirements. This School Plan~~*-Level Parent and Family Engagement Compact*~~ shall contain: (1) a

process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the School Plan~~*Compact*~~ is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated
by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Plan~~Compact~~) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Plan~~Compact~~)

LEGAL REF.:

~~Title I of the Elementary and Secondary Education Act,~~ 20 U.S.C. §§6301-6514, Title I of the Elementary and Secondary Education Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. To comply with the Elementary and Secondary Education Act (ESEA), a board must incorporate by reference the district's exhibits 6:170-AP1, E1, *District-Level Parent and Family Engagement Plan*, and 6:170-AP1, E2, *School-Level Parent and Family Engagement Plan*. These exhibits, which

have both been renamed to more closely align with federal statutes and guidance and terminology used by ISBE, contain all legally required components and are compatible with sample templates contained in the U.S. Dept. of Education's non-regulatory guidance titled Parent and Family Engagement (2025), at: www.ed.gov/media/document/parent-and-family-engagement-guidance-2025-109202.pdf.

Districts receiving a Title I, Part A allocation that are required to submit proof of parent and family engagement (PFE) compliance to the Ill. State Board of Education (ISBE) as part of their FY 2027 Consolidated District Plan (CDP) will need to submit this adopted policy and both exhibits 6:170-AP1, E1 and 6:170-AP1, E2. **Please note that the plans must be customized to reflect the district's actual Title I parent and family engagement activities.** At the end of March, ISBE will offer a recorded webinar on CDPs that will include additional information on Title I requirements. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 7 - STUDENTS

7:20 Harassment of Students Prohibited

No person, including a ~~School~~ District employee, 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; physical appearance; socioeconomic status; academic status; 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 Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking.

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 Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee 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, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator: **Title IX Coordinator:**

Dr. Matthew Haug, Executive Director of Human Resources	Graydon Engle, Grant Director
Name	Name
275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
matthew.haug@central301.net	graydon.engle@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

Complaint Managers:

Kim Paulus, Curriculum Director	Taylor Ruiz, HR Generalist
Name	Name

275 South St., Burlington, IL 60109	275 South St., Burlington, IL 60109
Address	Address
kim.paulus@central301.net	tayl0rmetz@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

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, Title IX 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 Title IX Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited,* the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board 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 Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board 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/guardian, 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 Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

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.

29 U.S.C. §791 *et seq*., Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/22-110, 5/26A, and 5/27-1, ~~and 5/27-23.7~~.[C1]

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 Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 7 - STUDENTS

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

Age

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

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately

report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

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

Homeless Children

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

Foster Care Students

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

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

The Superintendent is authorized to allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code or an alternative learning opportunities program established under Article 13B of the School Code for the remainder of the suspension or expulsion.

When determining whether to authorize such placement, the Superintendent shall consider any mitigating factors relating to the suspension or expulsion, including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

LEGAL REF.:

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

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

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

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

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

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/22-105, 5/26-1, 5/26-2, and 5/26A~~, and 5/27-8.1~~. C1

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

105 ILCS 45/, Education for Homeless Children Act.

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

325 ILCS 50/, Missing Children Records Act.

325 ILCS 55/, Missing Children Registration Law.

410 ILCS 315/2, Communicable Disease Prevention Act.

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

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

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

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/22-105, titled *Health examinations and immunizations* (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 7 - STUDENTS

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

Required Health Examinations and Immunizations

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

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

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

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead

poisoning.

5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza and influenza vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

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

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

Eye Examination

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

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

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in

compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

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

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

Exemptions

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

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

Homeless Child

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

LEGAL REF.:

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

105 ILCS 5/~~27-8.1~~22-105. ~~and~~[C1]

105 ILCS 45/1-20, Education for Homeless Children Act.

410 ILCS 45/7.1, Lead Poisoning Prevention Act.

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

23 Ill.Admin.Code §1.530.

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

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

77 Ill.Admin.Code Part 690, Control of Notifiable Diseases and Conditions Code.

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

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/22-105, titled *Health examinations and immunizations* (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 7 - STUDENTS

7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, ~~the term~~ *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
    a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
    b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
    c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
    d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
    a. Any school staff member. School staff shall respond to incidents of teen

dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated
by Reference: 7:180-AP1 (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS 5/27-240~~110/3.10~~. C1

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

~~ADOPTED: April 20, 2026~~

PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/27-240, renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 7 - STUDENTS

7:240 Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board of Education policy.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. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

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 12 participating in these programs.

LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., ~~141 S.Ct. 2038~~594 U.S. 180 (2021).[C1]

Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls, 536 U.S. 822 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Bd. of Educ. of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999).

Todd v. Rush County Schs., 133 F.3d 984 (7th Cir. 1998).

105 ILCS 5/24-24~~,~~ and 5/27-255(d)~~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: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/27-255(d), renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 7 - STUDENTS

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.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the 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 3-12, (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).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

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. 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;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.:

105 ILCS 5/27-7106.[C1]

225 ILCS 60/, Medical Practice Act.

23 Ill.Admin.Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/27-710, renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 7 - STUDENTS

7:300 Extracurricular Athletics

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

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The District may ask a student to show proof of accident insurance coverage either by an insurance[C1] policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance ~~plan~~policy.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about ~~the~~ Board~~'s concussion~~ policy 7:305, *Student Athlete Concussions and Head Injuries*.

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

LEGAL REF.:

105 ILCS 5/10-20.30~~,~~ and 5/22-80~~, and 25/2~~.[C2]

23 Ill.Admin.Code §1.530(b).

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

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. Updated throughout for continuous improvement. **Issue 121, March 2026**

C2. The Legal References are updated. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 8 - COMMUNITY RELATIONS

8:90 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine ~~District~~Board[C1] policy, the Board of Education welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster

club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

~~ADOPTED: April 20, 2026~~

Central CUSD 301

PRESSPlus Comments

C1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

CENTRAL COMMUNITY UNIT
SCHOOL DISTRICT NO. 301

AND

BURLINGTON EDUCATION SUPPORT TEAM,
IEA-NEA

~~2021-2026~~

2026-2029

FINAL UPDATED ORIGINAL RED LINE VERSION 5/26/2026

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PREAMBLE

The members of the Burlington Education Support Team, Administration, and the Board of Education acknowledge and celebrate our differences because they enrich our possibilities. We stand united in some deeper purposes and shared beliefs. We believe that a strong and effective school district depends on a shared recognition that the school district exists for the purpose of delivering a high quality education and related support services to its students. We acknowledge that we have a shared responsibility to students, to parents, to community members and taxpayers, as well as to our fellow colleagues, to deliver our services in a professional responsible and cost-effective manner. We agree to keep this purpose at the forefront of our collaborations **as we build a culture of trust, knowing that** ~~and we also agree that,~~ we can best deliver these services in an environment in which we strive to:

- Respect one another
- Actively listen to one another
- Communicate with candor and honesty
- Seek information before reaching conclusions
- Embrace the challenges of the future
- See problems as opportunities to work together
- Recognize and value each other's needs and interests
- Seek consensus whenever possible
- Celebrate our accomplishments
- Recognize and value the dignity, contributions, and responsibilities of each other
- Build a shared vision

We recognize that it is our responsibility to educate new members of the ~~Burlington Education Support Team, Administration and Board of Education in~~ **stakeholder groups in the history and culture of** our commitment to ~~serve the public trust as well as the history and culture of our commitment to~~ a collaborative relationship. **We will regularly assess our progress in implementing our commitment so we can continue to better honor the spirit of this agreement.**

~~No portion of this Preamble shall constitute the basis for a grievance under this Agreement.~~

ARTICLE I
RECOGNITION

The Board of Education of Central Community Unit School District No. 301, Kane County, Illinois ("Board") recognizes the Burlington Education Support Team, IEA-NEA ("BEST") as the sole and exclusive bargaining representative for all regularly employed part and full-time educational support personnel including food service, custodians, maintenance, buildings and grounds employees, paraprofessionals, library aides, school administrative assistants (including secretaries and specialists), ~~health assistants~~, and registered nurses.

Excluded are The Director of Food Services, lunchroom supervisors, the Director of Buildings and Grounds, the Night Custodian Supervisor, the Supervisor of Buildings and Grounds, the Supervisor of Maintenance, the Director of Technology, network specialists, system specialists, technology level I and II specialists, all other employees in the technology department, the Accompanist, all educational support personnel in the ~~Central~~ **District** Office, all transportation employees, the Buildings and Grounds Secretary, Dean's Assistants, all certified staff and all other supervisory, managerial, confidential and short-term employees as defined under the Illinois Educational Labor Relations Act.

ARTICLE II-A
MANAGEMENT RIGHTS

1. The Board of Education, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Illinois and of the United States, including, but not limited to the following rights:

   A. To the executive management, organization and administrative control of the District and its properties and facilities;

   B. To establish education policies, goals, and objectives to insure rights and educational opportunities of students, to determine staffing patterns, to determine the number and kinds of personnel required in order to maintain the efficiency of District operations;

   C. To direct the work of its employees, determine the time and hours of operation (subject only to the obligations set forth in Section 3.4), and 1 determine the kinds and levels of services to be provided and the methods and means of providing those services, including, where not prohibited by law, entering into contracts with private vendors for services;

   D. To hire all Employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, or dismissal, and to review, evaluate, promote, transfer and assign all such Employees;

   E. To build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue, and take action on any matter in the event of an emergency; and

   F. To establish standards of Employee conduct and performance.

2. The Board's failure to exercise any rights hereby reserved to it, or its exercising any such function in a particular way, shall not be deemed a waiver of the Board's right to exercise such functions or preclude the Board from exercising the same in any manner not in conflict with the express provisions of the Agreement.

ARTICLE II-B
EMPLOYEE AND ASSOCIATION RIGHTS

2.1 Personnel Files

This provision shall serve as notice to employees that they are entitled to view any personnel documents which are, have been or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action, pursuant to the Illinois Personnel Record Review Act, 820 ILCS 40/0.01, et. seq.

2.2 Right to Organize

The Board recognizes that Association members have certain rights under the Illinois Educational Labor Relations Act. These rights include, but are not limited to, the right to organize, form, join, or assist in or engage in lawful concerted activities for the purpose of collective bargaining or other mutual aid and protection or to refrain from such activities.

2.3 Right to Representation

When an employee is required to appear before a supervisor for an investigatory conference (i.e. at which the employee will be asked questions by a supervisor and the supervisor and/or the employee has a reasonable belief that the employee's answers may result in discipline), the employee shall have the right to request union representation.

2.4 Meeting, Notices and General Information

~~With the prior approval of the building principal and/or the Superintendent, or designee, the Association shall be permitted the use of the school buildings for meetings outside of regular employee work hours.~~

Upon prior notification to the building Principal and/or the Superintendent, provided that there is no conflict with previously scheduled building use, the Association shall be permitted the use of the school buildings for meetings outside of regular work hours. ~~If, after approval has been granted, a conflict arises due to multiple groups needing to use the space at the same time, the District reserves the right to reassign the Association to another space or building.~~ The Association shall have the use of employee mail boxes, inter-school mail, district technology and school bulletin boards in employee work rooms for.th e purpose of internal communication. ~~Except as provided below, no member of the Association shall engage in Association business during the work day.~~ In the event the building is used on a non-school day, the Association will reimburse the District for any additional expense incurred.

BEST shall be allowed to conduct a ~~one (1) hour~~ general meeting on the day of the District's welcome back event or the day after the District's welcome back event, ~~with scheduling to be approved by the Superintendent~~ **in scheduling collaboration with the Superintendent or designee**.

2.5 Dues Deduction

The Board agrees to deduct Association membership dues beginning with the first pay period in September through June 30 (20 pay periods) as the dues deduction plan of the Association member specifies.

Upon the Association member's signing the appropriate authorization, this authorization is in effect until the member submits a letter to the Association requesting a change in dues deduction. These equal deductions are to fulfill obligations for the Association/IEA/NEA dues for present members of the Association listed and furnished by the Treasurer of the Association.

The District shall provide the Association President and/or designee with information about all employees in the bargaining unit, including but not limited to the following:

~~A current listing of support staff employees covered by agreement shall be provided to the BEST Treasurer by the District office no later than August 31st. After August 31st,~~

A. ~~the District office will provide the BEST Treasurer with~~ **A** list of any new hires, dismissals, resignations, changes in hours worked, or leaves approved by the Board within ~~twenty (20)~~ **ten (10)** work days of Board action. ~~The listing of members for dues deductions must be submitted by the Association to the District office by September 1st preceding the advent of deductions, and there shall be no deviation for the ensuing year, with the exception that provisions will be made for Employees whose employment status changes or who have submitted appropriately executed dues deductions authorizations. New employee deductions shall begin with the September 15th paycheck.~~

B. Within 10 calendar days from the beginning of every school term and every 30 calendar days thereafter in the school term, in an editable digital file format agreed to by the Association, the employee's name, job title, work location, home address, employee number and any home and personal cellular telephone numbers on file with the District, date of hire, work email address, and any personal email address on file with the District; and

C. Unless otherwise mutually agreed upon, with 10 calendar days from the date of hire of the bargaining unit employee, in an electronic file or other format agreed to by the exclusive representative, the employee's name, job title, worksite location, home address, employee number and any home and personal cellular telephone numbers on file with the District, date of hire, work email address, and any personal email address on file with the District

The Association will provide a listing of members for due deductions to the District office by September 1st preceding the advent of deductions. Dues deductions shall begin with the September 15th paycheck.

A list of employees from whom the dues have been deducted and the amount deducted from each employee's paycheck shall be forwarded to the BEST

~~Treasurer and~~ President **and/or designee(s)** no later than ten (10) Calendar days after such deductions were made.

2.6 Association Release Time

The Board shall allow the ~~Association President or designee~~ a ~~total~~ **cumulative** of ~~four (4)~~ **eight (8)** days of release time from duties with pay for Association business and/or to attend regional, state, or national Illinois Education or National Education Association meetings.

President Release Time

The Association President and/or designee shall be released from their regular duties for two (2) hours per week or eight (8) hours per month for the purpose of conducting Association Business as determined by the President.

2.7 Release Time for Bargaining

If negotiations are scheduled by mutual agreement of the parties during regular working hours, release time **without deduction in pay** shall be provided for all members of the Association's negotiating committee.

2.8 ~~Labor Management Council~~ BEST and District Administration Collaboration

~~At least once per semester, a meeting will be held between the Superintendent, and/or his/her designee and the Union President and/or his/her designee. Non-District employees shall not attend a meeting unless at least 48 hours notice is given to the other party. The Superintendent or his/her designee shall initiate scheduling of the first semester meeting and the Union President or his/her designee shall initiate scheduling of the second semester meeting. The purpose of these meetings is to ensure collaboration, cooperation and communication by reviewing and discussing issues that arise during the term of the contract, anticipated operational changes, and to discuss possible resolution of any issues. Both parties shall jointly prepare an agenda in advance of the meeting. By mutual agreement, a meeting may be canceled or an additional meeting may be scheduled. However, by participating in these meetings and by agreeing to any possible resolutions that may be generated in these meetings, neither party waives any right that exists under this Agreement. Furthermore, this Section shall not be the subject of a grievance or a demand for arbitration.~~

The Association President and/or designee(s) and the Superintendent and/or designee(s) shall meet approximately once per month, during the school calendar year, to review and discuss matters of mutual interest, including but not limited to current concerns, anticipated operational changes, and potential solutions to identified issues. The parties may establish ad-hoc committees as needed to address specific topics. These meetings are intended to promote open communication and cooperative problem-solving. It is expressly understood that such meetings do not constitute collective bargaining and are not a substitute for the grievance process unless agreed to by both parties.

The Superintendent or designee and the Association President or designee shall meet to discuss and mutually agree upon the appropriate level of Association representation on District committees. Such committees may include those involved in strategic, tactical, or operational initiatives, as well as any newly formed committees that directly impact Association members.

Association representatives serving on these committees shall be compensated at their regular hourly rate, or at time and one-half or double time when otherwise eligible. When committee meetings occur during an employee's regularly scheduled work hours, no additional compensation beyond the regular hourly rate shall be provided.

ARTICLE III
EMPLOYMENT CONDITIONS

3.1 Medical Procedures

Registered and Licensed School Nurses shall be required to administer medication to students. The parties recognize that nurses are occasionally required to be out of their offices for meetings, trainings, fulfillment of other work responsibilities, and for personal reasons. The parties also recognize that some students may need medications, or other medical care, when a nurse is out of his/her office. In recognition of student needs, the parties further agree that nothing shall serve to prevent other employees from volunteering to administer medication, or other medical care to students during the nurse's absence. However, no bargaining unit member other than Registered and Licensed School Nurses shall be required to administer medication to students. The Board shall defend and hold harmless such employees, for any negligent act resulting from such administration of medications, in the event suit is brought against the employee and/or the District, so long as such defense and indemnification is within the scope permitted by Section 5/10-20.20 of the Illinois School Code.

3.2 Notification of Assignments

The Administration shall email each Support Staff Employee his/her tentative work assignment by no later than ~~June 30th~~ **20 school days prior to the end of the school year**. If a change in assignment becomes necessary after August 1st, an additional email shall be sent.

3.3 Vacancies and Transfers

If the Administration determines that a vacancy exists for any position covered by this Agreement, ~~it shall send a Notice of Vacancy to each Building Principal for posting on the employee bulletin board.~~ an electronic copy of the vacancy notice shall ~~also~~ be sent to a designee of BEST. Vacancy notices shall also be posted on the staff resource district website. The Notice shall include the job title and other terms of employment. Qualified employees who are interested in applying for the vacant position shall notify the individual or department listed on the Notice. Unless the Administration determines that an emergency exists, no vacant position will be filled until ~~seven (7)~~ **five (5)** work days have passed since the Notice was first issued. For the purpose of this Section, a work day shall be defined as a day when the Administration Office is open for business.

~~Bargaining unit members who are qualified and licensed may apply and be considered for vacant teaching positions in the District. However, it is acknowledged that the term "considered" does not mean that the applicant will be guaranteed an interview for the position.~~

The Board reserves the right to transfer employees from one position to another within the same category of position, however, no employee shall receive less compensation as a result of the transfer. ~~(For the purpose of this provision, Early Childhood, Special Education and Enrollment Aides shall be considered the same category of position and Day, Mid-Day and Night Custodians shall also be~~

~~considered the same category of position.) Additionally, the Administration shall continue to have the right to temporarily assign an employee to a category of position other than the one to which he/she is regularly assigned if the Administration deems it necessary to do so on an emergency basis.~~ In the event that an employee is involuntarily transferred from one position to another, the employee may request a meeting with his or her immediate supervisor **and/or the superintendent/designee,** to discuss the reasons for the change.

3.4 Work Schedule and Workday Calendar

~~Full time school secretaries work at least 40 hours per week and are scheduled for either 202 work days (inclusive of paid holidays), 245 work days (inclusive of paid holidays), or 12 months (inclusive of paid holidays). Nurses will have a 188 day work year, inclusive of paid holidays.~~

~~Full time Buildings and Grounds staff work at least 40 hours per week and are scheduled for 12 months.~~

~~The weekly hours and number of work days observed by all other staff shall be as assigned by the District, with written notification of such assigned hours by August 1st.~~

~~All employees who work at least 6 hours per day shall receive a 30 minute unpaid duty-free lunch, however, this shall not apply to cooks who work at least 6, but less than 7.5 hours per day.~~

~~Employees shall record their hours worked in a manner prescribed by the District, which manner shall include, but not be limited to an electronic timekeeping system. Employees shall clock in and out each workday. The 30 minute lunch will be automatically deducted. It shall be each individual employee's responsibility to notify his/her supervisor if the automatic deduction needs to be adjusted because it does not accurately reflect the lunch period the employee took on any given day.~~

~~The Superintendent, or designee, shall have the right to establish the yearly work calendar, as well as the start and end times for the daily work schedule, which may include periodic adjustments for special events and activities, including, but not limited to, training, parent teacher conferences, kindergarten round up, back to school night and academic night. Changes to the starting and ending times of the daily work schedule necessitated by changes to the student attendance day may be approved by the superintendent after consultation with the BEST President.~~

A Workday shall mean an employee's regularly scheduled day of work.

A Workday Calendar shall identify the required workdays, start and end dates, paid holidays, and non-workdays for each position.

Food Service, Custodians, Maintenance, Buildings and Grounds employees shall record their hours worked in a manner prescribed by the District, which manner shall include, but not be limited to an electronic timekeeping

system. Such employees shall clock in and out each workday. The 30-minute lunch will be automatically deducted. It shall be each individual employee's responsibility to notify his/her supervisor if the automatic deduction needs to be adjusted because it does not accurately reflect the lunch period the employee took on any given day. Notification must be made to the supervisor within 24 hours of the lunch that needs to be adjusted.

The number of workdays and hours per day for positions within the BEST bargaining unit shall be as follows:

Position	Hours per Day	Workday Calendar	Notes
Custodians, Utility, Grounds, Maintenance	8	Minimum 260 workdays (includes 11-14 holidays)	
Administrative Assistants	8	Minimum 260 workdays (includes 11-14 holidays)	
Administrative Assistants	8	Minimum 245 workdays (includes 9-11 holidays)	
Administrative Assistants	8	202 workdays (includes 7 holidays)	
Nurses	7 to 7.5	181 workdays (plus 7 holidays)	First Day Exclusion changes by mutual agreement
Paraprofessionals	6.75 - 7	176 workdays (plus 7 holidays)	
Library Assistant	6.75 - 7	176 workdays (plus 7 holidays)	
Early Childhood Paraprofessional	6.5	170 Workdays (plus 7 holidays)	
Food Service Head	5.5-8 determined by the needs in	175.5 workdays (plus 7 holidays)	

	each building		
Food Service Cook	3-6.75 determined by the needs in each building	175 workdays (plus 7 holidays)	

An employee's daily starting and ending times may be adjusted as operationally necessary with prior notification.

Any changes to an employee's Workday Calendar that affect the number of workdays or the start or end dates of the work year shall be made only in accordance with this Agreement.

A. Yearly Calendars

The Human Resources Director, or designee, with input from the BEST President, or designee, shall create the yearly work calendars as well as start and end times for the daily work schedules. This may include periodic adjustments to an employee's working hours for special events and activities, including, but not limited to, training, parent-teacher conferences, kindergarten round-up, back-to-school night and academic night. Changes to the starting and ending times of the daily work schedule necessitated by changes to the student attendance day may be approved by the Superintendent after consultation with the BEST President.

Each workday calendar shall be provided to the applicable job classification no fewer than sixty (60) days in advance of the first student attendance day. Job classifications include: Building Grounds and Maintenance, Food Service, Paraprofessionals, EC Paraprofessionals, Library Assistants, Nurses, and Administrative Assistants.

B. Duty Free Lunch

1. General Provisions

All employees who work at least 6 hours per day shall receive a 30-minute unpaid duty-free lunch, unless otherwise provided for below.

2. Food Service Employees

Food service employees who work at least six (6) hours per day shall not be required to take a thirty (30) minute unpaid duty-free lunch. This adjustment shall be reflected in their assigned daily working hours after approval by the Superintendent, or designee.

3. Missed Duty-Free Lunch - Field Trips

Any paraprofessional or other staff member who is required to attend a field trip as part of their assigned duties and who does not receive their thirty (30)-minute duty-free lunch shall be compensated at the employee's regular hourly rate.

3.5 Summer Work Hours

Depending on the needs of the District, ~~as determined in the sole discretion of the Superintendent or his/her designee, during the summer, employees who work 12 months may be scheduled to work four (4) ten (10) hour work days (either Monday through Thursday or Tuesday through Friday). If the Superintendent does elect to change the~~ summer work hours **shall be mutually agreed upon by the Superintendent or his/her designee and the BEST designee. If elected to change the summer work hours,** employees shall receive notice by no later than April 15th.

3.6 Overtime

The Superintendent, or designee, shall have the right to request employees to work overtime. If the Superintendent, or designee, determines that an emergency exists, employees may be required to work overtime upon twelve (12) hours' notice. ~~, however, the employer shall have the right to cancel the required work if the anticipated need for overtime work changes. In such event, Employees shall be notified and the Employer shall have no obligation to pay overtime.~~ Employees shall not work overtime without the express prior approval of a supervisor. If a genuine emergency exists and an employee cannot reach a supervisor to obtain approval to work overtime, he/she may attend to the emergency, but shall attempt to contact the supervisor as often as is practical under the circumstances.

Time worked in excess of forty (40) hours in a work week shall be paid at the rate of one and one-half times the employee's normal hourly rate. A work week shall be defined as beginning on Monday at 12:00 a.m. and ending on Sunday at 11:59 p.m. ~~Only~~ Personal leave days, vacation days, paid holidays and bereavement for an immediate family member as defined in the School Code will be counted toward "hours worked" for the purpose of determining whether the employee has worked in excess of forty (40) hours in a work week.

3.7 On Call Duty

On a rotating basis, Maintenance and Grounds staff members will be on-call when they are not normally working. ~~(such as weeknights, weekends and holidays)~~. **Weeknights and Saturdays shall be paid at 1.5 times their current rate. Sundays and holidays shall be paid at 2.0 times their current rate.** For the week an employee is assigned to be on call, he/she will receive a $80 stipend. If an on-call employee is contacted concerning a problem and is required to be present on school grounds, or at a District facility, he/she shall receive a minimum of two (2) hours **pay per** call. **Only the actual hours worked shall be considered for the purpose of determining eligibility for, or computing the**

amount of overtime pay.~~in pay which shall be paid at an overtime rate of 1.5 times his/her regular rate of pay for such calls. However, only the actual hours worked shall be considered for the purpose of determining eligibility for, or computing the amount of overtime pay.~~

3.8 Paid Holidays

12-month Employees shall receive ~~thirteen (13)~~ **eleven (11) to fourteen (14)** paid holidays, 245-day Employees shall receive nine (9) ~~or ten (10)~~ **to eleven (11)** paid holidays (as explained below) and Employees who work less than 245-days shall receive seven (7) paid holidays, as follows:

12-month Employees	**245 Day Employees**	**Less than 245 Day Employees**
Independence Day	Independence Day	
Labor Day	Labor Day	Labor Day
Indigenous Day	**Indigenous Day**	**Indigenous Day**
~~Columbus Day~~	~~Columbus Day~~	~~Columbus Day~~
	Thanksgiving Eve	
Thanksgiving Day	Thanksgiving Day	Thanksgiving Day
Thanksgiving Friday in lieu of Veterans' Day	**Thanksgiving Friday in lieu of** Veterans' Day	**Thanksgiving Friday in lieu of** Veterans' Day
Christmas Eve***		
Christmas Day		
New Year's Eve***		
New Year's Day		
Martin Luther King Day	Martin Luther King Day	Martin Luther King Day
Presidents' Day	Presidents' Day	Presidents' Day
Good Friday	Good Friday**	
Memorial Day	Memorial Day	Memorial Day
Juneteenth*	**Juneteenth***	

~~*If the District does not observe Veterans' Day, then employees shall be granted the Friday following Thanksgiving as a holiday in lieu thereof.~~

***Juneteenth shall be recognized as a paid holiday in any year in which it falls on a regularly scheduled weekday.**

**For Employees who are scheduled for 245 days per work year, Good Friday shall not be recognized as a paid holiday if Spring Break is scheduled during the same week.

***12-month Employees shall receive a full-day on Christmas Eve and New Year's Eve only if such days fall on a regularly scheduled workday. If, however, an Employee from Buildings, Grounds, and Maintenance is requested to and agrees to work on either Christmas Eve or New Year's Eve, he/she will receive his/her regular compensation for the hours worked on the holiday, plus one additional day of pay for the holiday.

For employees who work 245 days or more, Election Day will be a paid holiday, but only in years where Election Day is designated as a holiday through legislative action.

If Christmas Day, New Year's Day or Independence Day fall on a weekend, the Superintendent, or designee, will declare the business day before (if the holiday falls on a Saturday) or after (if the holiday falls on a Sunday) as the paid holiday.

~~An Employee who uses a sick or personal leave day before or after a holiday will not receive pay for the holiday.~~

All employees shall be eligible to receive holiday pay provided the employee works immediately before and immediately after the holiday, or the Employee is using a vacation day adjacent to the holiday, or there is a student-non-attendance day adjacent to the holiday, or the Employee uses sick leave adjacent to the holiday and acceptable proof of the same is provided to the District, if requested.

3.9 Seniority

For purposes of a reduction in force, seniority shall be defined as the length of continuing service as an educational support staff employee within the category of position, based on the employee's start date in the position. For all other purposes, seniority shall be defined as the length of continuing service with the District, based on the employee's date of hire. Any unpaid leave of absence in excess of ninety (90) calendar days shall not be counted in determining seniority, but shall not be deemed a break in continuing service. Employees who work less than three (3) hours per day shall receive half credit for seniority. ~~Additionally, pursuant to the Side Letter of Understanding re: Continuation of Current Job Sharing, employees participating in the job sharing leave program shall accrue seniority in proportion to the time worked (e.g., one-half year for each year of one-half time employment).~~

In the event two or more employees began services within a category of position on the same date, then seniority shall be determined by reference to the following tie-breakers:

1. Total years of continuing service in the District;

2. Total years of service in the District whether or not continuing; and, if necessary

3. Drawing lots.

Employees shall be ranked by their seniority within the following categories of position:

- Food Service
- Day Custodian
  Night Custodian
- Grounds

Utility ~~(number of utility clerks shall not exceed the number of grounds staff)~~
- Maintenance - Lead
  Maintenance - Includes General, Mechanical, and HVAC
- Library ~~Aide~~ **Assistant**
  Early Childhood Special Education **Paraprofessional**
  Special Education ~~Aide~~ **Paraprofessional**
  Enrollment Aide
- Nurse
- ~~Health Aide~~
- **Administrative Assistant** ~~School Secretary~~

Any Employee who transfers ~~or is reassigned~~ from one category to another shall retain seniority for the period of service in any previously worked categories. However, previous service in another category of position shall not transfer to the new category. If an employee is honorably dismissed from his/her position and is subsequently recalled into the same job category, his/her seniority within the job category will remain intact.

Annually, by February 1st, a tentative seniority listing by category of position of all Employees shall be prepared and posted in appropriate locations in the District. An Employee shall have ten (10) work days from the date of posting of the tentative seniority list to file written objections with the Superintendent, or designee, to the information shown on the list, including the Employee's ranking or category. After the period for Employee objections has passed, the administration shall prepare and post a finalized seniority list. **An Employee's** ~~The~~ **failure** ~~of an Employee~~ to ~~make a specific,~~ **submit a specific and** timely objection shall be deemed an acceptance of the seniority ranking and shall ~~prohibit~~ **bar** any subsequent challenge~~s~~ to **the** ranking~~s~~ until the **next** ~~posting of a~~ seniority list **is posted** in the following school year.

3.10 Reduction in Personnel and Recall

If the Board determines to decrease the number of Educational Support Staff Employees or to discontinue some particular type of educational support service, the Board shall remove Employees from within the category of position to be reduced or discontinued **based on seniority.** ~~based on each Employee's placement in 1 of 4 performance evaluation groups (1 = Never previously evaluated or received an "Unsatisfactory"; 2 = received a "Needs Improvement"; 3 = received a "Meets"; or 4 = received an "Exceeds" on the Employee's last performance evaluation). Employees shall be honorably dismissed in group order (i.e., 1-4); with Employees in Group 1 the first to be honorably dismissed and Employees in Group 4 the last to be honorably dismissed. Within the Groups,~~ **The** employees with the shorter length of continuing service (i.e., less seniority) shall be honorably dismissed first. If seniority between two or more Employees is identical, the District shall use the tiebreakers set forth in 3.9.

In the event the Board determines the need for a reduction in force, the Administration shall meet with the Association to discuss the reasons for the reduction in force and the process.

If the Board has any vacancies in the District within the period prescribed by law, the positions thereby becoming available within a specific category of position shall be tendered to the Employee so removed or honorably dismissed from that category of position in reverse order of layoff. If no employee is on recall for a specific category of position which becomes available, or if the position is not accepted by an employee on recall from said category, then the position shall be offered to qualified employees on the recall list in the following order: first to any employee with seniority in said category, then to the most senior qualified employee based on total length of employment in the District. An Employee so recalled retains all accumulated seniority; however, the period during which the Employee was subject to recall shall not count toward seniority.

To be eligible for recall, the honorably dismissed Employee must provide the Board in writing, prior to the day of dismissal, with the address where such Employee may be reached. Further, it shall be the responsibility of the Employee subject to recall to inform the Board of any change of address and to otherwise provide the necessary means to be informed of recall offers. The Employee must accept the recalled position in writing, within seven (7) working days of the District's mailing of the notice of recall. Failure to notify the Board of acceptance shall constitute rejection of the offer of employment. If an Employee rejects any offer of a vacant position he/she shall be deemed to have waived his/her recall rights and will no longer be eligible for any other vacant positions that become available within the recall time period.

3.11 ~~Training~~ Professional Development

The Administration and Association recognize the importance of **proper** training **and development** for **all** employees. ~~and agree that, if the Administration determines that training is required, employees shall be required to demonstrate their successful completion of such training.~~

All Association members may be scheduled to participate in training during their work year. Such training may include, but is not limited to, Teaming and Collaboration Skills for the ~~Para-educator~~ **Paraprofessional**, Role of the Paraprofessional in Providing Instructional Support, GCN, behavior intervention strategies, functional behavior assessment with behavior intervention plan, in-service training for certain groups, CPI training **for paraprofessionals**, health and safety training and **training on District** polici**es** and regulation**s,** ~~training, depending on the needs determined by the~~ **in collaboration with District/Building** Administration.

Advanced notice will be given to members and training may take place before, during or after the work day. Training programs will generally be provided at District schools, or other sites within the District. However, the Administration reserves the right to require an employee to attend training at a site outside the District. The District reserves the right to approve an employee's attendance at other workshops or conferences, as the Superintendent or designee determines to be necessary. ~~The grant or denial of any pay for a workshop or conference shall be considered non-precedential and non-grievable.~~ If an employee is required to attend a workshop or conference, mileage claims submitted shall be

reimbursed at the prevailing IRS rate **based on IRS reimbursement regulations.** ~~if the travel is approved by the Administration in advance.~~

Association members shall be paid at their regular hourly rate for attending any required training. Overtime **shall** apply ~~if~~, as a ~~consequence~~ **result** of participating in required training, the employee works in excess of forty (40) hours in a work week, in accordance with Section 3.6 of this Article.

3.12 Training Reimbursement

If the Administration requires an employee to complete any job-related training (excluding certification or licensure required as a prerequisite for the employee to hold his/her job), the District shall pay all costs **associated with attending** ~~to attend~~ the training**, providing that such costs are approved in advance by the Administration**. ~~Provided, however, that the specific costs must be pre-approved by the Administration.~~

3.13 Certification

~~Other than as described below, the District shall not pay the cost of any certification or licensure required by the state as a prerequisite for the employee to hold his/her job.~~ On a case by case basis, ~~and in the Administration's sole discretion,~~ **in collaboration with District or building administration,** the District may pay for certification, licensure, or related training not listed below, if such certification, licensure, or related training is deemed necessary for District operations. ~~The grant or denial of any pay for certification, licensure or related training shall be considered non-grievable .~~

A. Nurses

The District will provide registered nurses with paid CPR training and paid training for Vision/Hearing Certification (initial and renewal). ~~At the District's discretion~~ **S**uch training may occur at the District either during or outside of the work day or registered nurses may be required to attend off-site training during the hours such training is offered.

B. Cafeteria

The District shall pay for the cost of a cook's Illinois Department of Health Sanitation Certification (class and certification). Employees who attend this certification shall be paid for all hours of attendance and reimbursed for mileage traveling to and from the certification, provided that employees must submit the mileage expense to District administration **within 30 days.**

C. Maintenance, Ground and Custodial Staff

~~To the extent deemed necessary by the District,~~ **In collaboration with the District Office Administration,** all mechanics, custodians, maintenance and grounds employees will be required to attend

appropriate technical training programs given by manufacturers that apply to each employee's position, at the district's expense.

~~To the extent deemed necessary by the District,~~ **A**ny certifications and/or licenses that are needed by maintenance, grounds or custodial staff to perform district work shall be paid for and provided through the District.

3.14 Weather

Unless the Superintendent, or designee, deems it unsafe to come to work, all twelve (12) month and 245 day employees shall be required to report to work on any day of inclement weather for which students are excused. If unable to report to work, the employee **can choose to** ~~may~~ use a personal or vacation day. **Appropriate use of a sick leave as defined in the school Code remains available.** If the employee has exhausted all paid personal or vacation leave days, he or she will be docked for the time missed.

School year employees (202 days and less) will make up any days on which school is closed due to inclement weather, and, therefore, will not be expected to be present during the closing.

~~On rare occasions,~~ **T**he Superintendent, or designee, may deem it unsafe for twelve (12) month and 245 day employees to come to work for the day, or may ~~determine to~~ call for a late start or an early release to the employee work ·day. ~~On those occasions,~~ **In this case,** no full or partial day will be charged to twelve (12) month and 245 day employees.

3.15 Snow Removal

All employees who are covered by this Agreement, and who hold a Buildings and Grounds position shall be on call for snow removal. The District shall provide **paid** necessary training. Any employee who is required by a supervisor to perform snow removal outside his/her regularly scheduled work hours shall be paid a~~t an overtime~~ rate of 1.5 times his/her regular rate of pay for such snow removal work**, with the exception of Sundays, which shall be paid at two (2) times their regular rate regardless of the number of hours worked in the week.**

3.16 Discipline Policy

The Board and BEST agree that progressive discipline is critical for upholding the standards of the District. ~~This provision shall not be subject to the grievance/arbitration Article of this Agreement.~~

Probationary employees may be suspended or dismissed for any reason, and the suspension or dismissal of a probationary employee is not grievable. For non-probationary employees, suspensions without pay and dismissal from employment (other than non-disciplinary dismissals, like a reduction in force) shall be for just cause.

Employee discipline generally will be progressive in nature, with the typical disciplinary steps being:

1. **Verbal warning**
2. **Written reprimand**
3. **Suspension without pay**
4. **Discharge**

However, where, in management's judgment, the circumstances of a particular case and/or the seriousness of a particular offense warrant step(s) to be bypassed, the appropriate disciplinary step to be used will be determined by management.

3.17 Security Cameras

The primary purpose and use of the security cameras in the District is to monitor illegal activity, unauthorized access to restricted areas, unauthorized removal of personal and/or District property, damage to property and other acts of wrongdoing. The use of security cameras will not occur in restrooms, locker rooms or shower areas**, individual classrooms, or individual offices. (Note that individual classrooms and offices shall not include such common areas as the library, the cafeteria, the Fieldhouse, Theater, Commons, outside kennel relief area, inside kennel building). Surveillance equipment will not be utilized to observe an employee's performance or otherwise be accessed as documentation in the employee evaluation process.** . Data from the surveillance equipment may be reviewed by the District's personnel in connection with investigations. Access to data involving employees will be limited to appropriate administrative personnel, **and the attorneys and the board,** ~~district legal counsel~~, police liaison officers, law enforcement officials ~~and~~ in response to subpoenas or court orders**, or as otherwise required by law**. Such review will take place in the office of one of the parties listed above. In the event data from security cameras is used for the purpose of investigating or disciplining an employee, the following process will be followed:

A. The Employee and the Association will be informed of an investigation of an alleged incident.

B. The Employee under investigation shall be advised of his/her right to be represented in the investigatory meeting regarding the alleged incident, unless the Employee declines representation.

C. Any discipline that may be imposed against the Employee as a result of the alleged incident investigation shall be in accordance with the applicable provisions in this Agreement. ~~Per the terms of this Agreement, discipline is non-grievable.~~

D. All Employees are informed, per this contract, of the use of the surveillance equipment. **All new employees shall be notified in writing of the use of surveillance equipment as part of the new employee orientation.**

3.18 Procedure for Handling Assault/Battery Cases Involving BEST Members

A. For purposes of this paragraph, "assault" and "battery" are defined the same as in the Illinois *Criminal Code.*
B. When an assault/battery occurs, the employee has the right to defend himself/herself and/or obtain assistance.
C. The District will publish a crisis response procedure on the staff website.
D. Employees shall notify the Principal/other administrator of any assault or battery that takes place. The administrator shall immediately provide the employee the Physical Contact on Staff Reporting Form for documentation. This form shall also be linked on the staff website along with student discipline reporting policies and accompanying forms. The employee shall receive a copy of the complete form when the administrator(s) have completed the process. The administrator shall provide a copy of the completed form to the Association President.
E. When an assault/battery occurs, Administration may release the affected staff member(s) from their duties for the remainder of the day, with no loss of pay.
F. The Administration will work with affected staff members to develop suggested actionable steps that can prevent future incidents of harm toward staff members. These steps will be communicated in writing.
G. The Board shall defend and indemnify the employees to the extent required by law.

3.19 Job Descriptions

The Superintendent or designee and the Association shall review existing job descriptions at least once every two (2) years, beginning with the 2026-2027 school year.

A written job description for any modified position shall be provided to the Association President no later than thirty (30) days following the effective date of the change.

3.20 Employee Orientation for New Employees

The District shall provide an employee orientation (onboarding) for all newly hired Education Support Personnel. Orientation shall occur within a reasonable period following the employee's start date.

Orientation materials shall also be made available through the District's shared files when possible. The Association shall be permitted reasonable access to participate in the orientation process.

ARTICLE IV
EMPLOYEE EVALUATION

4.1 Primary Goal and Purpose of Evaluation

The Association and the Board agree that the goal of employee evaluations is to

1. monitor the professional performance of support staff employees;

2. inform the employee of the criteria upon I which he/she will be evaluated by making available an online copy of the job description and evaluation tool; and

3. provide for periodic review and evaluation of employees. **The designated administrator shall orient all employees under their supervision in regard to evaluation procedures, standards, and instruments to be used in the evaluation process.**

Employees shall be evaluated at least once per work year. For the purpose of this Article, the "work year" shall be July 1 through June 30.

~~For reduction in force purposes only, the failure to evaluate an employee during the "work year" shall result in the employee receiving a summative rating of "meets expectations~~ proficient~~," provided the employee was hired by the District prior to January 1st of the current work year. If an employee who is hired by the District on or after January 1st of the current work year does not receive an evaluation, then for the current work year's evaluation cycle, he/she shall be regarded as "never previously evaluated."~~

The evaluator and employee shall sign the report before it is placed in the employee's personnel file. Such signature by the employee only acknowledges that the employee has read the report and does not indicate agreement with its contents. Formal evaluation/observation of the employee shall be conducted openly and with the full knowledge of the employee. However, this does not preclude chance or casual observations of the employee.

The employee shall receive a copy of all evaluative material placed in the employee's personnel file within five (5) school days of its placement there.

The employee shall have the right to respond in writing to any evaluative material placed in the employee's personnel file and have the response included with such evaluative material in the employee's personnel file by mailing or emailing the written response to the Superintendent designee within 20 working days of the receipt of the evaluative material. All responses shall be reviewed by both the evaluator and the Superintendent.

ARTICLE V
GRIEVANCE PROCEDURE

Purpose

The purpose of this procedure is to maintain employee welfare and resolve contractual disputes through open, collaborative conversations at the lowest possible administrative level, ensuring issues are addressed and resolved efficiently and equitably.

5.1 Definition

A. The term grievance will be defined as any claim by BEST, an Employee, or a group of Employees covered under this Agreement, that there was an alleged violation, misinterpretation, or misapplication of this Agreement.

B. Unless otherwise indicated, a day shall be defined as days on which the District's administrative office is officially open for business.

C. All grievances shall be in writing and shall state the following:

- the nature of the grievance
- the specific clause or clauses of the Agreement allegedly violated
- the full facts on which the grievance is based
- the date of the alleged violation
- the specific relief sought

D. A written grievance must be raised within fifteen (15) days of the occurrence of the event giving rise to the grievance.

5.2 Procedures

Step One

An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and the immediately involved supervisor. A BEST representative, and a second administrator, may be present if desired by either party.

Step Two

If the grievance cannot be resolved informally, the grieving Employee(s), or BEST, shall file a written grievance with the immediately involved supervisor and, at a mutually agreeable time which shall not exceed fifteen (15) days from the filing of said grievance, discuss the matter with him or her. The filing of the grievance at Step Two shall be made within the aforementioned time limit. Present at this meeting shall be the grieving Employee(s), the immediately involved supervisor, a second administrator, and a BEST representative. The immediately involved supervisor shall make a decision on the grievance and

communicate it in writing to the grieving Employee(s) and the Superintendent within fifteen (15) days after the parties have met as required by this Step.

Step Three

If the grievance is not resolved at Step Two, then BEST may, within fifteen (15) days following receipt of the answer from the immediately involved supervisor, file a written appeal of the immediate supervisor's decision at Step Two with the Superintendent. The Superintendent shall arrange with the Association representative for a meeting to take place within fifteen (15) days of the Superintendent's receipt of the appeal. A BEST Grievance Chair, BEST representative, and a second administrator may be present at the Step Three grievance conference. Within fifteen (15) days of the Step Three meeting, the Association and grieving Employee(s) shall be provided with the Superintendent's written response, which shall include the reason(s) for the decision.

If the grievance is denied at Step Three, the Board reserves the right to request to meet with BEST to discuss whether it is possible to reach resolution on the grievance. Any such request shall be included in the Step Three grievance response. In the event BEST accepts the Board's request, the meeting shall take place at a regularly scheduled Board meeting (if the next regular Board meeting is less than 15 work days away, the meeting between the Board and BEST shall occur in the following month). If such a meeting is held, the parties in attendance shall be limited to the Board, the Administration, the Board attorney, the Grievant, the Grievance Chair and the UniServ Director. The Board shall issue a written response within fifteen (15) days of the meeting.

Step Four

ARBITRATION: If BEST is not satisfied with the disposition of the grievance at Step Three, BEST may submit the grievance to final and binding arbitration by filing a written demand for arbitration with the American Arbitration Association with a copy of such written demand sent to the Superintendent. If a demand for arbitration is not filed with the American Arbitration Association within fifteen (15) days of the date of the Step Three answer, or within 15 days of the date of the Board's response, whichever is later, then the grievance shall be deemed withdrawn.

5.3 Filing of Materials

Grievances and documents pertaining solely to the processing of grievances shall be kept separate from employee personnel files. The term "document" as used in this provision excludes, without limitation, written disciplinary reports, written reprimands, attendance records, and other similar documents customarily maintained in personnel files.

5.4 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent and, if withdrawn, will be treated as though never having been filed.

5.5 Bypass

By mutual written agreement, any step of the grievance procedure may be bypassed.

5.6 Settlement

By mutual written agreement, a grievance may be settled at any step without establishing precedent.

5.7 Time Limits for Filing

If the grievance is not presented by the Employee(s) or Association within the time limits as set forth above, it shall. be considered waived and may not be further pursued by the Employee(s) or the Association. If a grievance ·is not appealed to the next Step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Association and/or grieving Employee(s), if applicable, may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step.

5.8 Extension of Time Limits

The time limits referred to herein may be extended by mutual agreement of the Employer and the Association.

5.9 Hearings and Conferences

Hearings and conferences under this procedure shall be conducted at a time and place within the District which will afford a reasonable opportunity for all persons, including any witnesses, to attend and will be held, insofar as possible, after working hours or during non-duty time of personnel involved. When such hearings and conferences are held, at the option of the Administration, during working hours, all Employees whose presence is required shall be excused, with pay, for that purpose.

5.10 No Interference of the Work Day

It is agreed that any investigation or other handling or processing of any grievance by the grieving Employee(s) or a BEST representative shall be conducted so as to result in no interference with or interruption of the instructional program and/or work activities of all District 301 staff members.

5.11. Arbitration Time and Place

The arbitrator shall set a time for the hearing, which shall be held at a place within the District, subject to the availability of the Board and BEST representatives and witnesses.

5.12 Costs

Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator, the American Arbitration Association and a court reporter will be divided equally between the parties. If either party requests a transcript, that party shall bear the full costs of the transcript. If both parties order a transcript, the cost of the transcript will be divided equally between the Board and BEST. The parties will share the cost of any transcript, or copy thereof requested by the arbitrator.

5.13 No New Grounds

Neither the Board, nor BEST shall be permitted to assert any grounds or submit any evidence to the arbitrator which had not been previously disclosed to the other party during the grievance steps.

5.14 Limitations on Authority of Arbitrator

The arbitrator shall be bound by the terms and provisions of this Agreement and shall have no authority to add to, subtract from, nullify, ignore, modify or amend any provision of this Agreement. The arbitrator's decision must be based solely upon his/her interpretation of the meaning or application of the express relevant provision of this Agreement.

5.15 Arbitrator Award and Opinion

The award of the arbitrator shall be accompanied by a written opinion setting forth findings of fact, reasoning and conclusions to support the award.

ARTICLE VI
LEAVES & BENEFITS

6.1 Pregnancy and Parental Leave

A. Employees who are absent due to the birth or adoption of their child(ren) shall be entitled to a thirty (30) work day leave. If the employee who gave birth requires more than a thirty (30) work day leave for medical reasons, she shall provide a certificate from her physician verifying that she is medically unable to return to work. During this leave, employees are required to use paid sick, personal and **vacation** days, if available, and may use up to thirty (30) available paid sick leave days without a certificate from a physician.

If an employee is eligible for FMLA leave, the leave time taken under this Section shall be deducted concurrently from the employee's FMLA entitlement.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is the birth, adoption, foster placement, or first year care of a child.

B. An employee may continue on an unpaid **pregnancy/parental** leave, for no longer than one school year, and shall be able to continue in the group insurance program(s) provided under this agreement by making advance **monthly** payment**s** to the District of the premium(s) due. Employee must provide reasonable notice to the Superintendent or designee at least thirty (30) days in advance of taking the leave, or as soon as practicable. An employee who returns from pregnancy leave shall be reinstated to a position in the District.

6.2 Sick Leave

A. Sick leave ~~shall be interpreted to mean~~ **is available for use in the event of** personal illness, **mental or behavioral health complications,** quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, ~~or~~ placement for adoption**, or acceptance of a child in need of foster care** .

B. Full-time or part-time Employees who work at least 600 hours per year shall be credited with twelve (12) days of sick leave per year. Unused sick leave days may accumulate to a maximum of two hundred forty (240) unused accumulated days. The sick leave for part-time employees who work at least 600 hours per year shall be pro-rated to reflect the part-time schedule. The sick leave for eligible employees who are hired mid-year shall be pro-rated. An employee on a leave of absence at the time sick leave is normally allotted for his or her position shall not receive a grant of new sick leave days unless and until the employee is able to return to work. The sick leave for an employee who accumulates days while working part-time and who subsequently becomes full-time shall be

converted to the full-time equivalent (e.g., twenty 4 hour days shall be converted to ten 8 hour days).

C. Sick leave of up to three (3) days may be used in the event of death within the immediate family; the Superintendent, or designee, shall extend such to allow a reasonable time to return to the District following burial, or extend in special circumstances.

D. Immediate family shall mean spouse, parent, brother, sister, child, grandparent, grandchild, father-in-law, mother-in-law, step-parents, step-parents-in-law, **step-children,** daughter/son-in-law, brother-in-law, and sister-in-law, or persons living in the household.

E. Any Employee absent for three (3) or more **consecutive** work days ~~shall~~ **may be required to** furnish a note from a physician, before returning to work. ~~Additionally,~~ The District reserves the right to require an employee to furnish a note from a physician for less than **three (**3) days of absence, but, in such event, the District shall pay the cost of obtaining the note.

F. An Employee may use up to two (2) sick leave days per year for funeral attendance not covered under the terms for use of sick leave. ~~Such leave may be taken in half- or full-day increments.~~

G. Sick leave may be taken in half or full day increments.

6.3 Personal Leave

A. At the beginning of each school term, each employee shall be credited with three (3) days of leave, without deduction of pay, to be used for the employee's personal business. The personal leave credited to part-time employees shall be prorated according to their percentage of full-time employment.

B. Except in case of emergency, an employee must submit a written request to use a personal leave day to his/her immediate supervisor at least ~~three (3)~~ **two (2)** work days prior to the requested date. The supervisor shall have the right to deny the requested personal leave if a necessary replacement is unavailable or if the employee's absence on a particular date would adversely impact the District's operations.

C. Personal leave days shall not be approved for the day preceding or following a holiday**,** winter break or spring break, on the first and last five (5) student attendance days of the school year, or on an in-service training or institute training day **unless it can be shown that the reason is outside of the control of the employee**.

D. Personal leave may be used in increments of half or full days.

E. Any personal leave days not used by the end of the school year shall be credited to accumulated sick leave up to the limit allowed.

F. **If an employee can demonstrate that previously used personal leave days were used for reasons outside the employee's control and additional days of personal leave are needed for reasons outside the employee's control, the Superintendent may approve a request for additional personal leave days.**

6.4 Unpaid Leave of Absence

Employees who are covered by this Agreement may request an unpaid leave of absence of up to six (6) months for extenuating circumstances, which may include, but are not limited to, parental leave, the employee's own disability, the need to provide ongoing care to an immediate family member with a serious illness or injury. Approval of the requested unpaid leave of absence shall be at the discretion of the Board**(expect for FMLA-qualifying leave, which is not discretionary)**; the denial of a request shall not be subject to the grievance and arbitration language of this Agreement and the approval of a request shall be considered non-precedential. The Parties agree that any leave granted under this Section of the Agreement shall ~~not be computed or considered for purposes of administering~~ **run concurrently with** Board Policy 5:180 - Temporary Illness or Incapacity.

A An employee who wishes to request an unpaid leave of absence shall submit a written request to the Superintendent or his/her designee at least thirty (30) calendar days in advance except in the case of emergency.

B. Upon return from an approved leave, the employee will be placed in the same category of position held by the employee prior to the start of the unpaid leave. The employer does not guarantee the same position; the building location, supervisor, hours and days of the assignment may change.

C. An employee may request to return ahead of the scheduled expiration of the unpaid leave, but approval of the request to return ahead of schedule shall be in the sole discretion of the Superintendent or his/her designee. ~~the denial of a request shall not be subject to the grievance and arbitration language of this Agreement and the approval of a request shall be considered non-precedential.~~

D. An employee who fails to return on the approved date shall be considered to have resigned from employment.

E. An employee on an approved unpaid leave shall not accumulate seniority during any leave in excess of ninety (90) calendar days, but shall retain the seniority he/she held at the start of the unpaid leave.

F. Any approved leave shall be without pay or benefits. However, with the consent of the health insurance carrier, an employee who is enrolled in a District health insurance plan may maintain health insurance benefits by

making ~~timely~~ **advanced monthly** payment**s** of the entire premium**(s) due to the District**.

6.5 Paid Leaves of Absence

A. Accident or Injury

Absences due to injury, accident, or illness incurred in the course of an employee's employment where the employee is receiving temporary total disability (TTD) benefits from Workers' Compensation shall not be charged against the employee's accumulated sick leave except as set forth herein. An employee absent from work due to a work-related injury who is receiving TTD shall continue to accrue seniority for a period not to exceed one (1) year.

During the initial three (3) days of absence following a work-related injury, the employee must use available sick leave. However, if the employee receives retroactive TTD benefits covering those initial three (3) days, the employee will be required to reimburse the District for any payments received for those days and the District will reinstate those days to the employee's available bank of sick leave.

In the event an employee is physically injured by a student during work hours, the Board shall make available up to three (3) paid administrative leave days. To be eligible for this additional paid leave, the employee shall complete the Physical Contact on Staff Reporting Form (Article 3.18) and submit it to the Principal or other appropriate administrator. The Employer may require documentation from a licensed medical provider of the employee's choosing verifying the injury.

If a Workers' Compensation claim is filed and approved for the incident, and the employee receives TTD benefits retroactive to the first day of injury, the employee may be required to reimburse the District for any payments received under this provision for the initial three (3) days.

Employees may elect to use one-third (1/3) of a sick leave day to supplement TTD benefits in accordance with Board Policy 5:180.

B. Jury Duty/Subpoenaed Witness

The District shall pay the regular salary to Employees called to serve as a juror or subpoenaed to appear in court or before legislative bodies of witnesses. As a condition of receipt of this benefit, the employer may require that the employee turn over to the District any fees received for jury duty or witness fees, except that any money received for travel allowance may be retained by the employee.

ARTICLE VII
COMPENSATION AND FRINGE BENEFITS

7.1 Mileage Expense Reimbursement

~~Employees who are regularly assigned to work in two or more buildings and who use their personal vehicles for such travel shall receive a $150 per month stipend for each month during which the employee performs such service.~~

For an employee who is required to travel to a building other than his or her assigned building, the Board ~~reserves the right to~~ **shall** reimburse the employee for mileage at the current IRS rate**, provided that employees must submit the mileage expense to District administration within 30 days.**

7.2 Salary

A. ~~**Starting Salary**~~

~~The minimum starting rate of pay for each category of position covered by this Agreement shall be as follows:~~

	~~21-22~~	~~22-23~~	~~23-24~~	~~24-25~~	~~25-26~~
~~Aides~~	~~$13.92~~	~~$14.45~~	~~$14.99~~	~~$15.55~~	~~$16.13~~
~~Custodians~~	~~$15.54~~	~~$16.12~~	~~$16.73~~	~~$17.36~~	~~$18.01~~
~~Bld/Gnds Utility~~	~~$16.14~~	~~$16.75~~	~~$17.38~~	~~$18.03~~	~~$18.70~~
~~Grounds~~	~~$16.76~~	~~$17.38~~	~~$18.04~~	~~$18.71~~	~~$19.41~~
~~Secretaries~~	~~$15.55~~	~~$16.14~~	~~$16.74~~	~~$17.37~~	~~$18.02~~
~~Maintenance~~	~~$21.66~~	~~$22.48~~	~~$23.32~~	~~$24.19~~	~~$25.10~~
~~Maintenance (HVAC)~~	~~$26.98~~	~~$27.99~~	~~$29.04~~	~~$30.12~~	~~$31.25~~
~~Maintenance (Mechanical)~~	~~$23.12~~	~~$23.98~~	~~$24.88~~	~~$25.81~~	~~$26.78~~
~~Registered Nurse~~	~~$23.47~~	~~$24.35~~	~~$25.26~~	~~$26.21~~	~~$27.19~~
~~Food Service~~	~~$12.84~~	~~$13.33~~	~~$14.00~~	~~$15.00~~	~~$15.56~~

~~Food~~
~~Service~~
~~Utility~~

~~Newly hired employees in the job classifications outlined in the recognition clause may be given up to eight (8) years* additional salary credit for any comparable past experience. However, no new employee may be paid a higher salary than an existing employee with comparable experience in the same position in the District, unless the new employee is being hired for a hard to fill position or has special skills, certification or licensing. The Board will give notification and documentation of said exception to the President of BEST. (*For historical reference, prior to the 2018-2021 Collective Bargaining Agreement, the District granted more than 8 years of past experience credit to some employees.)~~

The minimum starting rate of pay for each category is listed in Appendix A.

Newly hired employees hired after July 1, 2026 may be given up to five (5) years of credit for verified job-related experience with placement on Step F of the salary schedule.

All new Employees shall be on probationary status for the first ninety (90) work days of employment, during which time the Employee will be observed at least once by their Administrator. Upon completion of the probationary period, an Employee's seniority shall date back to his/her date of hire.

~~**B. Salary Increases for Existing Staff**~~

~~**2021-22 through 2025-26**~~

~~On July 1 of the above years, employees shall receive a 4.2% increase over their prior year's hourly rate, except that food service employees with an "experience equivalency date*" of July 1, 2018, or later, shall receive an additional: $0.25 per hour increase for the 2023-24 and 2024-25 school years. The $0.25 per hour increase shall be added after the 4.2% increase.~~

~~Employees who were employed by the District as of March 26, 2021, and who are still employed by the District on July 1, 2021, shall receive a one-time, lump sum bonus in the amount of $500, less taxes and any other required withholdings. This bonus shall be paid on or before July 31, 2021.~~

~~*The Experience Equivalency Date is the date upon which the employee's hourly rate is based. For example, an employee who is hired on July 2, 2019, and who is granted 3 years of additional salary credit for comparable past experience, shall have an Experience Equivalency Date of July 2, 2016. This employee will not be eligible for the $0.25 per hour wage adjustments.~~

B. ~~**Special Education Aide with Teaching**~~ **Paraprofessionals with a Professional Educator License**

Paraprofessionals ~~Special Education Aides (grades Pre-K through 12)~~ who hold a ~~valid~~ **active** Professional Educators' License **(PEL)**, ~~which authorizes the Special Education Aide to teach,~~ shall receive **an additional two dollars ($2.00)** ~~$1.00~~ per hour ~~premium~~ for all hours worked **in the course of their regular job**.

C. ~~**Discretionary Bonus for Special Education Aide with Severe/Complex Assignment**~~ **Compensation for Specialized Paraprofessional Assignments**

~~At the discretion of the Administration, a Special Education Aide (grades Pre-K through 12) who is assigned to work with special education students with severe and complex needs may receive a $1,500 annual stipend, which shall be pro-rated for a partial year of service and any shared responsibilities.~~

1. **Assignment Determination Language**

The District shall determine Tier I and Tier II assignments based upon student needs, program requirements, safety considerations, and the essential duties of the position. The District agrees to consult with building administration and applicable staff when determining Tier II placements.

2. **Tier I Paraprofessional Assignment**

A Tier I Paraprofessional assignment shall include support duties for students requiring general educational, academic, behavioral, medical, social-emotional, and/or instructional assistance within the school setting.

Examples of Tier I responsibilities may include:

- **Classroom and instructional support**
- **Academic intervention assistance**
- **General supervision and student monitoring**
- **Assistance with daily routines and transitions**
- **Support for students with mild to moderate behavioral or learning needs**

Tier II Paraprofessional Assignment

A Tier II Paraprofessional assignment shall include support duties for students whose educational, behavioral, medical, physical, and/or safety needs require intensive, specialized, or sustained intervention.

Tier II assignments may include students who:

- **Have multiple and/or profound disabilities**
- **Require significant physical assistance or personal care**
- **Have Behavior Intervention Plans (BIPs) involving intensive behavioral supports**
- **Demonstrate aggressive, self-injurious, elopement, or other high-risk behaviors**
- **Require specialized medical, communication, mobility, or sensory support**
- **Require frequent crisis intervention, de-escalation, or safety management support**

Employees assigned to Tier II positions (EC-12th grade) shall receive an additional stipend/differential of $1,500.00 per school year.

D. Stipend for Bilingual Administrative Assistants

Building Administrative Assistants who are fluently bilingual in 2 or more languages will receive a $800 stipend above their hourly rate, paid over 24 pay periods.

E. Substitute Caller

In any given school year in which the Administration requests that an employee, covered by this Agreement, performs the duties of "Sub Caller," such employee shall be paid an additional sum of $2,000 for that school year. However, performing these duties in one year is not a guarantee of performing them in the future.

F. Head Cook

~~In addition to his/her regular hourly rate of pay, a head cook shall receive $0.35 per hour for each cook and cashier under the head cook's supervision.~~

The Head Cook will receive the following stipends above their hourly rate, paid over 24 pay periods:

LL and CMS-$800

CT, HBT, PV-$1,200

PKMS-$2,300

CHS-$4,500

G. Maintenance Lead

The Maintenance Lead will receive the following stipend above their hourly rate, paid over 24 pay periods: $3,200

H. ~~Paraprofessionals~~ Employees who Substitute for Teachers

In lieu of their regular assignment, employees who hold a Professional Educator License **(PEL)** ~~qualifying them to teach,~~ or ~~who hold~~ a Substitute Teacher License, may be assigned to substitute for a teacher. ~~In such event, the employee will be paid at a daily rate of $150 (which will be pro-rated in case of partial day assignments) instead of being paid at the employee's regular hourly rate.~~ **The employee shall be compensated at their regular rate of pay plus ten ($10.00) per hour for the time they are assigned as a substitute.**

I. I.E.P. Nurse Certification

Registered Nurses with an IEP Designee Certificate from ISBE shall receive an annual stipend of $1,500.

7.3 Insurance

A. ~~For those eligible Employees who elect insurance, the District shall contribute the following toward the premiums for coverage:~~

For Employees who work a minimum of 30 hours per week who elect any of these group insurance benefits, the District shall pay for all or a portion of the premiums for the following:

1. **Life Insurance** - The Board shall pay for group life insurance ~~coverage for full-time Employees~~ in the amount of ~~$20,000~~ **$50,000**. However, the amount of group term life insurance may be reduced for employees who are 65 and older in accordance with the schedule of benefits established by the group term life insurance carrier. Employees may purchase additional insurance as provided by the insurance carrier.

2. **Health, Dental and Vision - The District shall pay the following premiums:**

Work Days	Single Coverage	Family Coverage	Life Insurance
More than 180	100%	75%	$50,000
*less than 179	100%	See below	$50,000

***Eligibility Note: Eligibility requires a minimum of 30 hours per week.**

Family Coverage Phase-In (Effective September 1, 2026)

Employees eligible for "See below" family coverage will receive phased-in benefits as follows:

- **2026-2027 School year: 60%**
- **2027-2028 School year: 65%**
- **2028-2029 School year: 70%**

a. Additional Provision

i. **Food Service Head Cooks who work 8 hours per day / 40 hours per week shall receive 75% Family Coverage Benefits.**

ii. **Married couples/domestic partners who are both employed by the District and elect health insurance will have a $0 premium contribution. The $0 premium contribution will apply for the entire family. The deductibles, co-pays, and coinsurance will be the employees' responsibility. The family dental premiums will also be covered by the District at 100% for the base plan. However, the difference in premiums for the vision Buy-Up plan will be paid by the employee.**

~~a. **Eligibility**~~

~~Employees who work a minimum of 30 hours per week* and anyone holding a library media aide position on or before July 1, 2015**, shall be eligible to participate in the health, dental, and vision insurance benefits offered in the District.~~

~~*9-month employees who work a minimum of 30 hours per week shall be considered newly eligible as of September 1, 2021.~~

~~**A library media aide who subsequently requests to transfer to a position that works fewer than 20 hours per week, or to a position that is outside the BEST bargaining unit shall no longer be considered eligible to participate in the health, dental, and vision insurance benefits set forth under this Agreement.~~

~~**a. Single Coverage Benefits: 100%**~~

~~When an employee qualifies for and participates in the single coverage health insurance program offered by the Board, the Board shall contribute up to 100% of the actual cost of the premiums for the health insurance plan selected~~

~~by the employee, not to exceed the cost of the premium for single coverage under the PPO500 Plan.~~

~~In no event shall the Board contribute more than the cost of the premium for any single coverage elected by the Employee.~~

~~**b. Dependent Family Coverage Benefits:**~~

~~1. When an eligible employee qualifies for the health and dental insurance program offered by the Board, and elects dependent coverage in lieu of single coverage, the Board shall contribute up to 75% of the actual cost of the premiums for the health insurance plan selected by the employee, not to exceed the premium cost for the same tier of dependent coverage under the PPO500 Plan.~~

~~2. 9-month~~ **~~School term~~** ~~employees who qualify for single coverage~~ **~~and elect family coverage will receive the following benefit:~~**

- **~~a. 2026-2027 School year: 60%~~**
- **~~b. 2027-2028 School year: 65%~~**
- **~~c. 2028-2029 School year: 70%~~**

~~will not be eligible to receive an additional Board contribution toward dependent coverage. However, 9-month employees may elect dependent coverage and apply the Board's contribution for their single coverage toward the cost of their dependent coverage. 9-month employees who exercise this option shall be responsible for paying the difference between the cost of the single coverage and the cost of the dependent coverage they elect.~~

~~**d. Dental**~~

~~The Board shall provide 100% Board-paid single dental insurance. Employees may elect dependent dental insurance coverage, in which case the Board shall provide 75% of the cost of dependent dental insurance.~~

c. Vision Insurance

The Board reserves the right to make additional vision coverage available to employees who meet the health, dental and vision eligibility requirements. Participation in such plan is voluntary. Employees pay 100% of the cost of any such vision insurance elected.

d. Stipend

~~Beginning on February 1, 2019,~~ An ~~eligible~~ employee who qualifies for insurance benefits may select a $1,800.00 stipend in lieu of insurance benefits, as long as he or she is not otherwise covered by or enrolled in the District's insurance plan. ~~Employees who elect this benefit must submit proof that they are covered under another group health insurance plan.~~ This stipend shall be paid in two installments. The first installment will be paid on the first paycheck in December and it shall be calculated at the rate of $150 for each month during which the employee declined insurance coverage between July 1 - December 31 of the same calendar year. The second installment will be paid on the ~~second~~ **first** paycheck in June and it shall be calculated at the rate of $150 for each month during which the employee declined insurance coverage between January 1 and June 30 of the same calendar year. An employee shall not be eligible to receive the stipend for any month during which he/she (or any family member) was enrolled in the District's insurance plan after the 15th of the month.

3. If the provision of insurance contemplated by this Agreement could result in the Board or employee being obligated to pay a penalty, excise tax or other fee due to changes and/or interpretations of the *Internal Revenue Code* or other laws affecting the provision of insurance benefits, or rules and regulations thereunder, the Board, in its sole discretion may convert its contribution toward such insurance benefit to another form of compensation or benefit to the extent necessary to avoid the imposition of such penalty, excise tax or fee or plan failure.

B. The Board reserves the right, in its sole discretion, to determine all insurance plan specifications, to offer additional plans or eliminate plans, and/or to select the carrier(s) of the group insurance policies.

C. The Board reserves the right, in its sole discretion, to modify its health, dental or vision insurance plans and its flexible spending account if the Board determines such modifications are necessary ~~to avoid imposition of the "Cadillac Tax"~~; to comply with any provisions of the Affordable Care Act; to insure its insurance plans are non-discriminatory, or to insure the Board is not subject to fines, fees or excise taxes because any of its employees are eligible to obtain coverage on an insurance exchange. Such modifications may include, but are not limited to:

1. changes in plan design, or adding additional plans;
2. replacing or adding additional insurance carriers;
3. changes in benefit levels, deductibles, co-payments, Rx coverage. out-of-pocket maximums; and/or
4. limiting the amount of salary reduction amounts under the Flexible Spending Accounts, etc.

7.4 Flexible Spending Account

A. The Board shall maintain a Section 125 cafeteria plan providing for salary reduction of 1) premiums for District group health insurance coverage and 2) contributions to a health flexible spending account and dependent care flexible spending account which meet the requirements of Section 125 of the Internal Revenue Service Code. ~~If at any time, such Section 125 or related regulations are amended, the parties shall promptly revise the plan to comply with the amendment.~~

B. ~~An employee electing to participate in District health, vision or dental insurance shall automatically be deemed to have elected to participate in the Section 125 plan premium conversion benefit providing for salary reduction of the employee's contributions toward those insurance premiums on a pre-tax basis. An employee may annually elect to participate in the health flexible spending account and/or dependent care flexible spending accounts under the Section 125 cafeteria plan. The amounts elected shall be deducted from the employee's compensation on a pre-tax basis. The Section 125 plan year shall start on January 1 and end on December 31. Prior to the beginning day of the plan year, each employee shall, in writing, designate the dollar amount(s) elected for that year for each of the following benefits:~~

~~1. Contributions for a health flexible spending account not to exceed the lesser of the limit set by the IRS regulations or $3,500 per plan year. Such contributions shall be used for reimbursement for the amount of the deductibles on the group insurance and for any other qualified unreimbursed medical care as defined by the Internal Revenue Code.~~

~~2. Contributions to a dependent care flexible spending account not to exceed $5,000 ($2,500 if married and filing separately) or such lesser amount as may be permitted by the IRS in any plan year. Such contributions shall be used for reimbursement for qualified dependent care expenses as defined and allowed in the Internal Revenue Code.~~

~~C. The amounts designated may not be changed during the plan year except if there is a change in family status or other circumstances provided in the Regulations issued by the Internal Revenue Service. Any amount designated for which valid reimbursement claims are not made on a timely basis will be forfeited and not otherwise paid to the employee during the succeeding plan year, and such amounts shall become the property of the plan.~~

~~D. The dollar total of the designated benefits elected pursuant to the plan will be deducted in equal amounts from the employee's salary payment during the plan year.~~

~~E. Claims for reimbursement must be for services received or expenses incurred during the plan year, except that the health flexible spending~~

~~account plan may provide for a carryover or grace period for incurring claims in accordance with IRS regulations.~~

B. The Board does not guarantee or, in any way, warrant that the salary reductions are non-taxable, said determination to be made by each individual employee. Additionally, if due to a plan audit or nondiscrimination testing the Section 125 Plan is found to be out of compliance with the Internal Revenue Code or corresponding regulations, the Board may correct the non-taxable status of salary reductions.

7.5 Insurance Committee

BEST ~~agrees that, upon the Board's request, it~~ shall assign two members of their bargaining unit to serve on a joint insurance committee. The joint committee may consist of some or all of the following: Administrators, Board members, non-unionized employees, members of other bargaining units in the District, and/or outside consultants. The purpose of the committee shall be to review and analyze current medical policies; claims data; proposals from any competitive bidding process, information concerning potential carriers; health insurance trends in the insurance and in the educational industries; legal changes affecting the provision of insurance benefits; insurance reserves; stop loss/reinsurance policies and limits; as well as other policies with the goal being to make recommendations for a district-wide insurance plan likely to deliver medical coverage in t e most cost effective manner. The committee shall also focus on the continual education of employees with respect to the cost of insurance benefits and best practices for cost-efficient utilization of medical, dental, vision and prescription benefits. The role of any such committee shall be advisory only.

7.6 Payroll Installments

Employee paydays shall be the 15th and the last day of each month. If the scheduled pay date falls on a weekend or holiday, payment will be made on the day prior to the weekend or holiday.

7.7 Termination of Salary & Benefits

Employees who have resigned or who are terminated for any other reason shall be paid all remaining compensation owed on the next regularly scheduled payroll for the final date worked.

Board paid insurance benefits shall terminate on the last day of the month during which the employee last worked.

School term employees who have resigned or who are terminated (with the exception of release for just cause) for any other reason at the end of the school year will have all remaining compensation owed paid out as scheduled over the summer months. Board paid insurance benefits shall terminate at the end of the plan year for such employees.

7.8 Extra Duty Pay

Extra duty assignments may be offered to members of ~~BEST~~ **the bargaining unit**. However, the Administration in its sole discretion, reserves the right to select who shall perform such work. ~~or to reject offers by employees who may volunteer.~~

Employees performing extra duties or stipend positions will be compensated at the CEA-specified rates.

Food Service Special Events: Employees assigned to meal planning, preparation, service, or clean up for special events (e.g. Veterans Day Breakfast, Student of the Month, Senior Athletic Breakfast, or similar District functions) outside their regular duties or work hours shall be paid their regular hourly rate or overtime when applicable. Food Service employees will be provided sufficient time to prepare for such events including early access to buildings when necessary.

7.9 Uniforms

A. Food Service Personnel

Food service personnel ~~are required to~~ **shall** wear ~~the~~ apparel approved by the Director of Food Service. The District will ~~furnish~~ **provide** shirts ~~and aprons,~~ on an **semi-annual** ~~as-needed~~ basis **and will replace them as needed.** ~~as determined by the District. Additionally, annually the District will reimburse the cost of shoes and pants, not to exceed $175 in annual reimbursements per employee.~~

The District will reimburse each employee annually for the purchase of approved non-slip work shoes and pants, up to a maximum of $275 per employee per year. Reimbursement shall be made upon submission of a receipt or other reasonable proof of purchase. The choice of vendor, brand, or style shall be at the employee's discretion, provided the items are appropriate for food service work and meet basic safety and health requirements.

B. Buildings and Grounds Personnel

Buildings and Grounds personnel ~~are required to~~ **shall** wear ~~the~~ apparel approved by the Director of Buildings and Grounds. Employees shall wear approved safety shoes/boots at all times. ~~Annually, employees shall receive up to $325 in reimbursement for the purchase of shirts, pants, coats, hats, gloves and safety shoes/boots.~~

Employees shall receive an annual clothing allowance of $450 for the purchase of work clothing and safety shoes or boots. The District will choose the online vendor for certain items, however, the choice of style shall be at the employee's discretion, provided the items meet basic safety and job-related requirements.

Reimbursement shall be made upon submission of a receipt or other reasonable proof of purchase.

7.10 Tools

An employee in the Building and Grounds Department who uses personal tools for work, and whose tool is damaged, lost, or stolen in the course of employment, may request reimbursement for such loss. Such reimbursement shall be subject to the sole discretion of the Director of Buildings & Grounds. ~~and the grant or denial of a request for reimbursement shall be non-precedential and non-grievable.~~

With the approval of the supervisor, Maintenance, ~~Custodians~~ **Buildings** and Grounds employees will be allowed time during work hours for the purchase of needed tools. This time shall be considered part of the work week.

7.11 Vacations

A. ~~**Granting and Calculating Vacation Days**~~ **Vacation leave shall be earned by twelve (12)-month employees working two hundred sixty (260) or two hundred forty-five (245) days per year in accordance with the following schedule, based on completed years of service as of July 1 of each year:**

1. ~~Vacation is granted to 12-month and 245-day employees as follows:~~

   ~~One through five years completed prior to July 1: 10 Days~~

   ~~Six through twelve years completed prior to July 1: 15 Days~~

   ~~Thirteen or more years completed prior to July 1: 20 Days~~

   - **One (1) through four (4) years of completed service: Ten (10) days**
   - **Five (5) through ten (10) years of completed service: Fifteen (15) days**
   - **Eleven (11) or more years completed prior to July 1: 20 days**

2. An employee who has not completed one **(1) full** year of employment as of July 1 shall ~~receive~~ **earn one-half** (0.5) day of vacation for each full month worked, up to a maximum of five (5) days.

3. For purposes of calculating years of employment in the District under this section, only current, consecutive years of 12-month or 245-day service are counted. The District does not recognize previous service of any kind if the employee resigns, retires, or is

dismissed and is subsequently re-employed by the District. However, if a 202-day employee moves to a position that is eligible for vacation, their accumulated years in the District will be calculated as follows: On July 1, the employee has completed 10 years of 202-day service = 2020 days total divided by 245 days = 8.2 years for a 245-day position. In such event, the employee will be regarded as having completed 8 years of service and shall receive 15 days of vacation.

4. Part-time 12-month and 245 day employees who work at least half- time ~~are entitled to~~ **shall be eligible for** vacation days on the same basis as full-time employees, but the pay shall be based on the employee's scheduled hours at the time the vacation day is used.

5. An employee who is on an ~~authorized~~ **approved** unpaid leave of absence for more than 15 consecutive work days in the same fiscal year (i.e., July 1 - June 30) shall not earn ~~any additional~~ vacation days during that period. ~~, and his/her upcoming vacation entitlement shall be pro-rated for the upcoming year.~~ **The Employee's vacation entitlement for the following fiscal year shall be prorated to reflect the period of unpaid leave.**

B. ~~Using~~ Use of Vacation Days

1. To maintain the continued operation of the **Building, Grounds and Maintenance Department** ~~District~~ during the summer break (i.e., after the last pupil attendance day and prior to the first pupil attendance day of the next school year), Employees must submit, by no later than May 15, requests for any vacation days to be used during summer break. After May 15th, **Building, Grounds and Maintenance** Employees may submit requests to use up to two (2) additional vacation days from their annual entitlement during summer break.

2. ~~Depending on staffing levels, the District may refuse an employee's vacation request.~~ **Vacation requests shall be subject to supervisory approval based on staffing needs and operational requirements.**

3. Full-time employees shall receive priority over part-time employees when considering multiple requests for vacation time on the same day.

4. ~~Vacation days are granted annually on July 1st in accordance with the service requirements reflected in the tables above. All~~ **V**acation days must be used by ~~the following~~ June 30th **of each fiscal year.** ~~except that~~ **E**mployees may carryover up to five (5) unused vacation days for a maximum of six (6) months (i.e., until December 31st).

5. The Board reserves the right to require an Employee to schedule and use vacation days, **provided such direction is based on operational needs and reasonable notice is given**.

6. ~~In the event an employee has any earned and unpaid vacation days upon resignation from employment for the purpose of retirement through the IMRF, the Board reserves the right to pay such days in a manner that shall be considered non-reportable income for purposes of IMRF.~~**Upon resignation for the purpose of retirement through the Illinois Municipal Retirement Fund (IMRF), the District may compensate the Employee for earned but unused vacation days. Such payment shall be made in a manner consistent with IMRF regulations and may be structured to avoid inclusion as IMRF-reportable earnings, to the extent permitted by law.**

7.12 Longevity Recognition

Employees employed by the District as of July 1, 2016, shall receive a one-time longevity payment in the amount of one thousand dollars ($1,000.00). Such payment shall be made no later than July 31, 2026.

Additionally, any employee who completes ten (10) years of continuous service with the District during the term of this Agreement shall be eligible to receive a one-time longevity payment in the amount of One Thousand Dollars ($1,000.00). Such payment shall be made no later than July 31 immediately following the employee's attainment of eligibility.

The longevity payment set forth herein shall be non-cumulative, non-recurring, and payable only once to each eligible employee.

7.13 403 (b) Contributions

The District shall provide an Employer match up to $200 to a qualified individual's contribution to a 403(b) account. To qualify to participate in this account, the Employee must meet the following requirements, based on IMRF Tier I or Tier II.

Definitions:

IMRF Tier I Member: an Employee who entered any Illinois retirement system prior to January 1, 2011.

IMRF Tier II Member: an Employee who entered any Illinois retirement system on or after January 1, 2011.

Qualifications for $200 Match

Tier I: Have completed twelve (12) years of service as an Employee in District 301. A year of service for this benefit is defined as a year in which the Employee qualifies for IMRF contributions.

Tier II: Have completed two (2) years of service as an Employee in District 301. A year of service for this benefit is defined as a year in which the Employee qualifies for IMRF contributions.

7.14 Retirement

A. Unused Sick Leave

An employee who retires with at least fifteen (15) years of service credit shall be paid for unused sick days over 221 days (equivalent to one (1) year of IMRF service credit) at a rate of $30.00 per day, up to a maximum of twenty (20) days. Payment for this retirement severance shall be included in the month after the month following the employee's last day of work and final paycheck for regular earnings, so as not to constitute IMRF creditable earnings (e.g., an employee who retires and receives their final paycheck in May will be paid for the unused sick leave in July). To be eligible for this severance, written notice of the employee's intent to retire must be submitted to the Board no later than April 15th.

B. Retirement Incentive

1. **An employee is eligible for this program if they are 55 years of age or older and have fifteen (15) years of service credit in the District, and are retiring under the provisions of the Illinois Municipal Retirement Fund.**
2. **Eligible employees may choose to participate in the local retirement incentive under this program;**
   - i. **Contractual base hourly pay shall be increased by six percent (6.0%) per year in each of the employee's final years of service prior to retirement, up to a maximum of four (4) years.**
   - ii. **Employees must submit an irrevocable written notice of retirement to the District by March 1 of the year prior to the first year they will receive benefits under this program (the "base year").**
3. **The irrevocable notice may be revoked subject to the following conditions:**
   - a. **Death of spouse or child**
   - b. **Life-threatening illness of the employee, spouse or child, as certified by a physician.**
   - c. **Other unforeseen circumstances at the sole discretion of the Board.**

If the notice is revoked, the employee's salary shall be reduced by the amount granted under the enhancement that exceeds the pay increases the employee would have otherwise received. The repayment shall be withheld over twelve (12) pay periods during the year of revocation.

No Employee who has submitted a notice of retirement shall receive a pay increase that triggers additional or accelerated IMRF contributions or

payments for the Board. No employee shall receive a pay increase exceeding six percent (6.0%) after giving notice of retirement.

C. Health Insurance

Retired employees may continue group insurance benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) and/or as permitted under the Illinois Municipal Retirement Fund (IMRF).

Support personnel employees who retire and meet all applicable IMRF eligibility requirements may continue employee and dependent major medical coverage and dental coverage through the District until they become eligible for Medicare, provided they reimburse the District for one hundred percent (100%) of the premium cost. Monthly premium rates shall be available through the Human Resources Department.

ARTICLE VIII
NEGOTIATION PROCEDURE

8.1 Professional and Amiable Conduct

All meetings, procedures, and related matters shall be conducted in a professional and amiable manner.

8.2 Representative Authority

It is the mutual responsibility of the School Board and the Association that their representatives' negotiation agents shall be clothed with the necessary power and authority to make and consider proposals, and tentative agreements.

8.3 Tentative Agreement

All agreements between the Board and Support Staff Committees shall be considered tentative until the entire agreement is negotiated and ratified by both parties. After ratification by the Association, the agreement shall be presented to the Board for adoption.

8.4 Good Faith

Both parties understand and agree to negotiate in good faith.

8.5 Negotiations Team Membership

Members of the negotiation teams shall be limited to District 301 Board members or employees. However, in the event the Board team brings in an outside negotiator to the table, the Support Staff may do likewise.

8.6 Negotiations Initiation and Reopening

By March 1 of the final year of this Agreement, either party may request ~~to~~ **that a time, date, and place be set for** ~~open~~ **opening negotiations,** ~~after which a meeting shall be held at a time~~ **and establishing the ground rules for negotiations.** If neither party requests that negotiations be opened by March 1, the Superintendent, or designee, shall inform both parties that the deadline has passed. If no request is forthcoming within five (5) days of the notice from the Superintendent, this Agreement shall remain in effect for one additional year.

After such request that negotiations are received by the Superintendent, negotiations shall begin as soon as possible at a time mutually agreed upon by the Support Staff and Board.

All items in this Agreement that are not brought up for renegotiation shall be continued from contract to contract.

ARTICLE IX
DURATION AND RELATED TECHNICAL CLAUSES

9.1 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the mutual consent of the parties.

9.2 No Strike

BEST agrees not to strike, or engage in, support, or encourage any concerted or widespread refusal to render full and complete services in the school district during the life of this Agreement.

9.3 Savings Clause

If any provision of this Agreement should be found contrary to law by a court of competent jurisdiction, such provisions or application will be deemed invalid but all other provisions hereof not affected by such invalidation will continue in full force and effect.

9.4 Duration

This Agreement shall become effective July 1, 202~~1~~ **6**, and shall continue in effect until June 30, 202~~6~~**9**.

9.5 Approval of Contract

In witness whereof, the parties have caused these present to be signed and attested this _____ day of _____.

For the Board of Education	**For the Burlington Education Support Team**
_____	_____
President	President
_____	_____
Secretary	Secretary

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

CENTRAL COMMUNITY UNIT
SCHOOL DISTRICT NO. 301

AND

BURLINGTON EDUCATION SUPPORT TEAM,
IEA-NEA

2026-2029

FINAL DRAFT (6/9/26) (this will be removed for printing)

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9.5 Approval of Contract....45

PREAMBLE

The members of the Burlington Education Support Team, Administration, and the Board of Education acknowledge and celebrate our differences because they enrich our possibilities. We stand united in some deeper purposes and shared beliefs. We believe that a strong and effective school district depends on a shared recognition that the school district exists for the purpose of delivering a high quality education and related support services to its students. We acknowledge that we have a shared responsibility to students, to parents, to community members and taxpayers, as well as to our fellow colleagues, to deliver our services in a professional, responsible and cost-effective manner. We agree to keep this purpose at the forefront of our collaborations as we build a culture of trust, knowing that we can best deliver these services in an environment in which we strive to:

- Respect one another
- Actively listen to one another
- Communicate with candor and honesty
- Seek information before reaching conclusions
- Embrace the challenges of the future
- See problems as opportunities to work together
- Recognize and value each other's needs and interests
- Seek consensus whenever possible
- Celebrate our accomplishments
- Recognize and value the dignity, contributions, and responsibilities of each other
- Build a shared vision

We recognize that it is our responsibility to educate new members of the stakeholder groups in the history and culture of our commitment to a collaborative relationship. We will regularly assess our progress in implementing our commitment so we can continue to better honor the spirit of this agreement.

ARTICLE I
RECOGNITION

The Board of Education of Central Community Unit School District No. 301, Kane County, Illinois ("Board") recognizes the Burlington Education Support Team, IEA-NEA ("BEST") as the sole and exclusive bargaining representative for all regularly employed part and full-time educational support personnel including food service, custodians, maintenance, buildings and grounds employees, paraprofessionals, library assistant, school administrative assistants (including secretaries and specialists) and registered nurses.

Excluded are The Director of Food Services, lunchroom supervisors, the Director of Buildings and Grounds, the Night Custodian Supervisor, the Supervisor of Buildings and Grounds, the Supervisor of Maintenance, the Director of Technology, network specialists, system specialists, technology level I and II specialists, all other employees in the technology department, the Accompanist, all educational support personnel in the District Office, all transportation employees, the Buildings and Grounds Secretary, Dean's Assistants, all certified staff and all other supervisory, managerial, confidential and short-term employees as defined under the Illinois Educational Labor Relations Act.

ARTICLE II-A
MANAGEMENT RIGHTS

1. The Board of Education, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Illinois and of the United States, including, but not limited to the following rights:

   A. To the executive management, organization and administrative control of the District and its properties and facilities;

   B. To establish education policies, goals, and objectives to insure rights and educational opportunities of students, to determine staffing patterns, to determine the number and kinds of personnel required in order to maintain the efficiency of District operations;

   C. To direct the work of its employees, determine the time and hours of operation (subject only to the obligations set forth in Section 3.4), to determine the kinds and levels of services to be provided and the methods and means of providing those services, including, where not prohibited by law, entering into contracts with private vendors for services;

   D. To hire all Employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, or dismissal, and to review, evaluate, promote, transfer and assign all such Employees;

   E. To build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue, and take action on any matter in the event of an emergency; and

   F. To establish standards of Employee conduct and performance.

2. The Board's failure to exercise any rights hereby reserved to it, or its exercising any such function in a particular way, shall not be deemed a waiver of the Board's right to exercise such functions or preclude the Board from exercising the same in any manner not in conflict with the express provisions of the Agreement.

ARTICLE II-B
EMPLOYEE AND ASSOCIATION RIGHTS

2.1 Personnel Files

This provision shall serve as notice to employees that they are entitled to view any personnel documents which are, have been or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action, pursuant to the Illinois Personnel Record Review Act, 820 ILCS 40/0.01, et. seq.

2.2 Right to Organize

The Board recognizes that Association members have certain rights under the Illinois Educational Labor Relations Act. These rights include, but are not limited to, the right to organize, form, join, or assist in or engage in lawful concerted activities for the purpose of collective bargaining or other mutual aid and protection or to refrain from such activities.

2.3 Right to Representation

When an employee is required to appear before a supervisor for an investigatory conference (i.e. at which the employee will be asked questions by a supervisor and the supervisor and/or the employee has a reasonable belief that the employee's answers may result in discipline), the employee shall have the right to request union representation.

2.4 Meeting, Notices and General Information

Upon prior notification to the building Principal and/or the Superintendent, provided that there is no conflict with previously scheduled building use, the Association shall be permitted the use of the school buildings for meetings outside of regular work hours. The Association shall have the use of employee mail boxes, inter-school mail, district technology and school bulletin boards in employee work rooms for.th e purpose of internal communication. In the event the building is used on a non-school day, the Association will reimburse the District for any additional expense incurred.

BEST shall be allowed to conduct a general meeting on the day of the District's welcome back event or the day after the District's welcome back event, in scheduling collaboration with the Superintendent or designee.

2.5 Dues Deduction

The Board agrees to deduct Association membership dues beginning with the first pay period in September through June 30 (20 pay periods) as the dues deduction plan of the Association member specifies.

Upon the Association member's signing the appropriate authorization, this authorization is in effect until the member submits a letter to the Association requesting a change in dues deduction. These equal deductions are to fulfill

obligations for the Association/IEA/NEA dues for present members of the Association listed and furnished by the Treasurer of the Association.

The District shall provide the Association President and/or designee with information about all employees in the bargaining unit, including but not limited to the following:

A. A list of any new hires, dismissals, resignations, changes in hours worked, or leaves approved by the Board within ten (10) work days of Board action.
B. Within 10 calendar days from the beginning of every school term and every 30 calendar days thereafter in the school term, in an editable digital file format agreed to by the Association, the employee's name, job title, work location, home address, employee number and any home and personal cellular telephone numbers on file with the District, date of hire, work email address, and any personal email address on file with the District; and
C. Unless otherwise mutually agreed upon, with 10 calendar days from the date of hire of the bargaining unit employee, in an electronic file or other format agreed to by the exclusive representative, the employee's name, job title, worksite location, home address, employee number and any home and personal cellular telephone numbers on file with the District, date of hire, work email address, and any personal email address on file with the District

The Association will provide a listing of members for due deductions to the District office by September 1st preceding the advent of deductions. Dues deductions shall begin with the September 15th paycheck.

A list of employees from whom the dues have been deducted and the amount deducted from each employee's paycheck shall be forwarded to the BEST President and/or designee(s) no later than ten (10) Calendar days after such deductions were made.

2.6 Association Release Time

The Board shall allow a cumulative of eight (8) days of release time from duties with pay for Association business and/or to attend regional, state, or national Illinois Education or National Education Association meetings.

2.7 President Release Time

The Association President and/or designee shall be released from their regular duties for two (2) hours per week or eight (8) hours per month for the purpose of conducting Association Business as determined by the President.

2.8 Release Time for Bargaining

If negotiations are scheduled by mutual agreement of the parties during regular working hours, release time without deduction in pay shall be provided for all members of the Association's negotiating committee.

2.9 BEST and District Administration Collaboration

The Association President and/or designee(s) and the Superintendent and/or designee(s) shall meet approximately once per month, during the school calendar year, to review and discuss matters of mutual interest, including but not limited to current concerns, anticipated operational changes, and potential solutions to identified issues. The parties may establish ad-hoc committees as needed to address specific topics. These meetings are intended to promote open communication and cooperative problem-solving. It is expressly understood that such meetings do not constitute collective bargaining and are not a substitute for the grievance process unless agreed to by both parties.

The Superintendent or designee and the Association President or designee shall meet to discuss and mutually agree upon the appropriate level of Association representation on District committees. Such committees may include those involved in strategic, tactical, or operational initiatives, as well as any newly formed committees that directly impact Association members.

Association representatives serving on these committees shall be compensated at their regular hourly rate, or at time and one-half or double time when otherwise eligible. When committee meetings occur during an employee's regularly scheduled work hours, no additional compensation beyond the regular hourly rate shall be provided.

ARTICLE III
EMPLOYMENT CONDITIONS

3.1 Medical Procedures

Registered and Licensed School Nurses shall be required to administer medication to students. The parties recognize that nurses are occasionally required to be out of their offices for meetings, trainings, fulfillment of other work responsibilities, and for personal reasons. The parties also recognize that some students may need medications, or other medical care, when a nurse is out of his/her office. In recognition of student needs, the parties further agree that nothing shall serve to prevent other employees from volunteering to administer medication, or other medical care to students during the nurse's absence. However, no bargaining unit member other than Registered and Licensed School Nurses shall be required to administer medication to students. The Board shall defend and hold harmless such employees, for any negligent act resulting from such administration of medications, in the event suit is brought against the employee and/or the District, so long as such defense and indemnification is within the scope permitted by Section 5/10-20.20 of the Illinois School Code.

3.2 Notification of Assignments

The Administration shall email each Support Staff Employee his/her tentative work assignment by no later than 20 school days prior to the end of the school year. If a change in assignment becomes necessary after August 1st, an additional email shall be sent.

3.3 Vacancies and Transfers

If the Administration determines that a vacancy exists for any position covered by this Agreement, an electronic copy of the vacancy notice shall be sent to a designee of BEST. Vacancy notices shall also be posted on the staff resource district website. The Notice shall include the job title and other terms of employment. Qualified employees who are interested in applying for the vacant position shall notify the individual or department listed on the Notice. Unless the Administration determines that an emergency exists, no vacant position will be filled until five (5) work days have passed since the Notice was first issued. For the purpose of this Section, a work day shall be defined as a day when the Administration Office is open for business.

The Board reserves the right to transfer employees from one position to another within the same category of position, however, no employee shall receive less compensation as a result of the transfer. In the event that an employee is involuntarily transferred from one position to another, the employee may request a meeting with his or her immediate supervisor and/or the superintendent/designee, to discuss the reasons for the change.

3.4 Work Schedule and Workday Calendar

A Workday shall mean an employee's regularly scheduled day of work.

A Workday Calendar shall identify the required workdays, start and end dates, paid holidays, and non-workdays for each position.

Food Service, Custodians, Maintenance, Buildings and Grounds employees shall record their hours worked in a manner prescribed by the District, which manner shall include, but not be limited to an electronic timekeeping system. Such employees shall clock in and out each workday. The 30-minute lunch will be automatically deducted. It shall be each individual employee's responsibility to notify his/her supervisor if the automatic deduction needs to be adjusted because it does not accurately reflect the lunch period the employee took on any given day. Notification must be made to the supervisor within 24 hours of the lunch that needs to be adjusted.

The number of workdays and hours per day for positions within the BEST bargaining unit shall be as follows:

Position	Hours per Day	Workday Calendar	Notes
Custodians, Utility, Grounds, Maintenance	8	Minimum 260 workdays (includes 11-14 holidays)	
Administrative Assistants	8	Minimum 260 workdays (includes 11-14 holidays)	
Administrative Assistants	8	Minimum 245 workdays (includes 9-11 holidays)	
Administrative Assistants	8	202 workdays (includes 7 holidays)	
Nurses	7 to 7.5	181 workdays (plus 7 holidays)	First Day Exclusion changes by mutual agreement
Paraprofessionals	6.75 - 7	176 workdays (plus 7 holidays)	
Library Assistant	6.75 - 7	176 workdays (plus 7 holidays)	

Early Childhood Paraprofessional	6.5	170 Workdays (plus 7 holidays)	
Food Service Head	5.5-8 determined by the needs in each building	175.5 workdays (plus 7 holidays)	
Food Service Cook	3-6.75 determined by the needs in each building	175 workdays (plus 7 holidays)	

An employee's daily starting and ending times may be adjusted as operationally necessary with prior notification.

Any changes to an employee's Workday Calendar that affect the number of workdays or the start or end dates of the work year shall be made only in accordance with this Agreement.

A. Yearly Calendars

The Human Resources Director, or designee, with input from the BEST President, or designee, shall create the yearly work calendars as well as start and end times for the daily work schedules. This may include periodic adjustments to an employee's working hours for special events and activities, including, but not limited to, training, parent-teacher conferences, kindergarten round-up, back-to-school night and academic night. Changes to the starting and ending times of the daily work schedule necessitated by changes to the student attendance day may be approved by the Superintendent after consultation with the BEST President.

Each workday calendar shall be provided to the applicable job classification no fewer than sixty (60) days in advance of the first student attendance day. Job classifications include: Building Grounds and Maintenance, Food Service, Paraprofessionals, EC Paraprofessionals, Library Assistants, Nurses, and Administrative Assistants.

B. Duty Free Lunch

1. General Provisions

   All employees who work at least 6 hours per day shall receive a 30-minute unpaid duty-free lunch, unless otherwise provided for below.

2. Food Service Employees

   Food service employees who work at least six (6) hours per day shall not be required to take a thirty (30) minute unpaid duty-free lunch. This

adjustment shall be reflected in their assigned daily working hours after approval by the Superintendent, or designee.

3. Missed Duty-Free Lunch - Field Trips

   Any paraprofessional or other staff member who is required to attend a field trip as part of their assigned duties and who does not receive their thirty (30)-minute duty-free lunch shall be compensated at the employee's regular hourly rate.

3.5 Summer Work Hours

Depending on the needs of the District, summer work hours shall be mutually agreed upon by the Superintendent or his/her designee and the BEST designee. If elected to change the summer work hours, employees shall receive notice by no later than April 15th.

3.6 Overtime

The Superintendent, or designee, shall have the right to request employees to work overtime. If the Superintendent, or designee, determines that an emergency exists, employees may be required to work overtime upon twelve (12) hours' notice. Employees shall not work overtime without the express prior approval of a supervisor. If a genuine emergency exists and an employee cannot reach a supervisor to obtain approval to work overtime, he/she may attend to the emergency, but shall attempt to contact the supervisor as often as is practical under the circumstances.

Time worked in excess of forty (40) hours in a work week shall be paid at the rate of one and one-half times the employee's normal hourly rate. A work week shall be defined as beginning on Monday at 12:00 a.m. and ending on Sunday at 11:59 p.m. Personal leave days, vacation days, paid holidays and bereavement for an immediate family member as defined in the School Code will be counted toward "hours worked" for the purpose of determining whether the employee has worked in excess of forty (40) hours in a work week.

3.7 On Call Duty

On a rotating basis, Maintenance and Grounds staff members will be on-call when they are not normally working. Weeknights and Saturdays shall be paid at 1.5 times their current rate. Sundays and holidays shall be paid at 2.0 times their current rate. For the week an employee is assigned to be on call, he/she will receive a $80 stipend. If an on-call employee is contacted concerning a problem and is required to be present on school grounds, or at a District facility, he/she shall receive a minimum of two (2) hours pay per call. Only the actual hours worked shall be considered for the purpose of determining eligibility for, or computing the amount of overtime pay.

3.8 Paid Holidays

12-month Employees shall receive eleven (11) to fourteen (14) paid holidays, 245-day Employees shall receive nine (9) to eleven (11) paid holidays (as explained below) and Employees who work less than 245-days shall receive seven (7) paid holidays, as follows:

12-month Employees	**245 Day Employees**	**Less than 245 Day Employees**
Independence Day	Independence Day	
Labor Day	Labor Day	Labor Day
Indigenous Day	Indigenous Day	Indigenous Day
	Thanksgiving Eve	
Thanksgiving Day	Thanksgiving Day	Thanksgiving Day
Thanksgiving Friday in lieu of Veterans' Day	Thanksgiving Friday in lieu of Veterans' Day	Thanksgiving Friday in lieu of Veterans' Day
Christmas Eve***		
Christmas Day		
New Year's Eve***		
New Year's Day		
Martin Luther King Day	Martin Luther King Day	Martin Luther King Day
Presidents' Day	Presidents' Day	Presidents' Day
Good Friday	Good Friday**	
Memorial Day	Memorial Day	Memorial Day
Juneteenth*	Juneteenth*	

*Juneteenth shall be recognized as a paid holiday in any year in which it falls on a regularly scheduled weekday.

**For Employees who are scheduled for 245 days per work year, Good Friday shall not be recognized as a paid holiday if Spring Break is scheduled during the same week.

***12-month Employees shall receive a full-day on Christmas Eve and New Year's Eve only if such days fall on a regularly scheduled workday. If, however, an Employee from Buildings, Grounds, and Maintenance is requested to and agrees to work on either Christmas Eve or New Year's Eve, he/she will receive his/her regular compensation for the hours worked on the holiday, plus one additional day of pay for the holiday.

For employees who work 245 days or more, Election Day will be a paid holiday, but only in years where Election Day is designated as a holiday through legislative action.

If Christmas Day, New Year's Day or Independence Day fall on a weekend, the Superintendent, or designee, will declare the business day before (if the holiday falls on a Saturday) or after (if the holiday falls on a Sunday) as the paid holiday.

All employees shall be eligible to receive holiday pay provided the employee works immediately before and immediately after the holiday, or the Employee is using a vacation day adjacent to the holiday, or there is a student-non-attendance day adjacent to the holiday, or the Employee uses sick leave adjacent to the holiday and acceptable proof of the same is provided to the District, if requested.

3.9 Seniority

For purposes of a reduction in force, seniority shall be defined as the length of continuing service as an educational support staff employee within the category of position, based on the employee's start date in the position. For all other purposes, seniority shall be defined as the length of continuing service with the District, based on the employee's date of hire. Any unpaid leave of absence in excess of ninety (90) calendar days shall not be counted in determining seniority, but shall not be deemed a break in continuing service. Employees who work less than three (3) hours per day shall receive half credit for seniority.

In the event two or more employees began services within a category of position on the same date, then seniority shall be determined by reference to the following tie-breakers:

1. Total years of continuing service in the District;

2. Total years of service in the District whether or not continuing; and, if necessary

3. Drawing lots.

Employees shall be ranked by their seniority within the following categories of position:

- Food Service
- Day Custodian
  Night Custodian
- Grounds
  Utility
- Maintenance - Lead
  Maintenance - Includes General, Mechanical, and HVAC
- Library Assistant
  Early Childhood Special Education Paraprofessional
  Special Education Paraprofessional
  Enrollment Aide
- Nurse
- Administrative Assistant

Any Employee who transfers from one category to another shall retain seniority for the period of service in any previously worked categories. However, previous

service in another category of position shall not transfer to the new category. If an employee is honorably dismissed from his/her position and is subsequently recalled into the same job category, his/her seniority within the job category will remain intact.

Annually, by February 1st, a tentative seniority listing by category of position of all Employees shall be prepared and posted in appropriate locations in the District. An Employee shall have ten (10) work days from the date of posting of the tentative seniority list to file written objections with the Superintendent, or designee, to the information shown on the list, including the Employee's ranking or category. After the period for Employee objections has passed, the administration shall prepare and post a finalized seniority list. An Employee's failure to submit a specific and timely objection shall be deemed an acceptance of the seniority ranking and shall bar any subsequent challenge to the ranking until the next seniority list is posted in the following school year.

3.10 Reduction in Personnel and Recall

If the Board determines to decrease the number of Educational Support Staff Employees or to discontinue some particular type of educational support service, the Board shall remove Employees from within the category of position to be reduced or discontinued based on seniority. The employees with the shorter length of continuing service (i.e., less seniority) shall be honorably dismissed first. If seniority between two or more Employees is identical, the District shall use the tiebreakers set forth in 3.9.

In the event the Board determines the need for a reduction in force, the Administration shall meet with the Association to discuss the reasons for the reduction in force and the process.

If the Board has any vacancies in the District within the period prescribed by law, the positions thereby becoming available within a specific category of position shall be tendered to the Employee so removed or honorably dismissed from that category of position in reverse order of layoff. If no employee is on recall for a specific category of position which becomes available, or if the position is not accepted by an employee on recall from said category, then the position shall be offered to qualified employees on the recall list in the following order: first to any employee with seniority in said category, then to the most senior qualified employee based on total length of employment in the District. An Employee so recalled retains all accumulated seniority; however, the period during which the Employee was subject to recall shall not count toward seniority.

To be eligible for recall, the honorably dismissed Employee must provide the Board in writing, prior to the day of dismissal, with the address where such Employee may be reached. Further, it shall be the responsibility of the Employee subject to recall to inform the Board of any change of address and to otherwise provide the necessary means to be informed of recall offers. The Employee must accept the recalled position in writing, within seven (7) working days of the District's mailing of the notice of recall. Failure to notify the Board of acceptance shall constitute rejection of the offer of employment. If an Employee rejects any offer of a vacant position he/she shall be deemed to have waived his/her recall

rights and will no longer be eligible for any other vacant positions that become available within the recall time period.

3.11 Professional Development

The Administration and Association recognize the importance of proper training and development for all employees.

All Association members may be scheduled to participate in training during their work year. Such training may include, but is not limited to, Teaming and Collaboration Skills for the Paraprofessional, Role of the Paraprofessional in Providing Instructional Support, GCN, behavior intervention strategies, functional behavior assessment with behavior intervention plan, in-service training for certain groups, CPI training for paraprofessionals, health and safety training and training on District policies and regulations, in collaboration with District/Building Administration.

Advanced notice will be given to members and training may take place before, during or after the work day. Training programs will generally be provided at District schools, or other sites within the District. However, the Administration reserves the right to require an employee to attend training at a site outside the District. The District reserves the right to approve an employee's attendance at other workshops or conferences, as the Superintendent or designee determines to be necessary. If an employee is required to attend a workshop or conference, mileage claims submitted shall be reimbursed at the prevailing IRS rate based on IRS reimbursement regulations.

Association members shall be paid at their regular hourly rate for attending any required training. Overtime shall apply, as a result of participating in required training, the employee works in excess of forty (40) hours in a work week, in accordance with Section 3.6 of this Article.

3.12 Training Reimbursement

If the Administration requires an employee to complete any job-related training (excluding certification or licensure required as a prerequisite for the employee to hold his/her job), the District shall pay all costs associated with attending the training, providing that such costs are approved in advance by the Administration.

3.13 Certification

On a case by case basis, in collaboration with District or building administration, the District may pay for certification, licensure, or related training not listed below, if such certification, licensure, or related training is deemed necessary for District operations.

A. **Nurses**

The District will provide registered nurses with paid CPR training and paid training for Vision/Hearing Certification (initial and renewal). Such training may occur at the District either during or outside of the work day or

registered nurses may be required to attend off-site training during the hours such training is offered.

B. **Cafeteria**

The District shall pay for the cost of a cook's Illinois Department of Health Sanitation Certification (class and certification). Employees who attend this certification shall be paid for all hours of attendance and reimbursed for mileage traveling to and from the certification, provided that employees must submit the mileage expense to District administration within 30 days.

C. **Maintenance, Ground and Custodial Staff**

In collaboration with the District Office Administration, all mechanics, custodians, maintenance and grounds employees will be required to attend appropriate technical training programs given by manufacturers that apply to each employee's position, at the district's expense.

Any certifications and/or licenses that are needed by maintenance, grounds or custodial staff to perform district work shall be paid for and provided through the District.

3.14 Weather

Unless the Superintendent, or designee, deems it unsafe to come to work, all twelve (12) month and 245 day employees shall be required to report to work on any day of inclement weather for which students are excused. If unable to report to work, the employee can choose to use a personal or vacation day. Appropriate use of a sick leave as defined in the school Code remains available. If the employee has exhausted all paid personal or vacation leave days, he or she will be docked for the time missed.

School year employees (202 days and less) will make up any days on which school is closed due to inclement weather, and, therefore, will not be expected to be present during the closing.

The Superintendent, or designee, may deem it unsafe for twelve (12) month and 245 day employees to come to work for the day, or may call for a late start or an early release to the employee work ·day. In this case, no full or partial day will be charged to twelve (12) month and 245 day employees.

3.15 Snow Removal

All employees who are covered by this Agreement, and who hold a Buildings and Grounds position shall be on call for snow removal. The District shall provide paid necessary training. Any employee who is required by a supervisor to perform snow removal outside his/her regularly scheduled work hours shall be paid a rate of 1.5 times his/her regular rate of pay for such snow removal work, with the exception of Sundays, which shall be paid at two (2) times their regular rate regardless of the number of hours worked in the week.

3.16 Discipline Policy

The Board and BEST agree that progressive discipline is critical for upholding the standards of the District.

Probationary employees may be suspended or dismissed for any reason, and the suspension or dismissal of a probationary employee is not grievable. For non-probationary employees, suspensions without pay and dismissal from employment (other than non-disciplinary dismissals, like a reduction in force) shall be for just cause.

Employee discipline generally will be progressive in nature, with the typical disciplinary steps being:

1. Verbal warning
2. Written reprimand
3. Suspension without pay
4. Discharge

However, where, in management's judgment, the circumstances of a particular case and/or the seriousness of a particular offense warrant step(s) to be bypassed, the appropriate disciplinary step to be used will be determined by management.

3.17 Security Cameras

The primary purpose and use of the security cameras in the District is to monitor illegal activity, unauthorized access to restricted areas, unauthorized removal of personal and/or District property, damage to property and other acts of wrongdoing. The use of security cameras will not occur in restrooms, locker rooms or shower areas, individual classrooms, or individual offices. (Note that individual classrooms and offices shall not include such common areas as the library, the cafeteria, the fieldhouse, theater, commons, outside kennel relief area, inside kennel building). Surveillance equipment will not be utilized to observe an employee's performance or otherwise be accessed as documentation in the employee evaluation process. Data from the surveillance equipment may be reviewed by the District's personnel in connection with investigations. Access to data involving employees will be limited to appropriate administrative personnel, and the attorneys and the board, police liaison officers, law enforcement officials in response to subpoenas or court orders, or as otherwise required by law. Such review will take place in the office of one of the parties listed above. In the event data from security cameras is used for the purpose of investigating or disciplining an employee, the following process will be followed:

A. The Employee and the Association will be informed of an investigation of an alleged incident.

B. The Employee under investigation shall be advised of his/her right to be represented in the investigatory meeting regarding the alleged incident, unless the Employee declines representation.

C. Any discipline that may be imposed against the Employee as a result of the alleged incident investigation shall be in accordance with the applicable provisions in this Agreement.

D. All Employees are informed, per this contract, of the use of the surveillance equipment. All new employees shall be notified in writing of the use of surveillance equipment as part of the new employee orientation.

3.18 Procedure for Handling Assault/Battery Cases Involving BEST Members

A. For purposes of this paragraph, “assault” and “battery” are defined the same as in the Illinois *Criminal Code.*
B. When an assault/battery occurs, the employee has the right to defend himself/herself and/or obtain assistance.
C. The District will publish a crisis response procedure on the staff website.
D. Employees shall notify the Principal/other administrator of any assault or battery that takes place. The administrator shall immediately provide the employee the Physical Contact on Staff Reporting Form for documentation. This form shall also be linked on the staff website along with student discipline reporting policies and accompanying forms. The employee shall receive a copy of the complete form when the administrator(s) have completed the process. The administrator shall provide a copy of the completed form to the Association President.
E. When an assault/battery occurs, Administration may release the affected staff member(s) from their duties for the remainder of the day, with no loss of pay.
F. The Administration will work with affected staff members to develop suggested actionable steps that can prevent future incidents of harm toward staff members. These steps will be communicated in writing.
G. The Board shall defend and indemnify the employees to the extent required by law.

3.19 Job Descriptions

The Superintendent or designee and the Association shall review existing job descriptions at least once every two (2) years, beginning with the 2026-2027 school year.

A written job description for any modified position shall be provided to the Association President no later than thirty (30) days following the effective date of the change.

3.20 Employee Orientation for New Employees

The District shall provide an employee orientation (onboarding) for all newly hired Education Support Personnel. Orientation shall occur within a reasonable period following the employee’s start date.

Orientation materials shall also be made available through the District's shared files when possible. The Association shall be permitted reasonable access to participate in the orientation process.

ARTICLE IV
EMPLOYEE EVALUATION

4.1 Primary Goal and Purpose of Evaluation

The Association and the Board agree that the goal of employee evaluations is to

1. monitor the professional performance of support staff employees;

2. inform the employee of the criteria upon I which he/she will be evaluated by making available an online copy of the job description and evaluation tool; and

3. provide for periodic review and evaluation of employees. The designated administrator shall orient all employees under their supervision in regard to evaluation procedures, standards, and instruments to be used in the evaluation process.

Employees shall be evaluated at least once per work year. For the purpose of this Article, the “work year” shall be July 1 through June 30.

The evaluator and employee shall sign the report before it is placed in the employee’s personnel file. Such signature by the employee only acknowledges that the employee has read the report and does not indicate agreement with its contents. Formal evaluation/observation of the employee shall be conducted openly and with the full knowledge of the employee. However, this does not preclude chance or casual observations of the employee.

The employee shall receive a copy of all evaluative material placed in the employee’s personnel file within five (5) school days of its placement there.

The employee shall have the right to respond in writing to any evaluative material placed in the employee’s personnel file and have the response included with such evaluative material in the employee’s personnel file by mailing or emailing the written response to the Superintendent designee within 20 working days of the receipt of the evaluative material. All responses shall be reviewed by both the evaluator and the Superintendent.

ARTICLE V
GRIEVANCE PROCEDURE

Purpose

The purpose of this procedure is to maintain employee welfare and resolve contractual disputes through open, collaborative conversations at the lowest possible administrative level, ensuring issues are addressed and resolved efficiently and equitably.

5.1 Definition

A. The term grievance will be defined as any claim by BEST, an Employee, or a group of Employees covered under this Agreement, that there was an alleged violation, misinterpretation, or misapplication of this Agreement.

B. Unless otherwise indicated, a day shall be defined as days on which the District's administrative office is officially open for business.

C. All grievances shall be in writing and shall state the following:

- the nature of the grievance
- the specific clause or clauses of the Agreement allegedly violated
- the full facts on which the grievance is based
- the date of the alleged violation
- the specific relief sought

D. A written grievance must be raised within fifteen (15) days of the occurrence of the event giving rise to the grievance.

5.2 Procedures

Step One

An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and the immediately involved supervisor. A BEST representative, and a second administrator, may be present if desired by either party.

Step Two

If the grievance cannot be resolved informally, the grieving Employee(s), or BEST, shall file a written grievance with the immediately involved supervisor and, at a mutually agreeable time which shall not exceed fifteen (15) days from the filing of said grievance, discuss the matter with him or her. The filing of the grievance at Step Two shall be made within the aforementioned time limit. Present at this meeting shall be the grieving Employee(s), the immediately involved supervisor, a second administrator, and a BEST representative. The immediately involved supervisor shall make a decision on the grievance and

communicate it in writing to the grieving Employee(s) and the Superintendent within fifteen (15) days after the parties have met as required by this Step.

Step Three

If the grievance is not resolved at Step Two, then BEST may, within fifteen (15) days following receipt of the answer from the immediately involved supervisor, file a written appeal of the immediate supervisor's decision at Step Two with the Superintendent. The Superintendent shall arrange with the Association representative for a meeting to take place within fifteen (15) days of the Superintendent's receipt of the appeal. A BEST Grievance Chair, BEST representative, and a second administrator may be present at the Step Three grievance conference. Within fifteen (15) days of the Step Three meeting, the Association and grieving Employee(s) shall be provided with the Superintendent's written response, which shall include the reason(s) for the decision.

If the grievance is denied at Step Three, the Board reserves the right to request to meet with BEST to discuss whether it is possible to reach resolution on the grievance. Any such request shall be included in the Step Three grievance response. In the event BEST accepts the Board's request, the meeting shall take place at a regularly scheduled Board meeting (if the next regular Board meeting is less than 15 work days away, the meeting between the Board and BEST shall occur in the following month). If such a meeting is held, the parties in attendance shall be limited to the Board, the Administration, the Board attorney, the Grievant, the Grievance Chair and the UniServ Director. The Board shall issue a written response within fifteen (15) days of the meeting.

Step Four

ARBITRATION: If BEST is not satisfied with the disposition of the grievance at Step Three, BEST may submit the grievance to final and binding arbitration by filing a written demand for arbitration with the American Arbitration Association with a copy of such written demand sent to the Superintendent. If a demand for arbitration is not filed with the American Arbitration Association within fifteen (15) days of the date of the Step Three answer, or within 15 days of the date of the Board's response, whichever is later, then the grievance shall be deemed withdrawn.

5.3 Filing of Materials

Grievances and documents pertaining solely to the processing of grievances shall be kept separate from employee personnel files. The term "document" as used in this provision excludes, without limitation, written disciplinary reports, written reprimands, attendance records, and other similar documents customarily maintained in personnel files.

5.4 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent and, if withdrawn, will be treated as though never having been filed.

5.5 Bypass

By mutual written agreement, any step of the grievance procedure may be bypassed.

5.6 Settlement

By mutual written agreement, a grievance may be settled at any step without establishing precedent.

5.7 Time Limits for Filing

If the grievance is not presented by the Employee(s) or Association within the time limits as set forth above, it shall. be considered waived and may not be further pursued by the Employee(s) or the Association. If a grievance ·is not appealed to the next Step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Association and/or grieving Employee(s), if applicable, may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step.

5.8 Extension of Time Limits

The time limits referred to herein may be extended by mutual agreement of the Employer and the Association.

5.9 Hearings and Conferences

Hearings and conferences under this procedure shall be conducted at a time and place within the District which will afford a reasonable opportunity for all persons, including any witnesses, to attend and will be held, insofar as possible, after working hours or during non-duty time of personnel involved. When such hearings and conferences are held, at the option of the Administration, during working hours, all Employees whose presence is required shall be excused, with pay, for that purpose.

5.10 No Interference of the Work Day

It is agreed that any investigation or other handling or processing of any grievance by the grieving Employee(s) or a BEST representative shall be conducted so as to result in no interference with or interruption of the instructional program and/or work activities of all District 301 staff members.

5.11. Arbitration Time and Place

The arbitrator shall set a time for the hearing, which shall be held at a place within the District, subject to the availability of the Board and BEST representatives and witnesses.

5.12 Costs

Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator, the American Arbitration Association and a court reporter will be divided equally between the parties. If either party requests a transcript, that party shall bear the full costs of the transcript. If both parties order a transcript, the cost of the transcript will be divided equally between the Board and BEST. The parties will share the cost of any transcript, or copy thereof requested by the arbitrator.

5.13 No New Grounds

Neither the Board, nor BEST shall be permitted to assert any grounds or submit any evidence to the arbitrator which had not been previously disclosed to the other party during the grievance steps.

5.14 Limitations on Authority of Arbitrator

The arbitrator shall be bound by the terms and provisions of this Agreement and shall have no authority to add to, subtract from, nullify, ignore, modify or amend any provision of this Agreement. The arbitrator's decision must be based solely upon his/her interpretation of the meaning or application of the express relevant provision of this Agreement.

5.15 Arbitrator Award and Opinion

The award of the arbitrator shall be accompanied by a written opinion setting forth findings of fact, reasoning and conclusions to support the award.

ARTICLE VI
LEAVES & BENEFITS

6.1 Pregnancy and Parental Leave

A. Employees who are absent due to the birth or adoption of their child(ren) shall be entitled to a thirty (30) work day leave. If the employee who gave birth requires more than a thirty (30) work day leave for medical reasons, she shall provide a certificate from her physician verifying that she is medically unable to return to work. During this leave, employees are required to use paid sick, personal and vacation days, if available, and may use up to thirty (30) available paid sick leave days without a certificate from a physician.

If an employee is eligible for FMLA leave, the leave time taken under this Section shall be deducted concurrently from the employee's FMLA entitlement.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is the birth, adoption, foster placement, or first year care of a child.

B. An employee may continue on an unpaid pregnancy/parental leave, for no longer than one school year, and shall be able to continue in the group insurance program(s) provided under this agreement by making advance monthly payments to the District of the premium(s) due. Employee must provide reasonable notice to the Superintendent or designee at least thirty (30) days in advance of taking the leave, or as soon as practicable. An employee who returns from pregnancy leave shall be reinstated to a position in the District.

6.2 Sick Leave

A. Sick leave is available for use in the event of personal illness, mental or behavioral health complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or acceptance of a child in need of foster care .

B. Full-time or part-time Employees who work at least 600 hours per year shall be credited with twelve (12) days of sick leave per year. Unused sick leave days may accumulate to a maximum of two hundred forty (240) unused accumulated days. The sick leave for part-time employees who work at least 600 hours per year shall be pro-rated to reflect the part-time schedule. The sick leave for eligible employees who are hired mid-year shall be pro-rated. An employee on a leave of absence at the time sick leave is normally allotted for his or her position shall not receive a grant of new sick leave days unless and until the employee is able to return to work. The sick leave for an employee who accumulates days while working part-time and who subsequently becomes full-time shall be converted to the full-time equivalent (e.g., twenty 4 hour days shall be converted to ten 8 hour days).

C. Sick leave of up to three (3) days may be used in the event of death within the immediate family; the Superintendent, or designee, shall extend such to allow a reasonable time to return to the District following burial, or extend in special circumstances.

D. Immediate family shall mean spouse, parent, brother, sister, child, grandparent, grandchild, father-in-law, mother-in-law, step-parents, step-parents-in-law, step-children, daughter/son-in-law, brother-in-law, and sister-in-law, or persons living in the household.

E. Any Employee absent for three (3) or more consecutive work days may be required to furnish a note from a physician, before returning to work. The District reserves the right to require an employee to furnish a note from a physician for less than three (3) days of absence, but, in such event, the District shall pay the cost of obtaining the note.

F. An Employee may use up to two (2) sick leave days per year for funeral attendance not covered under the terms for use of sick leave.

G. Sick leave may be taken in half or full day increments.

6.3 Personal Leave

A. At the beginning of each school term, each employee shall be credited with three (3) days of leave, without deduction of pay, to be used for the employee's personal business. The personal leave credited to part-time employees shall be prorated according to their percentage of full-time employment.

B. Except in case of emergency, an employee must submit a written request to use a personal leave day to his/her immediate supervisor at least two (2) work days prior to the requested date. The supervisor shall have the right to deny the requested personal leave if a necessary replacement is unavailable or if the employee's absence on a particular date would adversely impact the District's operations.

C. Personal leave days shall not be approved for the day preceding or following a holiday, winter break or spring break, on the first and last five (5) student attendance days of the school year, or on an in-service training or institute training day unless it can be shown that the reason is outside of the control of the employee.

D. Personal leave may be used in increments of half or full days.

E. Any personal leave days not used by the end of the school year shall be credited to accumulated sick leave up to the limit allowed.

F. If an employee can demonstrate that previously used personal leave days were used for reasons outside the employee's control and additional days of personal leave are needed for reasons outside the employee's control,

the Superintendent may approve a request for additional personal leave days.

6.4 Unpaid Leave of Absence

Employees who are covered by this Agreement may request an unpaid leave of absence of up to six (6) months for extenuating circumstances, which may include, but are not limited to, parental leave, the employee's own disability, the need to provide ongoing care to an immediate family member with a serious illness or injury. Approval of the requested unpaid leave of absence shall be at the discretion of the Board (expect for FMLA-qualifying leave, which is not discretionary); the denial of a request shall not be subject to the grievance and arbitration language of this Agreement and the approval of a request shall be considered non-precedential. The Parties agree that any leave granted under this Section of the Agreement shall run concurrently with Board Policy 5:180 - Temporary Illness or Incapacity.

A An employee who wishes to request an unpaid leave of absence shall submit a written request to the Superintendent or his/her designee at least thirty (30) calendar days in advance except in the case of emergency.

B. Upon return from an approved leave, the employee will be placed in the same category of position held by the employee prior to the start of the unpaid leave. The employer does not guarantee the same position; the building location, supervisor, hours and days of the assignment may change.

C. An employee may request to return ahead of the scheduled expiration of the unpaid leave, but approval of the request to return ahead of schedule shall be in the sole discretion of the Superintendent or his/her designee.

D. An employee who fails to return on the approved date shall be considered to have resigned from employment.

E. An employee on an approved unpaid leave shall not accumulate seniority during any leave in excess of ninety (90) calendar days, but shall retain the seniority he/she held at the start of the unpaid leave.

F. Any approved leave shall be without pay or benefits. However, with the consent of the health insurance carrier, an employee who is enrolled in a District health insurance plan may maintain health insurance benefits by making advanced monthly payments of the entire premium(s) due to the District.

6.5 Paid Leaves of Absence

A. Accident or Injury

Absences due to injury, accident, or illness incurred in the course of an employee's employment where the employee is receiving temporary total disability (TTD) benefits from Workers' Compensation shall not be charged against the employee's accumulated sick leave except as set forth herein. An employee absent from work due to a work-related injury who is receiving TTD shall continue to accrue seniority for a period not to exceed one (1) year.

During the initial three (3) days of absence following a work-related injury, the employee must use available sick leave. However, if the employee receives retroactive TTD benefits covering those initial three (3) days, the employee will be required to reimburse the District for any payments received for those days and the District will reinstate those days to the employee's available bank of sick leave.

In the event an employee is physically injured by a student during work hours, the Board shall make available up to three (3) paid administrative leave days. To be eligible for this additional paid leave, the employee shall complete the Physical Contact on Staff Reporting Form (Article 3.18) and submit it to the Principal or other appropriate administrator. The Employer may require documentation from a licensed medical provider of the employee's choosing verifying the injury.

If a Workers' Compensation claim is filed and approved for the incident, and the employee receives TTD benefits retroactive to the first day of injury, the employee may be required to reimburse the District for any payments received under this provision for the initial three (3) days.

Employees may elect to use one-third (1/3) of a sick leave day to supplement TTD benefits in accordance with Board Policy 5:180.

B. Jury Duty/Subpoenaed Witness

The District shall pay the regular salary to Employees called to serve as a juror or subpoenaed to appear in court or before legislative bodies of witnesses. As a condition of receipt of this benefit, the employer may require that the employee turn over to the District any fees received for jury duty or witness fees, except that any money received for travel allowance may be retained by the employee.

ARTICLE VII
COMPENSATION AND FRINGE BENEFITS

7.1 Mileage Expense Reimbursement

For an employee who is required to travel to a building other than his or her assigned building, the Board shall reimburse the employee for mileage at the current IRS rate, provided that employees must submit the mileage expense to District administration within 30 days.

7.2 Salary

The minimum starting rate of pay for each category is listed in Appendix A.

Newly hired employees hired after July 1, 2026 may be given up to five (5) years of credit for verified job-related experience with placement on Step F of the salary schedule.

All new Employees shall be on probationary status for the first ninety (90) work days of employment, during which time the Employee will be observed at least once by their Administrator. Upon completion of the probationary period, an Employee's seniority shall date back to his/her date of hire.

A. **Paraprofessionals with a Professional Educator License**

Paraprofessionals who hold an active Professional Educators' License (PEL), shall receive an additional two dollars ($2.00) per hour for all hours worked in the course of their regular job.

B. **Compensation for Specialized Paraprofessional Assignments**

1. Assignment Determination Language

The District shall determine Tier I and Tier II assignments based upon student needs, program requirements, safety considerations, and the essential duties of the position. The District agrees to consult with building administration and applicable staff when determining Tier II placements.

2. Tier I Paraprofessional Assignment

A Tier I Paraprofessional assignment shall include support duties for students requiring general educational, academic, behavioral, medical, social-emotional, and/or instructional assistance within the school setting.

Examples of Tier I responsibilities may include:

- Classroom and instructional support
- Academic intervention assistance

- General supervision and student monitoring
- Assistance with daily routines and transitions
- Support for students with mild to moderate behavioral or learning needs

Tier II Paraprofessional Assignment

A Tier II Paraprofessional assignment shall include support duties for students whose educational, behavioral, medical, physical, and/or safety needs require intensive, specialized, or sustained intervention.

Tier II assignments may include students who:

- Have multiple and/or profound disabilities
- Require significant physical assistance or personal care
- Have Behavior Intervention Plans (BIPs) involving intensive behavioral supports
- Demonstrate aggressive, self-injurious, elopement, or other high-risk behaviors
- Require specialized medical, communication, mobility, or sensory support
- Require frequent crisis intervention, de-escalation, or safety management support

Employees assigned to Tier II positions (EC-12th grade) shall receive an additional stipend/differential of $1,500.00 per school year.

C. Stipend for Bilingual Administrative Assistants

Building Administrative Assistants who are fluently bilingual in 2 or more languages will receive a $800 stipend above their hourly rate, paid over 24 pay periods.

D. Substitute Caller

In any given school year in which the Administration requests that an employee, covered by this Agreement, performs the duties of “Sub Caller,” such employee shall be paid an additional sum of $2,000 for that school year. However, performing these duties in one year is not a guarantee of performing them in the future.

E. Head Cook

The Head Cook will receive the following stipends above their hourly rate, paid over 24 pay periods:

LL and CMS-$800

CT, HBT, PV-$1,200

PKMS-$2,300

CHS-$4,500

F. Maintenance Lead

The Maintenance Lead will receive the following stipend above their hourly rate, paid over 24 pay periods: $3,200

G. Employees who Substitute for Teachers

In lieu of their regular assignment, employees who hold a Professional Educator License (PEL) or a Substitute Teacher License, may be assigned to substitute for a teacher. The employee shall be compensated at their regular rate of pay plus ten ($10.00) per hour for the time they are assigned as a substitute.

H. **I.E.P. Nurse Certification**

Registered Nurses with an IEP Designee Certificate from ISBE shall receive an annual stipend of $1,500.

7.3 Insurance

A. For Employees who work a minimum of 30 hours per week who elect any of these group insurance benefits, the District shall pay for all or a portion of the premiums for the following:

1. **Life Insurance** - The Board shall pay for group life insurance in the amount of $50,000. However, the amount of group term life insurance may be reduced for employees who are 65 and older in accordance with the schedule of benefits established by the group term life insurance carrier. Employees may purchase additional insurance as provided by the insurance carrier.

2. **Health, Dental and Vision** - The District shall pay the following premiums:

Work Days	Single Coverage	Family Coverage	Life Insurance
More than 180	100%	75%	$50,000
*less than 179	100%	See below	$50,000

*Eligibility Note: Eligibility requires a minimum of 30 hours per week.

Family Coverage Phase-In (Effective September 1, 2026)

Employees eligible for “See below” family coverage will receive phased-in benefits as follows:

- 2026-2027 School year: 60%
- 2027-2028 School year: 65%
- 2028-2029 School year: 70%

a. Additional Provision
   i. Food Service Head Cooks who work 8 hours per day / 40 hours per week shall receive 75% Family Coverage Benefits.
   ii. Married couples/domestic partners who are both employed by the District and elect health insurance will have a $0 premium contribution. The $0 premium contribution will apply for the entire family. The deductibles, co-pays, and coinsurance will be the employees’ responsibility. The family dental premiums will also be covered by the District at 100% for the base plan. However, the difference in premiums for the vision Buy-Up plan will be paid by the employee.

c. **Vision Insurance**

The Board reserves the right to make additional vision coverage available to employees who meet the health, dental and vision eligibility requirements. Participation in such plan is voluntary. Employees pay 100% of the cost of any such vision insurance elected.

d. **Stipend**

An employee who qualifies for insurance benefits may select a $1,800.00 stipend in lieu of insurance benefits, as long as he or she is not otherwise covered by or enrolled in the District’s insurance plan. This stipend shall be paid in two installments. The first installment will be paid on the first paycheck in December and it shall be calculated at the rate of $150 for each month during which the employee declined insurance coverage between July 1 - December 31 of the same calendar year. The second installment will be paid on the first paycheck in June and it shall be calculated at the rate of $150 for each month during which the employee declined insurance coverage between January 1 and June 30 of the same calendar year. An employee shall not be eligible to receive the stipend for any month during which he/she (or any family member) was enrolled in the District’s insurance plan after the 15th of the month.

3. If the provision of insurance contemplated by this Agreement could result in the Board or employee being obligated to pay a penalty, excise tax or other fee due to changes and/or interpretations of the *Internal Revenue Code* or other laws affecting the provision of insurance benefits, or rules and regulations thereunder, the Board, in its sole discretion may convert its contribution toward such insurance benefit to another form of compensation or benefit to the extent necessary to avoid the imposition of such penalty, excise tax or fee or plan failure.

B. The Board reserves the right, in its sole discretion, to determine all insurance plan specifications, to offer additional plans or eliminate plans, and/or to select the carrier(s) of the group insurance policies.

C. The Board reserves the right, in its sole discretion, to modify its health, dental or vision insurance plans and its flexible spending account if the Board determines such modifications are necessary; to comply with any provisions of the Affordable Care Act; to insure its insurance plans are non-discriminatory, or to insure the Board is not subject to fines, fees or excise taxes because any of its employees are eligible to obtain coverage on an insurance exchange. Such modifications may include, but are not limited to:

1. changes in plan design, or adding additional plans;
2. replacing or adding additional insurance carriers;
3. changes in benefit levels, deductibles, co-payments, Rx coverage. out-of-pocket maximums; and/or
4. limiting the amount of salary reduction amounts under the Flexible Spending Accounts, etc.

7.4 Flexible Spending Account

A. The Board shall maintain a Section 125 cafeteria plan providing for salary reduction of 1) premiums for District group health insurance coverage and 2) contributions to a health flexible spending account and dependent care flexible spending account which meet the requirements of Section 125 of the Internal Revenue Service Code.

B. The Board does not guarantee or, in any way, warrant that the salary reductions are non-taxable, said determination to be made by each individual employee. Additionally, if due to a plan audit or nondiscrimination testing the Section 125 Plan is found to be out of compliance with the Internal Revenue Code or corresponding regulations, the Board may correct the non-taxable status of salary reductions.

7.5 Insurance Committee

BEST shall assign two members of their bargaining unit to serve on a joint insurance committee. The joint committee may consist of some or all of the following: Administrators, Board members, non-unionized employees, members of other bargaining units in the District, and/or outside consultants. The purpose

of the committee shall be to review and analyze current medical policies; claims data; proposals from any competitive bidding process, information concerning potential carriers; health insurance trends in the insurance and in the educational industries; legal changes affecting the provision of insurance benefits; insurance reserves; stop loss/reinsurance policies and limits; as well as other policies with the goal being to make recommendations for a district-wide insurance plan likely to deliver medical coverage in t e most cost effective manner. The committee shall also focus on the continual education of employees with respect to the cost of insurance benefits and best practices for cost-efficient utilization of medical, dental, vision and prescription benefits. The role of any such committee shall be advisory only.

7.6 Payroll Installments

Employee paydays shall be the 15th and the last day of each month. If the scheduled pay date falls on a weekend or holiday, payment will be made on the day prior to the weekend or holiday.

7.7 Termination of Salary & Benefits

Employees who have resigned or who are terminated for any other reason shall be paid all remaining compensation owed on the next regularly scheduled payroll for the final date worked.

Board paid insurance benefits shall terminate on the last day of the month during which the employee last worked.

School term employees who have resigned or who are terminated (with the exception of release for just cause) for any other reason at the end of the school year will have all remaining compensation owed paid out as scheduled over the summer months. Board paid insurance benefits shall terminate at the end of the plan year for such employees.

7.8 Extra Duty Pay

Extra duty assignments may be offered to members of the bargaining unit. However, the Administration in its sole discretion, reserves the right to select who shall perform such work.

Employees performing extra duties or stipend positions will be compensated at the CEA-specified rates.

Food Service Special Events: Employees assigned to meal planning, preparation, service, or clean up for special events (e.g. Veterans Day Breakfast, Student of the Month, Senior Athletic Breakfast, or similar District functions) outside their regular duties or work hours shall be paid their regular hourly rate or overtime when applicable. Food Service employees will be provided sufficient time to prepare for such events including early access to buildings when necessary.

7.9 Uniforms

A. Food Service Personnel

Food service personnel shall wear apparel approved by the Director of Food Service. The District will provide shirts on an semi-annual basis and will replace them as needed.

The District will reimburse each employee annually for the purchase of approved non-slip work shoes and pants, up to a maximum of $275 per employee per year. Reimbursement shall be made upon submission of a receipt or other reasonable proof of purchase. The choice of vendor, brand, or style shall be at the employee's discretion, provided the items are appropriate for food service work and meet basic safety and health requirements.

B. Buildings and Grounds Personnel

Buildings and Grounds personnel shall wear apparel approved by the Director of Buildings and Grounds. Employees shall wear approved safety shoes/boots at all times.

Employees shall receive an annual clothing allowance of $450 for the purchase of work clothing and safety shoes or boots. The District will choose the online vendor for certain items, however, the choice of style shall be at the employee's discretion, provided the items meet basic safety and job-related requirements. Reimbursement shall be made upon submission of a receipt or other reasonable proof of purchase.

7.10 Tools

An employee in the Building and Grounds Department who uses personal tools for work, and whose tool is damaged, lost, or stolen in the course of employment, may request reimbursement for such loss. Such reimbursement shall be subject to the sole discretion of the Director of Buildings & Grounds.

With the approval of the supervisor, Maintenance, Buildings and Grounds employees will be allowed time during work hours for the purchase of needed tools. This time shall be considered part of the work week.

7.11 Vacations

A. Vacation leave shall be earned by twelve (12)-month employees working two hundred sixty (260) or two hundred forty-five (245) days per year in accordance with the following schedule, based on completed years of service as of July 1 of each year:

1. One (1) through four (4) years of completed service: Ten (10) days

- Five (5) through ten (10) years of completed service: Fifteen (15) days

- Eleven (11) or more years completed prior to July 1: 20 days

2. An employee who has not completed one (1) full year of employment as of July 1 shall earn one-half (0.5) day of vacation for each full month worked, up to a maximum of five (5) days.

3. For purposes of calculating years of employment in the District under this section, only current, consecutive years of 12-month or 245-day service are counted. The District does not recognize previous service of any kind if the employee resigns, retires, or is dismissed and is subsequently re-employed by the District. However, if a 202-day employee moves to a position that is eligible for vacation, their accumulated years in the District will be calculated as follows: On July 1, the employee has completed 10 years of 202-day service = 2020 days total divided by 245 days = 8.2 years for a 245-day position. In such event, the employee will be regarded as having completed 8 years of service and shall receive 15 days of vacation.

4. Part-time 12-month and 245 day employees who work at least half- time shall be eligible for vacation days on the same basis as full-time employees, but the pay shall be based on the employee's scheduled hours at the time the vacation day is used.

5. An employee who is on an approved unpaid leave of absence for more than 15 consecutive work days in the same fiscal year (i.e., July 1 - June 30) shall not earn vacation days during that period.The Employee's vacation entitlement for the following fiscal year shall be prorated to reflect the period of unpaid leave.

B. Use of Vacation Days

1. To maintain the continued operation of the Building, Grounds and Maintenance Department during the summer break (i.e., after the last pupil attendance day and prior to the first pupil attendance day of the next school year), Employees must submit, by no later than May 15, requests for any vacation days to be used during summer break. After May 15th, Building, Grounds and Maintenance Employees may submit requests to use up to two (2) additional vacation days from their annual entitlement during summer break.

2. Vacation requests shall be subject to supervisory approval based on staffing needs and operational requirements.

3. Full-time employees shall receive priority over part-time employees when considering multiple requests for vacation time on the same day.

4. Vacation days must be used by June 30th of each fiscal year. Employees may carryover up to five (5) unused vacation days for a maximum of six (6) months (i.e., until December 31st).

5. The Board reserves the right to require an Employee to schedule and use vacation days, provided such direction is based on operational needs and reasonable notice is given.

6. Upon resignation for the purpose of retirement through the Illinois Municipal Retirement Fund (IMRF), the District may compensate the Employee for earned but unused vacation days. Such payment shall be made in a manner consistent with IMRF regulations and may be structured to avoid inclusion as IMRF-reportable earnings, to the extent permitted by law.

7.12 Longevity Recognition

Employees employed by the District as of July 1, 2016, shall receive a one-time longevity payment in the amount of one thousand dollars ($1,000.00). Such payment shall be made no later than July 31, 2026.

Additionally, any employee who completes ten (10) years of continuous service with the District during the term of this Agreement shall be eligible to receive a one-time longevity payment in the amount of One Thousand Dollars ($1,000.00). Such payment shall be made no later than July 31 immediately following the employee's attainment of eligibility.

The longevity payment set forth herein shall be non-cumulative, non-recurring, and payable only once to each eligible employee.

7.13 403 (b) Contributions

The District shall provide an Employer match up to $200 to a qualified individual's contribution to a 403(b) account. To qualify to participate in this account, the Employee must meet the following requirements, based on IMRF Tier I or Tier II.

Definitions:

IMRF Tier I Member: an Employee who entered any Illinois retirement system prior to January 1, 2011.

IMRF Tier II Member: an Employee who entered any Illinois retirement system on or after January 1, 2011.

Qualifications for $200 Match

Tier I: Have completed twelve (12) years of service as an Employee in District 301. A year of service for this benefit is defined as a year in which the Employee qualifies for IMRF contributions.

Tier II: Have completed two (2) years of service as an Employee in District 301. A year of service for this benefit is defined as a year in which the Employee qualifies for IMRF contributions.

7.14 Retirement

A. Unused Sick Leave

An employee who retires with at least fifteen (15) years of service credit shall be paid for unused sick days over 221 days (equivalent to one (1) year of IMRF service credit) at a rate of $30.00 per day, up to a maximum of twenty (20) days. Payment for this retirement severance shall be included in the month after the month following the employee's last day of work and final paycheck for regular earnings, so as not to constitute IMRF creditable earnings (e.g., an employee who retires and receives their final paycheck in May will be paid for the unused sick leave in July). To be eligible for this severance, written notice of the employee's intent to retire must be submitted to the Board no later than April 15th.

B. Retirement Incentive

1. An employee is eligible for this program if they are 55 years of age or older and have fifteen (15) years of service credit in the District, and are retiring under the provisions of the Illinois Municipal Retirement Fund.
2. Eligible employees may choose to participate in the local retirement incentive under this program;
    i. Contractual base hourly pay shall be increased by six percent (6.0%) per year in each of the employee's final years of service prior to retirement, up to a maximum of four (4) years.
    ii. Employees must submit an irrevocable written notice of retirement to the District by March 1 of the year prior to the first year they will receive benefits under this program (the "base year").
3. The irrevocable notice may be revoked subject to the following conditions:
    a. Death of spouse or child
    b. Life-threatening illness of the employee, spouse or child, as certified by a physician.
    c. Other unforeseen circumstances at the sole discretion of the Board.

If the notice is revoked, the employee's salary shall be reduced by the amount granted under the enhancement that exceeds the pay increases the employee would have otherwise received. The repayment shall be withheld over twelve (12) pay periods during the year of revocation.

No Employee who has submitted a notice of retirement shall receive a pay increase that triggers additional or accelerated IMRF contributions or payments for the Board. No employee shall receive a pay increase exceeding six percent (6.0%) after giving notice of retirement.

C. Health Insurance

Retired employees may continue group insurance benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) and/or as permitted under the Illinois Municipal Retirement Fund (IMRF).

Support personnel employees who retire and meet all applicable IMRF eligibility requirements may continue employee and dependent major medical coverage and dental coverage through the District until they become eligible for Medicare, provided they reimburse the District for one hundred percent (100%) of the premium cost. Monthly premium rates shall be available through the Human Resources Department.

ARTICLE VIII
NEGOTIATION PROCEDURE

8.1 Professional and Amiable Conduct

All meetings, procedures, and related matters shall be conducted in a professional and amiable manner.

8.2 Representative Authority

It is the mutual responsibility of the School Board and the Association that their representatives' negotiation agents shall be clothed with the necessary power and authority to make and consider proposals, and tentative agreements.

8.3 Tentative Agreement

All agreements between the Board and Support Staff Committees shall be considered tentative until the entire agreement is negotiated and ratified by both parties. After ratification by the Association, the agreement shall be presented to the Board for adoption.

8.4 Good Faith

Both parties understand and agree to negotiate in good faith.

8.5 Negotiations Team Membership

Members of the negotiation teams shall be limited to District 301 Board members or employees. However, in the event the Board team brings in an outside negotiator to the table, the Support Staff may do likewise.

8.6 Negotiations Initiation and Reopening

By March 1 of the final year of this Agreement, either party may request that a time, date, and place be set for opening negotiations, and establishing the ground rules for negotiations. If neither party requests that negotiations be opened by March 1, the Superintendent, or designee, shall inform both parties that the deadline has passed. If no request is forthcoming within five (5) days of the notice from the Superintendent, this Agreement shall remain in effect for one additional year.

After such request that negotiations are received by the Superintendent, negotiations shall begin as soon as possible at a time mutually agreed upon by the Support Staff and Board.

All items in this Agreement that are not brought up for renegotiation shall be continued from contract to contract.

ARTICLE IX
DURATION AND RELATED TECHNICAL CLAUSES

9.1 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the mutual consent of the parties.

9.2 No Strike

BEST agrees not to strike, or engage in, support, or encourage any concerted or widespread refusal to render full and complete services in the school district during the life of this Agreement.

9.3 Savings Clause

If any provision of this Agreement should be found contrary to law by a court of competent jurisdiction, such provisions or application will be deemed invalid but all other provisions hereof not affected by such invalidation will continue in full force and effect.

9.4 Duration

This Agreement shall become effective July 1, 2026, and shall continue in effect until June 30, 2029.

9.5 Approval of Contract

In witness whereof, the parties have caused these present to be signed and attested this _____ day of _____.

For the Board of Education	For the Burlington Education Support Team
_____	_____
President	President
_____	_____
Secretary	Secretary

APPENDIX A

2026-2027 Salary Schedule								
Step	**Food Services**	**Para Professionals**	**Custodians**	**Utility**	**Maintenance**	**Grounds**	**Administrative Assistants**	**Registered Nurses**
A	$17.27	$19.02	$19.03	$19.74	$26.51	$20.53	$19.44	$33.43
B	$17.62	$19.40	$19.41	$20.13	$27.04	$20.94	$19.83	$34.10
C	$17.97	$19.79	$19.80	$20.54	$27.58	$21.36	$20.23	$34.78
D	$18.33	$20.18	$20.19	$20.95	$28.13	$21.79	$20.63	$35.48
E	$18.69	$20.59	$20.60	$21.37	$28.70	$22.22	$21.04	$36.19
F	$19.07	$21.00	$21.01	$21.79	$29.27	$22.67	$21.46	$36.91
G	$19.45	$21.42	$21.43	$22.23	$29.85	$23.12	$21.89	$37.65
H	$19.84	$21.85	$21.86	$22.68	$30.45	$23.58	$22.33	$38.40
I	$20.23	$22.28	$22.30	$23.13	$31.06	$24.05	$22.78	$39.17
J	$20.64	$22.73	$22.74	$23.59	$31.68	$24.54	$23.23	$39.95
K	$21.05	$23.19	$23.20	$24.06	$32.32	$25.03	$23.70	$40.75
L	$21.47	$23.65	$23.66	$24.54	$32.96	$25.53	$24.17	$41.57
M	$21.90	$24.12	$24.13	$25.04	$33.62	$26.04	$24.65	$42.40
N	$22.34	$24.60	$24.62	$25.54	$34.29	$26.56	$25.15	$43.25
O	$22.79	$25.10	$25.11	$26.05	$34.98	$27.09	$25.65	$44.11
P	$23.24	$25.60	$25.61	$26.57	$35.68	$27.63	$26.16	$44.99
Q	$23.71	$26.11	$26.12	$27.10	$36.39	$28.18	$26.69	$45.89
R	$24.18	$26.63	$26.65	$27.64	$37.12	$28.75	$27.22	$46.81
S	$24.67	$27.17	$27.18	$28.19	$37.86	$29.32	$27.77	$47.75
T	$25.16	$27.71	$27.72	$28.76	$38.62	$29.91	$28.32	$48.70
U	$25.66	$28.26	$28.28	$29.33	$39.39	$30.51	$28.89	$49.68
V	$26.18	$28.83	$28.84	$29.92	$40.18	$31.12	$29.46	$50.67
W	$26.70	$29.40	$29.42	$30.52	$40.98	$31.74	$30.05	$51.68
X	$27.23	$29.99	$30.01	$31.13	$41.80	$32.37	$30.65	$52.72
Y	$27.78	$30.59	$30.61	$31.75	$42.64	$33.02	$31.27	$53.77
Z	$28.33	$31.20	$31.22	$32.39	$43.49	$33.68	$31.89	$54.85
Off	Increase of 6.0%							

APPENDIX A

2027-2028 Salary Schedule								
Step	**Food Services**	**Para Professionals**	**Custodians**	**Utility**	**Maintenance**	**Grounds**	**Administrative Assistants**	**Registered Nurses**
A	$17.83	$19.64	$19.65	$20.38	$27.37	$21.20	$20.07	$34.52
B	$18.19	$20.03	$20.04	$20.79	$27.92	$21.62	$20.47	$35.21
C	$18.55	$20.43	$20.44	$21.20	$28.48	$22.05	$20.88	$35.91
D	$18.92	$20.84	$20.85	$21.63	$29.05	$22.49	$21.30	$36.63
E	$19.30	$21.26	$21.27	$22.06	$29.63	$22.94	$21.73	$37.36
F	$19.69	$21.68	$21.69	$22.50	$30.22	$23.40	$22.16	$38.11
G	$20.08	$22.12	$22.13	$22.95	$30.82	$23.87	$22.60	$38.87
H	$20.48	$22.56	$22.57	$23.41	$31.44	$24.35	$23.06	$39.65
I	$20.89	$23.01	$23.02	$23.88	$32.07	$24.84	$23.52	$40.44
J	$21.31	$23.47	$23.48	$24.36	$32.71	$25.33	$23.99	$41.25
K	$21.74	$23.94	$23.95	$24.84	$33.37	$25.84	$24.47	$42.08
L	$22.17	$24.42	$24.43	$25.34	$34.03	$26.36	$24.96	$42.92
M	$22.61	$24.91	$24.92	$25.85	$34.71	$26.88	$25.46	$43.78
N	$23.07	$25.40	$25.42	$26.37	$35.41	$27.42	$25.97	$44.65
O	$23.53	$25.91	$25.93	$26.89	$36.12	$27.97	$26.48	$45.54
P	$24.00	$26.43	$26.44	$27.43	$36.84	$28.53	$27.01	$46.45
Q	$24.48	$26.96	$26.97	$27.98	$37.58	$29.10	$27.55	$47.38
R	$24.97	$27.50	$27.51	$28.54	$38.33	$29.68	$28.11	$48.33
S	$25.47	$28.05	$28.06	$29.11	$39.09	$30.27	$28.67	$49.30
T	$25.98	$28.61	$28.62	$29.69	$39.88	$30.88	$29.24	$50.28
U	$26.50	$29.18	$29.20	$30.29	$40.67	$31.50	$29.83	$51.29
V	$27.03	$29.76	$29.78	$30.89	$41.49	$32.13	$30.42	$52.32
W	$27.57	$30.36	$30.38	$31.51	$42.32	$32.77	$31.03	$53.36
X	$28.12	$30.97	$30.98	$32.14	$43.16	$33.43	$31.65	$54.43
Y	$28.68	$31.59	$31.60	$32.78	$44.03	$34.09	$32.28	$55.52
Z	$29.25	$32.22	$32.24	$33.44	$44.91	$34.78	$32.93	$56.63
Off	Increase of 5.25%							

APPENDIX A

2028-2029 Salary Schedule								
Step	**Food Services**	**Para Professionals**	**Custodians**	**Utility**	**Maintenance**	**Grounds**	**Administrative Assistants**	**Registered Nurses**
TBD = CPI, with a cumulative floor of 4% and a cumulative ceiling of 5%								

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Board of Education and Drs. Kilrea and Schumacher, Interim Superintendents

FROM: Dr. Brett Bending & Mr. Mike Sitter

DATE: June 5, 2026

RE: Recommended Changes for the 2026-2027 Student-Parent-Guardian Handbook

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Stakeholders from all levels, including administration, staff, and guardians, completed the annual review of the Student-Family Handbook. Upon this review, the following changes are being recommended for the 2026-2027 Student-Parent-Guardian Handbook:

- Modernizing Tech, AI, & Cell Phone Use
- Enhanced Safety and Security Protocols
- Restoration of Medical and PE Parameters
- Attendance & Health Office Integrity
- Refinement of Student Conduct Definitions
- Differentiated Device Models
- Updated Costs to School Lunch
- Athletics and Activities
    - Intramurals (Middle School)
    - Parent Required Videos (Middle School)
    - Concussion Protocol (Middle School)
    - Parent Required Pre-Season Meeting (High School)
    - Athletic Awards (High School)

Central CUSD301
Student & Parent/Guardian
~~2025-2026~~ 2026-2027
Handbook

Mission Statement

Engage the mind, empower the learner, inspire excellence, influence the world

Administration District Building Information
Introduction
Words of Welcome
Enrollment Requirements
- Kindergarten Age Requirement
- Registration Process and Transfer Student Documentation
- Waiver of Student Fees
- District 301 Homeless Information

Student Services
- Student Support Services (Board Policy 7:250)
- Erin's Law Counseling Options, Assistance, and Intervention
- Suicide and Depression Awareness and Prevention
- Community and Mental Health Resources
- Additional Community Resources
- Multi-Tiered System of Support (MTSS)
- Accommodating Individuals with Disabilities (Board Policy 8:70)
- Education of Children with Disabilities
- Medicaid Fee for Services
- Prioritization for Urgency of Needs for Services (PUNS)

Health Services
- Health, Eye, and Dental Examinations & Immunization Requirements
- Homeless Child
- Communicable and Chronic Infectious Diseases
- Sick Child Procedures
- Illness / Injury
- Exemption from Physical Education
- Administering Medicines to Students
- Self-Administration of Medication
- Anaphylaxis Prevention, Response, and Management (Board Policy 7:285)
- Student Insurance

Attendance and Truancy
- Attendance Procedures
- Leaving School Early
- Tech Prep or Middle College
- Regional Pathway Students
- Attendance and Truancy Policy (Board Policy 7:70)

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- Class Cut
- Tardiness
- College and Vocational Visits and Military Exams
- Makeup Work
- Attendance at Extracurricular Activities

Transportation Information
- Bus Transportation (Board Policy 7:220 and Board Policy 4:110)
- Instructions to Parents/Guardians
- Instructions To School Bus Riders
- Safety Regulations and Guidelines
- School Bus Suspensions
- Academic Credit for Missed Classes During School Bus Suspension
- Restricted Items
- Late Academic Bus (CHS and MS Only)
- Kindergarten Transportation
- Electronic Recordings on School Buses

Food Service Information
- Grade Schools
- Middle Schools and High School
- Payment Procedures
- How will OnePay benefit families?
- How does OnePay work?
- Negative Lunch Balance
- Free and Reduced-Price Food Services
- Refund or Transfer Lunch Account Money
- Lunch Prices
- School Wellness

School and Student Safety
- Visiting the School
- Emergency Days
- Emergency/Crisis Plan
- School Safety Drills Plan
- Building Surveillance
- Student Search and Seizure
- Items Brought to School
- Unlicensed Motorized Vehicles
- Distribution of Printed Material

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- Notification Regarding Sex Offender Information
- Suspected Child Abuse
- Harassment of Students Prohibited

Dress Code
- Student Appearance
- Elementary Outside Play

Electronic Devices
- Access to the District's Electronic Network
- Curriculum and Appropriate Online Behavior
- Acceptable Use
- Internet Safety
- Authorization for Electronic Network Access
- Confidentiality
- Violations

Student Device Guidelines
- Expectations for Students
- Responsibility for Maintenance, Damage, Repair, Replacement, and Loss
- Technology Fees and Device Rotation Cycle
- Guardians' Responsibility for Student's Compliance
- No Expectation of Privacy
- Notification Regarding Student Accounts or Profiles on Social Networking Websites

Academic Policies
- Parental Involvement
- Skyward Parent Portal
- English Learners
- Title 1 Programs
- Field Trips
- Equal Educational Opportunities
- Sex Equity
- Elementary School Academic Policies:
  - Grading
  - Retention Policy
- Middle School Grading Policies:
  - Grading
  - Honor Rolls
  - Retention Policy

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- Central High School Academic Policies:
  - Grading
  - Weighted Grades/Advanced Placement (AP)
  - Transfer Credits
  - GPA
  - Requesting Transcripts
  - Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program (Board Policy 6:110)
  - Participation in the Graduation Ceremony Policy
- Discipline
  - Philosophy of Discipline
  - Student Behavior Policy (Board Policy 7:190)
    - When and Where Conduct Rules Apply
    - Prohibited Student Conduct
    - Disciplinary Measures
    - Isolated Time Out, Time Out, and Physical Restraint
    - Weapons
    - Re-Engagement of Returning Students
    - Required Notices
    - Delegation of Authority
    - Student Handbook
  - Misconduct by Students with Disabilities (Board Policy 7:230)
    - Behavioral Interventions
    - Discipline of Special Education Students
  - Definitions of Discipline Measures
    - Detentions
    - School & Community Service Program
    - Alternative Learning Environment (ALE) (Board Policy 7:200)
    - Out of School Suspension
    - Expulsion by the Board of Education
  - Prevention of and Response to Bullying, Intimidation and Harassment (Board Policy 7:180)
    - Definitions from 105 ILCS 5/27-23.7
    - Bullying Prevention and Response Plan
    - Anonymous Reports
    - Sexual Harassment Prohibited
    - Teen Dating Violence Prohibited
    - Discrimination and Harassment on the Basis of Race, Color, and National Origin

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- Prohibited

Student and Family Privacy Rights
- Surveys
- Surveys Created by a Third Party
- Survey Requesting Personal Information
- Instructional Material
- Physical Exams or Screenings
- Selling or Marketing, or Students' Personal Information Is Prohibited
- Notification of Rights and Procedures

Employee Ethics
- Employee Ethics; Code of Professional Conduct; and Conflict of Interest

Miscellaneous
- Student Records and Directory Information
- Fundraising
- Sale of Objects or Services
- Hall Passes
- ID Cards
- Lost and Found
- Pets
- Waiver and Indemnification

Appendix A - Middle School

Transportation
- School Arrival/Departure
- Traffic at School
- Parent Pick-Up/Drop-off

General Information
- School Dances
- Middle School Locker & Desk Rules
- Hallway Conduct
- Book Bags/Purses
- Consumption of Food and Drink
- Candy/Gum Policy
- Physical Education Waivers

Appendix B - Central High School

General Information
- Student Parking Permits and Driving Regulations
- Physical Education Waivers

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Student Services Team
Appendix C - Middle School Athletics & Activities Handbook
Interscholastic Athletics and Activities
- Registration on rSchool
- Programs
- Team Size Limitations
- Academic Eligibility
- Attendance at Practices & Contests During Ineligibility

Attendance Policy
- Absences
- Field Trips
- Suspensions/Expulsions
- P.E. Excuses
- Consequences
- Athletic TEAM Eligibility & Participation
- IESA Eligibility
- Athletic Team Tryout Policy
- Care Of Equipment & Uniforms
- Athletic Lockers
- Team Rules

Transportation
- Expectations
- To/From Extracurricular Activities
- Parent Pick-Up

Miscellaneous
- Refunding Participation Fees
- Intramurals
- Communication With Extra-Curricular Coach/Sponsor
- Communication You Should Expect From Your Student's Coach
- Communication Coaches Expect from Parents/Guardians
- Appropriate Concerns to Discuss with Coaches
- Issues Not Appropriate To Discuss With Coaches
- Procedures for Discussing a Concern with a Coach
- CPR and AED training
- Concussions

Code of Conduct
- Conduct Code for Participants in Extracurricular Activities (Board Policy 7:240)

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- Sex Equity
- Discipline
- Definitions of Offenses
- Hazing/Bullying
- Procedures
- Consequences
- Participation in Substance Abuse Assessment Program

Appendix D - Central High School Athletics & Activities Handbook

Interscholastic Athletics and Co-Curricular Activities

- Co-Curricular Activities
- Interscholastic Athletics
- Academic Eligibility
- Attendance Eligibility
  - Absences
  - Field Trips
  - Suspensions/Expulsions
  - P.E. Excuses

Co-Curricular Activities

- Co-Curricular Activity Eligibility & Participation For Executive Leadership Positions

Interscholastic Athletics

- Athletic Team Eligibility & Participation
  - IHSA Eligibility
  - NCAA Eligibility
- Athletic Team selection (“cut policy”)
- Athletic Awards
- Awards
- Senior Night
- Attendance at Awards Night
- Quitting An Athletic Team
- Care Of Equipment & Uniforms
- Lockers For Athletic Teams
- Athletic Team Rules

Transportation To/From Extracurricular Activities

Miscellaneous

- Time Limit to Exit Building
- Refunds of Participation Fees
- Behavior Expectations of the Participants

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- Behavior Expectations of the Spectators
- CPR and AED training
- Concussions

Communication with Extracurricular Activity Coach/Sponsor
- Parent/Coach Relationship
- Communication You Should Expect From Your Student's Coach
- Communication Coaches Expect from Parents/Guardians
- Appropriate Concerns to Discuss with Coaches
- Issues Not Appropriate To Discuss With Coaches
- Procedures for Discussing a Concern with a Coach

Code of Conduct
- Conduct Code for Participants in Extracurricular Activities (Board Policy 7:240)
- Sex Equity
- Discipline
- Definitions of Offenses
- Hazing/Bullying/Hate Speech/Harassment
- Social Media
- Procedures
- Consequences
- Participation in Substance Abuse Assessment Program

Appendix E - Community Resources
- Alcohol and Drug Abuse and Addiction Counseling
- Behavioral Health Hospitals
- Suicide Assessment Resources
- Community Contact
- Outpatient Therapists
- Facilities for Psychological Evaluation
- Community Agencies

Crisis Centers/ Hotline Numbers/ Emergency
- Abuse
- Suicide
- Rape/SA/DV
- Housing
- Death/ Loss of Loved one
- Daycare
- Transportation

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District Building Information

Central School District 301 Office

275 South Street, PO Box 396
Burlington, IL 60109
(847) 464-6005
District Office Hours: 7:30am-4:00pm

Central High School (CHS)

44W625 Plato Road, PO Box 68
Burlington, IL 60109
(847) 464-6030

Central Middle School (CMS)

44W303 Plato Road, PO Box 397
Burlington, IL 60109
(847) 464-6000

Prairie Knolls Middle School (PKMS)

225 Nesler Rd
Elgin, IL 60124
(847) 717-8100

Country Trails Elementary School (CT)

3701 Highland Woods Blvd
Elgin, IL 60124
(847) 717-8000

Howard B. Thomas Grade School (HBT)

44W575 Plato Road, PO Box 395
Burlington, IL 60109
(847) 464-6008

Lily Lake Grade School (LL)

5N720 Route 47
Maple Park, IL 60151
(847) 464-6011

Prairie View Grade School (PV)

10N630 Nesler Road
Elgin, IL 60124
(847) 464-6014

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Introduction

Welcome to Central District 301. We know your educational experience here will be worthwhile. To assist you, we have prepared this Handbook that outlines the opportunities available to students and the policies and procedures of Central District 301 and as established by the Board of Education.

This Handbook is not intended to create a contractual responsibility with the student. Rather, this Handbook is intended to summarize policies and procedures. Items published in this Handbook are subject to change, without notice, by the Administration or Board of Education. The Board policies that govern the operation of the District are available to the public on its website at www.central301.net or at the District Office.

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Words of Welcome

Dear Students and Parents/Guardians,

On behalf of the entire Central District staff, we extend a warm welcome to all our families as we embark on another exciting journey. This year, we are filled with anticipation and enthusiasm for the growth and achievement that lie ahead for our students.

At Central CUSD 301, we are committed to providing a comprehensive educational experience that supports our students at every stage of their journey. Our elementary grades build a strong foundation with engaging activities that inspire a love of learning. As students transition to middle school, we focus on fostering personal and academic growth, encouraging curiosity, resilience, and a strong sense of community. In high school, our students are guided to embrace leadership and uphold the legacy of excellence, preparing them for future success whether they pursue higher education, vocational training, military or enter the workforce.

As your partners in education, the academic success and personal development of all of our students is important to us. This Handbook is a comprehensive guide designed to help you navigate the policies and procedures established by the Board of Education. Compiled with input from staff, students, parents, and the Board, it aims to ensure a safe and supportive environment where learning develops and positive values are upheld.

Within this handbook, you will find essential contact information to help you seek assistance and answers to your questions. Additionally, it provides the various services and activities available to you. We encourage you to take full advantage of these opportunities to enrich your school experience and make the most of your time with us.

We are excited for the year ahead and confident in our students' abilities to achieve great things. Together, let's make this school year an excellent and memorable one for everyone!

Warm regards,

Central CUSD301 Administration

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Enrollment Requirements

Kindergarten Age Requirement

If your child is five years old on or before September 1, he or she may be admitted to Kindergarten. Please see Board policy 7:50 for more information.

Registration Process and Transfer Student Documentation

All returning Central 301 students must complete the registration process annually.

Students enrolling in Central 301 schools for the first time must complete the following steps:

- New Student Intake Form
- Certificate of Residence Form with supporting documentation
- Data Collection Form
- Home Language Survey
- Authorization for Release of School Student Records, as applicable
- New Student Health Questionnaire
- Original county/state birth certificate
- Physical with Immunization Record, Eye Exam, Dental Exam (see Health Requirements on page 20)
- Records of Special Services (Special Education/504, Gifted, ELL/ESL), as applicable
- Online registration and fee payment
- Illinois Transfer Form, as applicable (from previous Illinois school)

Online registration is completed via the Skyward Parent Portal. For assistance accessing this system, please contact your school office.

School fee payments are processed through RevTrak. Parents/Guardians can access RevTrak through the District website or at https://cusd301.revtrak.net/.

Waiver of Student Fees

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

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the following fees are also waived for students who meet the eligibility criteria for waiver: athletic participation fees,

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lock fees, towel fees, shop fees, laboratory fees and registration fees. The Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver.

For more information and for fee waiver guidelines, please visit Board policy 4:140, 4:140-E1, and 4:140-E3.

District 301 Homeless Information

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act and the Education for Homeless Children Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. For more information, please see Board policy 6:140.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

***For more information, contact*:**
Michelle Marlovitz, District Homeless Liaison (847) 464-6005

Kane County Homeless Liaison: Jimmy Pawola, Kane ROE McKinney/Vento Equal Chance Program (630) 444-2974

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Homeless information is also available on the Illinois State Board of Education (ISBE) website: www.isbe.net/homeless. In addition, contact ISBE through the Homeless Information Hotline at 1-800-215-5379, or the email address homeless@isbe.net.

Student Services

Central CUSD recognizes and supports the various needs of our students. The Student Services team is made up of different professionals such as social workers, psychologists, speech language pathologists, etc., to help support the academic and social-emotional growth of our students. Additionally, our student services team has support for our English learners and students with special needs. Our building administration are key personnel that partner with the student services team, students and parents to help support your child for success in school and beyond.

Student Support Services (Board Policy 7:250)

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

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.

2. 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.

3. The services of a school social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.

4. Guidance and school counseling services.

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

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include

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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.

Ensuring Success in School (ESS)

Per Public Act 102-0466, the Ensuring Success in School Law requires that counseling services are available to students who are parents, expectant parents, or victims of domestic or sexual violence without parental/guardian consent. The Resource Person for students who are parents, expectant parents, or victims of domestic or sexual violence is Sarah Nolan, Director of Student Services, 847-464-5863. For more information about supports, services, and procedures for students who are parents, expectant parents, or victims of domestic or sexual violence, please see Board Policy 7:255.

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.

For information on how the District maintains awareness and prevention of suicide and depression, please read Board policy 7:290.

Community and Mental Health Resources

211 Illinois

211 is a free, confidential 24/7 referral helpline connecting people to available health and human services. See graphic below for more information.

988 National Suicide Hotline

Individuals can call the 24-hour National Suicide Prevention Lifeline number by dialing 988. See graphic below for more information.

Local Kane County Suicide Prevention Resources

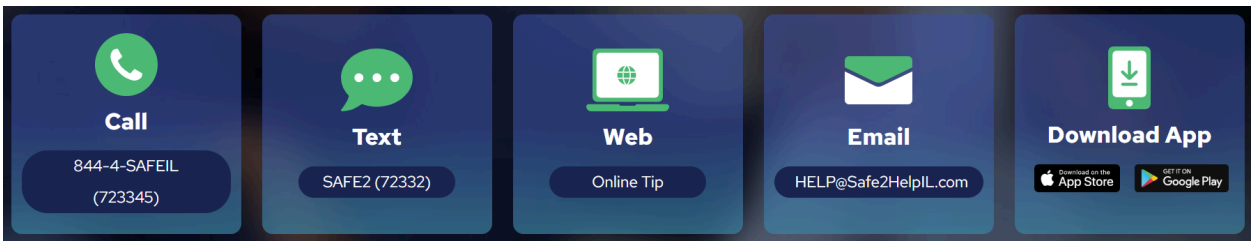
Information and resources can be found at kanehealth.com/suicide-prevention.



Source: https://www.illinois211.org/2-1-1/

Safe2Help Illinois

https://www.safe2helpil.com/ is a 24/7 program for students to share school safety issues, find resources to get help, and find encouragement to help others. In the absence of a trusted adult, students can use Safe2Help Illinois to share concerns in a confidential environment.



Additional Community Resources

See Appendix E for a list of Community Resources and Services.

Multi-Tiered System of Support (MTSS)

A Multi-Tiered System of Support (MTSS) is a comprehensive, data-driven framework designed to support all students' academic and social-emotional needs. This approach ensures high-quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that collaborates among teachers, parents, administration and other key stakeholders. When a student shows academic and/or social-emotional challenges, concerns may be raised by school staff or parents. The concerns are then addressed by the Problem-Solving Team (PST) process, which includes stakeholders such as social workers, school psychologists, principals, school nurses, other administration and teachers.

The Problem Solving Team (PST) is a team that develops and monitors intervention plans to proactively support students before larger issues become serious. The team regularly evaluates the effectiveness of these interventions and adjusts as needed. If the interventions do not lead to improvement, the team may request further evaluation. The PST exists to identify and assist students at risk due to severe social, emotional, family, mental health, attendance, and/or academic issues. The goal of the PST is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. The team may refer the student to outside professional agencies when appropriate. Referrals to the PST can be made by any member of the team, a staff member, the student him/herself, a fellow student, and/or a parent/guardian.

Accommodating Individuals with Disabilities (Board Policy 8:70)

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities para-professionals, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

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1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.

2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Education of Children with Disabilities

The School 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) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) Special Education rules that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year. For more information, please see Board policy 6:120.

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 of 1973 even though they do not require services pursuant to the IDEA. For more information, please see Board policy 6:120-AP1 E1.

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

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with opportunity for participation by the student's parent(s)/guardian(s), 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 District in fulfilling its obligations to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

Medicaid Fee for Services

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. With the parent/guardian's written consent, the District will claim Medicaid reimbursement for services provided. These claims will have no impact on the parent/guardian's or student's ability to receive Medicaid funding either now or in the future.

Prioritization for Urgency of Needs for Services (PUNS)

Per Public Act 103-0504, school districts work with Illinois Department of Human Services and ISBE to ensure that all students with disabilities and the parents or guardians of those students are informed about the PUNS database, including how to register for the PUNS database and who they can contact for information about the database and registration process. PUNS is a statewide database for individuals with intellectual or developmental disabilities who are planning for or seeking services (e.g., community integrated living arrangements, home-based supports, child group homes). The state uses the database to select individuals for services as funding becomes available. For additional information, please contact the Student Services Coordinator at your child's building.

Health Services

A student who needs to see the nurse during the day should first obtain a pass from his/her teacher unless an emergency situation exists. If a student is not feeling well, they must be checked out in the Nurse's Office and the nurses or administration authorization must be given prior to leaving the building; otherwise, the absence will be considered unexcused. When the nurse is not in the building, a student who is ill should report to the Main Office.

At the high school, no student will be excused from school unless a parent/guardian or designated person has been notified and appropriate transportation arranged, including if the student has his/her own car at school. Students shall not use their personal cell phones unless given permission by the nurse.

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Health, Eye, and Dental Examinations & Immunization Requirements

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

1. Entering kindergarten or the first grade;

2. Entering the sixth and ninth grades; and

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

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

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse or a physician assistant who has been delegated the performance of health examinations by a supervising physician.

2. A diabetes screening is a required part of each health examination; diabetes testing is not required.

3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.

5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.

6. The District will provide informational materials regarding influenza and influenza vaccinations developed, provided, or approved by the IDPH when it

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provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by ~~October 15~~ the first day of student attendance of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by ~~October 15~~ the first day of student attendance, the student must present, by ~~October 15~~ the first day of student attendance, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by ~~October 15~~ the first day of student attendance may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted. See Board policy 7:100 for more information.

Eye Examination

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

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

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

Dental Examination

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

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

Exemptions

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

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease, and State rules if there is an outbreak of one or more diseases from which the student is not protected.

2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.

3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

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

Communicable and Chronic Infectious Diseases

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns. Please see Board policy 7:280 for more information.

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Sick Child Procedures

Please notify the school health office immediately for all contagious conditions so we can take proper measures within the school environment to ensure all staff and students are safe. All children suffering from contagious conditions must be excluded from school until they are no longer contagious. Guidelines that need to be followed are found at Communicable Diseases Chart.

In the case of head lice, please contact the nurse or principal immediately so that we can take proper measures in the classrooms and elsewhere within the school. Please instruct your child NOT to share combs, brushes, hats, scarves, and other "communicable" items.

If your child exhibits any of the following, please do not send the child to school. If your child exhibits any of the following during the school day, they must go home:

- Fever (temperature of 100 degrees or above),
- Vomiting,
- Diarrhea (2 episodes, unable to manage, blood in stool)
- Excessive cough and/or unable to manage secretions,
- Suspicious rash,
- Loss of consciousness.

Criteria for re-admittance is based upon evidence that the child is no longer exhibiting symptoms listed above and fever free for 24 hours without medication, or documentation of treatment. These determinations will be guided by the nurse.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious illness or communicable and/or chronic infectious disease. The student's parent/guardian will be contacted by the school to arrange transportation.

Illness / Injury

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In an emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. *In the event of an emergency, it is imperative that we have contacts that are able to assist their student(s) immediately to ensure their well-being. Please provide contact information for individuals who have the ability to pick up a student in a timely manner.* Students will not be permitted to ride home with fellow students, other than a sibling, in case of an illness or emergency.

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Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

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. A parent/guardian excuse for illness or injury may be accepted for up to 2 consecutive school days. Absences from physical education exceeding 2 consecutive school days require a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. Extended medical excuses must be renewed every 12 weeks. ~~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. Please see Board policy 7:260 for more information.

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (Med A Form)* is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. For more information, please view Board policy 7:270 and 7:270-E1.

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Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *Med A Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. For more information, please view Board policy 7:270 and 7:270-E1.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a *Med A Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Anaphylaxis Prevention, Response, and Management (Board Policy 7:285)

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

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, all staff are trained annually on the care of an anaphylactic situation. A cooperative effort among students' families, staff members, students, and school nurses helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for prevention and treatment of anaphylaxis. Please contact your child's building nurse for additional information.

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Student Insurance

If a student insurance program is offered, it will be the responsibility of the student's parents/guardians, not that of the school, to file claims with the designated insurance representative in the event of injury. When an optional student insurance program is offered, claim forms will be available in the school office.

Attendance and Truancy

Our attendance policy is based upon the firm belief that students are most successful when they are present in class and in school.

In accordance with Illinois compulsory attendance requirements, it is the policy of CCUSD 301 that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attribute of regular attendance, punctuality, and participation.

Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Parents/guardians are to follow proper procedures to inform the school when their child is absent and to provide a reason for the absences.

Attendance Procedures

Grade Schools:

It is the parent/guardian's responsibility to call or email the main office and give the reason for an absence between 7:45 a.m. - 9:30 a.m. the day of the absence. Contact information can be found below:

- Country Trails - (847) 717-8000
- Howard B. Thomas - (847) 464-6008
- Lily Lake - (847) 464-6011
- Prairie View - (847) 464-6014

Parents/guardians who cannot call must write a note explaining the reason for the absence. The note should be written by the parent/guardian in its entirety and signed. The note can be scanned and emailed to the attendance secretary or turned in at the main office.

Middle Schools:

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It is the parent/guardian's responsibility to call or email the main office and give the reason for an absence prior to 7:50 a.m. the day of the absence. Contact information can be found below:

- CMS - (847) 464-6000; odalis.balice@central301.net
- PKMS - (847) 717-8100; audrie.freeman@central301.net ~~or jan.maas@central301.net~~

In the event that school personnel do not hear from parent(s)/guardian(s) about tardiness or absence before 9:00 a.m., the school may call parents/guardians or other emergency contacts provided by a parent/guardian to determine the reason for the student's absence.

Parents/guardians who cannot call or email must write a note explaining the reason for the absence. The note should be written by the parent/guardian in its entirety and signed. The student can bring the note to the main office upon their return.

High School:

It is the parent/guardian's responsibility to call the attendance secretary and give the reason for an absence prior to 7:25 a.m. the day of the absence. The attendance secretary's phone number is (224) 990-7101.

Parents/guardians who cannot call must write a note explaining the reason for the absence. The note should be written by the parent/guardian in its entirety and signed. The note can be scanned and emailed to the attendance secretary or turned in at the main office. The attendance secretary's email address is lynette.jastrzebski@central301.net.

Leaving School Early

If a student needs to leave school early for medical purposes (healthcare provider or dental appointments) the parent/guardian must call, email or send a note to the Attendance secretary before the student may leave school. The call, email or note should include the requested dismissal time and the reason the student needs to leave early. If providing a note, it must be written by the parent/guardian in its entirety and include a parent/guardian signature.

If a student is ill during the day, the student must check out in the Health Office before leaving the building. Students should not arrange for parents/guardians to pick them up, or leave using their own car, without first having been seen by the nurse. When the nurse is not in the Health Office, a student who is ill should report to the Main Office. Students who contact a parent/guardian for pickup using a personal cell phone or other device without first reporting to the Health Office or Main Office may have the absence marked as unexcused.

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Parents/guardians will need to present photo identification to pick up a student without prior notification.

CHS Only: Parents/guardians will pick up the student at Door ~~8~~ 10, and students will sign out with the Dean's Assistant at Door ~~8~~ 10.

Tech Prep or Middle College

Students who leave school early to participate in the work program should leave the building after their last academic class, unless given prior permission from Administration. All students participating in the Tech Prep or Middle College programs are required to check out with the Dean's Assistant at Door 8 prior to leaving the school. Attendance issues related to this program will be addressed on an individual basis.

Regional Pathway Students

Students enrolled in classes through Regional Pathways are responsible for attending those classes and are expected to attend class daily. All students participating in the Regional Pathway program shall sign in upon arrival to Central High School with the Dean's Assistant at Door 8. Attendance issues related to this program will be addressed on an individual basis.

Attendance and Truancy Policy (Board Policy 7:70)

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 12 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, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

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 (not to exceed 5 consecutive days without a medical note), observance of a

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religious holiday, death in the immediate family, up to 5 days of vacation per school year, attendance at a civic event (middle/high school student only) provided a 3 day notice is given to building administration and student provides documentation of participation, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to the Election Code (10 ILCS 5/7-42 and 5/17-15), 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. After a 2nd mental health day is used, the student may be referred to the appropriate student support personnel. Absences of 5 or more consecutive school days due to illness require a physician's note for the student to return to school and for the absence(s) to be considered excused. Routine medical or dental appointments may require verification, and when requested, such documentation should be submitted within 7 school days of the appointment. See Board policy 7:80 for information about absences for religious reasons.

Absenteeism and Truancy Program

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

1. Any child "necessarily and lawfully employed" may be exempted from attendance by the superintendent "on certification of the facts by and the recommendation of the school board." 10 ILCS 5/26-1. The policy's language serves to delegate this "certification of the facts" to the superintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

   A student may be excused at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

2. A protocol for excusing a student in grades 6 through 12 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.

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5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
    a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
    b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor 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.
14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.

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Truant Absences

Truant absence is defined as absence without valid cause for one or more periods of the student's school day. A truant absence is an unexcused absence. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardiness within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/guardian-teacher/administrator conferences, student counseling, and/or involvement of the Kane County Truancy officers and/or local law enforcement. In any such proceeding against parents or guardians the school district must demonstrate it has attempted to counsel the student and the person(s) having custody and control of the student and has provided support services, alternative programs, and other school resources in an effort to correct the truant behavior." (105 ILCS 5/26-12) Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

Class Cut

Middle/High School Only: A class cut is defined as an absence from part (10 minutes or more) or an entire class period, without permission from the student's parent/guardian, teacher or approval of school officials. A class cut also includes leaving a class, assigned area, or school-related activity without permission or authorization from school staff, or failure to report to the assigned instructional location. Class cuts may also include the beginning of the school day. A class cut is an unexcused absence and may result in disciplinary consequences.

Tardiness

Students are expected to be in class on time so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardiness. Students may be considered tardy if they arrive after the bell has rung. Students may receive consequences for excessive tardies.

On the fourth tardy to school per semester, students may receive disciplinary consequences. The same may occur for excessive tardies to class based on classroom, team or department policies.

College and Vocational Visits and Military Exams

Central High School recognizes the importance of college visitations, job interviews, and military exams. Upperclassmen may be excused two school days per college visitation (sophomores may be excused with approval by administration), job interviews, or military exams for up to three college visits during a school year.

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Whenever possible, these visits should be scheduled during non-school time; however, in the event they cannot be, students must complete the following:

- Students and parents/guardians are responsible for completing the "College and Vocational Visit, or Military Exams" Form prior to the absence. The form must be signed and completed by all of the student's teachers.
- Students are required to submit, on college/university/business/military letterhead, documentation of their visit for the absence to be considered excused.
- School work missed because of a college visit, job interview, or military exam must be made up in accordance with the Make Up Work section below.

MAKEUP WORK

Students who have absence(s) from school will be allowed to make up work for equivalent academic credit. The time allowed for makeup work will generally be one school day for every school day missed, starting with the first day the student returns to school. In extenuating circumstances, a student may ask his/her teacher for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

The makeup rule applicable for students who are receiving home or hospital instruction is set forth in the Student Services section of this Handbook under the heading Home and Hospital Instruction.

Students who miss school due to a vacation may ask their teachers to provide advance assignments at the middle/high school. However, it is up to the individual teacher to determine whether he/she can honor the request. Please note at the elementary school, assignments will be provided upon the students return from vacation.

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Attendance at Extracurricular Activities

To participate in an extracurricular activity practice or meeting (non-contest), a student must be in attendance by the start of 2nd period unless the student is absent from school for an excused absence for any reason other than personal illness. A student who has an excused absence for any part of the school day due to personal illness will not be permitted to participate in the extracurricular activity practice or meeting on that school day.

To participate in an extracurricular activity contest, a student must be in attendance for a full school day on the day of the contest, or for a full school day on the Friday before a weekend contest.

Transportation Information

Bus Transportation (Board Policy 7:220 and Board Policy 4:110)

All students who reside outside the walking boundaries (greater than 1.5 miles from school) are assigned District 301 transportation to/from school using their home location to designate the bus assignment.

Instructions to Parents/Guardians

Parents/Guardians will designate their transportation needs via the online registration process. Busing information for the current school year is available in the Bus Info tab in the Skyward Parent Portal.

Students are allowed only one inbound bus and only one outbound bus to the same location (accommodations cannot be made for different buses on different days.)

If changes are needed to a student's transportation, please make the revision in your Skyward Parent Portal following the directions at www.central301.net/transportation and send an email describing the changes to transportation@central301.net. Please allow two school days to process any changes to your student's transportation. Transportation will send you an email confirming the changes are approved or denied.

Instructions To School Bus Riders

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. CCUSD 301 Board Policy governs school bus conduct.

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School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations and/or school rules while riding the bus may be reported by the bus driver to the Principal or Assistant Principal via a bus conduct report and a disciplinary consequence may be issued to the student.

Safety Regulations and Guidelines

All CCUSD 301 disciplinary and safety guidelines are applicable, including those outlined below.

1. Students may only ride their assigned school bus.
2. Arrive at your designated bus stop five (5) minutes prior to your scheduled pickup time. Be careful in approaching the place where the bus stops and stay away from the street while waiting for the bus. Do not move toward the bus until the bus has been brought to a complete stop and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
3. Be aware of moving traffic and pay attention to your surroundings.
4. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all closing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
5. Take a seat right away and remain seated facing forward in your assigned seat while the bus is in motion.
6. Always be alert and listen for any instructions given by the driver. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
7. Windows are to remain at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
8. Talk quietly on the bus. Refrain from abrupt, loud noises and/or any unnecessary confusion that could divert the driver's attention from safely driving the bus. Be absolutely quiet when approaching and crossing railroad tracks.
9. Refrain from littering, defacing or destroying bus property. Never tamper with the bus or any of its equipment.
10. Assist in keeping the bus safe and sanitary at all times. Keep belongings out of the aisle and away from emergency exits. Eating, drinking or gum chewing is not allowed on the bus.
11. Do not bring any animals on the bus, unless it is a service animal.
12. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
13. Take all belongings with you.
14. Respect the driver, fellow students and yourself. Help look after the safety and comfort of smaller children.
15. Do not ask the driver to stop at places other than the regular assigned bus

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stop. The driver is not permitted to alter their route without proper authorization from an administrator.

16. Students must sit three (3) in a seat on the school bus when necessary due to the load
17. Cell Phones and other electronic devices may be used responsibly on the school bus. Any misuse of these items will result in disciplinary action. Bus drivers are not responsible for devices lost, damaged, or stolen. Examples of misuse include, but are not limited to:
    a. Using device as a camera
    b. Displaying inappropriate images/website
    c. Use of inappropriate language
    d. Use of device for harassment or intimidation
18. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless students use earbuds or headphones and the listener is still able to hear emergency directions.
19. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
20. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Cross the street only after checking both ways for traffic, even after the driver's signal. Never run in front of a car or bus.
21. Never run back to the bus, even if you dropped or forgot something.

The same rules and regulations apply to all bus trips, including for school sponsored trips, athletics and transportation to and from home and school. Students who are unable to abide by the rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences.

School Bus Suspensions

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

1. Prohibited student conduct as defined in School Board policy, 7:190, Student Behavior.

2. Willful injury or threat of injury to a bus driver or to another rider.

3. Willful and/or repeated defacement of the bus.

4. Repeated use of profanity.

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5. Repeated willful disobedience of a directive from a bus driver or other supervisor.

6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.

Academic Credit for Missed Classes During School Bus Suspension

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

Restricted Items

Because of the potential for disrupting the school bus driver, certain items are not to be brought on the bus. Some examples of such items could be, but are not limited to:

-skateboards	-cameras	-sleds	-snowboards/hoverboards
-laser lights	-in-line skates	-toys	-playing cards

** In some cases the student may seek approval from the Transportation Director or building administration for special situations (i.e., field trips, athletic trips, etc.).

Late Academic Bus (CHS and MS Only)

For convenience to our families, we offer a late academic/activity bus at both the middle and high school level. The bus operates weekly on Tuesdays, Wednesdays and Thursdays. Students must sign up each week they intend to use the service via the link located on the transportation page cited below.

All buses depart at approximately 4:30pm. These routes run approximately 1 hour and are based off of the weekly sign-up sheet. Students **must** sign-up to use this bus by noon the day of. This bus will **not** run on half days. Also, please note if your student resides within walking boundaries from PKMS they will not qualify for the academic/activity bus. Any student that does not sign up for the late academic/activity bus prior to the scheduled cut off time will be denied transportation, unless approved by both the school administration and transportation.

See https://central301.net/transportation/late-activity-academic-bus/ for the sign-up link and for more information.

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Kindergarten Transportation

The parent/guardian or older sibling must be present when a kindergarten student is dropped off. It is District policy that if no one is available at the drop off location, the bus driver will notify the school of the situation and the school will notify the parent/guardian that the student will be brought back to the school for parent/guardian pick up.

Electronic Recordings on School Buses

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

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement. At no time will video footage be released to the public.

Food Service Information

Central 301 participates in the USDA National School Lunch Program (NSLP) and offers an USDA reimbursable value meal each day. Please view Board policy 4:130 and 4:130-E for more information.

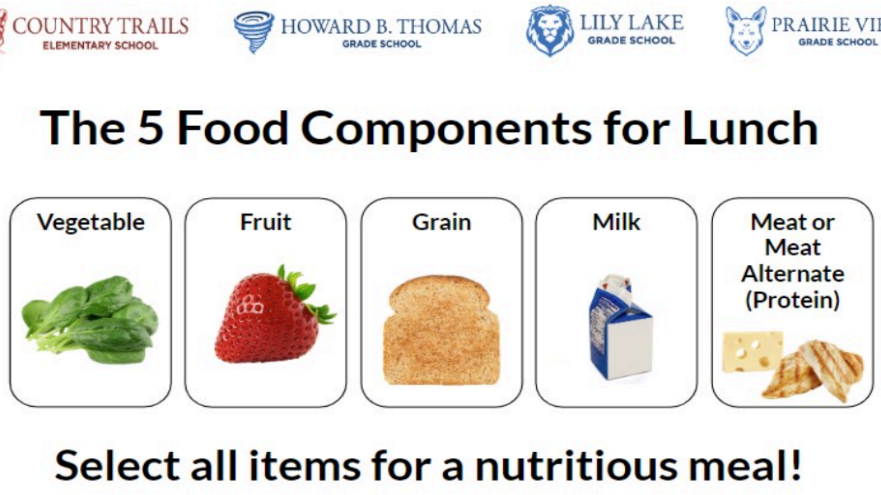
All students must use their student ID to purchase items from the cafeteria.

Grade Schools

Each morning, classroom teachers will take a count of the students who would like a value meal of the day. There is also a daily option of a non-meat item (example: grilled cheese). These lunch counts are shared with the Head Cook for production. A value meal for grade school costs $3.40 ~~$3.30~~ Monthly lunch menus are available on the Food Service website.

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COUNTRY TRAILS ELEMENTARY SCHOOL | HOWARD B. THOMAS GRADE SCHOOL | LILY LAKE GRADE SCHOOL | PRAIRIE VIEW GRADE SCHOOL



- Students who choose the value meal of the day will receive all meal components: protein items, whole grain bread/pasta items, two vegetables, fruit and milk. Students are served all five components of the value meal of the day, without eliminations.
- Milk is sold as an ala carte item to students who need to have a milk with the cold lunch brought from home or if a student would like extra milk to drink with his/her hot lunch. The purchase price for milk is ~~$0.40~~ $0.45/carton.
- If a student is eligible (see Board policy 4:130) for free or reduced price lunch and wishes to have milk with his/her cold lunch from home, he/she must purchase the milk for ~~$0.40~~ $0.45/carton.
- Allergy Substitutions: A USDA Physician's Statement is required to be completed if a substitution is needed in a student's meal. The Physician's Statement form can be obtained from the nurse's office or the Food Service website.

Middle Schools and High School

The middle and high schools also offer a la carte food items for sale. Each student may go through the line and choose from a variety of hot and cold foods. Each food item is priced individually so the student pays for what is selected. The daily value meal for the middle schools is ~~$3.40~~ $3.50 and ~~$3.50~~ $3.60 for Central High School.

To allow for efficiency for all students, we ask that students observe the following rules:

1. A photo ID and student ID number are required at the cashier.
2. No outside drinks or food items are allowed to come through the lunch line.
3. Move through the lunch line making selections quickly and then proceed to the cashier.
4. When purchasing 3 items or more, a tray must be used.

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5. When finished eating, pick up all lunch debris from the table and floor, empty lunch trays into trash bins and return the trays to the kitchen.

Payment Procedures

In order to provide the safest, contactless transition for payments, Central 301 Food Service departments district-wide are cashless. Cashiers will not accept cash or checks at the cashier stations. All lunch payments must be updated through our online payment system, MySchoolBucks (Heartland Payment Systems).

Setting up a free MySchoolBucks account is easy. Links can be found under the For Parents tab > Lunch Information on the district website. To set up an account you will need your student's name and ID number. Funds can be added using your credit/debit card ($3.50 transaction fee) or electronic check ($2.75 transaction fee).

- Some features with MySchoolBucks are:
    - Easy way to add funds with auto-replenish options available
    - View cafeteria purchases
    - Check your student's account balance
    - Receive low balance alerts depending on your preferences setup

MySchoolBucks offers OnePay which is a discounted fee payment program for students' lunch accounts. OnePay allows parents/guardians to pay transaction fees upfront from their checking accounts (electronic check, not available for credit cards) with unlimited lunch account payments for 12 months. Parents/Guardians can make as many lunch account payments as they want, in any amount - there are no spending limits.

How will OnePay benefit families?

When funds are put on students accounts monthly, you will pay 9 times per year, adding up to $24.75 in program fees. OnePay offers the choice of two transaction fee payment packages:

- A single student plan for $12.95/year or
- A family plan for $26.95/year

Both packages provide great value for families with multiple students or those who wish to add funds to their accounts frequently.

How does OnePay work?

- To take advantage of OnePay, parents/guardians must use their checking account for payment of their transaction fees.
- Parents/Guardians select the OnePay option suitable for their family (Student or Family Plan) and pay the set amount.
- Once this is paid, parents/guardians will not have to pay another transaction fee on their lunch account for 12 months.

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If you need assistance with your account, you can find helpful how-to-videos and answers to commonly asked questions by visiting Myschoolbucks.com. You can contact MySchoolBucks directly by logging into your account to start a chat conversation or call them at (855)832-5226.

Negative Lunch Balance

Central 301 School's Food Service Department is committed to serving lunches to all students. If a student account has a negative balance, the negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. Once lunches have been served without money in the lunch account, it is the parent/guardian's responsibility to respond to the negative balance email by depositing money in the student's lunch account on www.myschoolbucks.com. If negative lunch balances are not paid by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid. The District may send unpaid fees to collections.

Free and Reduced-Price Food Services

A student's eligibility for free or reduced priced meals shall be determined by Family Size/Income Guidelines set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. The Free/Reduced Lunch Application can be found on the Food Service website, in the Lunch Information section, MySchoolApps. Parents/Guardians may access the Free/Reduced Lunch Application link after July 1st of each year. For more information, please see Board policy 4:130.

To complete the application, read each page carefully and answer all questions. Skipped fields will not allow the application to be submitted. This online application is a family application so all students in the household must be added to the application. You will need the student ID number for each student on the application and everyone living in the household must be added to the application. Your application must be complete before you click "submit". A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year, unless you automatically qualify for free or reduced through the state.

Refund or Transfer Lunch Account Money

To request a refund from your student(s)' lunch account go to the Food Service website, under the Lunch Information section and click on the Lunch Refund/Transfer link. Answer all the sections within this form. All refund checks are cut typically on the third Monday of each month, after board approval.

Transfer of funds between siblings can be done through your MySchoolbucks account. Transfers of funds for graduate students can be processed through the Lunch Refund/Transfer link.

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Lunch Prices

The cost of all menu items in the value meal is set at one meal price. The value meal lunch prices for the ~~2025-2026~~ 2026-2027 school year are:

Paid Lunch Price	
High School	~~$3.50~~ $3.60
Middle Schools	~~$3.40~~ $3.50
Grade Schools	~~$3.30~~ $3.40
Reduced Lunch Price	$0.40
Milk Price	~~$0.40~~ $0.45
Adult/Teacher Lunch Price	~~$4.05~~ $4.15

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 Principal and/or food service director 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

3. The community is informed about the progress of this policy's implementation.

For an extensive overview of the physical and nutritional wellness plan, please see Board policy 6:50.

Please contact Food Service Director, Jessica VonSchnase at jessica.vonschnase@central301.net with any questions or suggestions related to school wellness and nutrition.

School and Student Safety

The safety of our students and staff is our first priority at each district building. During school hours all exterior doors are kept locked and access to the building will be limited. Students are not to open any door to permit entry from outside the building, even if the person is familiar to the student. Additionally, the propping or

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opening of doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Failure to abide by this policy may result in disciplinary consequences.

Visiting the School

The District has a responsibility to maintain a learning environment that is safe. All visitors must initially report to the Main Office upon entering the school. Any person wishing to confer with a staff member should contact the staff member ahead of time to schedule an appointment.

All visitors must:

- Provide government-issued photo ID and reason for the visit.
- Be cleared and logged by the District's security system
- Wear a visitor name tag at all times while in the building.
- Check out with office staff upon departure.

Emergency Days

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.

If this occurs the district will likely use emergency days to manage the situation and to ensure all students and staff are safe. The District will send notifications via ParentSquare (phone, text, and emails), social media and/or web posts.

Emergency/Crisis Plan

In the case of an emergency please be advised that all school personnel have been in-serviced on the implementation of the Crisis Plan should the need arise. If an emergency were to take place, please refrain from calling the school in order to keep school telephone lines open for emergency calls. Please keep vehicles out of the area to allow emergency vehicles to access school grounds.

School Safety Drills 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.

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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, school support personnel, or a parent/guardian.

For more information regarding the safety procedures established by the district, please refer to Board policy 4:170.

Building Surveillance

Video surveillance occurs in various parts of the school. This surveillance is used for safety purposes. Access to video surveillance is granted to school personnel and law enforcement when necessary and may be used for the purpose of investigatory elements with students. At no time will video footage be released to the public.

Student Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. For more information, please see Board policy 7:140 and 7:140-E.

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

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

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

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When feasible, the search should be conducted as follows:

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

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

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

Items Brought to School

- TREATS: Any treats, specifically for birthdays, should be in the form of a non-food item such as pencils or a favorite book. Food items are not allowed as they can distract from the educational environment and are counterproductive to the health curriculum standards.
- Commercially pre-packaged items that are clearly labeled with all ingredients are required. This applies to all school sponsored events.
- Parents/guardians may only drop off food for their own child. Food deliveries for other students are not permitted. School and office staff cannot accept food or item deliveries from third-party services (e.g., DoorDash, Uber Eats).
- BICYCLES: If you ride a bike to school, it must be walked on school property and parked in the bike racks provided. All bicycles should be kept locked when you are in the school building. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Bicycles may be ridden to and from school provided good safety rules are followed. Bicycles cannot be housed in the school. Bicycle racks will be off limits during school hours.
- SKATEBOARDS, IN-LINE SKATES and HOVERBOARDS: Skateboards, in-line skates, hoverboards and wheelies (including shoes with wheels built into them) are not allowed on school grounds. Any students found with such items will
    - receive a verbal warning;
    - have such item confiscated to be picked up by a parent/guardian;
    - have such items confiscated for the remainder of the school year.
- MOTORIZED MICROMOBILITY DEVICES: To maintain a safe and orderly campus environment, the use of all motorized micromobility devices is prohibited on school grounds during school hours and during sanctioned extracurricular events. This exclusion typically includes, but is not limited to:
    - Electric Bicycles (E-bikes): All classes (Class 1, 2, and 3).
    - Electric Scooters (E-scooters): Both standing and seated models.

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- Gas-Powered Cycles: Mopeds or gas-assisted bicycles.
- Other Devices: Hoverboards, motorized skateboards, and Segways.
- Any other device, as determined by school administration.

Unlicensed Motorized Vehicles

The use of unlicensed motorized vehicles on School District 301 property is prohibited. This includes, but is not limited to, all-terrain vehicles, dirt bikes, snowmobiles, go-karts, and any off-road vehicles. Consequences for this behavior may include suspension out of school as well as charges filed with local authorities

Distribution of Printed Material

All printed materials that will be distributed and/or posted, **must** be approved by the building administration prior to any posting of said material. No printed material, which is obscene, vulgar, libelous, threatening, inflammatory, inciting, damaging or disruptive to a good educational climate, will be permitted to be displayed or distributed, by or to, students.

Notification Regarding Sex Offender Information

Public Act 94-994, requires a Principal or teacher to notify parents/guardians during school registration or parent teacher conferences that information about sex offenders is available to the public. The Illinois Sex Offender Information website is https://isp.illinois.gov/Sor/Disclaimer. If you have any questions, please contact your building principal.

For information about convicted child sex offender screenings and notifications, please visit Board policy 4:175 and 4:175-AP1 E1.

Suspected Child Abuse

State law requires all school personnel to inform the Department of Children and Family Services (DCFS) of suspected cases of child abuse.

Please see the mandatory notification requirements relevant to the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:

a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

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b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities pursuant to Board policy 4:165 *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 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 Board policy 7:250, *Student Support Services*.
d. Board policy 4:165 Exhibit.

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. See Board policy 7:20 for more information.

Dress Code

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process, or compromise standards of health and safety. Students are expected to be appropriately dressed for school. Determination of "appropriate" shall be made by the building administrator and authority to discipline based on the determination shall be at their sole discretion. Please see Board policy 7:160 for more information.

1. All attire should be worn in the manner for which it was intended and undergarments should be covered at all times.

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2. Clothing imprinted with profanity, obscenity, and/or the display of words, pictures, or symbols associated with alcohol, drugs, tobacco, sex, weapons, or violence are prohibited.
3. Appropriate footwear must be worn at all times.
4. Dark glasses, gloves and outerwear shall not be worn during the school day.
5. Chains are not to be brought to school. This includes chains on wallets, choker chains, etc.
6. PE uniforms may NOT be altered in any way (for example, cut-off sleeves or shortening of shorts).
7. Students are allowed to wear costumes on days approved by administration. Students that need to wear a costume for an activity in class are expected to remove the costume when the class is over.

Any student not in accordance with the above-mentioned dress expectations may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. If appropriate clothing is not available, the administration will work with the student to obtain more appropriate clothing for the day.

Elementary Outside Play

Please be sure your child is dressed for the weather of the day (including layers inside as the building is equipped for heat and air-conditioning in each classroom). We will assume that students have worn what you consider appropriate for outside recess. Snow and moderately cold weather do not keep the children inside. All children will participate in outdoor activities if the outside temperature with wind chill is 10 degrees or above. If there is a drastic weather change during the day, we will take that into consideration as we plan for outside recess. Snow pants and boots are required for children to play in the snow. Please make sure that your child's clothing is labeled clearly. Each school has playground rules to follow.

Requests for students to remain indoors during outdoor recess due to weather will not be honored unless there is a documented medical reason. In such cases, a doctor's note or direct communication from a physician with the school nurse is required. Without this documentation, students will be expected to go outside with their classmates.

Electronic Devices

Access to the District's Electronic Network

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Please see Board policy 6:235 for more information.

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The term “electronic networks” includes all of the District’s technology resources, including, but not limited to:

1. The District’s local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District’s networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District’s electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent’s implementation plan, use the Internet throughout the curriculum. For more information, please see Board policy 6:60 exhibits for grades K-8 and 9-12.

The District’s electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education ESEA and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the District’s electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District’s electronic networks. General rules for behavior and communication apply when using electronic networks. The District’s administrative procedure, *Acceptable Use of the District’s Electronic*

Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and students to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator supervisor, or other authorized person may disable the filtering device only for bona fide research or other awful purpose provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before the confidential student information is loaded onto the network. For more information about student data shared with educational technology vendors, please see Board policy 7:345 Exhibit.

Violations

The failure of any user to follow the terms of the District's administrative procedures, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Student Device Guidelines

Expectations for Students

Central School District 301 provides Chromebooks to support educational goals. The distribution and daily possession of these devices vary by grade level:

- **Grades K-5 (Classroom Model):** Devices are housed in classroom charging carts. Students will be provided a device for use during the school day, logging in for instructional activities and logging out before returning the device to the assigned cart. Devices remain at school unless specifically checked out through the teacher for home-based projects or assignments.
- **Grades 6-12 (Individual Model):** Students are issued an individual device to be used at school and home. These students are responsible for bringing their device to school daily, fully charged.

Students in Kindergarten through 12th grade will be issued a device (i.e., Chromebook) by the District. These devices should be used for educational purposes and students are expected to adhere to the Student Handbook, the Acceptable Use Policy, and all corresponding procedures and Board policies, including, but not limited to:

- 6:235, Access to the District's Electronic Network;
- 7:20, Harassment of Students Prohibited;
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment;
- 7:190, Student Behavior;
- 5:170, Copyright.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens. File sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted materials (i.e., music, video, images). Device configuration must be maintained and not altered. District identification/asset tags may not be removed, modified, or tampered with in any way. Students may NOT allow others to use his/her device, share user account information with other students, or purposely circumvent the filtering or security settings on the device.

Technology Department staff distribute school-related software to devices as appropriate. Software may be delivered in multiple ways, including silent/background installations which require no user intervention, self-service installation by users of approved software as made available, and manual installation by Technology Department staff. Students must perform software updates and upgrades, return devices for inspection, or otherwise make devices available as required by Technology Department staff or school administrators.

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Central School District 301 retains the sole right of possession of the device and grants permission to use the device according to the guidelines set forth in this Handbook. It is the sole responsibility of the student to back up any data stored on the device. Students shall pick up and return the equipment at the established due dates and times, which will align with grade-level expectations for device possession (i.e., devices remain at school for K-5 and may be taken home for 6-12) There may be short periods of time when devices need to be collected for maintenance or other purposes.

Students are responsible for the use and care of the device. ~~and are expected to bring their fully-charged, ready-to-use device to school each day.~~ Devices for students in grades K-5 will generally remain at school and be stored in charging carts. Devices for students in grades 6-12 must be brought to school each day fully-charged and ready-to-use. Device care guidelines include:

- Do not use extreme pressure.
- Heavy objects should never be placed on top of the device.
- Ensure that there is nothing on the keyboard before closing the lid.
- When cleaning the screen, use a soft, dry microfiber or antistatic cloth.
- Insert and remove cords and cables carefully to prevent damage to connectors.
- Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the device in a manner that would detract from the educational environment in the classroom. You may personalize the device by setting the wallpaper or background, but only with appropriate images.
- Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the device.
- Don't leave the device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.
- Keep food and beverages away from the device.
- Make sure the device is secure when it is out of sight. Don't leave it in an unlocked locker, desk, or other location where someone might take it.
- Each device will have a District-provided asset tag to identify it. This number also might be marked in the case provided. Write this number down so you can identify the device.
- Students must keep the provided case on the device at all times.

Responsibility for Maintenance, Damage, Repair, Replacement, and Loss

Any device malfunction, loss, damage, or theft should be reported promptly to building administration and/or the Technology Department. In the event of a theft, a copy of a police report related to the incident must be provided to the building administration and Technology Department at the time the incident is first reported. Failure to do so may result in additional charges for replacing the device.

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The student/guardian will be responsible for payment of all applicable repair/replacement fees. If the device, or associated accessories, are lost or intentionally damaged, the student/guardian will be responsible for paying the full replacement cost. All accidental damage to a school-issued device must be reported promptly to the Technology Department. Students will be asked to provide a statement which describes the events which led to the damage.

When device repairs are required, temporary loaner devices may be available. For the first occurrence in any 365-day period, a temporary loaner device will be issued, when possible, to the student while the damaged device is repaired. For future occurrences, guardians may be notified by the student's Dean or Building Administrator of the incident and informed that future damage incidents may result in repair fees up to the full replacement cost of the device. A temporary loaner device will be issued, when possible, to the student while the damaged device is repaired.

~~Technology Fees and Device Rotation Cycle~~

~~The District assesses a $50 technology fee each school year. This fee covers a little less than half the annual cost of the Device. The District picks up the remainder of the cost annually. As a result of this fee, the family will own the device after multiple years of use in the District based on the District's established device rotation cycle. If a student leaves the District early and wants to keep the device, they will need to pay the remainder of the technology fee and District costs at $100 per year of expected use. The device rotation cycle can be found on the District's website at https://central301.net/technologyandsafety/11-device-faq/. Students who leave during the last semester the device is expected to be used and have no outstanding family fees may keep the device. If a student with a device with expected continued use leaves the District and fails to return the device (including any related accessories) or purchase it, the District may, in addition to seeking reimbursement from the guardian, file a report with local law enforcement.~~

Guardians' Responsibility for Student's Compliance

Guardians agree to monitor and supervise their student's use of the device outside of school and to make every effort to ensure their student's compliance with the obligations and responsibilities described in this Handbook and in all applicable Board Policies related to their use of the Device.

No Expectation of Privacy

There is no expectation of privacy for any communication made using the device or for any content created, accessed, or stored on the device. The District reserves the right to inspect the device and its contents at any time and for any reason.

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Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

Academic Policies

If students and/or parents/guardians have questions related to the policies or procedures of the instructional process, the student and/or parent/guardian should first contact the assigned classroom teachers. Many times this communication clarifies the situation. The second step is to arrange a conference with the Principal or designee (see grade level specific information below).

Parental Involvement

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent or designee shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.

2. Encourage parents/guardians to be involved in their child's school and education.

3. Establish effective two-way communication between parents/guardians and the District.

4. Seek input from parents/guardians on significant school-related issues.

5. Inform parents/guardians on how they can assist their children's learning.

For more information, please see Board policy 8:95.

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Skyward Parent Portal

Student grades are available online throughout the school year through Skyward for students in grades 3-12 by clicking on the Gradebook tab in Skyward. End of quarter grades are available on the report card, which can be accessed by clicking on the Portfolio tab in Skyward.

English Learners

The District offers opportunities for resident English Learners to achieve at high levels of academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The details of this program can be found in Board policy 6:160.

Title 1 Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalence among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalence among the District's schools.

For more information, visit Board Policy 6:170, 6:170-AP1 E1, 6:170-AP1 E2, 5:190-E1.

Field Trips

Field trips correlate with the educational program. Our faculty prepares and defines trip objectives before a field trip is taken. Field trips are considered to be an extension and enrichment of the normal classroom.

Permission slips for student participation are distributed and collected electronically. A completed electronic permission form must be submitted for your child to participate. Please note that field trip fees are nonrefundable.

Parent/guardian volunteers (chaperones) play a vital role during field trips. Chaperones may be required to provide their own transportation to and from the field trip location.

Students are expected to travel with their class on school-provided transportation. Parents/guardians may not drive their own child separately to or from the field trip

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location unless special circumstances prevent the student from riding the bus. In such cases, a written request outlining the special circumstances must be submitted to the teacher at least 48 hours in advance for consideration.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, 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*. See Board policy 7:10 for more information.

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 Board policy 2:260, Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Elementary School Academic Policies:

Grading

Grades are available electronically to parents/guardians and students after the end of each quarter for grades (1-5). Kindergarten grades are available second through fourth quarters; and early childhood grades are available for second and fourth quarters. Art, music and physical education grades are provided in the second and fourth quarters. Beginning in 3rd grade, parents/guardians and students are encouraged to monitor student progress throughout the semester via the Skyward "gradebook".

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Retention Policy

The District reserves the right to retain a student at any grade level. This decision is based upon professional evaluation and consideration of a student's individual circumstances.

Middle School Grading Policies:

Grading

Parents/Guardians and students are encouraged to monitor student progress throughout the quarter by logging on to Skyward. All grades are available and viewable in Skyward; however, report cards will be posted through Skyward Parent Access at the end of each quarter of the school year.

1. Students will earn letter grades for courses in both the core and exploratory curriculum programs.
2. Student work will be evaluated using the following letter grades:
   A=100-90%; B=89-80%; C=79-70%; D=69-60%; F<60%; I= Incomplete; P= Pass
3. The points for letter grades on the report card are as follows:
   A=4.00; B=3.00; C=2.00; D=1.00; F=0.
4. Pluses and minuses may be appended to letter grades, but do not affect grade points.
5. Grades will be published quarterly. No semester exam grades will be published on report cards.
6. A teacher may determine to issue an incomplete grade to a student who has experienced prolonged periods of absence during the grading period. All incompletes must generally be cleared within two weeks of the end of the semester. At the conclusion of the two week extension, teachers will calculate the student's grade with a score of zero entered for any assignments/assessments not completed. The resulting grade will be recorded in place of the incomplete. (If extenuating circumstances exist, the Principal or designee may exercise discretion in extending the two week deadline.)

Honor Rolls

Gold, Silver, and Bronze Honor Rolls will be completed at the end of each quarter.

Gold Honor Roll = grade point average of 3.75 or better.

Silver Honor Roll = grade point average of 3.4 to 3.74 (with no grades of D or F)

Bronze Honor Roll = grade point average of 3.0 to 3.39 (with no grades of F)

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No student who receives an F or I (incomplete) for the grading period in any course may be placed on any of the three honor rolls regardless of the grade point average earned. Students receiving a D for the grading period in any course may attain no higher than honorable mention (Bronze Honor Roll) status regardless of their grade point average. (Note: Students who are held off the honor roll due to one or more "incomplete(s)" and who make up the work in the time allotted, may be added to the Honor Roll at a later date, once an accurate grade point average has been calculated.)

Retention Policy

The school district reserves the right to retain a student at any grade level based on professional evaluation and in view of each student's individual progress. In accord with the Illinois School Code, criteria relating to academic success will be used as the basis for a student's being considered for retention.

Moreover, state legislation prohibits school districts from promoting students to the next grade level without evidence of mastery of the academic content of the student's present grade.

In order for a student to be promoted to the next grade level, he or she must have an overall grade average of D- or higher. The way in which this will be determined will be through a credit system. Middle school students are scheduled in 20 credit hours per year. The following is the credit break-down for middle school academic courses:

ELA = 1 credit per quarter
Math = 1 credit per quarter
Science = 1 credit per quarter
Social Studies = 1 credit per quarter
Encore = 1/2 credit per quarter
P.E. = 1/2 credit per quarter
Band/Chorus = 1/4 credit per quarter

*Reading Intervention taken in place of an Encore will count as .5 credit per quarter.
**Special Education courses taken in place of core courses will count as 1 credit per quarter.

To be promoted to the next grade level, a student must earn 12 core credits throughout the school year. These 12 credits are the equivalent of a D- grade point average. If a student fails to earn 12 credits for the school year, he or she would be required to take summer school course(s). Students may take up to 4 credits in the summer, thus giving the student a chance to still be promoted if all required summer credits are earned. If the student fails to make up the required credits, retention will occur. If a student earned 7 credits or less during the school

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year, he or she would be unable to make up the required 4 credits during the summer due to the maximum of 4 summer credits accepted. This would also result in retention. The Assistant Principal or designee will be responsible for the management of all retention issues, while keeping the building Principal informed at all stages of the process.

Communication and Intervention with students and parents/guardians regarding retention will occur in the following ways:

1. Parents/Guardians of students who earn multiple failing grades will receive an academic concern letter at the end of Quarter 1 and Quarter 2. Interventions such as Parent-Teacher meetings, Task Intervention placements, and/or Problem Solving Team meetings may also occur.
2. At the end of Quarter 3, parents of possible retention candidates will receive a retention warning letter along with summer school information. Parents/Guardians will also be notified by phone.
3. At the end of Quarter 4, students who haven't earned the required 12 credits will receive a retention letter with the summer school subjects that are required for promotion (if applicable).

Central High School Academic Policies:

If students and/or parents/guardians have questions related to the policies or procedures of the instructional process at CHS, the student and/or parent/guardian should first contact the assigned classroom teacher. Many times this communication clarifies the situation. The second step is to arrange a conference with the student's counselor. A list of counselor assignments is available on the CHS website. If, after such a conference, there is a need to talk to the Administration, please contact the Main Office.

For more information relevant to coursework, graduation requirements, and schedules, please refer to the Curriculum Guide.

Grading

Parents and students are encouraged to monitor student progress throughout the semester by logging on to Skyward. All grades are available and viewable in the Skyward; however, final semester grades are the only grades that will appear on a student's permanent record and transcript.

Grading practices at CHS will be consistent within each department by course. For example, all students enrolled in U.S. History will be assessed using the same grade categories and weights regardless of instructor.

1. Continuous Semester Method: Teachers will determine semester grades on the basis of grades earned on course work for the entire semester. Quarter grades are not final grades that will be used for averaging; but, rather, they are

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mid-semester grade reports to students and parents. Quarter 2 and Quarter 4 grades reflect final grades for the semester, in conjunction with a final semester exam if given. Final grades can be found via your student's Skyward Portfolio.

2. At the beginning of each course, each teacher will review the grading policy to inform the students in his/her class of the grading policy and its implementation within the course. With administrative approval, teachers may incorporate an attendance requirement into their grading policy.

Student work will be evaluated using the following letter grades:

A – Superior
B – Excellent
C – Average
D – Below average
F – Fails to meet required standards
P – Pass
W – Withdrawn (no credit / no grade)

*A teacher may issue an incomplete grade to a student who has experienced prolonged periods of absence during the grading period. All incompletes must generally be cleared within two weeks of the end of the semester. At the conclusion of the two week extension, teachers will calculate the student's grade with a score of zero entered for any assignments/assessments not completed. The resulting grade will be recorded in place of the incomplete. (If extenuating circumstances exist, the principal or designee may exercise discretion in extending the two week deadline.)

Weighted Grades/Advanced Placement (AP)

1. AP courses approved by the College Board will be given weighted credit. Additionally, honors courses designated in the course catalog will be given weighted credit based on at least five of the seven characteristics listed below:
    a. The course includes college level content or syllabus.
    b. The quality of learning activities, projects, and assignments in the course is significantly more than in other courses.
    c. The ideas and concepts studied in the course are significantly more complex than in other courses.
    d. The pace is accelerated in comparison to standard courses.
    e. The course includes assessments in the areas of analysis, synthesis, and evaluation.
    f. The time required outside of regular class periods is significantly more than in other classes.
    g. The course completes the sequence of classes/programs.

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Grade	Unweighted Courses	Weighted Courses
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

Transfer Credits

2. Transfer students will receive weighted credit only for the courses that are given additional weight at Central High School. The weight given to each transfer grade will be the same as the weight given to courses at Central High School.

GPA

CHS will track both weighted and unweighted grade point averages and class ranks.

A student's grade point average (GPA) is calculated by dividing the total quality points earned by the number of credits attempted. Letter grades with "+" and "-"are recorded on quarter grade reports to provide additional information to students and parents/guardians; however, the letter grade with a "+" or "-" will not appear on transcripts. Quality points are not affected by a "+" or "-" to letter grades.

Class rank will not be printed on transcripts. Class rank shall be based upon GPA computed to three decimal places. All course grades, except Pass/Fail courses, will be used to calculate each student's GPA. Only end of course semester grades will be used to compute GPA. Graduating students will be recognized by top percentages; top 5%, 10% and 15% at the end of seven semesters. The Valedictorian and Salutatorian will be recognized in the top 5%.

Requesting Transcripts

For college applications, transcripts must be requested through SchooLinks and will be sent by the Registrar.

Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program (Board Policy 6:110)

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

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- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

Participation in the Graduation Ceremony Policy

Participation in the graduation ceremony and other senior-related activities is a privilege. Seniors who demonstrate inappropriate behavior and conduct, or exhibit poor attendance may be denied the privilege of participating in graduation ceremonies and other senior related activities.

All requirements for graduation must be completed prior to graduation. If a student does not (1) complete all requirements prior to graduation, (2) attend the graduation practice, and (3) follow the dress code guidelines for the graduation ceremony, the student may not be able to participate in the graduation ceremony.

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Central 301 is committed to diversity, equity, and inclusion in every aspect of our educational institution, including the way we conduct graduation ceremonies. It is essential that all students feel celebrated, respected, and included in these ceremonies. As such, students will be allowed to wear or accessorize their graduation attire with general items that may be used by a student to associate with, identify, or declare the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in subsection (Q) of Section 1-103 of the Illinois Human Rights Act. This includes:

- Traditional garments, accessories, or symbols that hold personal or cultural significance to honor their heritage and identity
- Attire that aligns with their gender identity
- Religious adornments or symbols that hold significance to their faith

Prohibited graduation attire or adornments may include, but are not limited to, the following:

- Adornments that promote hate speech, discrimination, or violence
- Adornments that are excessively distracting or disruptive to the ceremony
- Adornments that violate health or safety regulations, such as sharp objects or items that pose a risk to oneself or others

Administration reserves the right to review adornments and will make a determination about the appropriateness and whether they will be allowed.

Discipline

Philosophy of Discipline

It is the sincere desire of CCUSD 301 that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of the District to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults in the District are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

Disciplinary consequences and interventions will be made to ensure that all students receive a high quality education in a positive, non-threatening environment and assist with the development of productive members of society. Students,

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parents/guardians, administrators, faculty, and staff will cooperate in the creation of the discipline policy, its periodic review, and its fair and consistent enforcement.

Student Behavior Policy (Board Policy 7:190)

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

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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 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 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 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.

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

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

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

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, 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, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other

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comparable conduct. For more information, see Board policy 7:190-E1.

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.
    c. For information about preventing, reducing, and investigating incidences of sexting, see Board policy 4:170-AP2 E4.

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

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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. Alternative Learning Environment. The building principal or designee shall ensure that the student is properly supervised.

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7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under state law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include

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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 two 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 2012 (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 theater, 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.

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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 or is subject to a battery. *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. Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police, and any involved student's parent/guardian.

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 and building administration is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent and building administration may issue in-school suspensions and out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions on or off school grounds) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. 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. Students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

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Misconduct by Students with Disabilities (Board Policy 7:230)

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for students with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. No Special Education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Definitions of Discipline Measures

Detentions

A detention is a period of time to be made up before school, after school, or during lunch. A detention may be assigned by school staff or an administrator.

School & Community Service Program

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community.

Alternative Learning Environment (ALE) (Board Policy 7:200)

Administrators may temporarily assign a student to an alternative learning environment on school grounds as a consequence for gross disobedience or misconduct. During this time, students are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the administration.

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The Superintendent or designee is authorized to maintain an alternative learning environment program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to an alternative learning environment, the allegations will be explained and the student will be given an opportunity to respond to the allegations.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work while in the alternative learning environment 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 allegations will be explained and the student will be given an opportunity to respond to the allegations 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,

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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 4 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 a local mental health agency 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.

Expulsion by the Board of Education

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) of the student have been provided a written request to appear at a hearing before the Board or with a hearing officer appointed by it. The District's expulsion procedures are set forth in Board policy 7:210.

A student who has been expelled from school may not participate in or attend any District activity or event and is prohibited from being on District property during the period of the expulsion.

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into the District. Please see Board

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policy 7:50 for more information.

Prevention of and Response to Bullying, Intimidation and Harassment (Board Policy 7:180)

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, sex, national origin, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, 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 the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes cyberbullying 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;

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

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

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

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

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

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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 requirements listed below:

1. The District uses the definition of bullying as provided in this policy.
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
   Dr. Matthew Haug
   275 South St., Box 396
   Burlington, IL 60109
   matthew.haug@central301.net
   847-464-6005

   Complaint Managers
   Kim Paulus
   275 South St., PO Box 396
   Burlington, IL 60109
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   847-464-6005

   Taylor Ruiz
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   847-464-6005

4. Consistent with federal and State laws and rules governing student privacy rights, the parent/guardian of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the

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availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.

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 a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
    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 reported 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/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building 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 incident 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, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

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9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:
    1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
    2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
    3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

    The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
    b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sexual discrimination in violation of Title IX of the Education Amendments of 1972.

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c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
j. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Anonymous Reports

Anonymous reports can be sent through the District 301 Cares lines:

Country Trails Elementary School: CTCares@central301.net
Howard B. Thomas Grade School: HBTCares@central301.net
Lily Lake Grade School: LLCares@central301.net
Prairie View Grade School: PVCares@central301.net
Prairie Knolls Middle School: PKMSCares@central301.net
Central Middle School: CMSCares@central301.net
Central High School: CHSCares@central301.net

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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 Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. See Board policy 7:185 for more information.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
    a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
    b. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
    b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as

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required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Board policy 2:270 prohibits discrimination and harassment based on race, color, and national origin and prohibits retaliation.

- Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: harsher student discipline; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.
- Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Individuals are encouraged to report any incidents of discrimination or harassment to the District's Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable. Reports are processed under Board policy 2:260, Uniform Grievance Procedure. Violations by employees, students, or third parties may result in disciplinary action. Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information is prohibited. For further relief, individuals may contact the Illinois Department of Human Rights or the U.S. Department of Education's Office for Civil Rights.

The District has also established a prevention and response program that includes anonymous reporting, remedial interventions, and protections against retaliation. The policy is posted on the District's website, and annual notifications of the policy are provided to staff, students, and parents.

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Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Please see Board policy 7:15 for more information.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

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The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20U.S.C. §1400 et seq.).
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see Policy 7:240, Conduct Code for Participants in Extracurricular Activities).
4. Is otherwise authorized by Board policy.

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Selling or Marketing, or Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: 1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or

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expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

Employee Ethics

Employee Ethics; Conduct; and Conflict of Interest

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

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks (see Board policy 5:120), and ensure its posting on the District's website, if any.

Miscellaneous

Student Records and Directory Information

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 staff members' sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitations, 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.

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4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

For more information, see Board policy 7:340, 7:340 AP1 E1, 7:340 AP1 E2 (completed on-line during registration), 7:340 AP1 E3 (completed on-line during registration), and 7:340 AP1 E4.

Fundraising

All fundraising by classes and school organizations, during the school day to the student body, must have prior approval of Administration (for CHS, this will be the Athletic and Activities Director).

School classes, organizations, or clubs must complete a form requesting the following information:

- Class, Organization, or Club hosting the fundraiser
- Date and time for selling
- Person in charge
- Item(s) to be sold and dollar amount

If food and beverages are being sold as a fundraiser, during the school day to the student body, the food item must meet the USDA Smart Snacks in Schools nutrition standards. The District Food Service Director will assist teachers and students in choosing healthy fundraising ideas.

At Central High School, classes, organizations, or clubs may sell food items that do not meet the nutritional standards for USDA Smart Snacks in Schools on certain exempted fundraising days. CHS has a maximum of 9 exempt fundraising days per school year. The District's procedures are subject to change, as are the number of exempt fundraising days set by the Illinois State Board of Education. Grades K-8 do not have exempt days to sell foods for fundraising that do not meet the nutritional standards.

Fundraising for outside organizations will not be permitted during the school day.

Sale of Objects or Services

No objects, services or materials of any kind may be sold on school property without authorization of the Administration.

Hall Passes

Students may be in the hallways during class only with a proper pass. This pass must include: student's name, date, time, destination, and teacher signature. Alternative passes may be issued by the teacher.

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ID Cards

An ID card will be given to each student. An ID card will be required for student admission to certain home and away co-curricular events. Students will also need their Student ID in order to purchase food items.

Lost and Found

If you have lost something in the school building, please check the lost and found collection. If you find anything at school, on the bus, or a school-sponsored event that appears to have been lost/left by someone, give it immediately to a secretary in the school office or a staff member so that it can be saved for its rightful owner. The lost and found is kept in a clearly marked designated area within each building.

For elementary students, please label all items of clothing that a child removes during the course of a day (i.e., sweaters, mittens, hats, boots, gym shoes, etc.); proper labeling will help keep your child's things out of the lost and found.

The District may dispose of any items left in the lost and found at the end of each quarter.

Pets

Due to student allergies and school safety issues, pets are not allowed in the school building or outside of a vehicle while on school grounds. There are two exceptions to this rule. Service animals are permitted to accompany a student with a disability at all school functions, whether in or outside the classroom. Additionally, pets being dropped off for education purposes (veterinary program) are allowed on the premises. All rules and regulations with the exceptions are expected to be followed.

Waiver and Indemnification

By signing the Student Handbook, you acknowledge that you and your student have read, understand, and agree to follow all guidelines and policies outlined or referenced in this Handbook and agree to be bound by this Handbook. You also agree and represent that the device (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order consistent with this Handbook. By signing this Handbook, you waive any and all claims you or your student (and each of your respective heirs, successors, and assigns) may have against Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Device or this Handbook.

To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents from any and all

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claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any District device issued to your student.

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Appendix A - Middle School

Transportation

School Arrival/Departure

Students should not arrive at school until 7:50 a.m. Pupils should also leave the school grounds immediately after dismissal in the afternoon. Pupils who are transported by district buses will be given consideration because bus schedules cannot always fit these limitations.

Traffic at School

Parents are urged to use extreme caution when driving in areas near the school. As you know, children often forget what they have been taught about pedestrian and bicycle safety, and it is the responsibility of the driver to anticipate the mistakes of children. Parents dropping off students should NOT enter the Bus Loading Zone when buses are loading or unloading.

Parent Pick-Up/Drop-off

Central Middle School - All student pick-ups and drop-offs between the hours of 7:50 a.m. and 3:00 p.m. must be done at the front main entrance.

Prairie Knolls Middle School - Between 7:50-8:10 and 2:48-3:20, students should be dropped off and picked up using the PKMS Traffic Pattern at Door 25. All students that need to be dropped off (late to school) or picked up (early from school) must use Door 1.

General Information

School Dances

Students will be asked to show a valid school ID or proof of enrollment upon entrance to a school dance. Students will not be permitted to bring students outside of their school to school dances.

Middle School Locker & Desk Rules

1. Locker assignments are made by the student services office.
2. Students may not change lockers unless permission has been given by building administration.
3. Students are prohibited from altering their lockers so that they fail to lock.
4. Students are responsible for good order and cleanliness in the lockers and

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desks assigned for their use.
5. Marking or using tape on desks or lockers is prohibited.
6. Fines may be assessed for locker and desk damage.
7. Lockers may not be decorated with profanity, obscenity and/or the display of words, pictures, or pictures of people immodestly dressed, symbols associated with alcohol, tobacco, drugs, sex, gang affiliation, weapons, or violence.
8. Students are not authorized to open any locker but their own.
9. No decals or other adhesive items may be placed on either the outside or inside of hall or gym lockers. Students who violate this policy will be charged the labor cost of having the glued items removed.

Hallway Conduct

1. Students are to walk (not run!) and keep to the right in the hallways when moving from place to place in the building.
2. Students are not to block hallway traffic by standing in groups.
3. There is to be no shouting, excessive noise, pushing or shoving in the hallways.
4. All students in the hallways during class time are required to have a pass from a teacher, counselor, or administrator.

Book Bags/Purses

Book bags, backpacks, etc. are not allowed in the Library Media Center or classrooms. Small bags or purses must be able to fit into an 8”x12”x5” box. If the bag does not fit under the desk or on the back of the chair, and into the box, it must be kept in the student’s locker during school hours.

Consumption of Food and Drink

Water in re-sealable plastic/metal containers is permitted. All other food and beverages follow the guidelines below.

1. Food and drink may be consumed only in the lunchroom.
2. Students are not permitted to eat or drink in the hallways, classrooms, etc. without the express permission of a teacher or administrator.
3. Open containers of food and beverages may not be kept in lockers or carried around in the school building.
4. Energy drinks at school are strongly discouraged. These drinks have been proven to be very unhealthy for adolescent students and may cause students to become distracted from their schoolwork.
5. Food brought in from the outside for the purpose of sharing is not permitted.
6. Parents/guardians may only drop off food for their own child. Food deliveries for other students are not permitted. School and office staff cannot accept food or item deliveries from third-party services (e.g., DoorDash, Uber Eats).

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Candy/Gum Policy

Candy may be eaten in classrooms when permitted by a teacher as a reward. Gum will be allowed provided that the gum and wrappers are disposed properly in garbage cans. If gum and/or wrappers are disposed of improperly, the school may view this as an act of vandalism (See Vandalism). However, teachers reserve the right to prohibit the chewing of gum in their individual classrooms.

Physical Education Waivers

State law prohibits the 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.

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. The Building Principal will evaluate requests on a case-by-case basis.

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 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;

2. The student's class schedule; and

3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy *6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

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Appendix B - Central High School

General Information

Student Parking Permits and Driving Regulations

To be eligible for a parking permit, students must hold, maintain, and provide proof of a valid Illinois Driver's License and valid car insurance. They must also be registered for the current school year, residency must be completed, and all fees must be paid. Applications will be sent to all seniors first and then remaining parking permits applications will be sent out to junior students using their school issued email before the start of the school year. Seniors with appropriate documentation will be provided with a parking permit on a first-come, first-served basis, until parking permits are no longer available. Seniors who provided incomplete documentation will be contacted one time to update their records. If documentation is not uploaded within three business days from notification, the senior will fall onto the waiting list. Two weeks after the initial senior email, juniors will have the opportunity to purchase remaining parking permits, if any. Sophomores will not be allowed to drive to school.

If granted a parking spot, students must park in their assigned, numbered spot for the entire school year. Parking permits must be displayed from the inside rear view mirror. Parking permits cannot be shared among students. Students must request permission from the Door 10 office to return to their vehicle during the school day.

Student parking at Central High School is considered a privilege and with parking privileges come certain responsibilities that must be assumed by the student. A student is expected to practice safe driving at all times. Students are expected to be on time to class. Therefore, if a student fails to drive safely, shows patterns of tardiness and/or is otherwise unable to demonstrate mature and responsible behavior at school, on school grounds, or at school activities or events, the student may face disciplinary consequences in addition to the loss of parking privileges. Parking permits can be revoked at any time by the Administration. A parking permit may be suspended or revoked without refund of fee as a result of student misconduct or disobedience. Students must follow the terms and conditions stated in the parking permit application.

Physical Education Waivers

State law prohibits the 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.

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A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in Board policy *6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

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 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;

2. The student's class schedule; and

3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy *6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Student Services Team

The District provides a comprehensive school counseling program that provides developmentally appropriate services to all students. Students are assigned counselors alphabetically by last name. The school counseling program focuses on what all students should know, understand, and be able to do within the three main aspects of school counseling as identified by the American School Counselor Association (ASCA); academic development, personal/social development, and career development. The goal is to raise student achievement as well as focus on student outcomes, goal setting, college and career readiness, and to utilize data to inform decision-making.

The ASCA framework for a comprehensive data-driven school counseling program has four tenets:

1. Foundation: A focus on student outcomes and student competencies.
2. Delivery: Services to the students, parents, school staff, and community.

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3. Management: Organizational and assessment tools reflective of the school's needs.
4. Accountability: Measurements of how the students are different as a result of the school counseling program.

Guidance Counselors are available for consultation on:

1. Orientation to school.
2. Utilizing the SchooLinks program.
3. Testing information (PSAT, ACT, SAT).
4. Selection of high school courses best suited to the student's abilities and future plans.
5. Assistance through both individual and group counseling with personal and social problems that are impeding the student's abilities and future plans.
6. College and career research.
7. The development of four-year, post-secondary, and career plans, including information about college admission requirements, financial aid, and career information.
8. Referral to agencies outside of school.
9. Attending on campus college visits with college admission representatives.

Students are encouraged to make an appointment in the Student Services office to meet with their assigned counselor.

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Appendix C - Middle School Athletics & Activities Handbook



ATHLETICS & ACTIVITIES HANDBOOK

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Interscholastic Athletics and Activities

Participation in competitive interscholastic athletics and co-curricular activities (at times referred to collectively as "extracurricular activities") at CMS/PKMS is a privilege, not a right.

Participation in extracurricular activities is an important part of a student's development. Through participation, students develop many lifelong skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork, and respect for rules and regulations. In addition, students who participate in extracurricular activities serve as ambassadors of the school and role models for their peers. By accepting the privilege of participation in extracurricular activities, the student becomes a representative of both CMS/PKMS and Central Community Unit School District # 301, whether the student is on the playing field, in competition, in practice, in the classroom, or in the community. Individuals who serve in this capacity have a special responsibility to ensure that their actions reflect positively on CMS/PKMS and the community.

The decision to participate in extracurricular activities, therefore, involves a commitment by the student to adhere to the rules outlined in this Athletics & Activities Handbook. The Handbook goes into effect when a student begins participation in a CMS/PKMS extracurricular activity and is in effect for the duration of the extracurricular activity; it applies year-round (24/7, 365 days). Each student is responsible for adhering to the Handbook to ensure a positive experience for all District students. Students who violate the Handbook will be subject to disciplinary consequences, up to and including dismissal from extracurricular activities, as set forth in the Handbook. Depending on the nature of the violation, students also may be subject to discipline under the District's student discipline policy, up to and including suspension or expulsion from school.

Extracurricular activities are for the benefit of students and are meant to supplement students' educational program at CMS/PKMS. Unless pre-approved by the Administration in limited circumstances, extracurricular activities are never a reason for an absence from class or school or not completing schoolwork.

In order to participate in CMS/PKMS extracurricular activities, students and their parent(s)/guardian(s) must sign the CMS/PKMS Athletics & Activities Handbook Acknowledgement Form prior to participation in each interscholastic athletic team or co-curricular activity. This form will be available for an electronic signature during the registration process on Arbiter.

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Registration on Arbiter

Information regarding individual interscholastic athletics can be found on each school's Arbiter website. Links to the Arbiter website are found on the PKMS and CMS websites under the Athletics tab. General questions about CMS/PKMS athletics can be directed to the Middle School Athletic/Activity Coordinator, Vince Govea at vince.govea@central301.net. Michael Sitter or Curtis Price at michael.sitter@central301.net or curtis.price@central301.net or by phone at 847.464.6038.

Programs

District #301 maintains 7th and 8th grade athletic programs in Football, Volleyball, Basketball, Cheerleading, Dance, and Track. Wrestling, Cross Country and the Scholastic Team are available to 6th, 7th, and 8th graders. Intramural programs may be offered throughout the year for 7th and 8th grade students (including Scholastic Bowl at the 6th grade level). Students participating in intramural programs will be held to the same expectations and standards as students in the other athletic programs.

Team Size Limitations

Maximum team sizes for the combined teams are:

- Football - 50 seventh and 50 eighth graders
- Volleyball - 20 seventh and 20 eighths graders (Intramurals may be offered)
- Basketball - 20 seventh and 20 eighth graders (Intramurals may be offered)
- Cheerleading - 20 seventh and 20 eighth graders
- Wrestling – 20 sixth through eighth graders (away meets limited to one traveling bus)
- Track – 130 seventh and eighth graders
- Cross Country – 100 sixth through eighth graders
- Scholastic Bowl – 16 sixth through eighth graders

Clubs and other extracurricular activities may establish their own rules and policies that may specifically apply to that activity. These expectations will be shared at the beginning of each activity with students and parents.

Academic Eligibility

Middle school rules require that a weekly check be made on the eligibility and an eligibility list is developed. In order to have an accurate assessment of a student's progress, a weekly eligibility report will be run by the athletic director on Thursday of each week. Each coach will receive the eligibility list. Students will have until Friday by the end of school day to improve their grades. If not improved, then the student will be considered academically ineligible for the next week. Under no circumstances are students who are ineligible permitted to dress or participate in a contest.

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When a student is declared ineligible on the weekly eligibility report, he/she will be ineligible from Monday of the following week through Sunday. Upon the third occurrence of ineligibility, a student may be removed from the team with the approval of the Athletic/Activity Coordinator.

Competitions may not be used as an excuse to miss any assigned disciplinary consequence.

Students who receive the following grades on the weekly eligibility form will be ineligible for the following week:

- One failing grade (F), or
- More than two warning grades (Ds).

Ineligible students may continue to practice with the team but may not participate in any contests. Ineligible students may attend home contests but may not travel to away contests.

In order to be considered eligible for the "next" activity within a school year, or the following year, students must have uniforms and/or equipment from the previous activity turned in or have the cost of replacement provided to the school.

Attendance at Practices & Contests During Ineligibility

Ineligible students are prohibited from participating in any contest during the period of ineligibility. However, students also are expected to attend and participate in all practices or meetings. Failure to attend practice(s), meeting(s), and contest(s) during the period of ineligibility will result in consequences consistent with the rules for that particular extracurricular activity. Additionally, students are expected to attend all home contests during the period of ineligibility. Ineligible students may not travel with the team for away contests. Students are not permitted to dress in the team uniform for a contest, but are expected to dress consistent with team expectations.

Attendance Policy

Absences

A student must be in school to try out for an extracurricular activity. However, if the student is absent for part or all of a school day due to an excused absence and must miss the try out, the student will be given an opportunity to try out for the extracurricular activity once he/she returns to school. Contact the appropriate coach in order to request a make-up try out. Any make-up try out must be approved by the Athletic/Activity Coordinator. If the absence is planned and known in advance, a

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scheduled, modified, tryout should be arranged with the head coach prior to the original tryout date.

To participate in an extracurricular activity practice or meeting (non-contest), a student must be in attendance by the start of 2nd period unless the student is absent from school for an excused absence for any reason other than personal illness. A student who has an excused absence for any part of the school day due to personal illness will not be permitted to participate in the extracurricular activity practice or meeting on that school day.

To participate in an extracurricular activity contest, a student must be in attendance for a full school day on the day of the contest, or for a full school day on the Friday before a weekend contest.

Recognized excused absences are: a student's personal illness; a death in the immediate family; a family emergency; observance of a religious holiday; medical appointment with note from the physician; circumstances that cause reasonable concern to the parent/guardian for the student's safety or health; situations beyond the control of the student (e.g., court appearances); other reasons approved by the Superintendent or designee.

Field Trips

Field trips during the school day are treated as if the student was in school on that day for purposes of participation in an extracurricular activity contest or practice/meeting.

Suspensions/Expulsions

Students who are assigned to an Alternative Learning Environment on school grounds or who are suspended out-of-school are prohibited from participating in any extracurricular activities during the term of their assignment to the alternative learning environment or out-of-school suspension; this includes but is not limited to any practice, meeting, contest, and performance. If the Alternative Learning Environment assignment or out-of-school suspension period continues through end of the school day on Friday or includes a weekend or non-student attendance day (e.g., school holiday, break, institute day), the student is prohibited from participating in any extracurricular activities during that weekend or non-student attendance day. The student is not permitted to participate in the extracurricular activity until he/she returns to school following the alternative learning environment assignment or out-of-school suspension. After a student's return following an out-of-school suspension, the coach(es)/sponsor(s) have the discretion to determine the student's subsequent participation in extracurricular activity.

In the event a student is expelled from school, he/she will be immediately expelled from participation in any extracurricular activity for the remainder of the school year.

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If a student is under investigation for violation of the Code of Conduct or other school rule or policy, the student is permitted to participate in an extracurricular activity unless the student is temporarily suspended from the activity pending the outcome of the investigation. This determination is within the sole discretion of the Administration or Athletic/Activity Coordinator.

Any exception to these attendance policy requirements must be approved by the Administration or Athletic/Activity Coordinator prior to the contest or practice/meeting.

P.E. Excuses

Students with a medical excuse from P.E. may not participate in an athletic team practice or contest for the period of time covered by the medical excuse. Depending on the nature of the medical excuse from P.E., the student may be required to provide documentation from the student's health care provider clearing the student to return to participating on an athletic team. See below for additional information regarding the District's concussion policy and procedures.

Consequences

The following consequences will be issued for unexcused absences:

Football, Volleyball, Basketball, Cheerleading, Dance:	**XC, Track, Scholastic Bowl, Wrestling:**
1st offense - Limited playing time for one competition	1st offense - Warning
2nd offense - Half of a competition suspension	2nd offense - 1 full competition suspension
3rd offense - 1 full competition suspension	Subsequent offenses - 1 full competition suspension
Subsequent offenses - 1 full competition suspension	

Athletic TEAM Eligibility & Participation

In addition to the academic and attendance eligibility requirements set forth above, students trying out for and participating in interscholastic athletics are subject to the eligibility and participation requirements set forth in this section and as established by the individual athletic team.

Students may participate in only one interscholastic athletic team at a time, unless an exception is requested and approved by the head coach of each team, as well as

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the Athletic/Activity Coordinator. Requests will be determined on a case-by-case basis.

Prior to participating in an interscholastic athletic team, including trying out for the team, the student must be approved by the Athletics & Activities Office. To receive approval, the student must:

1. submit proof of a current IHSA sports physical or Certificate of Child Health Examination (annual requirement); valid for 395 days.
2. register for each sport on the Arbiter website -
3. have turned in all equipment/uniforms from any interscholastic athletic team the previous season.

The required pre-participation forms are available online and will be completed during the registration process. These include the Middle School Athletics & Activities Handbook Acknowledgement Form and the IESA Sports Medicine Acknowledgement & Consent Form (concussions, performance enhancing substances, and steroids). The sports physical form is also available online.

If a student is selected for an interscholastic athletic team, the $100 participation fee must be paid before the first athletic contest. Scholastic Bowl participation fee is $35. Central Middle School and Prairie Knolls Middle School have a $300 family athletic fee cap. This family cap only applies to Middle School athletic fees.

Prior to the start of each athletic team season, students and their parents(s)/guardian(s) are recommended ~~required~~ to attend a pre-season meeting regardless of whether the student and his/her parent(s)/guardian(s) have previously attended one or more pre-season meetings for previous seasons or school years. The purpose of the meeting is for the Athletic/Activity Coordinator and coaches to provide pertinent information regarding CMS/PKMS interscholastic athletics activities and team policies. ~~If a student and his/her parents(s)/guardian(s) fail to attend the pre-season, the student is not eligible to participate on the athletic team until the student and his/her parents(s)/guardian(s) communicate with the Athletic/Activity Coordinator and/or coach.~~

IESA Eligibility

Each student participating in an IESA interscholastic activity must satisfy IESA's eligibility requirements. More information can be found at www.iesa.org.

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Athletic Team Tryout Policy

Tryout Rules:

In the event that a tryout is needed to determine the number of maximum students kept on the school's A/B team, every participant must attend the tryout to make the team. Students who are unable to attend the tryouts must give advance notice to the coach and building athletic director. They must also have an excusable reason why (illness, injury, vacation, family death) they are missing tryouts. Students who are unable to tryout due to injury or illness must complete a tryout or modified tryout within one week of the original tryout to make the team. Students who are on vacation will be required to schedule and complete a tryout prior to the scheduled tryout dates with the coach at the approval of the Athletic/Activity Coordinator.

Care Of Equipment & Uniforms

All uniforms and equipment issued by the District are the property of the District. Students are expected to care for and not abuse uniforms and equipment loaned to them for participation on an athletic team. Uniforms and equipment are only to be worn during CMS/PKMS contests and practices, or as otherwise directed by the coach(es).

Uniforms and equipment issued to students by CMS/PKMS for participation on an athletic team must be returned within one (1) week after the last contest, meeting, or performance of the year or season, or within one (1) week after a student quits the team, is dismissed from the team, or is expelled from school. Lost, not-returned, or stolen items are the responsibility of the student and his/her parent(s)/guardian(s), and the student and his/her parent(s)/guardian(s) must reimburse the District for all replacement costs of any uniforms or equipment issued to a student but not returned. All damaged uniforms and equipment must be repaired or replaced. The repair or replacement bill(s) is the responsibility of the student and his/her parent(s)/guardian(s), unless a student's uniform or District-issued equipment is damaged during participation in an athletic practice or contest, in which case the District will assume responsibility for repair or replacement. No student will be allowed to receive an end-of-season award or to participate in any future extracurricular activities unless all equipment and uniforms have been returned and accounted for, or are paid for, if damaged or not returned.

Athletic Lockers

Students who participate on an athletic team may be assigned a locker. Each student must use only the locker assigned to him/her and must keep the locker and its contents in good order. It is the student's responsibility to periodically clean out the locker to ensure the locker remains in good condition. The condition of the locker both its interior and exterior, are the student's responsibility. Lockers should never be struck, kicked, written on, or defaced. Stickers and other materials should not be attached either inside or outside the locker. A monetary fine and/or disciplinary

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consequence may be assessed for locker damage. In addition, no student will be allowed to receive an end-of-season award or to participate in any future extracurricular activities unless he/she pays for any locker damage for which he/she is responsible.

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of the District. For the safety and security of the entire school community, school authorities may inspect and search lockers, as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in lockers or in their personal effects left inside a locker. Any items discovered as result of a locker search may be confiscated and used as evidence in school-related investigations and may result in disciplinary action under the Code of Conduct as well as the CMS/PKMS and District student discipline rules and policies.

Team Rules

The coach(es) for each athletic team may establish rules for his/her/their team. These rules may include, but are not limited to, team expectations and requirements, practice schedule/location and practice and game attire. Student-athletes who violate team rules may be subject to disciplinary consequences as determined by the coach(es), up to and including dismissal from the team. Team rules are an extension of the code of conduct rules established in Board Policy 7:240.

Transportation

Expectations

- Students must be ready to depart from school or other designated location at the assigned time.
- Students are not to enter the bus/vehicle with cleats on or dirty shoes (these must be cleaned before entering the bus/vehicle).
- Students are to enter or exit the bus/vehicle through the front and designated door(s) only, not the rear or other emergency door.
- Students are not to board the bus/vehicle unless directed to by the coach/sponsor.
- Food may be consumed on the bus/vehicle with permission of the coach/sponsor.
- Students must pick up all garbage and remove all personal belongings from the bus/vehicle.

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- Students who misbehave on the bus/vehicle may be subject to disciplinary action under the Code of Conduct as well as the CMS/PKMS and District student discipline rules and policies.

To/From Extracurricular Activities

All students participating in an extracurricular activity that is not being held at CMS/PKMS must use the transportation provided by the District to the activity and are encouraged to use District transportation from the activity.

In a situation where a student's parent/guardian requests to transport his/her student home at the conclusion of the activity, a "sign-out" sheet will be provided by the coach for parents/guardians to sign their own child out at the conclusion of the contest. If a student will be transported home from an athletic event by another student's parent/guardian, both families must notify both the Head Coach and Athletic/Activity Coordinator no later than 11:00 AM on the day of the contest with the transportation arrangements home from the athletic event. Both athletes will need to be signed out on the away contest sheet prior to departure.

Please contact the Athletic/Activity Coordinator with any questions.

Parent Pick-Up

Any student who is not picked up within fifteen minutes of the end of the scheduled event will face the following consequences:

Football, Volleyball, Basketball, Cheerleading, Dance:	**XC, Track, Scholastic Bowl, Wrestling:**
1st offense - Limited playing time for one competition	1st offense - Warning
2nd offense - Half of a competition suspension	2nd offense - 1 full competition suspension
3rd offense - 1 full competition suspension	Subsequent offenses - 1 full competition suspension
Subsequent offenses - 1 full competition suspension	

The following is a protocol used to ensure that students get home safely from after-school athletics and clubs. Parents or guardians of students involved in extracurricular activities are responsible for arranging transportation for their children from school in a timely manner. When this is not the occurrence, the

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following protocol will be followed by the coach or supervisor:

1. If the student's ride does not arrive at the designated time, the student will be provided a phone to call the arranged ride. If the original ride cannot be reached, the student will be given the opportunity to call relatives, etc. for an alternative ride.
2. If the student cannot reach anyone, the coach or supervisor will attempt to call every phone number the school has listed for that student. *(At registration, parents are asked to fill out home, work, cell and emergency contact phone numbers).* Coaches and supervisors will have these numbers readily available at all times.
3. If no one can be reached, coaches and supervisors will continue to periodically call the numbers up until one hour after (a) the home practice / event has ended or (b) an away event bus arrives at school.
4. After one hour, the coach or supervisor will contact the Police Department to ensure the student has safe transportation home.
5. School administration will contact the parents the following day to discuss the previous day's happenings.

Note to Parents/Guardians: If there is anyone else you would like the school to contact before the Police, please notify the school office.

Miscellaneous

Refunding Participation Fees

A full refund of fees for extracurricular activities will be made only if a student is cut or quits before the first contest. If a student has already received equipment or (a) uniform(s), the participation fee will not be refunded unless all equipment and uniforms have been returned and accounted for, or are paid for, if damaged or not returned.

~~Intramurals~~

~~Intramurals may be offered for Volleyball, Boys' Basketball, Girls' Basketball, and Scholastic Bowl.~~

~~The purpose of the Intramural program is to have participation in activities while providing the opportunity to improve skills.~~

~~Intramurals may or may not exist depending on the number of students interested and the number of coaches available for each activity.~~

~~Two ways to join Intramurals:~~

~~1. If you try out and do not make the travel team you have the option to join~~

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~~Intramurals.~~

2. ~~If you do not want to join the travel team and would like to only join Intramurals you must sign up with the athletic director prior to tryouts for that sport or within one week of the conclusion of tryouts.~~

~~Intramural players will follow the same team and school rules.~~

~~Intramural practice schedules will be made available at the beginning of each season.~~

~~Size limitations for Intramurals~~

- ~~Minimum number of participants is ten.~~
- ~~There is no maximum number of participants.~~

Communication With Extra-Curricular Coach/Sponsor

Parent/Coach Relationship:

Both parenting and coaching are extremely challenging roles. By establishing an understanding of each role, we are better able to accept the actions of the other and provide greater benefit to students. As parents/guardians, you have a right to understand the expectations that accompany your student's participation in an extracurricular activity.

This begins with clear communication from the coach(es) of your student's athletic team.

Communication You Should Expect From Your Student's Coach

- Coaching philosophy
- Expectations for your student as well as all the players on the team
- Locations and times of all practices and contests
- Team requirements, i.e., fees, special equipment, off-season conditioning
- Procedures that will be followed should your student be injured during participation
- Discipline that may result in the denial of your student's participation

Communication Coaches Expect from Parents/Guardians

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance

As your student becomes involved in the CMS/PKMS athletic program, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your

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student wishes. Although it may not seem so at the time, disappointment is a normal and natural part of life and also an important part of a student's developing maturity. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches

- The treatment of your student, mentally and physically
- Ways to help your student
- Concerns about your student's behavior

It is very difficult to accept your student not playing as much as he/she or you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved on the team. As you have seen from the list above, certain things can be and should be discussed with your student's coach. Other matters, such as those which follow, must be left to the discretion of the coach(es).

Issues Not Appropriate To Discuss With Coaches

- Playing time
- Team Strategy
- Play calling
- Other student-athletes

There may be circumstances that require a conference between the coach and the parent/guardian (and, if appropriate, the student). It is important that all parties involved have a clear understanding of each other's interests. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

Procedures for Discussing a Concern with a Coach

1. Call or email the coach and request to schedule an appointment.
2. If the coach cannot be reached, contact the Athletic/Activity Coordinator. A meeting time with the coach will be arranged.
3. Please do not confront a coach immediately before or after a practice or contest. The coach has many other responsibilities to attend to during this time period. Additionally, the excitement or disappointment related to the practice or contest can contribute to unproductive emotions. Meetings of this nature do not promote resolution.

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If the coach does not provide a satisfactory resolution to your concern, contact the Athletic/Activity Coordinator to schedule an appointment. At this meeting, any appropriate next step(s) can be determined.

~~CPR and AED training~~

~~Education of staff, students, and parents is an integral part of ensuring our students are safe. Please view the training video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) posted on il.8to18.com/bcms for Central Middle School and il.8to18.com/prairieknolls for Prairie Knolls.~~

Concussions

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see Board policy 7:305 for the District's concussion policy. ~~The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available at il.8to18.com/bcms for Central Middle School and il.8to18.com/prairieknolls for Prairie Knolls.~~ If you have questions regarding concussions or the District's concussion management program, please contact the Athletic/Activity Coordinator or School Nurse.

Code of Conduct

Conduct Code for Participants in Extracurricular Activities (Board Policy 7:240)

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy.

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. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

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

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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 12 participating in these programs.

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 Board policy 2:260, Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Discipline

As stated previously, participation in CMS/PKMS extracurricular activities is a privilege, not a right. Accordingly, the Athletic/Activity Coordinator is authorized to discipline students for violations of this Code of Conduct as well as other misconduct not specified below. The discipline may range from a disciplinary conference, or restitution, to suspension or dismissal from a particular extracurricular activity or all extracurricular activities. Discipline issued by the Athletic/Activity Coordinator under the Code of Conduct is separate from any disciplinary consequences issued by the CMS/PKMS Administration pursuant to the CMS/PKMS and District student discipline rules and policies. A student may receive both types of disciplinary consequences for the same offense. Please see Board policy 7:240 for more information.

Definitions of Offenses

- Any possession, use, sale, distribution, or attempt to obtain possession of tobacco or nicotine products, e-cigarettes, vaporizers, or any comparable product.
- Any possession, use, sale, distribution, or attempt to obtain possession of prohibited substances, including, but not limited to: marijuana, controlled substances, steroids or other performance enhancing drugs, look-alike drugs, or beverages containing alcohol. This includes a student's presence at a place (other than a religious ceremony or family gathering) where any prohibited substance is being used in an unlawful manner; e.g., a party or gathering where alcohol is being consumed by minors. It is the student's responsibility to be aware of all activities taking place at a party or gathering immediately upon arrival and throughout the duration of his/her stay.
- Conduct in violation of school rules and policies, as set forth in the PKMS/CMS Student Handbook and Board of Education policy, or that could be found to violate IESA rules and regulations, local ordinance, or State or federal law.

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Hazing/Bullying

In addition to the offenses listed above, the District recognizes the dignity and worth of all individuals, and in keeping with that belief, prohibits any and all forms of hazing/bullying or initiation rites for any co-curricular or school-related activity. “Hazing/Bullying” refers to any act, whether physical mental, emotional, or psychological, intentional or otherwise, including when such acts are committed through social media, or other electronic means, which subjects an individual student or group of students, to any situation or expectation that may potentially abuse, mistreat, degrade, humiliate, harass, harm, intimidate, or compromise such student or group of students’ inherent dignity as a person(s).

Hazing/Bullying includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;
- Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity involving the consumption of a food, liquid, alcoholic beverage, drug, tobacco product or other substances that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school;
- Any activity that includes the victimization of another student, sexual harassment, or sexual violence; or
- Any activity that includes, causes or requires the student to perform a task that involves a violation of state or federal law.

Any student involved in hazing/bullying or initiation rites will be subject to disciplinary action. This action may include, but is not limited to, dismissal from the activity or athletic team, exclusion from participation in subsequent school activities and/or suspension or a recommendation to the school board for expulsion from school. These rules apply to all students during the school year, summer, in-season or out-of- season, on or off school property, during or outside of school hours. The student may face separate and/or additional disciplinary consequences as outlined in the Student Handbook.

Procedures

- Investigation of Alleged Violation of the Code of Conduct:

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- When a violation of the Code of Conduct is reported to the Athletic/Activity Coordinator or Building Administration, the Athletic/Activity Coordinator will commence an investigation. As part of the investigation, and as appropriate to the circumstances, the Athletic/Activity Coordinator may meet with the student, other student(s), staff member(s), other individuals with knowledge about the alleged violation, and/or the extracurricular activity coach(es)/sponsor(s), and will review any and all pertinent documentation or other evidence.

- After completing his/her investigation, the Athletic/Activity Coordinator or Building Administration will meet with the student and his/her parent(s)/guardian(s) to discuss the findings of the investigation and the consequence(s), if any. The Athletic/Activity Coordinator's written decision will be sent to the student's parent(s)/guardian(s) via email.

- During the Athletic/Activity Coordinator's investigation into an alleged violation of the Code of Conduct, the student is suspended from all participation in the extra-curricular activity(ies), including all contests, practices/meetings, and any team/activity events. In addition, the student may not try out for another extracurricular activity during the investigation.

- Voluntary Admission: A student may voluntarily admit that he/she violated the Code of Conduct and forgo the Athletic/Activity Coordinator's investigation. Voluntary admission is available only to students who:

  - Are not currently under investigation for the violation of the Code of Conduct at the time he/she makes the voluntary admission;

  - Have not had prior violations of the Code of Conduct;

  - Agree to participate in a formal substance abuse assessment program at a school-approved agency.

The Athletic/Activity Coordinator or Building Administration will schedule a meeting with the student and his/her parent(s)/guardian(s) to discuss the student's voluntary admission and compliance with the above terms. If a student fails to fulfill the above terms, the voluntary admission will count as a First Offense and the student will be required to serve that consequence.

Voluntary admission is available to a student only one time during the student's middle school career.

- **Appeal of Consequence for Violation of the Code of Conduct:** Because participation in extracurricular activities is a privilege and not a right, such participation is not protected by the same due process procedures applicable to regular educational programs. A student may appeal a Code of Conduct

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consequence to the Building Principal or designee. The request must be made in writing within five (5) days of the issuance of the consequence. The Building Principal or designee will review the appeal request, investigation information/documentation, and the Athletic/Activity Coordinator's determination. The Building Principal or designee may meet with student(s), staff member(s), and/or individuals with knowledge about the alleged violation. The Building Principal or designee then will issue his/her decision in writing. During the appeal process, the consequence imposed by the Athletic/Activity Coordinator remains in effect. The Building Principal's or designee's decision is final.

- **Appeal of Total Suspension from Athletic or Co-Curricular Activity:** A student who is enrolled at PKMS, and is currently suspended from participation in any interscholastic athletic activity and/or co-curricular activity while enrolled at that school, (third offense), may, along with his/her parent(s)/guardian(s), submit a written request to the Building Principal or designee, asking that a review be held to consider reinstatement of eligibility. This request may not be made prior to one (1) calendar year from the date of the suspension for the third offense (please refer to **CONSEQUENCES**. The burden of proof to show that the student has made appropriate changes in his/her behavior (including completion of a school-approved treatment program) is the responsibility of the student and her/his parent(s)/guardian(s). The Building Principal's or designee's decision is final.

CONSEQUENCES

For students who participate in interscholastic athletic activities and hold executive leadership positions in co-curricular activities, any consequence issued for violating the Code of Conduct applies to both activities based on the offense levels set forth below.

The Athletic/Activity Coordinator retains the sole discretion to declare a student ineligible from trying out for and joining another interscholastic athletic team or joining and taking on an executive leadership role in a co-curricular activity while he/she currently has any unserved suspension pending. A student is prohibited from trying out for and joining an interscholastic athletic team or joining and taking on an executive leadership role in a co-curricular activity for the sole purpose of serving a penalty to avoid missing all or part of a season with his/her primary interscholastic athletic team or co-curricular activity.

Consequences assessed prior to a student entering a new attendance center shall not apply to the student's cumulative disciplinary record

Tobacco & Comparable Product Offenses

- Interscholastic Athletics

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- First Offense: The student will be suspended for 40% of the scheduled interscholastic athletic activity contests within a season (exact number to be determined by the Athletic/Activity Coordinator) beginning with the current season (if the student is “in season”) or next season of participation for the student. If the suspension continues past the conclusion of a season, the consequence will be continued into the beginning of the next season of the student’s participation.

- Second Offense: The student will be suspended from participating in any interscholastic athletic activity for one (1) full season. If the suspension continues past the conclusion of the season, the consequence will be continued into the beginning of the next season of the student’s participation.

- Third Offense: The student will be suspended from participating in any interscholastic athletic activity for the rest of the student’s schooling in his/her attendance center.

Prohibited Substances Offenses

- Interscholastic Athletics

    - First Offense: The student will be suspended for 50% of the scheduled interscholastic athletic activity contests within a season (exact number to be determined by the Athletic/Activity Coordinator) beginning with the current season (if the student is “in season”) or next season of participation for the student. If the suspension continues past the conclusion of a season, the consequence will be continued into the beginning of the next season of the student’s participation.

        - This consequence may be reduced to 25% of the scheduled contests if the student-athlete voluntarily agrees to participate in a formal substance abuse assessment program at a school-approved agency.

    - Second Offense: The student will be suspended from participating in any interscholastic athletic activity for one (1) calendar year.

        - This consequence may be reduced to one (1) season if the student-athlete agrees to voluntarily participate in a formal substance abuse assessment program at a school-approved agency.

    - Third Offense: The student will be suspended from participating in any interscholastic athletic activity for the rest of the student’s career at that attendance center.

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- Co-Curricular Activities
    - First Offense: The student will be suspended from participating in any co-curricular activities for a period of eighteen (18) weeks of school (exact number of days to be determined by the Athletic/Activity Coordinator).
        - This consequence may be reduced to 9 weeks of school if the student voluntarily agrees to participate in a formal substance abuse assessment program at a school-approved agency.
    - Second Offense: The student will be suspended from participating in any co-curricular activities for a period of one (1) calendar year (exact dates to be determined by the Athletic/Activity Coordinator).
        - This consequence may be reduced to one (1) semester if the student agrees to voluntarily participate in a formal substance abuse assessment program at a school-approved agency.
    - Third Offense: The student will be suspended from participating in any co-curricular activity for the remainder of the student's career at that attendance center.

Conduct Offenses: The following consequences are not issued in progressive manner and may be combined.

- Conference with student, coach(es)/sponsor(s), parent(s)/guardian(s), and/or the Athletic/Activity Coordinator.
- Temporary suspension from contests and/or practices/meetings.
- Suspension for one-third (1/3) of season by contests or 6 weeks for activity.
- Suspension for remainder of season or activity in current school year.
- Suspension for remainder of season and up to one-third (1/3) of next season, or remainder of the activity in the current school year and up to 6 weeks of the activity the next school year.
- Suspension for remainder of the student's career at that attendance center.
- Restitution for vandalism or destruction of property.

Participation in Substance Abuse Assessment Program

A student's participation in the Substance Abuse Assessment Program is cumulative over the student's career at that attendance center for a maximum of two times. If a

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student wishes to participate in a substance abuse assessment program to reduce the imposed extracurricular activity consequence outlined above, the following rules apply:

- The program must be approved by the Building Principal or designee.
- The program must be scheduled and started within 10 school days of the start of the consequence period.
- If the program is not completed within 30 school days of the start of the program, the full suspension penalty will be in force. If a program is longer than 30 school days, it must be completed within the timeframe specified by the program. It is the student's and his/her parent(s)/guardian(s)'s responsibility to notify the Athletic/Activity Coordinator if the program is longer than 30 school days.
- The student must agree to complete the follow-up activity developed by the Athletic/Activity Coordinator or designee in collaboration with the program within the established timeframe.
- The student's parent(s)/guardian(s), and/or student if required, must sign a consent form that allows the program and CMS/PKMS school officials to exchange information and documentation regarding the student's participation in the program, program completion, and any recommended follow-up activities.
- If the student does not complete the agreed-to follow-up activity within the timeframe established by the agency or the school, the consequence will be reinstated in full. If the student has participated in any contests based on the assumption that the follow-up activity would be completed, additional suspension from contests will be added to the end of the initial suspension period.
- The student and/or the student's parent(s)/guardian(s) are responsible for all costs associated with the program and any follow-up activities.

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Appendix D - Central High School Athletics & Activities Handbook

CENTRAL

SCHOOL DISTRICT 301

Better People, Better Students, Better Athletes

ATHLETICS & ACTIVITIES HANDBOOK

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Interscholastic Athletics and Co-Curricular Activities

Participation in competitive interscholastic athletics and co-curricular activities (at times referred to collectively as "extracurricular activities") at CHS is a privilege, not a right.

Participation in extracurricular activities is an important part of a student's development. Through participation, students develop many lifelong skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork, and respect for rules and regulations. In addition, students who participate in extracurricular activities serve as ambassadors of the school and role models for their peers. By accepting the privilege of participation in extracurricular activities, the student becomes a representative of both Central High School and Central Community Unit School District # 301, whether the student is on the playing field, in competition, in practice, in the classroom, or in the community. Individuals who serve in this capacity have a special responsibility to ensure that their actions reflect positively on CHS and the community.

The decision to participate in extracurricular activities, therefore, involves a commitment by the student to adhere to the rules outlined in this Athletics & Activities Handbook. The Handbook goes into effect when a student begins participation in a CHS extracurricular activity and is in effect for the duration of the extracurricular activity; it applies year-round (24/7, 365 days). Each student is responsible for adhering to the Handbook to ensure a positive experience for all District students. Students who violate the Handbook will be subject to disciplinary consequences, up to and including dismissal from extracurricular activities, as set forth in the Handbook. Depending on the nature of the violation, students also may be subject to discipline under the District's student discipline policy, up to and including suspension or expulsion from school.

Extracurricular activities are for the benefit of students and are meant to supplement students' educational programs at CHS. Unless pre-approved by the Administration in limited circumstances, extracurricular activities are *never* a reason for an absence from class or school or not completing schoolwork.

To participate in CHS extracurricular activities, students and their parent(s)/guardian(s) must sign the CHS Athletics & Activities Handbook Acknowledgement Form before participation in each interscholastic athletic team or co-curricular activity.

Co-Curricular Activities

A complete list of the co-curricular activities offered by CHS can be found on the Athletics and Activities ~~District's~~ website at wearecentral.net ~~https://chs.central301.net.~~. Information regarding individual co-curricular activities

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can be found on the Athletics and Activities ~~District's~~ website (wearecentral.net ~~https://chs.central301.net~~) under the Activities tab or by contacting the activity sponsor or the Athletics & Activities Office at 847-464-6038.

Interscholastic Athletics

A complete list of the interscholastic athletics offered by CHS can be found on the Athletics and Activities website ~~ActivitiesDistrict's website~~ at wearecentral.net ~~https://chs.central301.net~~. Information regarding individual interscholastic athletics , including contest and practice schedules, can be found on the website https://wearecentral.net/ and Central athletics calendar or by contacting the head coach or the Athletics & Activities Office at 847-464-6038.

Academic Eligibility

Eligibility to try out for all CHS extracurricular activities is determined at the time of tryouts. A student who does not meet the semester eligibility requirement at the time of tryouts will not be permitted to tryout for an extracurricular activity. Eligibility to participate in all CHS extracurricular activities is determined on a weekly and semester basis. The weekly eligibility is based on a point system based on the student's current grades and semester eligibility is based on the student's semester grades.

Weekly Eligibility

Each week, on Thursday at 1:00pm, an eligibility report is generated by the Athletics & Activities Office. The Athletics & Activities Office notifies coaches~~/sponsors~~ of any students on their respective teams who are ineligible. Then, the Athletic Director ~~coach/sponsor individually~~ notifies the student(s) ~~on their team/activity~~ who are ineligible. ~~In addition, the coach/sponsor also notifies the parent(s)/guardian(s) of each ineligible student via email.~~

Weekly eligibility for participation in all CHS athletics ~~extracurricular activities~~ is based on a point system using semester-to-date cumulative grade earned by the student in the classes in which the student is currently enrolled. Under this system, an "F" equals 2 points and a "D" equals 1 point. The grades for courses in which the student receives more than one credit will be adjusted proportionally. If a student has 4 or more points in a week, the student will be ruled ineligible.

When a student is determined to be ineligible, the period of ineligibility starts on the Sunday following the Thursday notification and remains in effect for 1 calendar week (Sunday through Saturday) ~~or until the student has accumulated less than 4 points on the weekly eligibility check and, thus, is academically eligible to participate.~~ . If a student becomes eligible during the week of ineligibility, the student must continue to serve the full week of ineligibility.

If a student is academically ineligible for a second consecutive week, the Athletic Director ~~coach/sponsor~~ will individually notify the student and the Athletic Director ~~s~~

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~~& Activities Office~~ will notify the student's parent(s)/guardian(s) via email. Parent(s)/guardian(s) are requested to acknowledge receipt of the email notification.

If a student is academically ineligible for a third consecutive week, the Athletic Director ~~coach/sponsor~~ will individually notify the student and the Athletic Director ~~& Activities Office~~ will contact the student's parent(s)/guardian(s) to schedule a meeting with the student and the parent(s)/guardian(s) to discuss possible removal of the student from the extracurricular activity.

Semester Eligibility

Semester eligibility is based on the student's semester grades. If the student fails to pass 25 credit hours or five (5) classes in a semester, the student will be ineligible to participate in any extracurricular activities for the following semester. For example, if a student does not pass five (5) classes the first semester, then the student will be academically ineligible to participate in any extracurricular activities second semester. Likewise, if a student fails the second semester, then the student will be academically ineligible to participate in any extracurricular activities the first semester of the next school year. Students are not reinstated to academic eligibility until they have served a full semester of ineligibility. For those who participate in a winter sport that fails a semester, would be unable to participate in the 2nd semester of that season. The Athletics & Activities Office will notify the student and his/her parent(s)/guardian(s) via email of the student's academic ineligibility for the following semester.

~~If the student fails two or more classes during the semester of ineligibility, the student will be ineligible to participate in any extracurricular activities in the semester following the current semester of ineligibility. The Athletics & Activities will contact the student's parent(s)/guardian(s) via email to notify them of the student's continued academic ineligibility for the following semester.~~

Attendance at Practices & Contests During Ineligibility

Ineligible students (weekly or semester) are prohibited from participating in any contest during the period of ineligibility. However, students also are expected to attend and participate in all practices or meetings. Failure to attend practice(s), meeting(s), and contest(s) during the period of ineligibility will result in consequences consistent with the rules for that particular extracurricular activity. Additionally, students are expected to attend all contests during the period of ineligibility. Students are not permitted to dress in the team uniform for a contest, but are expected to dress consistent with team expectations.

Attendance Eligibility

Absences

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A student must be in school to try out for an extracurricular activity. However, if the student is absent for part or all of a school day due to an excused absence and must miss the try out, the student will be given an opportunity to try out for the extracurricular activity once he/she returns to school. Contact the Athletics & Activities Office in order to request a make-up try out. Any make-up try out must be approved by the Athletics & Activities Director or designee.

To participate in an extracurricular activity practice or meeting (non-contest), a student must be in attendance by the start of 2nd period unless the student is absent from school for an excused absence for any reason other than personal illness. A student who has an excused absence for any part of the school day due to personal illness will not be permitted to participate in the extracurricular activity practice or meeting on that school day.

To participate in an extracurricular activity contest, a student must be in attendance for a full school day on the day of the contest, or for a full school day on the Friday before a weekend contest.

For additional information regarding excused absences, see the CHS Student Handbook, Absences section. Recognized excused absences are: a student's personal illness; a death in the immediate family; a family emergency; observance of a religious holiday; medical appointment with note from the physician; circumstances that cause reasonable concern to the parent/guardian for the student's safety or health; situations beyond the control of the student (e.g., court appearances); other reasons approved by the Superintendent or designee.

Field Trips

Field trips during the school day are treated as if the student was in school on that day for purposes of participation in an extracurricular activity contest or practice/meeting.

Suspensions/Expulsions

Students who are assigned to an alternative learning environment on school grounds or who are suspended out-of-school are prohibited from participating in any extracurricular activities during the term of their assignment to the alternative learning environment or out-of-school suspension; this includes but is not limited to any practice, meeting, contest, and performance. If the alternative learning environment assignment or out-of-school suspension period continues through end of the school day on Friday or includes a weekend or non-student attendance day (e.g., school holiday, break, institute day), the student is prohibited from participating in any extracurricular activities during that weekend or non-student attendance day. The student is not permitted to participate in the extracurricular activity until he/she returns to school following the alternative learning environment assignment or out-of-school suspension. After a student's return following an out-of-school

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suspension, the coach(es)/sponsor(s) have the discretion to determine the student's subsequent participation in extracurricular activity.

In the event a student is expelled from school, he/she will be immediately expelled from participation in any extracurricular activity for the remainder of the expulsion and may return after the terms and conditions of the expulsion have been met and a meeting with the administration has occurred.

If a student is under investigation for violation of the Code of Conduct or other school rule or policy, the student is permitted to participate in an extracurricular activity unless the student is temporarily suspended from the activity pending the outcome of the investigation. This determination is within the sole discretion of the Administration or Athletics & Activities Director.

Any exception to these attendance eligibility requirements must be approved by the Administration or Athletics & Activities Director before the contest or practice/meeting.

P.E. Excuses

Students with a medical excuse from P.E. may not participate in an athletic team practice or contest for the period covered by the medical excuse. Depending on the nature of the medical excuse from P.E., the student may be required to provide documentation from the student's health care provider clearing the student to return to participating on an athletic team. If students fail to dress or participate in P.E the ability to participate in extracurricular activities may be impacted. See below for additional information regarding the District's concussion policy and procedures.

Co-Curricular Activities

Co-Curricular Activity Eligibility & Participation For Executive Leadership Positions

All eligibility and participation requirements for co-curricular activities and the Code of Conduct apply only to the "executive leadership" positions for each co-curricular activity. The executive leadership positions are determined by each co-curricular activity but generally include any officer (e.g., President, Vice President, Secretary).

In addition to the academic and attendance eligibility requirements set forth above, students trying out for and participating in co-curricular activities are subject to the eligibility and participation requirements outlined in this section and as may be established by the individual co-curricular activity.

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For co-curricular activities, a student may be Board President of only two (2) organizations each year when voted in by members. He/she may hold other minor offices.

Before they will be allowed to participate in a co-curricular activity, students who transfer to CHS must meet the eligibility guidelines and rules, if any, set forth by the co-curricular activity's governing organization, the activity's sponsor, and/or the Athletics & Activities Director. Please contact the Athletics & Activities Director for further information.

Interscholastic Athletics

Athletic Team Eligibility & Participation

In addition to the academic and attendance eligibility requirements set forth above, students trying out for and participating in interscholastic athletics are subject to the eligibility and participation requirements outlined in this section and as established by the individual athletic team.

Students may participate in only one interscholastic athletic team at a time unless an exception is requested and approved by the head coach of each team, as well as the Athletics & Activities Director. Requests will be determined on a case-by-case basis.

Before participating in an interscholastic athletic team, including trying out for the team, the student must be approved by the Athletics & Activities Office. To receive approval, the student must:

(1) submit online registration ~~submit proof of a current IHSA sports physical (annual requirement) or Illinois Certificate of Child Health Examination~~;

(2) ~~submit pre-participation forms which have been completed and signed by the student and the student's parent(s)/guardian(s); and~~ submit proof of a current IHSA sports physical (annual requirement) or Illinois Certificate of Child Health Examination;

(3) have turned in all equipment/uniforms from any interscholastic athletic team the previous season as well as meet all eligibility requirements for academics and behavior.

~~The required pre-participation forms are available online (https://ccusd301-ar.rschooltoday.com/) and include the CHS Athletics & Activities Handbook Acknowledgement Form and the IHSA Sports Medicine~~

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~~Acknowledgement & Consent Form (concussions, performance enhancing substances, and steroids).~~ All required forms are part of the registration process in Arbiter. The IHSA sports physical form ~~also~~ is available online via IHSA.Org. ~~(https://weareccentral.net/).~~

If a student is selected for an interscholastic athletic team, the participation fee must be paid before the student can begin participating as part of the team.

Before the start of ***each*** athletic team season, students and their parents(s)/guardian(s) are recommended ~~required~~ to attend a pre-season meeting regardless of whether the student and his/her parent(s)/guardian(s) have previously attended one or more pre-season meetings for previous seasons or school years. The purpose of the meeting is for the Athletics & Activities Director and coaches to provide pertinent information regarding CHS interscholastic athletics activities and team policies. ~~If a student and his/her parents(s)/guardian(s) fail to attend the pre-season, the student is not eligible to participate on the athletic team until the student and his/her parents(s)/guardian(s) meet with the Athletics & Activities Director and coach.~~

IHSA Eligibility

Each student participating in an IHSA interscholastic activity must, at the minimum, satisfy ~~must satisfy~~ IHSA's eligibility requirements.

The IHSA requires students to pass 25 credit hours of high school work per week, generally the equivalent of 5 full-credit courses. The Athletics & Activities Office checks academic eligibility weekly. Students also must have passed and received 25 credit hours of high school work toward graduation for the entire previous semester to be eligible at all during the ensuing semester. See the Academic Eligibility section.

To ensure they will be eligible to participate in certain interscholastic athletic activities, students who transfer to CHS must follow the guidelines and rules set forth by the IHSA. In addition, transfer students must meet any criteria established for the team established by the coach(es) and the Athletics & Activities Director. Please contact the Athletics & Activities Director for further information and to ensure the Transfer Consent Form is completed and filed.

NCAA Eligibility

Each year the NCAA revisits its athlete eligibility requirements. Students and parent(s)/guardian(s) should contact the head coach, guidance counselor, or Athletics & Activities Director for information regarding NCAA eligibility. Information also is available on the NCAA's website.

Athletic Team Selection ("cut policy")

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Participation in CHS interscholastic athletics is selective. All programs both athletic and activity have the potential to reduce roster size based on the criteria below regardless of sport or activity.

Coaches may cut students from the athletic team based on the following criteria:

- A limit on the number of student participants, as determined by the coaches and including limits set by IHSA or other governing organizations;
- The availability of a sufficient number of uniforms/equipment for the students;
- Improper student behavior, including but not limited to violations of the Code of Conduct or CHS school rules and policies.

The selection of students for an athletic team will be based upon:

- Talent and ability;
- Character and personality of the individual;
- Work habits and loyalty to the program;
- Positions needed on the team or activity; and
- Academic eligibility, as defined in this Handbook.

~~Athletic Awards~~

~~Each student who becomes a member of an athletic team during the season finishes the season in good standing, and meets the criteria set forth by the coach(es) and the Athletics & Activities Department will be eligible to earn an athletic award. The coach(es) retains sole discretion in determining which students receive athletic awards.~~

~~**Good Standing** is defined as:~~

- ~~The student finished the season with the team;~~
- ~~The student has attended practice regularly*;~~
- ~~All equipment and uniforms have been returned, repaired, or replaced; and~~
- ~~The student has not been found to be in violation of the Code of Conduct during the season.~~

~~*In the event of a student injury or extended illness, or other circumstance in the sole discretion of the coach(es), the coach(es) may present the student with an interscholastic athletic award if the injury/illness or other circumstance prevented the student from finishing the season with the team.~~

~~Awards~~

- ~~Freshman Team: Athletes on the freshman team are eligible for a certificate of participation and a numeral.~~

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- Freshman/Sophomore Team: Athletes on the freshman/sophomore team are eligible for a certificate of participation and a numeral or freshman/sophomore letter (for sophomores who received a numeral as a freshman).

- Junior Varsity Team: Athletes on the junior varsity team are eligible for a certificate of participation and a junior varsity letter. Junior varsity athletes will receive only one junior varsity letter per sport. Junior varsity athletes are eligible for a service pin for each year following the initial receipt of the junior varsity letter in that sport.

- Varsity Team: Athletes on the varsity team are eligible for a certificate of participation and a varsity letter. Varsity athletes will receive only one varsity letter per sport. Varsity athletes are eligible for a service pin for each year following the initial receipt of a varsity letter in the sport.

- Captain's Pin: The captains (or co-captains) of the freshman/sophomore team and the varsity team are eligible to earn the Captain's Pin.

- Special Awards: The coach(es) for each athletic team may award special awards, at their discretion, to students specific to the particular sport. For example, the MVP trophy or the coach's trophy. The coach(es) for each athletic team will determine the criteria and selection process for these special awards.

Senior Night

Senior students will be honored by the athletic team's coach(es). If possible, such recognition will occur at a home contest during the season or may be scheduled at another time during or after the season. The student and his/her parent(s)/guardian(s) will be recognized for the student's participation on the athletic team. Senior students are not guaranteed playing time on a selected senior night, but they will be introduced to their parent(s)/guardian(s) during the Senior Night recognition.

Attendance at Awards Night

Students are required to attend Awards Night after the season is completed. An unexcused absence may result in the student forfeiting his/her award(s). In the event a student must be absent from Awards Night, the student must contact the coach(es) as soon as possible beforehand to notify the coach(es) of the reason for the student's absence.

Quitting An Athletic Team

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Any student who decides to quit an athletic team by giving verbal or written notice to the coach(es) before the season is completed will be prohibited from re-joining the team for the remainder of the season. However, within twenty-four (24) hours after the student notified the coach(es) of his/her decision to quit the team, a student may ask the coach(es) for permission to rejoin the team. In the event a student requests to rejoin the team, the coach(es) will schedule a meeting with the student and parent(s)/guardian(s) and Athletics & Activities Director to discuss the student's proposed return to the team. The Athletics & Activities Director retains sole discretion in deciding whether the student will be permitted to rejoin the team. The Athletics & Activities Director's decision is final.

If a student quits an athletic team, the student will not be allowed to try out for or participate in another athletic team before the end of the season of the activity the student quit, unless approved by the Athletics & Activities Director.

Care Of Equipment & Uniforms

All uniforms and equipment issued by the District are the property of the District. Students are expected to care for and not abuse uniforms and equipment loaned to them for participation on an athletic team. Uniforms and equipment are only to be worn during CHS contests and practices, or as otherwise directed by the coach(es). Please note that The district allows a student to modify his or her athletic or team uniform for modesty in clothing or attire that is under the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification, however, communication with the athletic department and the coaching staff is vitally important in the ability to communicate such modifications.

Uniforms and equipment issued to students by CHS for participation on an athletic team must be returned within one (1) week after the last contest, meeting, or performance of the year or season, or within one (1) week after a student quits the team, is dismissed from the team, or is expelled from school. Lost, not-returned, or stolen items are the responsibility of the student and his/her parent(s)/guardian(s), and the student and his/her parent(s)/guardian(s) must reimburse the District for all replacement costs of any uniforms or equipment issued to a student but not returned. All damaged uniforms and equipment must be repaired or replaced. The repair or replacement bill(s) is the responsibility of the student and his/her parent(s)/guardian(s), unless a student's uniform or District-issued equipment is damaged during participation in an athletic practice or contest, in which case the District will assume responsibility for repair or replacement. No student will be allowed to receive an end-of-season award or to participate in any future extracurricular activities unless all equipment and uniforms have been returned and

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accounted for, or are paid for if damaged or not returned. Senior students who have outstanding unreturned uniforms or equipment, or outstanding unpaid bills for damaged or not returned uniforms and/or equipment, will not be permitted to participate in the CHS graduation ceremony.

Lockers For Athletic Teams

Students who participate on an athletic team may be assigned a locker. Each student must use only the locker assigned to him/her and must keep the locker and its contents in good order. It is the student's responsibility to periodically clean out the locker to ensure the locker remains in good condition. The condition of the locker both its interior and exterior, is the student's responsibility. Lockers should never be struck, kicked, written on, or defaced. Stickers and other materials should not be attached either inside or outside the locker. A monetary fine and/or disciplinary consequence may be assessed for locker damage. In addition, no student will be allowed to receive an end-of-season award or to participate in any future extracurricular activities unless he/she pays for any locker damage for which he/she is responsible. A senior student will not be permitted to participate in the CHS graduation ceremony until he/she pays for any locker damage for which he/she is responsible.

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of the District. For the safety and security of the entire school community, school authorities may inspect and search lockers, as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in lockers or their personal effects left inside a locker. Any items discovered as a result of a locker search may be confiscated and used as evidence in school-related investigations and may result in disciplinary action under the Code of Conduct as well as the CHS and District student discipline rules and policies.

Athletic Team Rules

The coach(es) for each athletic team may establish rules for his/her/their team. These rules may include but are not limited to, team expectations and requirements, practice schedule/location, and practice and game attire. Student-athletes who violate team rules may be subject to disciplinary consequences as determined by the coach(es), up to and including dismissal from the team.

Transportation To/From Extracurricular Activities

All students participating in an extracurricular activity that is not being held at CHS must use the transportation provided by the District to and from the activity.

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The only exception made to this policy is when a student's parent/guardian requests to transport his/her student from the activity, or designates another responsible adult (who must be at least 21 years of age) to do so. If a responsible adult other than the student's parent/guardian is to transport the student from the activity, the student's parent/guardian must ***request an exception, in writing, to the Athletics & Activities Director at least 24 hours before the activity***. The Athletics & Activities Director will not approve any request for an exception unless it is submitted by the parent/guardian at least 24 hours in advance. If approved, the Athletics & Activities Director will notify the coach/sponsor.

To ensure that all students are accounted for on the return trip, if a student will be transported home from an activity by his/her parent/guardian, or another responsible adult who is pre-approved by the Athletics and Activities Director, then after the activity, the driver must go to the coach or sponsor to "sign the student out" on a form provided by the Athletics & Activities Office.

Please contact the Athletics & Activities Director with any questions.

Miscellaneous

Time Limit to Exit Building

Student supervision will be provided for 30 minutes following the conclusion of an extracurricular activity contest or practice/meeting. Parents providing rides are required to pick up their students and all students are expected to exit the school building and school grounds within that time period.

Refunds of Participation Fees

A full refund of fees for extracurricular activities will be made only if a student is cut or quits before the first contest. If a student has already received equipment or (a) uniform(s), the participation fee will not be refunded unless all equipment and uniforms have been returned and accounted for, or are paid for if damaged or not returned.

Behavior Expectations of the Participants

Accept and understand the seriousness of your responsibility and the privilege of representing the school and the community.

Treat opponents the way you would like to be treated, as a guest or friend. Never direct remarks at opponents in a taunting manner.

Respect the integrity and judgment of game officials. Respect the job and position of the officials and respect them as people. Treating them with dignity and respect, even if you disagree with their judgment, is a fundamental behavioral expectation.

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Behavior Expectations of the Spectators

Remember that school athletics and activities are learning experiences for students and the programs are part of the educational process. Adolescents learn proper behavior from watching adults.

A ticket is a privilege to observe the contest, not a license to verbally abuse others. Positive fan support is an asset for the players, coaches, and other spectators.

Parents have the opportunity to demonstrate appropriate behaviors when they show respect for the opposing players, coaches, other spectators, and officials. Respect their roles even if you disagree with their judgment. Negative comments or the berating of players, coaches, and officials are not in keeping with our philosophy or good forms of role modeling and will not be tolerated.

Board Policy outlines consequences for inappropriate behavior from visitors and spectators alike here at School District 301. Removal from events could result in restorative practices (Licensure to become an IHSA official in that sport, successful completion of online training, inability to attend future events, or any other actions that the athletic director and Central Unit School District 301 deem necessary.)

CPR and AED training

The education of athletic coaches is required by IHSA and ~~staff, students, and parents~~ is an integral part of ensuring our students are safe. Coaches are required ~~Please view the training video on hands only~~ to be cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) certified~~.posted on https://wearecentral.net/~~

Concussions

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see Board policy 7:305 for the District's concussion policy. ~~The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available at https://wearecentral.net/~~ If you have questions regarding concussions or the District's concussion management program, please contact the Athletics & Activities Director or School Nurse.

Communication with Extracurricular Activity Coach/Sponsor

Parent/Coach Relationship

Both parenting and coaching are extremely challenging roles. By establishing an understanding of each role, we are better able to accept the actions of the other and provide greater benefit to students. As parents/guardians, you have a right to understand the expectations that accompany your student's participation in an extracurricular activity.

This begins with clear communication from the coach(es) of your student's athletic team.

Communication You Should Expect From Your Student's Coach

- Coaching Philosophy
- Expectations for your student as well as all the players on the team
- Locations and times of all practices and contests
- Team requirements, i.e., fees, special equipment, off-season conditioning
- Procedures that will be followed should your student be injured during participation
- Discipline that may result in the denial of your student's participation

Communication Coaches Expect from Parents/Guardians

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance

As your student becomes involved in the CHS athletic program, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your student wishes. Although it may not seem so at the time, disappointment is a normal and natural part of life and an important part of a student's developing maturity. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches

- The treatment of your student, mentally and physically
- Ways to help your student
- Concerns about your student's behavior

It is very difficult to accept your student not playing as much as he/she or you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved on the team. As you have seen from the list above, certain things can be and should be discussed with your student's coach. Other matters, such as those which follow, must be left to the discretion of the coach(es).

Issues Not Appropriate To Discuss With Coaches

- Playing time

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- Team Strategy
- Play calling
- Other student-athletes

There may be circumstances that require a conference between the coach and the parent/guardian (and, if appropriate, the student). All parties involved must have a clear understanding of each other's interests. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

Procedures for Discussing a Concern with a Coach

1. Encourage your student-athlete to meet with their coach/sponsor first. (This helps student-athletes learn how to advocate for themselves.)
2. After that conversation occurs you as a parent/guardian have the opportunity to reach out and request a follow-up with the coach/sponsor.
3. Call or email the coach and request to schedule an appointment.
4. Within that request be specific yet brief with what you would like to discuss with the coach. Remember this is not about anyone other than your student-athlete.
5. Please do not confront a coach immediately before or after a practice or contest. The coach has many other responsibilities to attend to during this time period. Additionally, the excitement or disappointment related to the practice or contest can contribute to unproductive emotions. Meetings of this nature do not promote resolution.
6. If the coach does not provide a satisfactory resolution to your concern, contact the Athletics & Activities Department to schedule an appointment with the Athletics & Activities Director. At this meeting, any appropriate next step(s) can be determined.

Code of Conduct

Conduct Code for Participants in Extracurricular Activities (Board Policy 7:240)

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy.

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

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to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

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 12 participating in these programs.

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance-enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student-athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*. For more information, please see Board policy 6:190.

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 Board policy 2:260, Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Discipline

As stated previously, participation in CHS extracurricular activities is a privilege, not a right. Accordingly, the Athletics & Activities Director is authorized to discipline students for violations of this Code of Conduct as well as other misconduct not specified below. The discipline may range from a disciplinary conference, or restitution, to suspension or dismissal from a particular extracurricular activity or all extracurricular activities. Discipline issued by the Athletics & Activities Director under the Code of Conduct is separate from any disciplinary consequences issued by the CHS Administration pursuant to the CHS and District student discipline rules and

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policies. A student may receive both types of disciplinary consequences for the same offense.

We understand the importance of extracurricular activities and the roles they play among adolescent individuals. Please note that the administration of School District 301 reserves the right to issue restorative practices as they deem appropriate to work with students in hopes of correcting behavior and decision-making with 1st offenses. This includes but is not limited to community service hours, restorative hours around school (based on offense), online courses through various sources, book talks, or other variety methods in line with restorative justice best practices.

Definitions of Offenses

- Conduct in violation of school rules and policies, as outlined in the CHS Student Handbook and Board of Education policy, or that could be found to violate IHSA rules and regulations, local ordinance, or State or federal law

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- Any possession, use, sale, distribution, or attempt to obtain possession of tobacco or nicotine products, e-cigarettes, vaporizers, or any comparable product.

- Any possession, use, sale, distribution, or attempt to obtain possession of prohibited substances, including, but not limited to: marijuana, controlled substances, steroids or other performance-enhancing drugs, look-alike drugs, or beverages containing alcohol. This includes a student's presence at a place (other than a religious ceremony or family gathering) where any prohibited substance is being used unlawfully; e.g., a party or gathering where alcohol is being consumed by minors. It is the student's responsibility to be aware of all activities taking place at a party or gathering immediately upon arrival and throughout his/her stay.

HAZING/BULLYING/HATE SPEECH/HARASSMENT

In addition to the offenses listed above, the District recognizes the dignity and worth of all individuals, and in keeping with that belief, prohibits all forms of hazing/bullying or initiation rites for any co-curricular or school-related activity. "Hazing/Bullying" refers to any act, whether physical mental, emotional, or psychological, intentional or otherwise, including when such acts are committed through social media, or other electronic means, which subjects an individual student or group of students, to any situation or expectation that may potentially abuse, mistreat, degrade, humiliate, harass, harm, intimidate, or compromise such student or group of students' inherent dignity as a person(s).

Hate Speech or Harassment is behavior aimed at a person's sex, gender identification, race, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment. Hate Speech or Harassment may be verbal, non-verbal, or physical acts during all competitions. This policy and procedure is designed to provide a consistent, rational framework for managing and dealing with situations at contests when a participant or coach believes an opposing school's participant or coach has used hate speech towards a member of their team or between teammate to teammate interaction. "Target" refers to the individual who heard the hate speech. "Alleged offender" refers to the individual(s) who allegedly used hate speech. "Comment" refers to the hate speech or harassment that was used.

Hazing/Bullying/Hate Speech/Harassment includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;

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2. Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

3. Any activity involving the consumption of a food, liquid, alcoholic beverage, drug, tobacco product or other substances that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school;

5. Any activity that includes the victimization of another student based on race, color, sex, sexual orientation, gender identity, disability, sexual harassment, or sexual violence; or

6. Any activity that includes, causes, or requires the student to perform a task that involves a violation of state or federal law.

Any student involved in hazing/bullying/Hate Speech/Harassment or initiation rites will be subject to disciplinary action. This action may include but is not limited to, dismissal from the activity or athletic team, exclusion from participation in subsequent school activities, and/or suspension or a recommendation to the school board for expulsion from school. These rules apply to all students during the school year, summer, in-season or out-of-season, on or off school property, during or outside of school hours. The student may face separate and/or additional disciplinary consequences as outlined in the Student Handbook.

Social Media

Social Media has become ingrained into today's society. The wide variety of social networking tools presently available provides students with easy access to share important information. However, they can also be disruptive when inappropriate social media postings occur. Inappropriately using these communication tools can have negative consequences, especially if unkind words or threats are used with the intent to hurt others.

Central District 301 recognizes and supports its student-athletes and coaches rights to freedom of speech, expression, and association, including the use of social networks. Each student-athlete and coach must remember that participating and competitions in Central District 301 is a privilege and not a right. The student-athlete and coach represent his or her high school and the district,

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therefore, they are expected to portray themselves, their team, and their high school positively at all times. Any online posting must be consistent with federal and state laws, as well as team, school, and district rules and regulations.

Specifically prohibited behaviors included but were not limited to:

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
- Pictures depicting drug/alcohol use, weapons, and "look a likes."
- Derogatory language relevant to a person's race, gender identity, color, sexual orientation, sex or disability regarding school personnel or other students.
- Comments designed to harass or bully students and/or school personnel.
- Sexually/racially oriented or indecent photos, images or altered pictures.

PROCEDURES

- **Investigation of Alleged Violation of the Code of Conduct:**
    - When a violation of the Code of Conduct is reported to the Athletics & Activities Director, the Director will commence an investigation. As part of the investigation, and as appropriate to the circumstances, the Director may meet with the student, other students (s), staff member(s), other individuals with knowledge about the alleged violation, and/or the extracurricular activity coach(es)/sponsor(s), and will review all pertinent documentation or other evidence.
    - After completing their investigation, the Director will meet with the student and his/her parent(s)/guardian(s) to discuss the findings of the investigation and the consequence(s), if any. The Director's written decision will be sent to the student's parent(s)/guardian(s) via email.
    - During the Director's investigation into an alleged violation of the Code of Conduct, the student is suspended from all participation in the extra-curricular activity(ies), including all contests, practices/meetings, and any team/activity events. In addition, the student may not try out for another extracurricular activity during the investigation.

- **Appeal of Consequence for Violation of the Code of Conduct:** Because participation in extracurricular activities is a privilege and not a right, such participation is not protected by the same due process procedures applicable to regular educational programs. A student may appeal a Code of Conduct consequence to the Building Principal or designee. The request must be made in writing within five (5) days of the issuance of the consequence. The Building Principal or designee will review the appeal request, investigation information/documentation, and the Athletics & Activities Director's determination. The Building Principal or designee may meet with student(s), staff member(s), and/or individuals with knowledge about the alleged

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violation. The Building Principal or designee then will issue his/her decision in writing. During the appeal process, the consequence imposed by the Athletics & Activities Director remains in effect. The Building Principal or designee's decision is final.

- **Appeal of Total Suspension from Athletic or Co-Curricular Activity:** A student who is in his/her 9th through 11th grade years, and is currently suspended from participation in any interscholastic athletic activity and/or co-curricular activity for the rest of his/her high school career (third offense), may, along with his/her parent(s)/guardian(s), submit a written request to the Building Principal or designee, asking that a review be held to consider reinstatement of eligibility. This request may not be made before one (1) calendar year from the date of the suspension for the third offense. The burden of proof to show that the student has made appropriate changes in his/her behavior (including completion of a school-approved treatment program) is the responsibility of the student and her/his parent(s)/guardian(s). The Building Principal or designee's decision is final.

Consequences

For students who participate in interscholastic athletic activities and hold executive leadership positions in co-curricular activities, any consequence issued for violating the Code of Conduct applies to both activities based on the offense levels set forth below.

The Athletics & Activities Director retains the sole discretion to declare a student ineligible from trying out for and joining another interscholastic athletic team or joining and taking on an executive leadership role in a co-curricular activity while he/she currently has any unserved suspension pending. A student is prohibited from trying out for and joining an interscholastic athletic team or joining and taking on an executive leadership role in a co-curricular activity for the sole purpose of serving a penalty to avoid missing all or part of a season with his/her primary interscholastic athletic team or co-curricular activity.

Consequences assessed before a student enters high school shall not apply to the student's cumulative disciplinary record at high school.

Comparable Product Offenses: *This includes but is not limited to vape, vape devices, tobacco, nicotine, THC, narcotics, alcohol, or any other substances deemed illegal by law or Central School District 301.*

- **Interscholastic Athletics**
  - **First Offense:** The student will be suspended for 40% of the scheduled interscholastic athletic activity contests within a season (exact number to be determined by the Athletics & Activities Director) beginning with the current season (if the student is "in season") or next season of

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participation for the student. If the suspension continues past the conclusion of a season, the consequence will be continued into the beginning of the next season of the student's participation.

- This consequence may be reduced to 25% of the scheduled contests upon successful completion of the following: The student-athlete voluntarily agrees to participate in a formal substance abuse assessment program at a school-approved agency, complete restorative practices outlined by the athletic/activities department that may include by not limited to, community service hours, peer resolution, book studies, online course completion, or anything else that is deemed beneficial and necessary to try and correct student behavior.

- **Second Offense:** The student will be suspended from participating in any interscholastic athletic activity for one (1) full season. If the suspension continues past the conclusion of the season, the consequence will be continued into the beginning of the next season of the student's participation.
- **Third Offense:** The student will be suspended from participating in any interscholastic athletic activity for the rest of the student's high school career.

- **Co-Curricular Activities**
  - **First Offense:** The student will be suspended from participating in any co-curricular activities for nine (9) weeks of school (exact number of days to be determined by the Athletics & Activities Director).
  - **Second Offense:** The student will be suspended from participating in any co-curricular activities for eighteen (18) weeks of school (exact dates to be determined by the Athletics & Activities Director).
  - **Third Offense:** The student will be suspended from participating in any co-curricular activity for the remainder of the student's high school career.

- **All Other Conduct Offenses:** The following consequences are not issued progressively and may be combined.
  - Conference with student, coach(es)/sponsor(s), parent(s)/guardian(s), and/or the Athletics & Activities Director.
  - Temporary suspension from contests and/or practices/meetings.
  - Suspension for one-third (1/3) of the season by contests or 6 weeks for activity.
  - Suspension for the remainder of the season or activity in the current school year.
  - Suspension for the remainder of season and up to one-third (1/3) of next season, or remainder of the activity in the current school year and up to 6 weeks of the activity the next school year.
  - Suspension for remainder of high school career.

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- Restitution for vandalism or destruction of property.

Participation in Substance Abuse Assessment Program

A student's participation in the Substance Abuse Assessment Program is cumulative over the student's high school career for a **maximum of two times**. If a student wishes to participate in a substance abuse assessment program to reduce the imposed extracurricular activity consequence outlined above, the following rules apply:

- The program must be approved by the Building Principal or designee.
- The program must be scheduled and started within 10 school days of the start of the consequence period.
- If the program is not completed within 30 school days of the start of the program, the full suspension penalty will be in force. If a program is longer than 30 school days, it must be completed within the timeframe specified by the program. It is the student's and his/her parent(s)/guardian(s)'s responsibility to notify the Athletics & Activities Director if the program is longer than 30 school days.
- The student must agree to complete the follow-up activity developed by the Athletics & Activities Director or designee in collaboration with the program within the established timeframe.
- The student's parent(s)/guardian(s), and/or student if required, must sign a consent form that allows the program and CHS school officials to exchange information and documentation regarding the student's participation in the program, program completion, and any recommended follow-up activities.
- If the student does not complete the agreed-to follow-up activity within the timeframe established by the agency or the school, the consequence will be reinstated in full. If the student has participated in any contests based on the assumption that the follow-up activity would be completed, additional suspension from contests will be added to the end of the initial suspension period.
- The student and/or the student's parent(s)/guardian(s)are responsible for all costs associated with the program and any follow-up activities.

Extracurricular activities are for the benefit of students and are meant to supplement students' educational programs at CHS. Unless pre-approved by the Administration in limited circumstances, extracurricular activities are *never* a reason for an absence from class or school or not completing schoolwork.

In order to participate in CHS extracurricular activities, students and their parent(s)/guardian(s) must sign the CHS Athletics & Activities Handbook Acknowledgement Form prior to participation in each interscholastic athletic team or co-curricular activity.

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Appendix E - Community Resources

Alcohol and Drug Abuse and Addiction Counseling

Name of Center	Address	Phone Number
Renz Addiction Center	1535 Burgundy Parkway Streamwood, IL	(630) 837-6445
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
BHS Center of Lutheran Social Services of Illinois	675 Varsity Dr. Elgin, IL 60120	(847) 741-2600
New Hope Recovery Center	309 Hamilton St. Geneva, IL 60134	(630) 402-0144
DUI and Addiction Counseling	2210 Dean St. St. Charles, IL 60175-1066	(630) 443-2241
Ascension Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Ascension St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000
Linden Oaks Behavioral Health Hospital at Edwards	852 South West Street Naperville, IL	(630) 305-5027
Rosecrance	1021 N. Mulford Road Rockford, IL	(866)330-8729
F.A.I.R. Counseling	2010 E. Algonquin Road, Suites 203-207 Schaumburg, IL	(847) 359-5192
Breaking Free	120 Gale Street Aurora, IL	(630) 897-1003

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Behavioral Health Hospitals

Name of Center	Address	Phone Number
Ascension Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(800) 432-5005
Linden Oaks Behavioral Health Hospital	801 S. Washington Naperville, IL	(630) 305-5500
Ascension St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000

Suicide Assessment Resources

All of the above Behavioral Health Hospitals complete suicide assessments and have resources available.

Name of Center	Address	Phone Number
TriCity Family Services	1120 Randall Court Geneva, IL 60134	(630) 232-1070
24-hour Hotline Numbers	Depression Hotline National Crisis Lines	(630) 482-9696 (800) 784-2433 (800) 273-8255
Suicide Prevention Services	528 S. Batavia Ave (Rte. 31) Batavia, IL	(630) 482-9699

Community Contact

Name of Center	Address	Phone Number

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Elgin Police (non-emergency)	151 Douglas Ave. Elgin, IL 60120	(847) 289-2700
St. Charles (non-emergency)	211 North Riverside Avenue St. Charles, IL 60174	(630) 377-4435
Kane County (non-emergency)	37W755 IL Rt 38 St Charles IL 60175	(630) 232-6840
Kane County Sheriff's Tip Line	Text KANE and your message to 847411 (tip411)	
Crisis Text Line	Text 741-741 with your message	

Outpatient Therapists

Name of Center	Address	Phone Number
Dr. David Goodman & Associates	2075 Foxfield Rd., Suite 202 St. Charles, IL 60174	(630) 377-3535
Counseling and Diagnostic Center of Woodfield, Ltd.	955 N. Plum Grove Rd. C, Schaumburg, IL 60173	(847) 884-0210
Leahy and Associates	40W222 LaFox Rd., Campton Hills, IL 60175	(630) 849-3711
Village Counseling Center, Ltd.	460 Briargate Dr. Suite 700 South Elgin, IL 60123	(847) 488-1999
Dr. Karen Lynn Falk, Psy.D. Clinical Psychology	511 Eichler Dr. West Dundee, IL 60118	(847) 269-2350
Centennial Counseling Services (Cedar Crossings Building)	1120 E Main Street Suite 102 St. Charles, IL 60174	(630) 377-6613
Christine Hibbard – Counseling	1121 East Main Street Suite 320 St. Charles, IL 60174	(630) 584-0642
Creekwood Associates	24~~0~~2 S 5th Avenue, Suite A St. Charles, IL 60174	(630) 377-1414
Living Rite	1625 Bethany Road	(779) 777-7335

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	Sycamore, IL 60178	
Genesis Clinical Services	1725 South Naperville Road suite 206 Wheaton, IL 60189	(630)-653-6441
Intermission Therapies	22 Crissey Ave Suite 200 Geneva, IL 60134	(630)-232-7770
Legacy Clinical Consultants	13717 S. Route 30, Suite 159 Plainfield, IL 60544	(877)-443-7030
McKane and Associates	127 S 1st St #206 Geneva, IL 60134	(630)-262-0588
Dr. Peter Temple and Associates	1250 Executive Pl Ste 404 Geneva, IL 60134	(630)-232-7245
Riverview Counseling Services	111 E Main St. Saint Charles, IL 60174	(630) 587-3777
TriCity Family Services	1120 Randall Court Geneva, IL 60134	(630)-232-1070
Plum Tree Child and Adolescent Psychology	527 Illinois Ave St. Charles, IL 60174	(630) 549-6245

Facilities for Psychological Evaluation

Name of Center	Address	Phone Number
TriCity Family Services *takes Medicaid & a variety of insurance plans*	1120 Randall Court Geneva, IL 60134	(630)-232-1070
Northwestern Medicine Behavioral Health Services-St. Charles *appointment required, takes Medicaid*	964 N 5th Ave St Charles, IL 60174	(630)-933-4000
Northwestern Medicine Behavioral Health Services-Winfield	27W350 High Lake Rd Winfield, IL	(630)-933-4000

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appointment required, takes Medicaid		
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd Hoffman Estates, IL	(800)-432-5005
Streamwood Behavioral Healthcare System	1400 East Irving Park Rd Streamwood, IL	(630)-837-9000
Emergency Room: Ascension St Joseph Hospital	77 N Airlite St Elgin IL	(847)- 622-2069
Emergency Room: Advocate Sherman Hospital	1425 N Randall Rd Elgin IL	(847)-742-9800
CARES Hotline		(800)-345-9049
Family Service Association of Greater Elgin	1752 Capital St. Elgin, IL 60124	(847)-695-3680

Community Agencies

Name of Center	Address	Phone Number
Heartland Counseling Center, Inc.	2320 Dean St #102 St. Charles, IL 60175	(630) 443-9100
Kairos-Counseling Center	240 Standish St. Elgin, IL 60123	(847) 742-5717
Lutheran Social Services – Elgin	675 Varsity Dr. Elgin, IL 60120	(847) 741-2600
Family Service Association of Greater Elgin	1752 Capital St. Elgin, IL 60124	(847) 695-3680
TriCity Family Services	1120 Randall Ct. Geneva, IL 60134	(630) 232-1070
Ecker Center	1845 Grandstand Pl. Elgin, IL 60123	(847) 695-0484
DCFS – Elgin Office	595 State Street Elgin, IL 60123	(847) 888-7620

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Easterseals DuPage & Fox Valley, Jayne Shover Center, Elgin	1135 Bowes Rd., Suite B Elgin, IL 60123	(847) 742-3264
Youth Empowerment Program, City of Elgin		(847)-931-6001
Little Friends, Inc.	851 Bloomingdale Rd Glen Ellyn, IL 60137	(630) 690-7293

Crisis Centers/ Hotline Numbers/ Emergency

Abuse

Name of Center	Address	Phone Number
Gretchen S. Vapnar Community Crisis Center	Elgin, IL 60120	English: (847) 697-2380 Espanol: (847)-697-9740 TTY: (847)-742-4057
City of Elgin, Domestic Violence Victims Resources	https://www.cityofelgin.org/2160/Domestic-Violence 151 Douglas Ave. Elgin, IL 60120	(847)-289-2686
DCFS	https://dcfs.illinois.gov/	(800) 25-ABUSE

Suicide

Name of Center	Address	Phone Number
National Suicide Prevention Hotline		(800) 273-8255
Suicide Prevention Services	Batavia, IL	(630) 482-9699
National Runaway Safeline	3141B N. Lincoln Ave. Chicago, IL 60657	(800) RUNAWAY
S.A.S.S. HotLine		(800) 345-9049

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Crisis Line of the Fox Valley	Aurora, IL	(630) 906-0516
Trevor Project	crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24.	(866)-488-7386 Text: 678-678

Rape/SA/DV

Name of Center	Address	Phone Number
Mutual Ground, Inc. – Domestic Violence	Aurora, IL	(630) 897-0080
Mutual Ground, Inc. – Sexual Assault	Aurora, IL	(630) 897-8383

Housing

Name of Center	Address	Phone Number
Lazarus House	214 Walnut St. St. Charles, IL 60174	(630) 587-2144
Gretchen S. Vapnar Community Crisis Center	37 S Geneva St. Elgin, IL	English: (847) 697-2380 Espanol: (847)-697-9740 TTY: (847)-742-4057
PADS of Elgin	1730 Berkley St. Elgin, IL 60123	(847) 608-9744
WIC-Office	3003 Wakefield Dr Carpentersville, IL 60110	(847) 551-8041

Death/ Loss of Loved one

Name of Center	Address	Phone Number
Rainbows	https://rainbows.org/ 614 Dempster Street	(847)-952-1770

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	Suite C Evanston, IL 60202	
Willow Creek Community Church	67 Algonquin Rd Entrance F South Barrington, IL 60010	(847) 765-5000
Fox Valley Hands of Hope	200 Whitfield Drive Geneva, IL 60134	(630) 232-2233
Streamwood Behavioral Healthcare System	1400 East Irving Park Rd Streamwood, IL 60107	(630) 837-9000

Daycare

Name of Center	Address	Phone Number
Little Saints Preschool	43W301 Plank Rd Hampshire, IL 60140	(847) 464-5721
YWCA Elgin – After School Care	220 E Chicago St. Elgin, IL 60120	English: (847) 697-2380 Español: (847) 697-9740
Elgin Park District	100 Symphony Way Elgin, IL 60123	(847) 531-7010
Learning Tree	2325 Royal Blvd. Elgin, IL 60123	(847) 888-4220
KinderCare	2485 South St. Elgin, IL 60124	(847) 888-4288
WIC Office	3003 Wakefield Dr Carpentersville, IL 60110	(847) 551-8041

Transportation

Name of Center	Address	Phone Number
A #1 Cab Service 24 Hours	340 Production Dr South Elgin, IL 60177	(630) 529-3990
Elgin Transportation Center	100 W Chicago St.	(847) 364-7223

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	Elgin, IL	
001 Choice Cab Inc.	P.O. Box 324 Geneva, IL 60134	(630) 377-7067
Fox Cab	440 S Third St. St. Charles, IL 60174	(630) 262-8822

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CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Kyle Schumacher, Dr. Tim Kilrea, Co-Interim Superintendents, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 15, 2026

RE: Resolution Designating Interest Income in the Education, Operations & Maintenance, Transportation, & Working Cash Funds

---

The Board of Education is required to approve a resolution designating interest in the four main operating funds in order to prevent interest monies in these funds from becoming principal. This provides the flexibility to transfer between funds as needed in future years. The four operating funds include: Education, Operations & Maintenance, Transportation and Working Cash funds.

The resolution is included in the board packet.

RESOLUTION OF THE BOARD OF EDUCATION OF
CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301
KANE AND DEKALB COUNTIES, ILLINOIS

DESIGNATING INTEREST IN THE EDUCATION, OPERATIONS & MAINTENANCE, TRANSPORTATION & WORKING CASH FUNDS

WHEREAS, pursuant to Illinois State Board of Education Regulation Section 100.50(a)(4), effective Fiscal Year 2009, unless otherwise provided by statute or specified by board resolution adopted prior to June 30 of a fiscal year, interest earnings shall be added to and become part of principal as of June 30 of the fiscal year; and

[WHEREAS, pursuant to Section 20-5 of the *School Code* (105 ILCS 5/20-5), moneys earned as interest from the investment of the Working Cash Fund, or any portion thereof, may be transferred from the Working Cash Fund to another fund of the district without any requirement of repayment of the Working Cash Fund, upon the authority of the school board by separate resolution directing the school treasurer to make such transfer and stating the purpose therefore as authorized; and**]**

[WHEREAS, pursuant to Section 10-22.44 of the *School Code* (105 ILCS 5/10-22.44), interest earned from any moneys of the District (except moneys on funds for purposes of Illinois Municipal Retirement; Tort Immunity, Fire Prevention, Safety, Energy Conservation and School Security; and Capital Improvement tax proceeds under Section 17-2.3, all as itemized in Section 10-22.44) may be transferred to the respective fund of the District that is most in need of such interest income, as determined by the Board, unless such interest has otherwise been earmarked or restricted by the Board for a designated purpose; and**]**

WHEREAS, the Board of Education ("Board") of the Central Community Unit School District No. 301, Kane and DeKalb Counties, Illinois ("District") has determined it to be in the best interests of the District to maintain accrued interest in the Education, Operations & Maintenance, Transportation, & Working Cash Funds as distinct from principal so that such interest is available for statutory transfer to another fund in accordance with the *School Code* as described above and other authorizing law during the 2025-2026 fiscal year; and

WHEREAS, no interest accrued in the Education, Operations & Maintenance, Transportation & Working Cash Funds represents interest earned on federal or state grant funds.

NOW, THEREFORE, It is hereby resolved by the Board of Education of Central Community Unit School District 301 as follows:

Section 1. The Board hereby designates that the interest accrued in the Education, Operations & Maintenance, Transportation & Working Cash Funds as of June 30, 2026, be maintained as interest, and not be added to or become a part of principal, in the Education, Operation & Maintenance, Transportation, & Working Cash Funds for the duration of the 2025-

2026 fiscal year, unless such interest is transferred to another Fund pursuant to separate resolution of the Board or expended.

Section 2. The Board finds, subject to adjustment by the District auditors, that the interest accrued in the Education Fund as of May 31, 2026 is $821,545.74, in the Operations & Maintenance Fund as of May 31, 2026 is $199,085.59, in the Transportation Fund as of May 31, 2026 is $221,774.86, & in the Working Cash Fund as of May 31, 2026 is $108,657.30. The Treasurer is authorized and directed to maintain the designation of this interest money, together with any additional interest accrued in the Education, Operations & Maintenance, Transportation, & Working Cash Funds as of June 30, 2026, as interest on the books of the School District in accordance with Section 1 of this Resolution.

Section 3. This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this **15th** day of **June 2026**, by the following roll call vote:

AYE: _____

NAY: _____

ABSENT: _____

_____
President, Board of Education

ATTEST:

_____
Secretary, Board of Education

FARM LEASE BETWEEN THE BOARD OF EDUCATION OF CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 301 KANE AND DEKALB COUNTIES, ILLINOIS AND CENTRAL FFA ALUMNI

THIS FARM LEASE is entered into on this __ day of May, 2026, between the Board of Education of Central Community Unit School District No. 301, Kane and DeKalb Counties, Illinois ("**Board**"), and Central FFA Alumni ("**Tenant**") (collectively, the "**Parties**").

WITNESSETH:

WHEREAS, the Board is the owner of a certain parcel of real estate commonly known as 09 N. 636 Illinois Route 47, Elgin, Illinois and part of P.I.N.s 05-29-300-002, 05-30-200-003, 05-20-300-007 and 05-30-200-009 (the "**Real Estate**"); and

WHEREAS, the Board desires to lease a portion of the Real Estate to the Tenant as depicted on Exhibit A attached hereto and incorporated herein (the "**Premises**"); and

WHEREAS, pursuant to Section 10-22.11(c) of the *School Code*, the Board may lease school land to suitable lessees for educational purposes or for any other purpose which serves the interests of the community when such land is declared to be unnecessary, unsuitable, or inconvenient for the uses of the Board during the term of the lease; and

WHEREAS, pursuant to Section 10-22.13 of the *School Code,* the Board has the power and authority to determine when a site has become unnecessary, unsuitable, or inconvenient for a school; and

WHEREAS, pursuant to Section 10-22.11(c) the Board has determined that leasing the Premises to the Tenant for the benefit of the Future Farmers of America Club at Central High School ("**FFA Club**") is for educational purposes and serves the best interests of the community; and

WHEREAS, the Board, by entering into this agreement ("**Farm Lease**"), hereby determines that it has no immediate need or use for the Premises, that the lease of the Premises to Tenant is for educational purposes and the best interests of the residents of the school district will be enhanced by entering into the Farm Lease, and that for the term of this Farm Lease, the Premises is unnecessary, unsuitable, and inconvenient for use by the Board.

NOW, THEREFORE, in consideration of the terms and conditions contained in this Farm Lease, the Parties hereto agree as follows:

1. **Consideration.** Tenant shall make one payment of $5,054, to the Board within five (5) business days of signing this Farm Lease and a second payment of $5,054 shall be due to the Board by December 15, 2026. Failure to pay rent within five (5) days of the due date may, at the discretion of the Board, be a material breach of this Farm Lease resulting in an acceleration of all rent payments due hereunder. All rent received under this Farm Lease shall be placed by the Board in

the FFA Club's student activity account at Central Community Unit School District No. 301 ("**School District**") for the use and benefit of the FFA Club.

2. **Permitted Use.** The Board is providing the Premises to Tenant on an "AS IS" basis with no representations or warranties whatsoever unless specifically stated otherwise in this Farm Lease, and Tenant accepts the Premises on an "AS-IS" basis with no representations or warranties. Tenants may only use the Premises for agricultural purposes that are directly related to the FFA Club.

3. **Term.** The term of this Farm Lease shall be from _____ to _____, and the Tenant shall surrender possession at the end of this term or at the end of any extension thereof. **TENANT WAIVES ANY RIGHTS IT MAY HAVE TO RECEIVE A WRITTEN NOTICE TO QUIT OR A WRITTEN NOTICE OF NONRENEWAL OF THIS FARM LEASE FROM THE BOARD**. Notwithstanding the above, the Board shall have the right to terminate this Farm Lease at the end of each harvest season by providing at least thirty (30) days advance notice of such termination to Tenant. The Board shall provide notice to the Tenant of the termination of this Farm Lease at the end of the then current term by January 31 ("**Non-Renewal Notice**"). Failure of the Board to provide the Non-Renewal Notice as required hereunder shall result in the extension of this Farm Lease for an additional one (1) year term on the same terms and conditions as set forth herein, except the dates for payment of the consideration set forth in Paragraph 1 for the additional one (1) year term shall be _____ and _____.

4. **Tenant's Duties in Operating Farm.** The Tenant agrees that it will perform and carry out the stipulations below:

A. *Activities required:*

1. To cultivate, plant and harvest the farm faithfully and in a timely, thorough, and businesslike manner using sustainable crop management methods; and

2. To prevent noxious weeds from going to seed on said Premises and to destroy the same and keep the weeds and grass cut; and

3. To keep open ditches, tile drains, tile outlets, grass waterways, and terraces in good repair; and

4. To preserve established watercourses or ditches and to refrain from any operation that will injure them; and

5. To take proper care of all trees, vines, shrubs, and other foliage and to prevent injury to the same; and

6. To prevent all unnecessary waste, loss, or damage to the property of the Board; and

7. To comply with rules and regulations of the Illinois Pollution Control Board, and other governmental agencies or rules, regulations, or laws applicable to farming and the application of fertilizer and pesticides.

B. *Activities restricted.* The Tenant further agrees, unless it shall first have obtained the written consent of the Board, which may be withheld in its sole discretion:

1. Not to assign this Farm Lease to any person or entity or to sublet any part of the Premises; and

2. Not to erect or permit to be erected any structure or building or to incur any expense to the Board for such purpose; and

3. Not to permit, encourage, or invite other persons to use any part or all of the Premises for any purpose or activity not directly related to the permitted use hereunder; and

4. Not to plow permanent pasture or meadowland; and

5. Not to cut live trees, shrubs, or foliage for sale purposes or personal uses; and

6. No signage will be erected on the Premises without prior approval by Board; and

7. Not to use any fertilizer, chemicals, pesticides, or any non-organic substances (collectively "**Fertilizer**") on the Premises that may adversely affect the future use of the Premises as a school site. Prior to using any fertilizers, chemicals, pesticides, or non-organic substances, Tenant shall notify the Board in writing of the nature of the substance contemplated to be used on the Premises. If the Board objects to Tenant's use of said substance, within three (3) days of receipt of said notice, Tenants may not introduce said substance to the Premises. Tenants shall maintain records of the type, amount, and date of application of any Fertilizer applied to the Premises for at least five (5) years from the date of application.

5. Operation of Farm. Tenant accepts and acknowledges that the Board is leasing the Premises to the Tenant for educational purposes related to the FFA Club . As such, in addition to Tenant's duties set forth in Paragraph 4 above, Tenant further agrees to operate the farm in accordance with the provisions below:

A. *Student Involvement.* Tenants shall ensure that no students of the School District plant, harvest or otherwise maintain or engage in any actual farming of the Premises. Students, however, may be present during harvest and as part of all farming activities to understand the farming process from start to finish as established through any curriculum deemed appropriate by the Board.

B. *Costs to Operate the Farm.* The Tenant shall be responsible for all costs to operate the farm on the Premises and such costs ("**Permitted Costs**") may be deducted from the gross proceeds of the crop sales from the Premises.

C. *Proceeds from Sale of Crops*. The proceeds from the sale of the crops, less the Permitted Costs, shall be used in a manner to benefit the students of the School District and the FFA Club. Some examples of these benefits include, but are not limited to, scholarships, banquets and meeting food, conference expenses and/ or national events.

6. Environmental Compliance. Upon the termination of this Farm Lease or vacation of the Premises, Tenant shall, at its sole expense, remediate and clean up any Hazardous Substances (as defined in 42 U.S.C. §9601(14), as amended) used or authorized by Tenant during the term of this Farm Lease that may affect the Board's use of the Premises as a school site. Tenant shall provide the Board with copies of all records, documents, and invoices relating to any substance placed on the Premises.

Without limiting any other indemnity rights of the Indemnitees (defined in Paragraph 9 below) included in this Farm Lease, Tenant shall also indemnify and hold harmless the Indemnitees from and against any and all liabilities, damages, suits, penalties, judgments, costs, including attorneys' fees, and environmental cleanup, removal, response, assessment, or remediation costs arising from or related to contamination of the Premises or the release of any Hazardous Substance during the term of this Farm Lease.

7. Default. In the event the Tenant fails to comply with any of the terms hereof, the Board may, upon demand, notify Tenant that it is in default of this Farm Lease and terminate this Farm Lease. In the event the Board terminates this Farm Lease as a result of a breach by Tenant, Tenant shall immediately vacate the Premises upon demand by the Board. In the event of a default, the Tenant shall be responsible for all costs and expenses whatsoever incurred by the Board as a result of such breach, including, but not limited to, attorneys' fees.

8. Board's Right of Entry. The Board reserves the right for itself, its agents, employees, or assigns to enter upon the Premises at any reasonable time for the purpose of viewing the same or working or making repairs or improvements to the Premises as long as such does not impair the Tenant's agricultural activities on the Premises. Further, upon constructive notice of the Parties' intent to allow the Farm Lease to expire and after the Tenant's harvesting of that year's crops, the Board or its agents, employees, or assigns may enter upon the Premises.

9. Insurance. Tenant shall obtain the following types and minimum levels of insurance while this Farm Lease is in effect: (i) commercial general liability insurance with limits of not less than one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) in the aggregate, which insurance shall also provide product liability coverage in the aforementioned amounts; (ii) business auto coverage form insurance with a limit of not less than one million dollars ($1,000,000) each accident and such insurance shall cover liability arising out of hired and non-owned autos; (iii) umbrella or excess liability insurance in the minimum amount of at least one million dollars ($1,000,000) per occurrence and one million dollars ($1,000,000) in the aggregate; and (iv) insurance coverage for hired and or borrowed equipment in a commercially reasonable amount. The Board, its individual Board members, agents, and employees ("**Indemnitees**") shall be named as additional insureds on a primary and noncontributory basis on all insurance required hereunder. Tenant shall keep such insurance in continuous force and effect while this Farm Lease is in effect. Tenant shall provide a certificate of insurance upon the execution of this Farm Lease,

annually thereafter and upon demand by the Board evidencing Tenant maintains the insurance required by this Paragraph. Additionally, upon request by the Board, the Tenant shall provide the Board with copies of all insurance policies required hereunder, and all endorsements thereto. To the fullest extent permitted by the applicable insurance policy, Tenant waives any rights of subrogation it and any of its insurers may have against the Indemnitees.

10. Indemnity and Hold Harmless. Tenant covenants and agrees to hold the Indemnitees harmless and to indemnify them from all losses, damages, liabilities, and expenses of any kind, including without limitation attorneys' fees and court costs incurred, suffered, or claimed by anyone whosoever, or for any damage or injury to any persons or property from any cause whatsoever, by reason of the use or occupancy by Tenant, its agents, employees, invitees, or visitors on the Premises, or any breach of this Farm Lease.

The Board shall not be liable for any damage to, or loss of, property on the Premises belonging to Tenant, its employees, agents, visitors, licensees, or other persons in or about the Premises, or for damage or loss suffered by Tenant, from any cause whatsoever, whether the damages or injuries result from conditions arising upon the Premises or from other sources. The Board shall not be liable in any manner to Tenant, its agents, employees, invitees, or visitors for any injury or damage to Tenant, Tenant's agents, employees, invitees, or visitors, or their property, caused by the criminal or intentional misconduct or by any act or neglect of third parties or of Tenant, Tenant's agents, employees, invitees, or visitors, or of any other Tenant. Tenant covenants that no claim shall be made against the Board by Tenant, or by any agent or servant of Tenant, or by others claiming the right to be on the Premises through or under Tenant, for any injury, loss, or damage. In no event shall any of the Indemnitees be liable to Tenant for any consequential damages, or lost profit sustained by Tenant arising out of the loss or damage to any property of Tenants.

11. Waiver. No waiver of any default of Tenant hereunder shall be implied from omission by the Board to take any action on account of such default, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent herein stated.

12. Severability. If any term covenant or condition of this Farm Lease or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Farm Lease, or the application of such term, covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant or condition of this lease shall be valid and be enforced to the fullest extent permitted by law.

13. Applicable Law. The laws of the State of Illinois shall govern the validity, performance and enforcement of this Lease. Any action to enforce the terms of this Lease shall be brought in the Kane County Circuit Court.

14. Compliance with Laws. In utilizing the Premises, Tenant shall comply with all applicable laws, rules, regulations and ordinances, specifically including, but not limited to, the *Illinois Human Rights Act* (775 ILCS 5/1-101 *et seq.*). Moreover, Tenant shall not use, nor allow, any

alcohol and any tobacco products of any kind, including, but not limited to e-cigarettes, to be consumed on the Premises.

15. **Incorporation.** The recitals set forth on page one above are hereby incorporated in and made a part of this Farm Lease as if they were specifically set forth herein.

16. **Survivability.** Those paragraphs which are reasonably understood to impose obligations upon the Tenant subsequent to the term of this Farm Lease shall survive the termination of this Farm Lease.

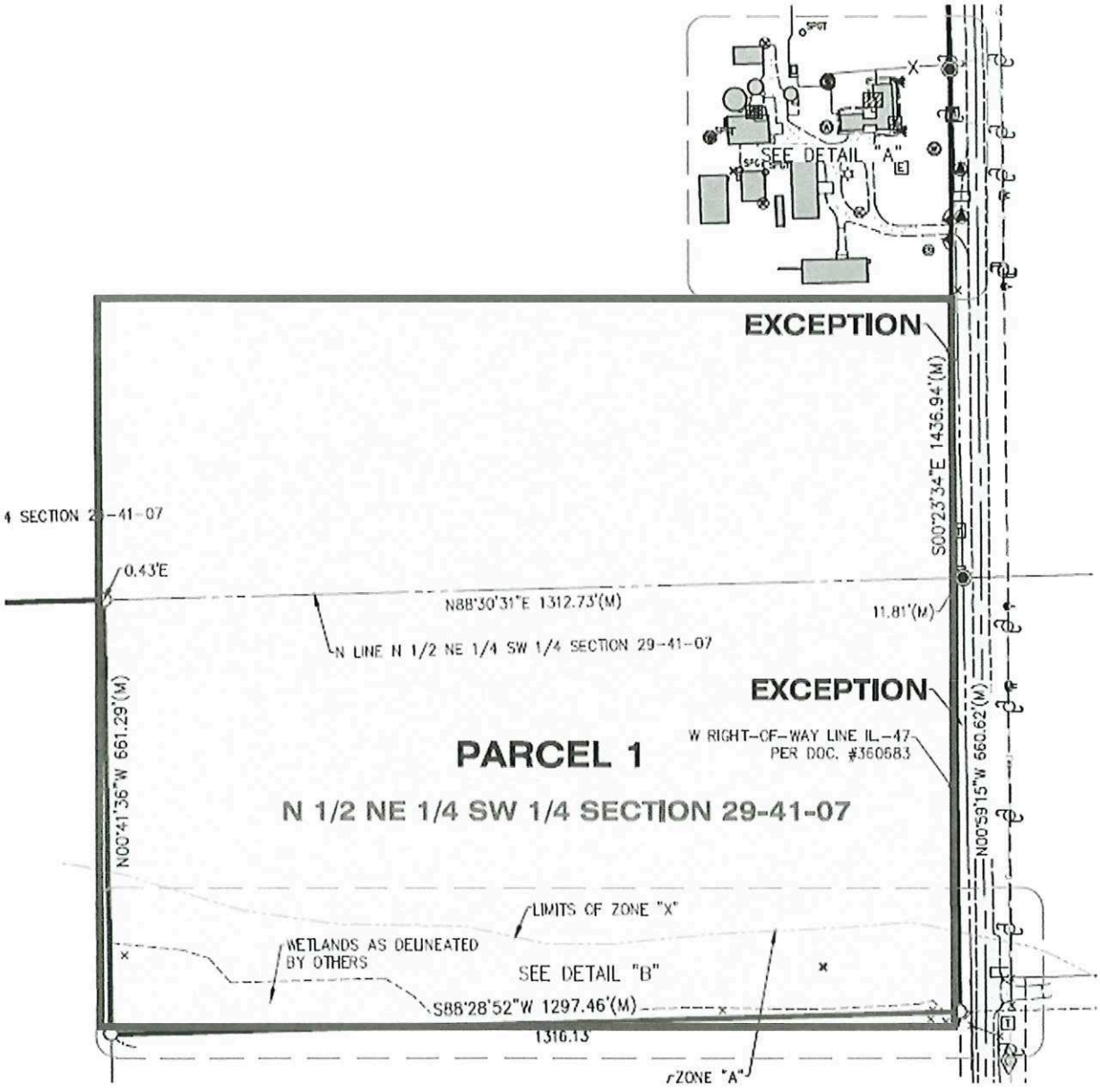
THIS FARM LEASE has been entered into as of the date set forth above.

BOARD:	**TENANT:**
THE BOARD OF EDUCATION OF CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 301, KANE AND DEKALB COUNTIES, ILLINOIS	**CENTRAL FFA ALUMNI**
By: _____	**By:** _____
Its: _____	**Its:** Matt Klein treasurer
Date: _____	**Date:** 6/11/26

3029118.3

EXHIBIT A

REAL ESTATE



CENTRAL
UNIT SCHOOL DISTRICT 301

FACILITIES MASTER PLAN UPDATE

June 15, 2026

AGENDA

- Master Plan Process Overview
- Building Utilization Analysis - Walkthroughs, Space Utilization Plans, Capacity Study
- Demographic Study
- Core Team Actions

MASTER PLAN PROCESS

MASTER FACILITY PLAN PROCESS OVERVIEW

PERFORM BUILDING UTILIZATION ANALYSIS

Space Utilization Study | Capacity Calculations

EVALUATE BUILDING UTILIZATION AGAINST DEMOGRAPHIC STUDY

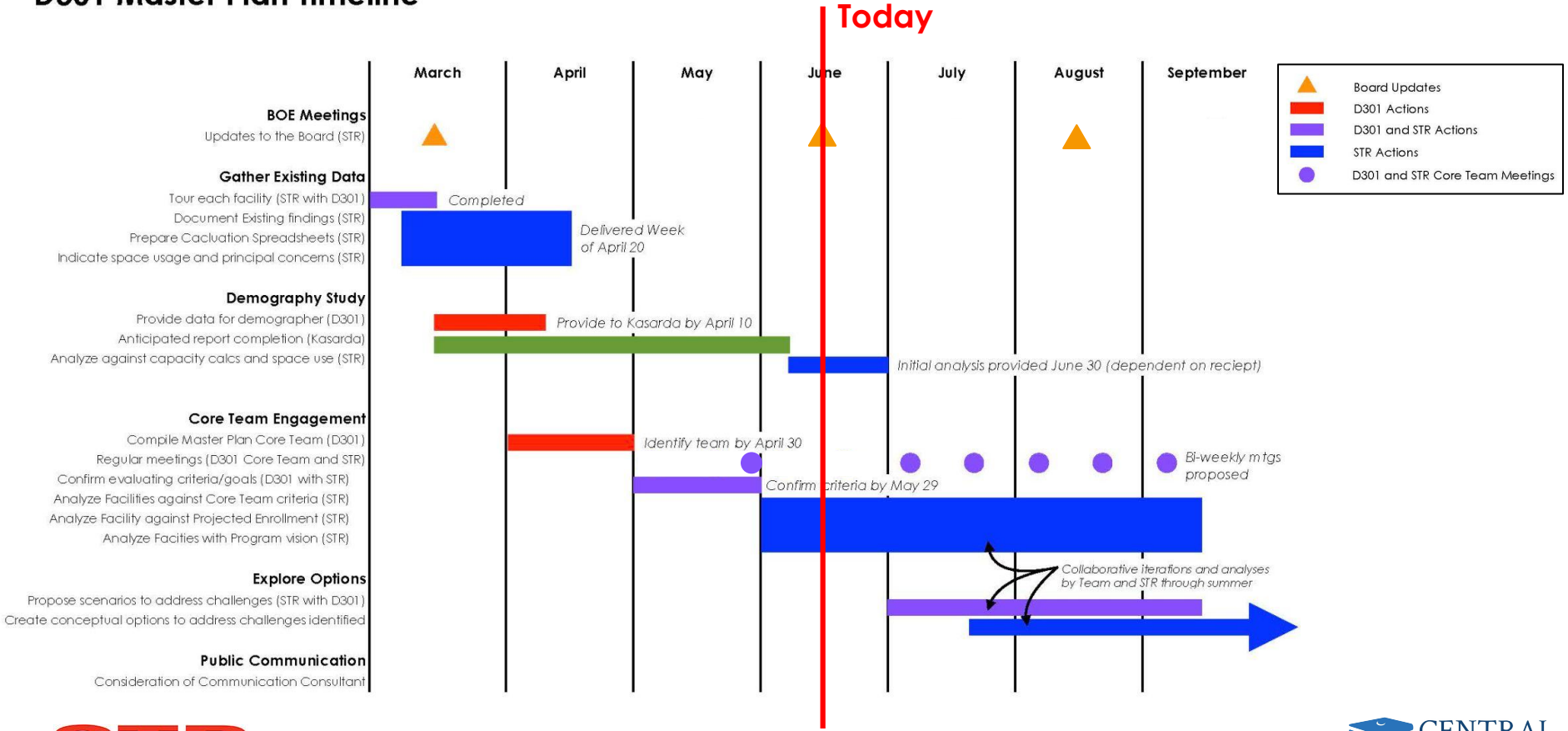
Obtain Demographic Study | How Does Projected Enrollment Affect School | Identify Challenges & Opportunities

EXPLORE OPTIONS TO ACCOMMODATE STUDENTS & PROGRAMS DISTRICT-WIDE

Acknowledge Growth/Decline | Incorporated Curriculum & Program Goals

MASTER FACILITY PLAN PROCESS OVERVIEW

D301 Master Plan Timeline



BUILDING UTILIZATION ANALYSIS

State Capacity Guidelines vs. Max Capacity

Elementary

- Above 90% = Overcrowded
- 75% to 90% = Efficient
- Below 75% = Underutilized

Middle School

- Above 85% = Overcrowded
- 70% to 85% = Efficient
- Below 70% = Underutilized

High School

- Above 80% = Overcrowded
- 65% to 80% = Efficient
- Below 65% = Underutilized

PERFORM BUILDING UTILIZATION ANALYSIS | Country Trails ES

FLOOR PLAN LEGEND

- GENERAL ED CLASSROOM
- EARLY CHILDHOOD CLASSROOM
- SPECIAL EDUCATION RESOURCE
- SMALL GROUP INSTRUCTION
- ELECTIVES: ART, MUSIC, PE, HEALTH
- COMMON INST. SPACE: CAF / LRC / MP)

1" = 40'



BUILDING SUMMARY:
86,000 SF
734 STUDENTS
ELGIN, IL

33 GEN ED CLASSROOMS:
- 2 EARLY CHILDHOOD
- 5 KINDERGARTEN
- 5 1ST GRADE
- 4 2ND GRADE
- 5 3RD GRADE
- 5 4TH GRADE
- 6 5TH GRADE
- 1 EMPTY CLASSROOM

CONTEXT:
- CITY WATER AND SEWER (ELGIN)
- FULLY SPRINKLERED
- GENERATOR
- MAJORITY DROPPED OFF, 1/3 BUS, SOME BIKERS AND WALKERS

CURRICULUM:
- 4TH AND 5TH GRADES ROTATE FOR MATH

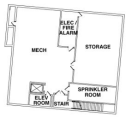
KEY CHALLENGES:
- MOBILES (8 CLASSROOMS)
- MID VALLEY PROGRAM AT CAPACITY
- WATER DRAINAGE BY BUS EXIT
- SHELTER IN PLACE LIMITATIONS
- MUSIC OVERFLOW SPACE
- NO SPACE FOR IF ADD MATH INTERVENTION
- EVENT PARKING
- TRAFFIC PATTERN CHALLENGES
- STEAM CABINETS UNDERUTILIZED
- HEALTH ON A CART OR OWN SPACE

D301 MASTER PLAN
BURLINGTON, IL
PROJECT NO. 25-0115
CENTRAL UNIT SCHOOL DISTRICT
03/04/2026

Project Name
Project Location
Project No.
Client Name
Date Issued

COUNTRY TRAILS ELEMENTARY SCHOOL | FLOOR 1

STR PARTNERS, LLC
350 West Ontario Street | Suite 200
Chicago, IL 60654

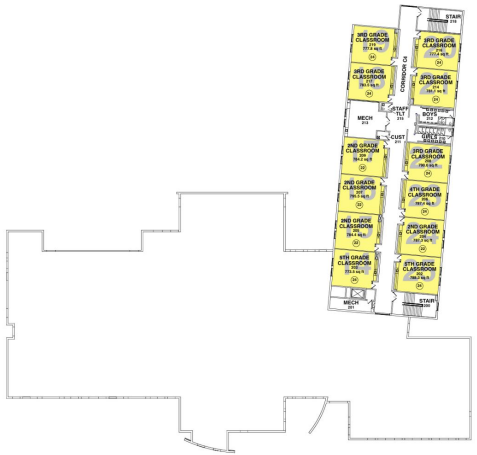


Basement Level

FLOOR PLAN LEGEND

- GENERAL ED CLASSROOM
- EARLY CHILDHOOD CLASSROOM
- SPECIAL EDUCATION RESOURCE
- SMALL GROUP INSTRUCTION
- ELECTIVES: ART, MUSIC, PE, HEALTH
- COMMON INST. SPACE: CAF / LRC / MP)

1" = 40'



BUILDING SUMMARY:
86,000 SF
734 STUDENTS
ELGIN, IL

33 GEN ED CLASSROOMS:
- 2 EARLY CHILDHOOD
- 5 KINDERGARTEN
- 5 1ST GRADE
- 4 2ND GRADE
- 5 3RD GRADE
- 5 4TH GRADE
- 6 5TH GRADE
- 1 EMPTY CLASSROOM

CONTEXT:
- CITY WATER AND SEWER (ELGIN)
- FULLY SPRINKLERED
- GENERATOR
- MAJORITY DROPPED OFF, 1/3 BUS, SOME BIKERS AND WALKERS

CURRICULUM:
- 4TH AND 5TH GRADES ROTATE FOR MATH

KEY CHALLENGES:
- MOBILES (8 CLASSROOMS)
- MID VALLEY PROGRAM AT CAPACITY
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- HEALTH ON A CART OR OWN SPACE

D301 MASTER PLAN
BURLINGTON, IL
PROJECT NO. 25-0115
CENTRAL UNIT SCHOOL DISTRICT
03/04/2026

Project Name
Project Location
Project No.
Client Name
Date Issued

COUNTRY TRAILS ELEMENTARY SCHOOL | FLOOR 2

STR PARTNERS, LLC
350 West Ontario Street | Suite 200
Chicago, IL 60654

PERFORM BUILDING UTILIZATION ANALYSIS | Country Trails ES

COUNTRY TRAILS ELEMENTARY SCHOOL

CALCULATION #1:
MAXIUMUM BUILDING CAPACITY

Table A evaluates the maximum building capacity by multiplying the number of core classrooms by the maximum number of students per classroom with and without a paraprofessional.

In Table B, the maximum building capacity is compared to the actual enrollment over the last 6 years including the mobile classrooms.

Table C compares the maximum building capacity to actual enrollment over the last 6 years excluding the mobile classrooms.

Building Capacity

TABLE A: CAPACITY CALCULATION

Core Classrooms	Max. # Students Per Classroom*	Max. # Students Per Classroom* (w/Paraprofessional)	# Classrooms	Building Capacity	Building Capacity (w/Paraprofessional)
Self-Contained Spec Ed	15	-	0	0	-
Early Childhood **	14	19	2	56	76
K-2 Classrooms	22	25	15	330	375
3-5 Classrooms	24	27	8	192	216
Mobiles - 4th, 5th grade	24	27	8	192	216
TOTALS			**33**	**770**	**883**

*based on teacher contract agreement

**enrollment is half day

Percent of Capacity Utilized with mobiles

TABLE B: CAPACITY COMPARED TO ENROLLMENT FOR GRADES EC-5 - WITH MOBILES

School Year	GRADES EC – 5			COMPARISON		
	Max. Building Capacity	Max. Building Capacity (w/Paraprofessional)	Enrollment	Difference	% of Capacity*	% of Capacity* (w/Paraprofessional)
2020/21	770	883	582	+188	76%	66%
2021/22	770	883	626	+144	81%	71%
2022/23	770	883	656	+114	85%	74%
2023/24	770	883	683	+87	89%	77%
2024/25	770	883	740	+30	96%	84%
2025/26	770	883	734	+36	95%	83%

Percent of Capacity Utilized if no mobiles

TABLE C: CAPACITY COMPARED TO ENROLLMENT FOR GRADES EC-5 - NO MOBILES

School Year	GRADES EC – 5			COMPARISON		
	Max. Building Capacity	Max. Building Capacity (w/Paraprofessional)	Enrollment	Difference	% of Capacity*	% of Capacity* (w/Paraprofessional)
2020/21	578	667	582	-4	101%	87%
2021/22	578	667	626	-48	108%	94%
2022/23	578	667	656	-78	113%	98%
2023/24	578	667	683	-105	118%	102%
2024/25	578	667	740	-162	128%	111%
2025/26	578	667	734	-156	127%	110%

CALCULATION #2:
CLASSROOM QUANTITY REQUIREMENTS FOR CURRENT ENROLLMENT

Table A evaluates the required number of classrooms for grades Pre-K through 5 by dividing the current enrollment for each of the past 6 years for each grade by the maximum number of students per classroom. These calculations INCLUDE the mobile classrooms.

Table B evaluates the required number of classrooms for grades Pre-K through 5 by dividing the current enrollment for each of the past 6 years for each grade by the maximum number of students per classroom. These calculations EXCLUDE the mobile classrooms.

No. Classrooms Required with mobiles

TABLE A: CLASSROOMS REQUIRED COMPARED TO CLASSROOMS AVAILABLE FOR GRADES EC-5 - WITH MOBILES

School Year	Grades EC – 5		SPEC ED	TOTAL	COMPARISON	
	Enrollment	Req'd # Classrooms	Req'd # Classrooms	Req'd # Classrooms	Available # Classrooms	Difference
2020/21	582	30	0	**30**	33	+3
2021/22	626	32	0	**32**	33	+1
2022/23	656	33	0	**33**	33	+0
2023/24	683	35	0	**35**	33	-2
2024/25	740	35	0	**35**	33	-2
2025/26	734	37	0	**37**	33	-4

No. Classrooms Required if no mobiles

TABLE B: CLASSROOMS REQUIRED COMPARED TO CLASSROOMS AVAILABLE FOR GRADES EC-5 - NO MOBILES

School Year	Grades EC – 5		SPEC ED	TOTAL	COMPARISON	
	Enrollment	Req'd # Classrooms	Req'd # Classrooms	Req'd # Classrooms	Available # Classrooms	Difference
2020/21	582	30	0	**30**	25	-5
2021/22	626	32	0	**32**	25	-7
2022/23	656	33	0	**33**	25	-8
2023/24	683	35	0	**35**	25	-10
2024/25	740	35	0	**35**	25	-10
2025/26	734	37	0	**37**	25	-12

Notes:

1. Calculation is based on current space use.
2. Only core classrooms (general ed or self-contained special ed) are counted in elementary school building capacity. Break-out spaces do not directly increase capacity.
3. Classrooms used by Mid-Valley are NOT included in the calculations as they not available to D301 for instruction.
4. Early Childhood is a half-day program. The capacity of these rooms is calculated by assuming the rooms are used twice per day.

PERFORM BUILDING UTILIZATION ANALYSIS | Howard B Thomas GS

FLOOR PLAN LEGEND

- GENERAL ED CLASSROOM
- EARLY CHILDHOOD CLASSROOM
- SPECIAL EDUCATION RESOURCE
- SMALL GROUP INSTRUCTION
- ELECTIVES: ART, MUSIC, PE, HEALTH
- COMMON INST. SPACE: CAF / LRC / MP)

1" = 50'



BUILDING SUMMARY:

81,167 SF
687 STUDENTS
BURLINGTON, IL

31 GEN ED CLASSROOMS:

- 2 EARLY CHILDHOOD
- 5 KINDERGARTEN
- 5 1ST GRADE
- 5 2ND GRADE
- 4 3RD GRADE
- 5 4TH GRADE
- 5 5TH GRADE
- 0 EMPTY CLASSROOM

CONTEXT:

- WELL / WASTE WATER LAGOON
- FULLY SPRINKLERED
- GENERATOR
- MAJORITY BUS - 13 BUSSES

CURRICULUM:

- 9:05-3:40 (EC: 8:30-11:00, 12:30-3:00)
- 4TH, 5TH GRADE ROTATE FOR MATH/SCI/ SOC STUDIES AND ELA/READING

KEY CHALLENGES:

- MOBILES (4 CLASSROOMS)
- MUSIC ROOM AT CAPACITY, ART ROOM USED PART TIME FOR MUSIC
- ONLY 1 CONFERENCE ROOM IN BLDG
- STAR SPED PROGRAM AT CAPACITY
- 2-3 YEARS AGO DID A BOUNDARY SHIFT HBT —> PV, BUT AT CAPACITY AGAIN
- NO SPACES FOR IN SCHOOL SUSPENSION / OR ALTERNATE TESTING ENVIRONMENT
- AFTER SCHOOL PROGRAMS COMPETE FOR SPACE
- LACK OF STORAGE
- PLAYGROUND TOO SMALL
- EVENT PARKING
- STAFF TRAFFIC IS AN ISSUE WITH ARRIVAL TIME TO HS. NICE TO HAVE ANOTHER EXIT OUT OF THE SITE

D301 MASTER PLAN
BURLINGTON, IL
25057
CENTRAL UNIT SCHOOL DISTRICT
15:06:47 2016

Project Name
Project Location
Project No.
Client Name
Date Issued

HOWARD B. THOMAS GRADE SCHOOL

350 West Ontario Street | Suite 200
Chicago, IL 60654

STR PARTNERS, LLC

CENTRAL UNIT SCHOOL DISTRICT 301

HOWARD B THOMAS GRADE SCHOOL

CALCULATION #1:
MAXIUMUM BUILDING CAPACITY

Table A evaluates the maximum building capacity by multiplying the number of core classrooms by the maximum number of students per classroom with and without a paraprofessional.

In Table B, the maximum building capacity is compared to the actual enrollment over the last 6 years including the mobile classrooms.

Table C compares the maximum building capacity to actual enrollment over the last 6 years excluding the mobile classrooms.

Building Capacity

TABLE A: CAPACITY CALCULATION

Core Classrooms	Max. # Students Per Classroom*	Max. # Students Per Classroom* (w/Paraprofessional)	# Classrooms	Building Capacity	Building Capacity (w/Paraprofessional)
Self-Contained Spec Ed	15	-	0	0	-
Early Childhood **	14	19	2	56	76
K-2 Classrooms	22	25	15	330	375
3-5 Classrooms	24	27	10	240	270
Mobiles - 4th, 5th grade	24	27	4	96	108
TOTALS			**31**	**722**	**829**

*based on teacher contract agreement

**enrollment is half day

Percent of Capacity Utilized with mobiles

TABLE B: CAPACITY COMPARED TO ENROLLMENT FOR GRADES EC-5 - WITH MOBILES

School Year	GRADES EC – 5			COMPARISON		
	Max. Building Capacity	Max. Building Capacity (w/Paraprofessional)	Enrollment	Difference	% of Capacity*	% of Capacity* (w/Paraprofessional)
2020/21	722	829	590	+132	82%	71%
2021/22	722	829	692	+30	96%	83%
2022/23	722	829	599	+123	83%	72%
2023/24	722	829	643	+79	89%	78%
2024/25	722	829	678	+44	94%	82%
2025/26	722	829	687	+35	95%	83%

Percent of Capacity Utilized if no mobiles

TABLE C: CAPACITY COMPARED TO ENROLLMENT FOR GRADES EC-5 - NO MOBILES

School Year	GRADES EC – 5			COMPARISON		
	Max. Building Capacity	Max. Building Capacity (w/Paraprofessional)	Enrollment	Difference	% of Capacity*	% of Capacity* (w/Paraprofessional)
2020/21	626	721	590	+36	94%	82%
2021/22	626	721	692	-66	111%	96%
2022/23	626	721	599	+27	96%	83%
2023/24	626	721	643	-17	103%	89%
2024/25	626	721	678	-52	108%	94%
2025/26	626	721	687	-61	110%	95%

CALCULATION #2:
CLASSROOM QUANTITY REQUIREMENTS FOR CURRENT ENROLLMENT

Table A evaluates the required number of classrooms for grades Pre-K through 5 by dividing the current enrollment for each of the past 6 years for each grade by the maximum number of students per classroom. These calculations INCLUDE the mobile classrooms.

Table B evaluates the required number of classrooms for grades Pre-K through 5 by dividing the current enrollment for each of the past 6 years for each grade by the maximum number of students per classroom. These calculations EXCLUDE the mobile classrooms.

TABLE A: CLASSROOMS REQUIRED COMPARED TO CLASSROOMS AVAILABLE FOR GRADES EC-5 - WITH MOBILES

School Year	Grades EC – 5		SPEC ED	TOTAL	COMPARISON	
	Enrollment	Req'd # Classrooms	Req'd # Classrooms	Req'd # Classrooms	Available # Classrooms	Difference
2020/21	590	29	0	**29**	31	+2
2021/22	692	36	0	**36**	31	-5
2022/23	599	30	0	**30**	31	+1
2023/24	643	33	0	**33**	31	-2
2024/25	678	34	0	**34**	31	-3
2025/26	687	33	0	**33**	31	-2

No. Classrooms Required with mobiles

TABLE B: CLASSROOMS REQUIRED COMPARED TO CLASSROOMS AVAILABLE FOR GRADES EC-5 - NO MOBILES

School Year	Grades EC – 5		SPEC ED	TOTAL	COMPARISON	
	Enrollment	Req'd # Classrooms	Req'd # Classrooms	Req'd # Classrooms	Available # Classrooms	Difference
2020/21	590	29	0	**29**	27	-2
2021/22	692	36	0	**36**	27	-9
2022/23	599	30	0	**30**	27	-3
2023/24	643	33	0	**33**	27	-6
2024/25	678	34	0	**34**	27	-7
2025/26	687	33	0	**33**	27	-6

No. Classrooms Required if no mobiles

Notes:

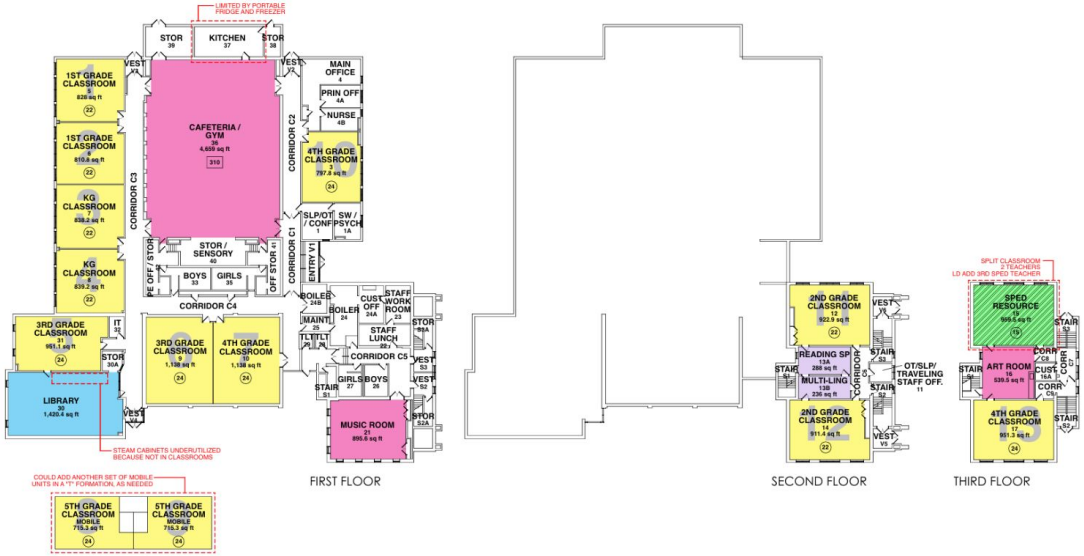
1. Calculation is based on current space use.
2. Only core classrooms (general ed or self-contained special ed) are counted in elementary school building capacity. Break-out spaces do not directly increase capacity.
3. Classrooms used by Mid-Valley are NOT included in the calculations as they not available to D301 for instruction.
4. Early Childhood is a half-day program. The capacity of these rooms is calculated by assuming the rooms are used twice per day.

PERFORM BUILDING UTILIZATION ANALYSIS | Lily Lake GS

FLOOR PLAN LEGEND

- GENERAL ED CLASSROOM
- EARLY CHILDHOOD CLASSROOM
- SPECIAL EDUCATION RESOURCE
- SMALL GROUP INSTRUCTION
- ELECTIVES: ART, MUSIC, PE, HEALTH
- COMMON INST. SPACE: CAF / LRC / MP)

1" = 40'



BUILDING SUMMARY:
33,343 SF
270 STUDENTS
MAPLE PARK, IL

13 GEN ED CLASSROOMS:
0 EARLY CHILDHOOD
2 KINDERGARTEN
2 1ST GRADE
2 2ND GRADE
2 3RD GRADE
3 4TH GRADE
2 5TH GRADE
0 EMPTY CLASSROOM

CONTEXT:
- WELL / SEPTIC
- NOT SPRINKLERED BUILDING
- 80% TAKE THE BUS (6 BUSSES), REMAINING DROP OFF
- GENERATOR
- OVERNIGHT BUS PARKING

CURRICULUM:
- 5TH GRADE ROTATES FOR MATH, ELA NEXT YEAR, 3RD AND 4TH TOO

KEY CHALLENGES:
- MOBILES (2 CLASSROOMS)
- NO BUILT IN CABINETS, STORAGE, OR COUNTERTOPS IN CLASSROOMS
- NO CONFERENCE SPACE
- FOOD STORAGE LIMITATIONS
- NO SPACE FOR GIFTED MATH PROGRAM (COMING NEXT YEAR)
- EVENT PARKING
- SEPARATE BUS AND CAR DROP OFF

D301 MASTER PLAN
BURLINGTON, IL
25057
CENTRAL UNIT SCHOOL DISTRICT
05/04/2026

Project Name
Project Location
Project No.
Client Name
Date Issued

LILY LAKE GRADE SCHOOL

350 West Ontario Street | Suite 200
Chicago, IL 60654

STR PARTNERS, LLC

CENTRAL UNIT SCHOOL DISTRICT 301

PERFORM BUILDING UTILIZATION ANALYSIS | Lily Lake GS

LILY LAKE GRADE SCHOOL

CALCULATION #1:
MAXIUMUM BUILDING CAPACITY

Table A evaluates the maximum building capacity by multiplying the number of core classrooms by the maximum number of students per classroom with and without a paraprofessional.

In Table B, the maximum building capacity is compared to the actual enrollment over the last 6 years including the mobile classrooms.

Table C compares the maximum building capacity to actual enrollment over the last 6 years excluding the mobile classrooms.

Building Capacity

TABLE A: CAPACITY CALCULATION

Core Classrooms	Max. # Students Per Classroom*	Max. # Students Per Classroom* (w/Paraprofessional)	# Classrooms	Building Capacity	Building Capacity (w/Paraprofessional)
Self-Contained Spec Ed	15	-	0	0	-
Early Childhood **	14	19	0	0	0
K-2 Classrooms	22	25	6	132	150
3-5 Classrooms	24	27	5	120	135
Mobiles - 4th, 5th grade	24	27	2	48	54
TOTALS			**13**	**300**	**339**

*based on teacher contract agreement

**enrollment is half day

Percent of Capacity Utilized with mobiles

TABLE B: CAPACITY COMPARED TO ENROLLMENT FOR GRADES EC-5 - WITH MOBILES

School Year	GRADES EC – 5			COMPARISON		
	Max. Building Capacity	Max. Building Capacity (w/Paraprofessional)	Enrollment	Difference	% of Capacity*	% of Capacity* (w/Paraprofessional)
2020/21	300	339	229	+71	76%	68%
2021/22	300	339	266	+34	89%	78%
2022/23	300	339	273	+27	91%	81%
2023/24	300	339	272	+28	91%	80%
2024/25	300	339	265	+35	88%	78%
2025/26	300	339	270	+30	90%	80%

Percent of Capacity Utilized if no mobiles

TABLE C: CAPACITY COMPARED TO ENROLLMENT FOR GRADES EC-5 - NO MOBILES

School Year	GRADES EC – 5			COMPARISON		
	Max. Building Capacity	Max. Building Capacity (w/Paraprofessional)	Enrollment	Difference	% of Capacity*	% of Capacity* (w/Paraprofessional)
2020/21	252	285	229	+23	91%	80%
2021/22	252	285	266	-14	106%	93%
2022/23	252	285	273	-21	108%	96%
2023/24	252	285	272	-20	108%	95%
2024/25	252	285	265	-13	105%	93%
2025/26	252	285	270	-18	107%	95%

CALCULATION #2:
CLASSROOM QUANTITY REQUIREMENTS FOR CURRENT ENROLLMENT

Table A evaluates the required number of classrooms for grades Pre-K through 5 by dividing the current enrollment for each of the past 6 years for each grade by the maximum number of students per classroom. These calculations INCLUDE the mobile classrooms.

Table B evaluates the required number of classrooms for grades Pre-K through 5 by dividing the current enrollment for each of the past 6 years for each grade by the maximum number of students per classroom. These calculations EXCLUDE the mobile classrooms.

No. Classrooms Required with mobiles

TABLE A: CLASSROOMS REQUIRED COMPARED TO CLASSROOMS AVAILABLE FOR GRADES EC-5 - WITH MOBILES

School Year	Grades EC – 5		SPEC ED	TOTAL	COMPARISON	
	Enrollment	Req'd # Classrooms	Req'd # Classrooms	Req'd # Classrooms	Available # Classrooms	Difference
2020/21	229	13	0	13	13	+0
2021/22	266	15	0	15	13	-2
2022/23	273	14	0	14	13	-1
2023/24	272	16	0	16	13	-3
2024/25	265	15	0	15	13	-2
2025/26	270	14	0	14	13	-1

No. Classrooms Required if no mobiles

TABLE B: CLASSROOMS REQUIRED COMPARED TO CLASSROOMS AVAILABLE FOR GRADES EC-5 - NO MOBILES

School Year	Grades EC – 5		SPEC ED	TOTAL	COMPARISON	
	Enrollment	Req'd # Classrooms	Req'd # Classrooms	Req'd # Classrooms	Available # Classrooms	Difference
2020/21	229	13	0	13	11	-2
2021/22	266	15	0	15	11	-4
2022/23	273	14	0	14	11	-3
2023/24	272	16	0	16	11	-5
2024/25	265	15	0	15	11	-4
2025/26	270	14	0	14	11	-3

Notes:

1. Calculation is based on current space use.
2. Only core classrooms (general ed or self-contained special ed) are counted in elementary school building capacity. Break-out spaces do not directly increase capacity.
3. Classrooms used by Mid-Valley are NOT included in the calculations as they not available to D301 for instruction.
4. Early Childhood is a half-day program. The capacity of these rooms is calculated by assuming the rooms are used twice per day.

PERFORM BUILDING UTILIZATION ANALYSIS | Prairie View GS

FLOOR PLAN LEGEND

- GENERAL ED CLASSROOM
- EARLY CHILDHOOD CLASSROOM
- SPECIAL EDUCATION RESOURCE
- SMALL GROUP INSTRUCTION
- ELECTIVES: ART, MUSIC, PE, HEALTH
- COMMON INST. SPACE: CAF / LRC / MP)

1" = 50'



BUILDING SUMMARY:
81,167 SF
597 STUDENTS
ELGIN, IL

29 GEN ED CLASSROOMS:
- 4 EARLY CHILDHOOD
- 3 KINDERGARTEN
- 4 1ST GRADE
- 4 2ND GRADE
- 4 3RD GRADE
- 5 4TH GRADE
- 5 5TH GRADE
- 0 EMPTY CLASSROOM

CONTEXT:
- WELL / SEPTIC
- FULLY SPRINKLERED
- GENERATOR

CURRICULUM:
- 9:15-3:30 (7:45 TEACHER PLANNING)
- 5TH GRADE ROTATES FOR MATH, ELA

KEY CHALLENGES:
- MOBILES (4 CLASSROOMS) - CURRENTLY NOT USED FOR GEN ED BUT ENROLLMENT IS DOWN THIS YEAR
- EARLY CHILDHOOD ROOMS ARE SPLIT. 2 DO NOT HAVE SEPARATE BATHROOM
- SPEC ED SPACES ARE UNDERUTILIZED. 5-6 STUDENTS USING FULL CLASSROOM
- SPED NEEDS ARE GROWING - STUDENTS SWAP SCHOOLS AT TIMES (MIDVALLEY MOVED TO CT)
- GIFTED MATH PROGRAM COMING
- BLENDED EARLY CHILDHOOD MOVED TO PV
- MAY NEED TO ADD A SENSORY SPACE
- EVENT PARKING

D301 MASTER PLAN
BURLINGTON, IL
25057
CENTRAL UNIT SCHOOL DISTRICT
05/04/2026

Project Name
Project Location
Project No.
Client Name
Date Issued

350 West Ontario Street | Suite 200
Chicago, IL 60654

PRAIRIE VIEW GRADE SCHOOL

STR PARTNERS, LLC

CENTRAL UNIT SCHOOL DISTRICT 301

PRAIRIE VIEW GRADE SCHOOL

CALCULATION #1:
MAXIUMUM BUILDING CAPACITY

Table A evaluates the maximum building capacity by multiplying the number of core classrooms by the maximum number of students per classroom with and without a paraprofessional.

In Table B, the maximum building capacity is compared to the actual enrollment over the last 6 years including the mobile classrooms.

Table C compares the maximum building capacity to actual enrollment over the last 6 years excluding the mobile classrooms.

Building Capacity

TABLE A: CAPACITY CALCULATION

Core Classrooms	Max. # Students Per Classroom*	Max. # Students Per Classroom* (w/Paraprofessional)	# Classrooms	Building Capacity	Building Capacity (w/Paraprofessional)
Self-Contained Spec Ed	15	-	0	0	-
Early Childhood **	14	19	4	112	152
K-2 Classrooms	22	25	11	242	275
3-5 Classrooms	24	27	14	336	378
Mobiles - 4th, 5th grade	24	27	4	96	108
TOTALS			**33**	**786**	**913**

*based on teacher contract agreement

**enrollment is half day

Percent of Capacity Utilized with mobiles

TABLE B: CAPACITY COMPARED TO ENROLLMENT FOR GRADES EC-5 - WITH MOBILES

School Year	GRADES EC – 5			COMPARISON		
	Max. Building Capacity	Max. Building Capacity (w/Paraprofessional)	Enrollment	Difference	% of Capacity*	% of Capacity* (w/Paraprofessional)
2020/21	786	913	602	+184	77%	66%
2021/22	786	913	604	+182	77%	66%
2022/23	786	913	719	+67	91%	79%
2023/24	786	913	675	+111	86%	74%
2024/25	786	913	611	+175	78%	67%
2025/26	786	913	597	+189	76%	65%

Percent of Capacity Utilized if no mobiles

TABLE C: CAPACITY COMPARED TO ENROLLMENT FOR GRADES EC-5 - NO MOBILES

School Year	GRADES EC – 5			COMPARISON		
	Max. Building Capacity	Max. Building Capacity (w/Paraprofessional)	Enrollment	Difference	% of Capacity*	% of Capacity* (w/Paraprofessional)
2020/21	690	805	602	+88	87%	75%
2021/22	690	805	604	+86	88%	75%
2022/23	690	805	719	-29	104%	89%
2023/24	690	805	675	+15	98%	84%
2024/25	690	805	611	+79	89%	76%
2025/26	690	805	597	+93	87%	74%

CALCULATION #2:
CLASSROOM QUANTITY REQUIREMENTS FOR CURRENT ENROLLMENT

Table A evaluates the required number of classrooms for grades Pre-K through 5 by dividing the current enrollment for each of the past 6 years for each grade by the maximum number of students per classroom. These calculations INCLUDE the mobile classrooms.

Table B evaluates the required number of classrooms for grades Pre-K through 5 by dividing the current enrollment for each of the past 6 years for each grade by the maximum number of students per classroom. These calculations EXCLUDE the mobile classrooms.

No. Classrooms Required with mobiles

TABLE A: CLASSROOMS REQUIRED COMPARED TO CLASSROOMS AVAILABLE FOR GRADES EC-5 - WITH MOBILES

School Year	Grades EC – 5		SPEC ED	TOTAL	COMPARISON	
	Enrollment	Req'd # Classrooms	Req'd # Classrooms	Req'd # Classrooms	Available # Classrooms	Difference
2020/21	602	31	0	**31**	33	+2
2021/22	604	31	0	**31**	33	+2
2022/23	719	36	0	**36**	33	-3
2023/24	675	35	0	**35**	33	-2
2024/25	611	31	0	**31**	33	+2
2025/26	597	29	0	**29**	33	+4

No. Classrooms Required if no mobiles

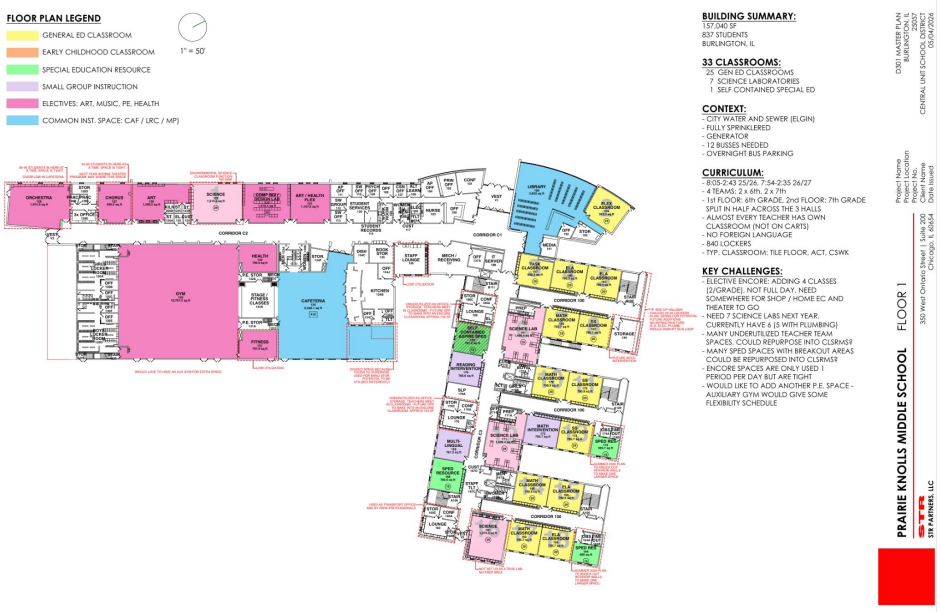
TABLE B: CLASSROOMS REQUIRED COMPARED TO CLASSROOMS AVAILABLE FOR GRADES EC-5 - NO MOBILES

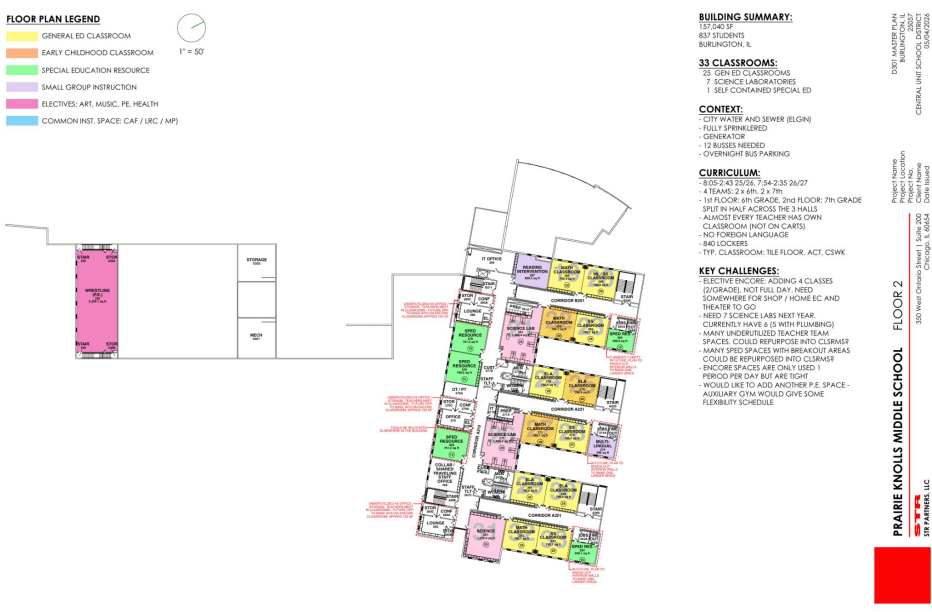
School Year	Grades EC – 5		SPEC ED	TOTAL	COMPARISON	
	Enrollment	Req'd # Classrooms	Req'd # Classrooms	Req'd # Classrooms	Available # Classrooms	Difference
2020/21	602	31	0	**31**	29	-2
2021/22	604	31	0	**31**	29	-2
2022/23	719	36	0	**36**	29	-7
2023/24	675	35	0	**35**	29	-6
2024/25	611	31	0	**31**	29	-2
2025/26	597	29	0	**29**	29	+0

Notes:

1. Calculation is based on current space use.
2. Only core classrooms (general ed or self-contained special ed) are counted in elementary school building capacity. Break-out spaces do not directly increase capacity.
3. Classrooms used by Mid-Valley are NOT included in the calculations as they not available to D301 for instruction.
4. Early Childhood is a half-day program. The capacity of these rooms is calculated by assuming the rooms are used twice per day.

PERFORM BUILDING UTILIZATION ANALYSIS | Prairie Knolls MS





PRAIRIE KNOLLS MIDDLE SCHOOL

CALCULATION #1:
MAXIUMUM BUILDING CAPACITY

Table A evaluates the maximum building capacity by multiplying the number of core classrooms by the maximum number of students per classroom.

In Table B, the maximum building capacity is compared to the actual enrollment over the last 6 years including the mobile classrooms.

Building Capacity

TABLE A: CAPACITY CALCULATION

Core Classrooms	Max. # Students Per Classroom*	# Classrooms	Building Capacity
Self-Contained Spec Ed	15	1	15
Gen Ed Classrooms	29	25	725
Science Classrooms	29	7	203
TOTALS		**33**	**943**

*based on teacher contract agreement

Percent of Capacity Utilized

TABLE B: CAPACITY COMPARED TO ENROLLMENT FOR GRADES 6-7

School Year	GRADES 6-7		COMPARISON	
	Max. Building Capacity	Enrollment	Difference	% of Capacity*
2020/21	943	721	+222	76%
2021/22	943	759	+184	80%
2022/23	943	793	+150	84%
2023/24	943	773	+170	82%
2024/25	943	770	+173	82%
2025/26	943	837	+106	89%

CALCULATION #2:
CLASSROOM QUANTITY REQUIREMENTS FOR CURRENT ENROLLMENT

Table A evaluates the required number of classrooms for grades 6-7 by dividing the current enrollment for each of the past 6 years for each grade by the maximum number of students per classroom. These calculations INCLUDE the mobile classrooms.

TABLE A: CLASSROOMS REQUIRED COMPARED TO CLASSROOMS AVAILABLE FOR GRADES 6-7

School Year	GRADES 6-7		SPEC ED	TOTAL	COMPARISON	
	Enrollment	Req'd # Classrooms	Req'd # Classrooms	Req'd # Classrooms	Available # Classrooms	Difference
2020/21	721	34	0	**34**	**33**	**-1**
2021/22	759	35	0	**35**	**33**	**-2**
2022/23	793	37	0	**37**	**33**	**-4**
2023/24	773	36	0	**36**	**33**	**-3**
2024/25	770	36	0	**36**	**33**	**-3**
2025/26	837	39	0	**39**	**33**	**-6**

No. Classrooms Required

Notes:

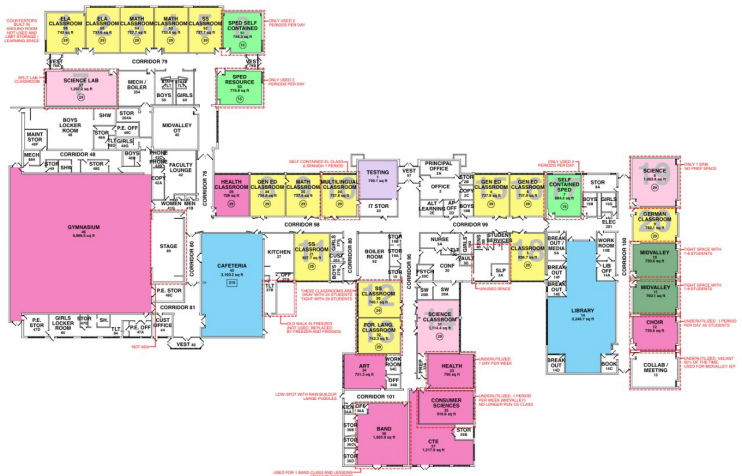
1. Calculation is based on current space use.
2. Only core classrooms (general ed or self-contained special ed) are counted in middle school building capacity. Break-out spaces do not directly increase capacity. The middle schools utilize team-based scheduling. PKMS consists of 6th and 7th grades and has four teams (two per grade) of four core classes.
3. Classrooms used by Mid-Valley are NOT included in the calculations as they not available to D301 for instruction.
4. Early Childhood is a half-day program. The capacity of these rooms is calculated by assuming the rooms are used twice per day.
5. There are no mobile classrooms at Prairie Knolls Middle School.
6. There is no accommodation for increased class size with a paraprofessional at the middle school level.

PERFORM BUILDING UTILIZATION ANALYSIS | Central MS

FLOOR PLAN LEGEND

- GENERAL ED CLASSROOM
- EARLY CHILDHOOD CLASSROOM
- SPECIAL EDUCATION RESOURCE
- SMALL GROUP INSTRUCTION
- ELECTIVES: ART, MUSIC, PE, HEALTH
- COMMON INST. SPACE: CAF / LRC / MP)

1" = 50'



BUILDING SUMMARY:
84,548 SF
413 STUDENTS
BURLINGTON, IL

20 CLASSROOMS:
15 GEN ED CLASSROOMS
3 SCIENCE LABORATORIES
2 SELF CONTAINED SPECIAL ED

CONTEXT:
- WELL / WASTE WATER LAGOON
- PARTIALLY SPRINKLERED - 1 WING
- NO GENERATOR
- MOSTLY BUS, APPROX 40 DROPPED OFF
- OVERNIGHT BUS PARKING

CURRICULUM:
- 50 MIN SCHEDULE - 8 PERIODS W/ 30 MIN LUNCH (1,2,3,7,8 ALIGN)
- 2 TEAMS, 4 CORE CLASSES + STUDY HALL, ENCORE OR FOR. LANG. MOVING FORWARD NEED TO TAKE FOR LANG

KEY CHALLENGES:
- PLENTY OF SPACE (REPURPOSING OLD HIGH SCHOOL) BUT NOT MOST EFFICIENT USE. MANY UNDERUTILIZED ROOMS (E.G. 1 PERIOD/DAY OR 1 DAY/WEEK)
- IN A TYPICAL CLASSROOM, WALL MOUNTED COUNTERTOPS COULD BE REMOVED FOR MORE CLASSROOM SPACE OR STORAGE
- SOME SPED / MIDVALLEY SPACES ARE TIGHT OR AT CAPACITY
- FOR LANG REQ INCREASING (SPANISH 2 CLASSES), GERMAN (2 PER.), ASL (1 PER.)
- WOULD LIKE 2 DEDICATED SCIENCE LABS + EARTH SCIENCES (NEED 3.5 FTE NEXT YEAR) CTE CLASSROOM COULD WORK AS SCI LAB
- EVENT PARKING
- ONLY SCHOOL WITH NO GENERATOR (AND DISTRICT OFFICE)

D301 MASTER PLAN
BURLINGTON, IL
2025-2027
CENTRAL UNIT SCHOOL DISTRICT
05/04/2026

Project Name
Project Location
Project No.
Client Name
Date Issued

CENTRAL MIDDLE SCHOOL
350 West Ontario Street | Suite 200
Chicago, IL 60654
STR
STR PARTNERS, LLC

CENTRAL MIDDLE SCHOOL

CALCULATION #1:
MAXIUMUM BUILDING CAPACITY

Table A evaluates the maximum building capacity by multiplying the number of core classrooms by the maximum number of students per classroom.

In Table B, the maximum building capacity is compared to the actual enrollment over the last 6 years including the mobile classrooms.

Building Capacity

TABLE A: CAPACITY CALCULATION

Core Classrooms	Max. # Students Per Classroom*	# Classrooms	Building Capacity
Self-Contained Spec Ed	15	2	30
Gen Ed Classrooms	29	15	435
Science Classrooms	29	3	87
TOTALS		**20**	**552**

*based on teacher contract agreement

Percent of Capacity Utilized

TABLE B: CAPACITY COMPARED TO ENROLLMENT FOR GRADE 8

School Year	GRADE 8		COMPARISON	
	Max. Building Capacity	Enrollment	Difference	% of Capacity*
2020/21	552	340	+212	62%
2021/22	552	366	+186	66%
2022/23	552	403	+149	73%
2023/24	552	397	+155	72%
2024/25	552	413	+139	75%
2025/26	552	413	+139	75%

CALCULATION #2:
CLASSROOM QUANTITY REQUIREMENTS FOR CURRENT ENROLLMENT

Table A evaluates the required number of classrooms for grade 8 by dividing the current enrollment for each of the past 6 years for each grade by the maximum number of students per classroom. These calculations INCLUDE the mobile classrooms.

TABLE A: CLASSROOMS REQUIRED COMPARED TO CLASSROOMS AVAILABLE FOR GRADE 8

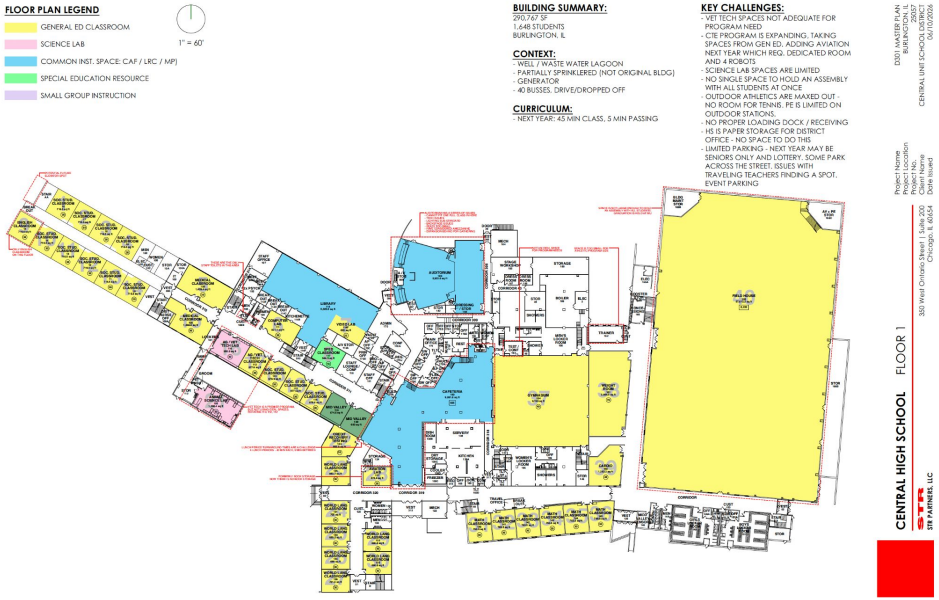
School Year	GRADE 8		SPEC ED	TOTAL	COMPARISON	
	Enrollment	Req'd # Classrooms	Req'd # Classrooms	Req'd # Classrooms	Available # Classrooms	Difference
2020/21	340	16	0	**16**	20	+4
2021/22	366	17	0	**17**	20	+3
2022/23	403	19	0	**19**	20	+1
2023/24	397	19	0	**19**	20	+1
2024/25	413	19	0	**19**	20	+1
2025/26	413	19	0	**19**	20	+1

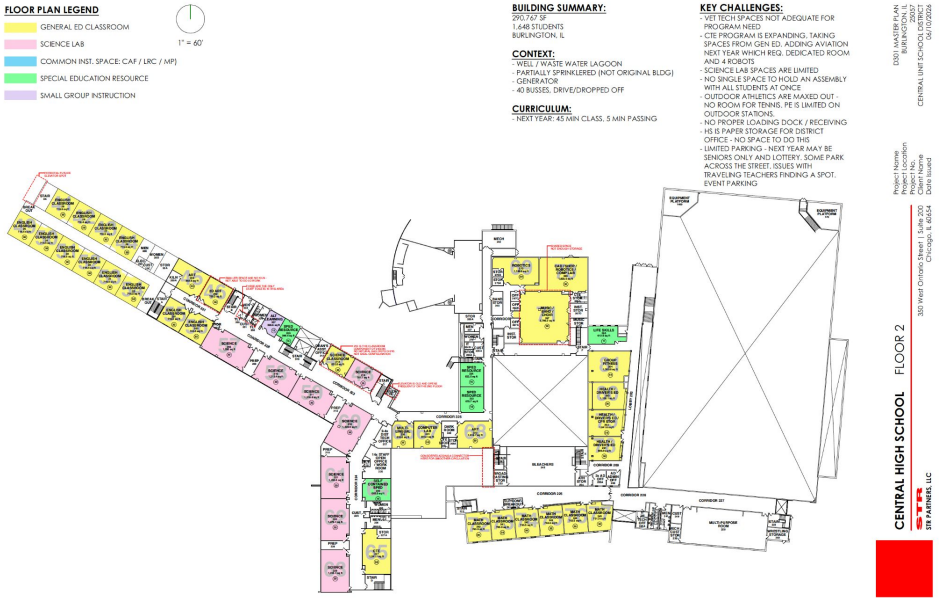
No. Classrooms Required

Notes:

1. Calculation is based on current space use.
2. Only core classrooms (general ed or self-contained special ed) are counted in middle school building capacity. Break-out spaces do not directly increase capacity. The middle schools utilize team-based scheduling. CMS consists of 8th grade only and has two teams of four core classes.
3. Classrooms used by Mid-Valley are NOT included in the calculations as they not available to D301 for instruction.
4. Early Childhood is a half-day program. The capacity of these rooms is calculated by assuming the rooms are used twice per day.
5. There are no mobile classrooms at Central Middle School.
6. There is no accommodation for increased class size with a paraprofessional at the middle school level.

PERFORM BUILDING UTILIZATION ANALYSIS | Central HS





PERFORM BUILDING UTILIZATION ANALYSIS | Central HS

# of Classrooms	Average # of periods used	Average room utilization factor	Building Capacity
78	5.74	0.82	2310

	Room Number	Room Name / Use	UTILIZATION PER PERIOD 1	2	3A/3B LUNCH	4A/4B LUNCH	5A/5B LUNCH	6	7	# Periods Used (7 total)	Room Utilization Factor (# of periods used / total periods in a school day)	Max. # Students Per Classroom
ENGLISH	13											
	15	ENGLISH		1	1	1		1	1	5	0.71	30
	20	ENGLISH	1		1	1	1	1	1	6	0.86	30
	21	ENGLISH	1	1	1		1	1	1	6	0.86	30
	22	ENGLISH	1	1	1		1	1	1	6	0.86	30
	23	ENGLISH	1	1	1	1	1		1	6	0.86	30
	24	ENGLISH	1	1	1	1	1	1	1	7	1.00	30
	25	ENGLISH	1	1		1	1	1	1	6	0.86	30
	26	ENGLISH	1	1		1	1	1	1	6	0.86	30
	27	ENGLISH	1	1	1	1		1	1	6	0.86	30
	28	ENGLISH	1	1	1	1		1	1	6	0.86	30
	29	ENGLISH	1	1	1	1		1	1	6	0.86	30
	201	ENGLISH	1		1	1	1	1	1	6	0.86	30
	203	ENGLISH				1		1	1	3	0.43	30
SOCIAL STUDIES	13											
	10	SOCIAL STUDIES	1	1	1					3	0.43	30
	11	SOCIAL STUDIES	1	1		1	1	1	1	6	0.86	30
	12	SOCIAL STUDIES	1	1	1	1		1	1	6	0.86	30
	13	SOCIAL STUDIES	1	1		1	1	1	1	6	0.86	30
	14	SOCIAL STUDIES	1	1	1	1		1	1	6	0.86	30
	16	SOCIAL STUDIES		1	1	1	1	1	1	6	0.86	30
	17	SOCIAL STUDIES	1	1	1	1		1	1	6	0.86	30
	18	SOCIAL STUDIES	1	1	1	1	1	1	1	7	1.00	30
	19	SOCIAL STUDIES	1	1		1	1	1	1	6	0.86	30
	113	SOCIAL STUDIES	1	1	1	1		1	1	6	0.86	30
	115	SOCIAL STUDIES		1	1	1	1	1	1	6	0.86	30
	116	SOCIAL STUDIES	1	1		1	1	1	1	6	0.86	30
	134	SOCIAL STUDIES	1		1	1	1	1	1	6	0.86	30
MATH	13											
	140	MATH		1	1	1	1		1	6	0.86	30
	141	MATH	1		1	1		1	1	6	0.86	30
	142	MATH		1	1	1	1	1	1	6	0.86	30
	143	MATH	1	1	1		1	1	1	6	0.86	30
	144	MATH	1	1	1	1	1	1		6	0.86	30
	145	MATH	1	1		1	1	1	1	6	0.86	30
	231	COMPUTER LAB	1		1	1	1	1	1	6	0.86	30
	240	MATH	1	1	1		1	1	1	6	0.86	30
	241	MATH	1	1	1	1	1	1	1	7	1.00	30
	242	MATH	1	1	1	1	1	1	1	7	1.00	30
	243	MATH	1	1	1	1	1		1	6	0.86	30
	244	MATH	1		1	1	1	1	1	6	0.86	30
	245	MATH	1	1	1	1	1	1	1	7	1.00	30

	Room Number	Room Name / Use	UTILIZATION PER PERIOD 1	2	3A/3B LUNCH	4A/4B LUNCH	5A/5B LUNCH	6	7	# Periods Used (7 total)	Room Utilization Factor (# of periods used / total periods in a school day)	Max. # Students Per Classroom
SCIENCE	14											
	105	AG/VET TECH	1	1	1	1		1	1	6	0.86	30
	108	MEDICAL	1	1			1	1	1	5	0.71	30
	109	MEDICAL	1	1	1	1		1	1	7	1.00	30
	110	AG/VET TECH LAB	1	1	1		1	1	1	7	1.00	30
	112	ANIMAL SCIENCE LAB	1	1	1			1	1	5	0.71	30
	204	SCIENCE LAB	1	1	1	1	1	1	1	7	1.00	30
	210	SCIENCE LAB	1	1	1	1		1	1	6	0.86	30
	211	SCIENCE LAB		1	1	1	1	1	1	6	0.86	30
	213/215	SCIENCE LAB - ECOLOGY		1	1	1	1	1	1	6	0.86	30
	216	SCIENCE LAB		1	1	1	1	1	1	7	1.00	30
	221	SCIENCE LAB	1	1		1			1	6	0.86	30
	[illegible]	SCIENCE LAB	1		1	1	1	1	1	7	1.00	30
	229	SCIENCE LAB	1	1	1	1		1	1	6	0.86	30
	[illegible]	ANATOMY		1	1	1	1	1	1	6	0.86	30
WORLD LANGUAGE	6											
	129	WORLD LANGUAGE	1	1	1	1	1		1	6	0.86	30
	131	WORLD LANGUAGE	1	1	1	1	1	1	1	7	1.00	30
	132	WORLD LANGUAGE	1	1	1	1	1		1	6	0.86	30
	133	WORLD LANGUAGE	1	1	1	1		1	1	6	0.86	30
	135	WORLD LANGUAGE	1	1	1		1	1	1	6	0.86	30
	136	WORLD LANGUAGE						1	1	2	0.29	30
CTE	4											
	111	COMPUTER LAB	1	1		1	1	1	1	6	0.86	30
	227	CTE	1	1	1	1	1	1	1	7	1.00	30
	269	CAD/GRAPHICS	1	1	1	1	1	1		6	0.86	30
	270	ROBOTICS	1	1	1		1	1	1	6	0.86	30
ARTS	5											
	180	AUDITORIUM					1		1	2	0.29	30
	200	ART	1		1	1		1	1	5	0.71	30
	202	2D ART	1	1			1			3	0.43	30
	232	ART	1	1		1	1	1	1	6	0.86	30
	267	MUSIC/BAND/CHOIR	1	1	1	1	1	1	1	7	1.00	30
HEALTH / FITNESS	8											
	160	CARDIO								0	0.00	30
	161	CARDIO	1	1	1	1	1	1	1	7	1.00	30
	166	FIELD HOUSE	1	1	1	1	1	1	1	7	1.00	30
	194	GYM		1						1	0.14	30
	261	HEALTH / DRIVER'S ED	1	1	1	1	1	1	1	7	1.00	30
	262	HEALTH / DRIVER'S ED	1	1	1	1	1	1	1	7	1.00	30
	263	HEALTH / DRIVER'S ED	1	1	1	1	1	1	1	7	1.00	30
	264	GROUP FITNESS		1				1	1	3	0.43	30
SELF CONTAINED SPED	2											
	117	SPED CLASSROOM		1		1		1	1	4	0.57	15
	222	SELF CONTAINED SPED			1	1	1		1	4	0.57	15

UPDATES IN PROGRESS

STR

CENTRAL UNIT SCHOOL DISTRICT 301

PERFORM BUILDING UTILIZATION ANALYSIS

Additional spaces/usage to evaluate against projected enrollment

- Cafeteria
- Library
- Specials (PE stations, art, music, etc)
- Additional spaces?

Additional metrics to measure:

- Gross Square Footage
- Square Foot / Student (at school vs national median)

(##) MAXIMUM NUMBER OF STUDENTS: DISTRICT LIMIT

[##] MAXIMUM NUMBER OF STUDENTS: SQ FT-BASED CAPACITY

Gymnasium	*100 SF / student*
Fitness Room	*50 SF / student*
Library	*50 SF / student*
PLTW	*45 SF / student*
Music Room	*25 SF / student*
Art Room	*35 SF / student*
Cafeteria	*15 SF / student*

**Note: Maximum capacity for rooms with one exit = 49.*

CAFETERIA CAPACITY EVALUATION:

CAFETERIA SQ FT

CAFETERIA CODE CAPACITY

AVG NO. STUDENTS PER GRADE

MAX. GRADES PER LUNCH PERIOD

LUNCH PERIODS REQUIRED

DEMOGRAPHIC STUDY

EVALUATE BUILDING UTILIZATION AGAINST DEMOGRAPHIC STUDY

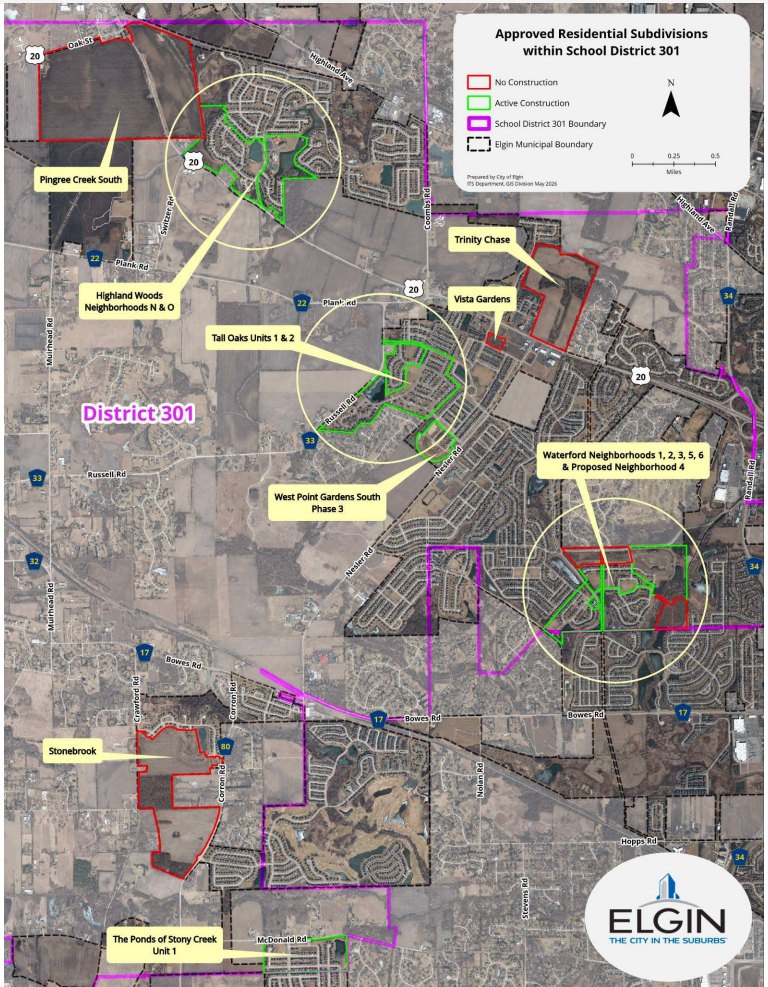
Building Utilization and Demographic Study

- Evaluate the capacity and space use against **projected enrollment**.
- Define where there is potential to **outgrow a facility**, and **underutilized space**.
- Informs strategies to accommodate ***short-term population fluctuation***.
- Aid planning regarding ***mobile classrooms***.

Demographic Study Status

- Kasarda has all information needed.
- Finalizing the final projections with the potential housing information.

EVALUATE BUILDING UTILIZATION AGAINST DEMOGRAPHIC STUDY



STR

CENTRAL UNIT SCHOOL DISTRICT 301

Approved Residential Subdivisions within Central SD 301 (As of 6/2/2026)

Subdivision	Single Family	Townhomes	Multi-Family Apts	Total Units	Construction Status as of 6/2/26
Highland Woods	141			141	139 ACTIVE
Pingree Creek South	845	120	738	1703	*not yet active*
Stonebrook	300			300	*not yet active*
Tall Oaks	227			227	221 ACTIVE
The Ponds of Stony Creek	116			116	109 ACTIVE
Trinity Chase	146	68		214	*not yet active*
Vista Gardens		64		64	*not yet active*
Waterford	411			411	313 ACTIVE
West Point Gardens South	74			74	50 ACTIVE
Totals	**2260**	**252**	**738**	**3250**	**832 ACTIVE**

CORE TEAM ACTIONS

CORE TEAM MEMBERS

- **Dr. Amy MacCrindle** | Superintendent
- **Dr. Tim Kilrea** | Interim Superintendent (through 6/30/2026)
- **Dr. Kyle Schumacher** | Interim Superintendent (through 6/30/2026)
- **Dan Polowy** | Director of Buildings and Grounds
- **Daina Pflug** | Business Manager
- **Brian Tobin** | Director of Technology and Safety
- **Stephen Buchs** | Director of Curriculum
- **Kim Paulus** | Director of Curriculum
- **Sarah Nolan** | Director of Student Services
- **Dr. Matt Haug** | Director of Human Resources

DEFINE EVALUATING CRITERIA

ES example:

REQUIRED PROGRAM EVALUATION:

(1) PLTW CLASSROOM	✔
(1) MUSIC ROOM	✔
(1) ART ROOM	✔
(1) LIBRARY	✔
(1) LIBRARY MAKER SPACE	✖
(1) GYMNASIUM	✔
(1) CAFETERIA	✔
(1) TEAM CONFERENCE ROOM	✔
(1) BOOK ROOM	✔
(1) BILINGUAL CLASSROOM/GRADE	✔
(2) SELF-CONT SPEC ED	✖
(2) SGI SPEC ED	✖
(2) INTERVENTION ROOMS	✔
(1) SOCIAL WORKER OFFICE	✔
(1) PSYCHOLOGIST OFFICE*	✖
(1) OT/PT OFFICE	✖
(1) SPEECH OFFICE	✔

**Room is in mobile.*

MS example:

REQUIRED PROGRAM EVALUATION:

(2) PLTW CLASSROOMS	✔
(2) MUSIC ROOMS	✔
(2) ART ROOMS	✖
(1) PERFORMANCE SPACE	✖
(1) LIBRARY	✔
(6) SCIENCE-SPECIFIC LABS	✖
(2) PE	✖
(1) CAFETERIA	✔
(1) BOOK ROOM	✖
(1) CODING/BUSINESS PROGRAM	✔
(3) SELF-CONT SPEC ED*	✔
(1) SENSORY ROOM	✖
(2) INTERVENTION ROOMS	✔
(3) COUNSELOR OFFICES	✔
(2) SOCIAL WORKER OFFICES	✔
(1) PSYCHOLOGIST OFFICE	✔
(1) OT/PT OFFICE	✖
(1) SPEECH OFFICE	✔

**2 to be "ELS", 1 to be "LOP".*

HS example:

REQUIRED PROGRAM EVALUATION:

(2) PLTW CLASSROOMS	✔
(3) MUSIC ROOMS	✖
(2) ART ROOMS	✔
(2) DIGITAL ARTS	✔
(1) PERFORMANCE SPACE	✔
(1) LIBRARY	✔
(4) PE	✔
(1) CAFETERIA	✔
(7) SELF-CONT SPEC ED	✔
(1) SENSORY ROOM	✖
(1) SCHULER CLASSROOM	✔
(1) SCHULER OFFICE	✔
(1) BUSINESS INCUBATOR	✔
(2) INTERVENTION ROOMS	✔
(8) COUNSELOR OFFICES	✔
(6) SOCIAL WORKER OFFICES	✔
(2) PSYCHOLOGIST OFFICES	✔
(1) OT/PT OFFICE	✖
(1) SPEECH OFFICE	✔

Next Step for Building Utilization Analysis

- D301 Core Team to ***define program/space criteria*** for ES, MS, and HS.
- ***STR to evaluate*** each facility against criteria and confirm findings.
- Challenges & Opportunities to be vetted and addressed during the Exploring Options phase.
- First Core Team Meeting: *May 29, 2026*
- Next Core Team Meeting: **July 7, 2026**

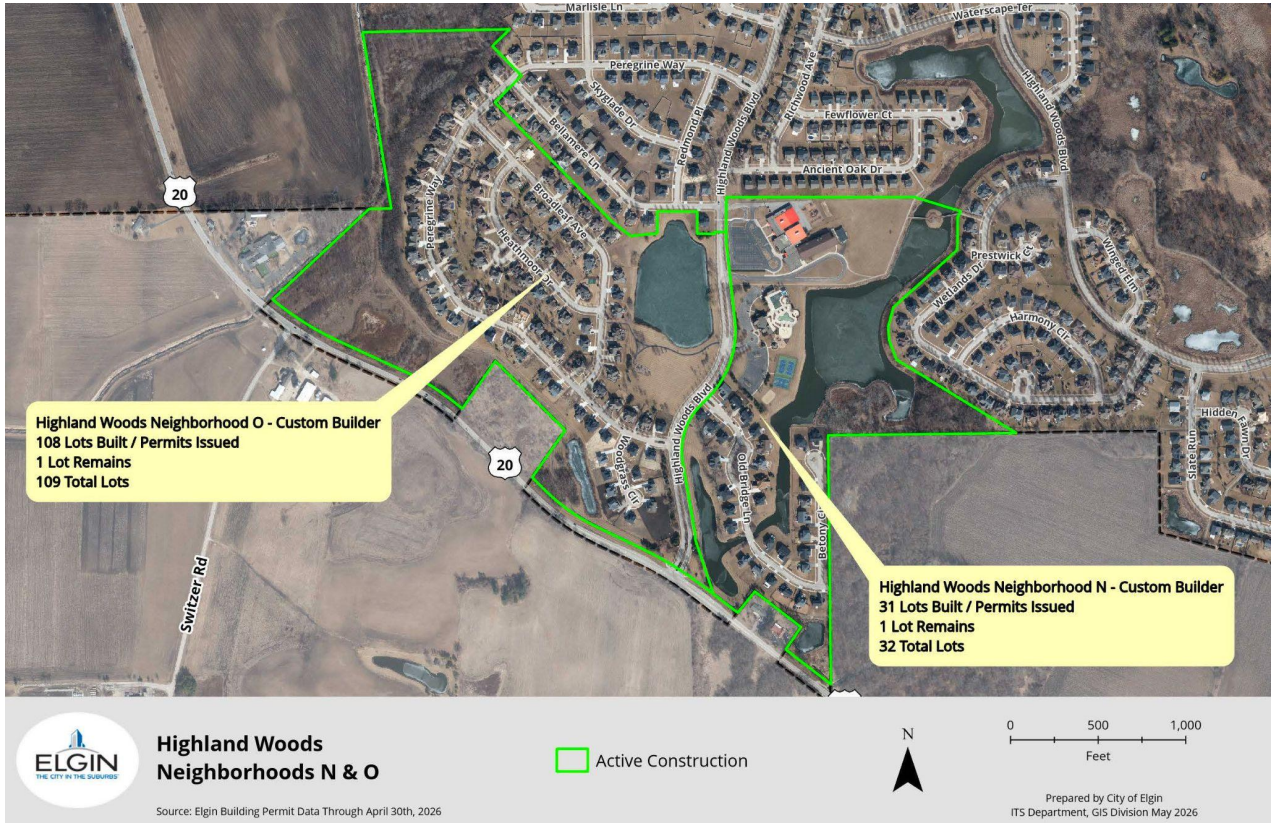
CENTRAL
UNIT SCHOOL DISTRICT 301

Questions?

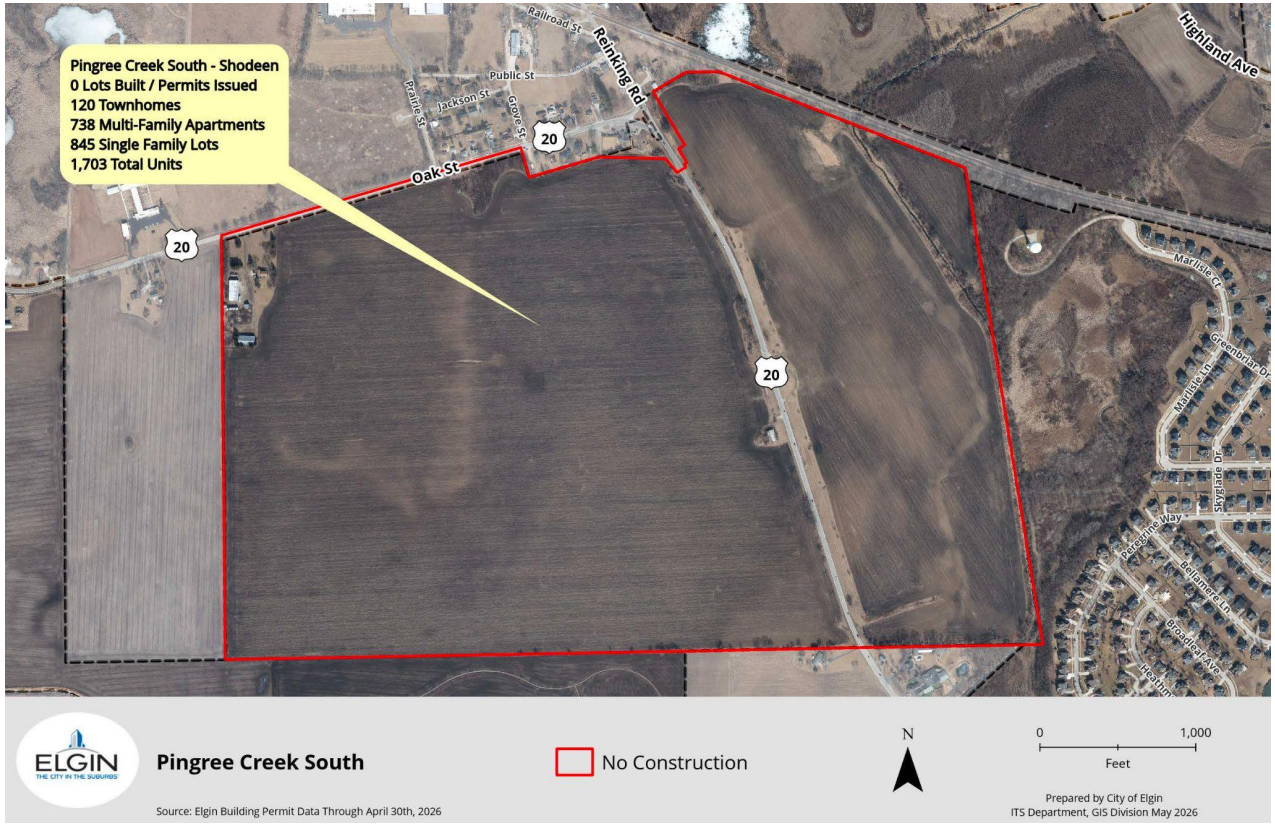
CENTRAL
UNIT SCHOOL DISTRICT 301

Resource Slides

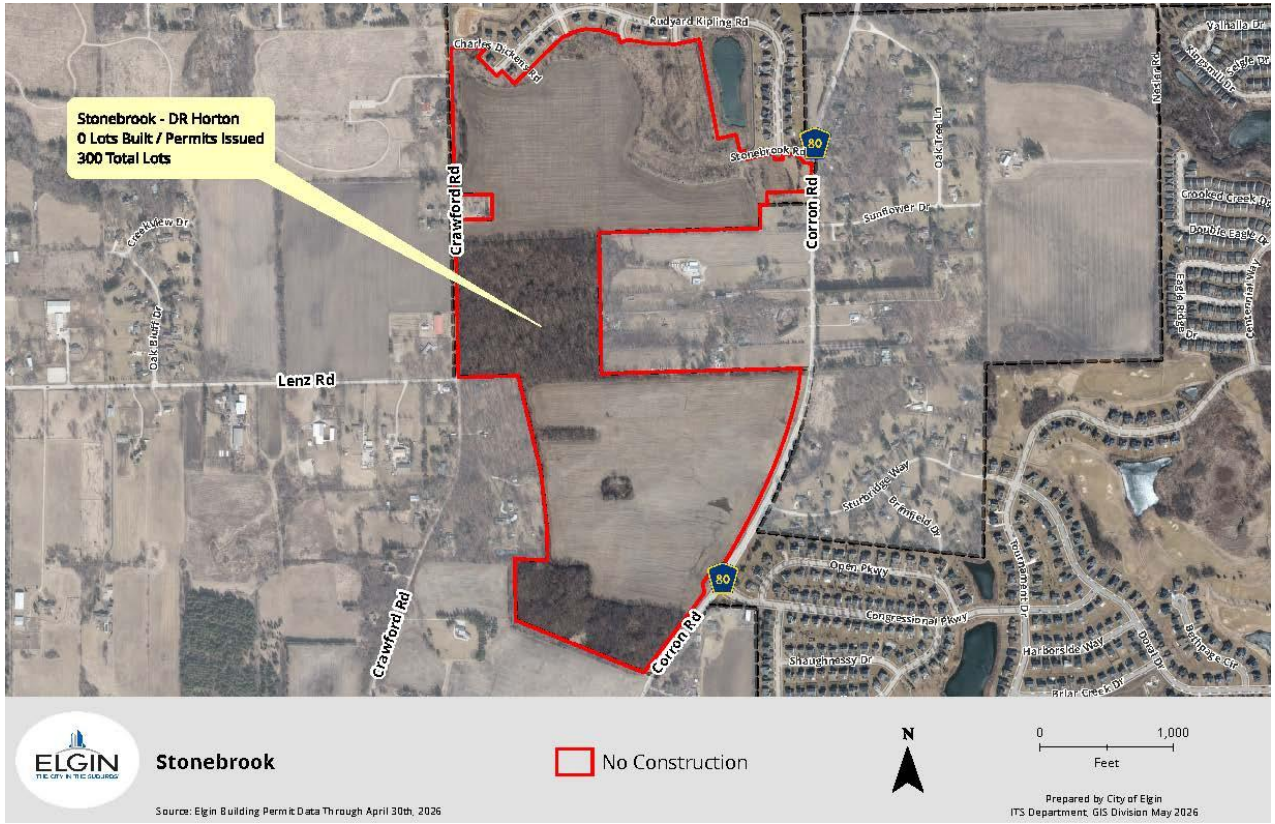
Approved Residential Subdivisions in SD301



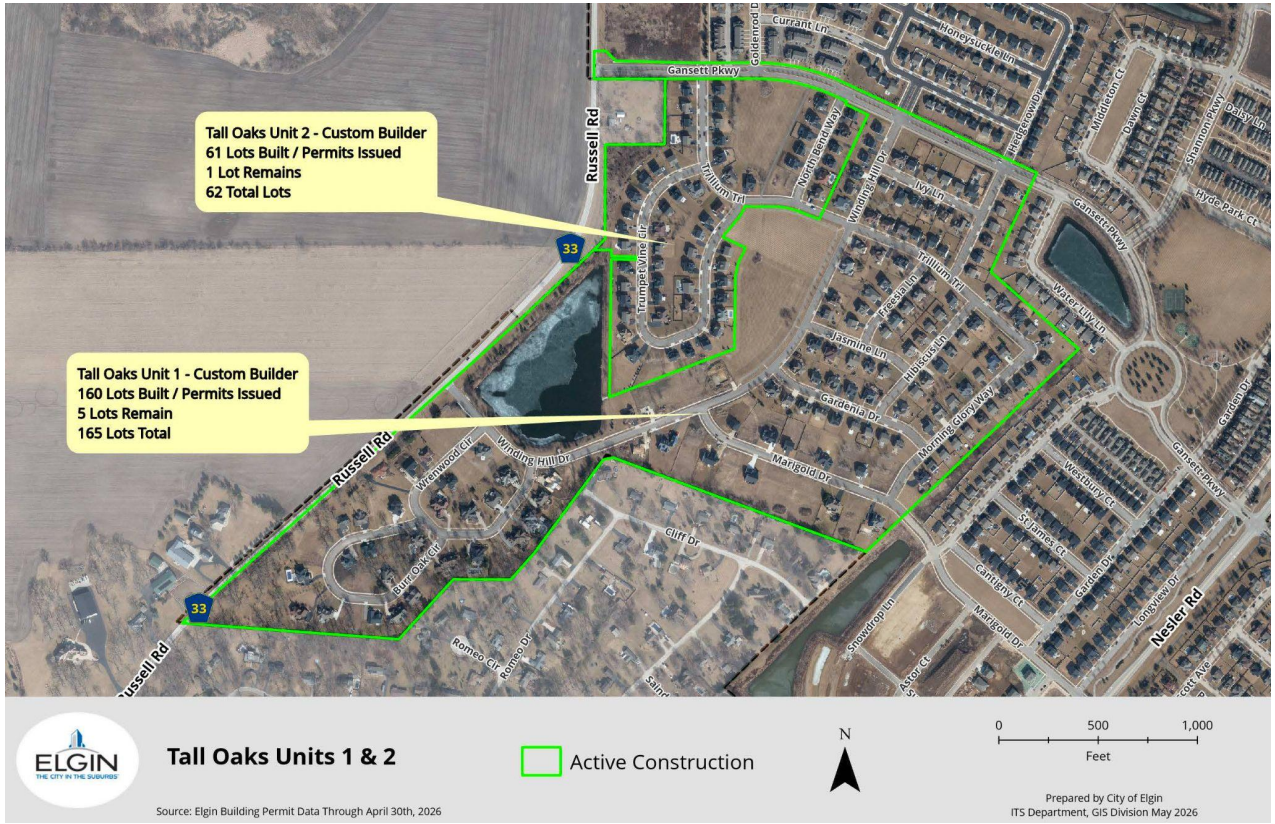
Approved Residential Subdivisions in SD301



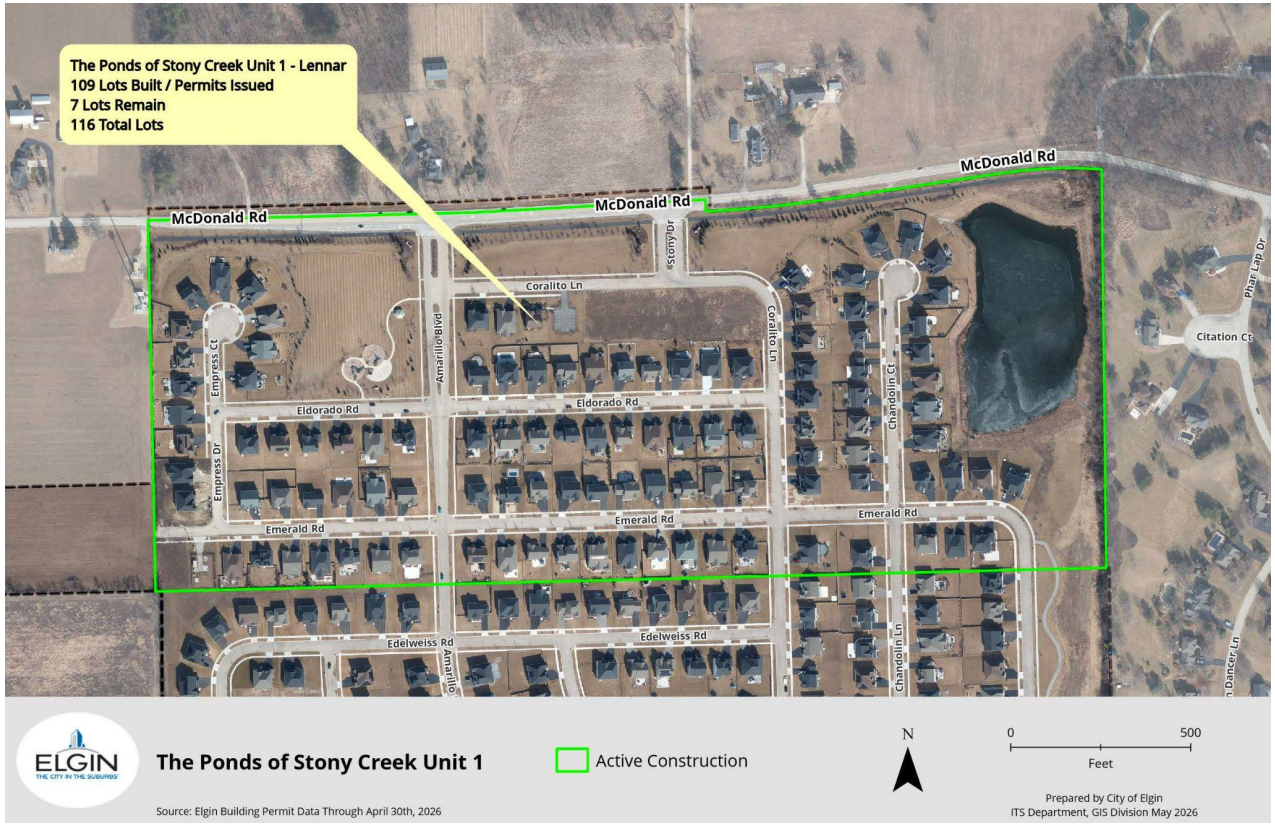
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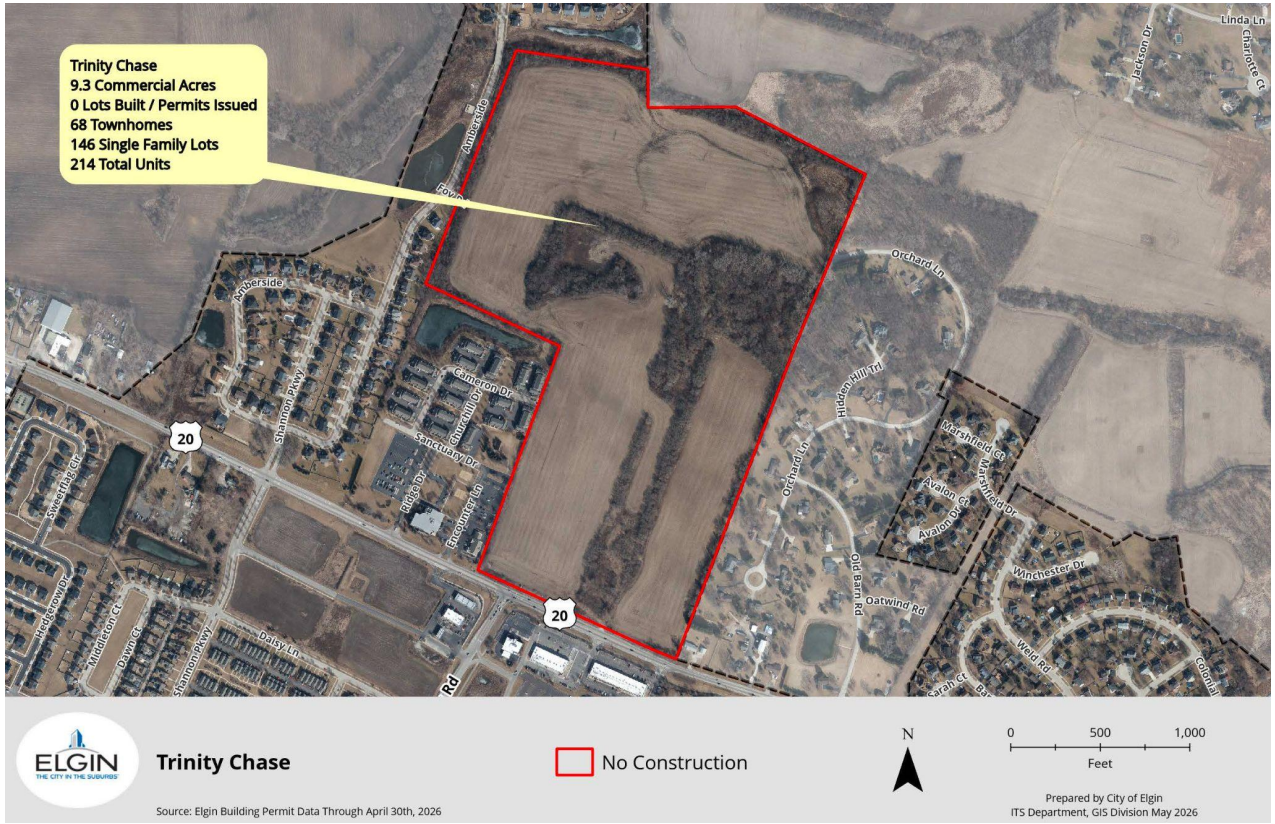
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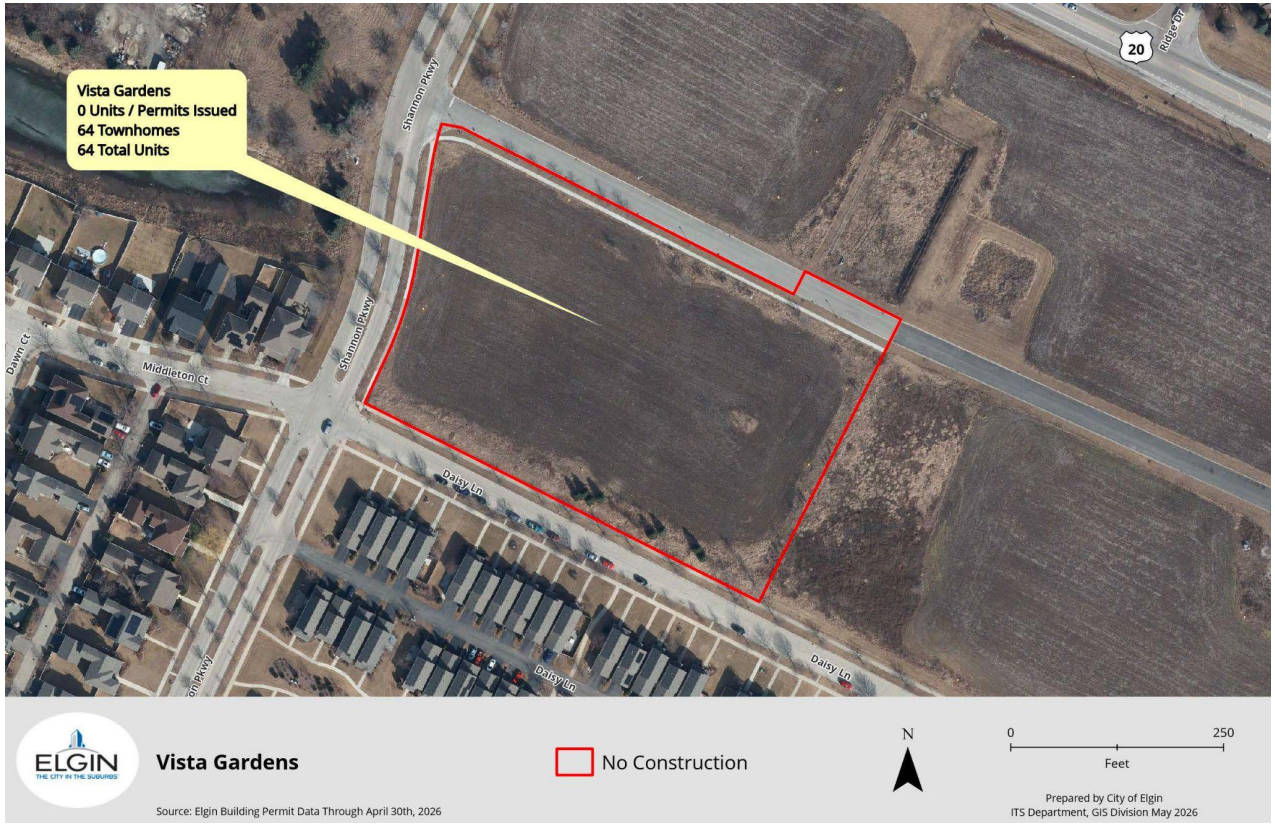
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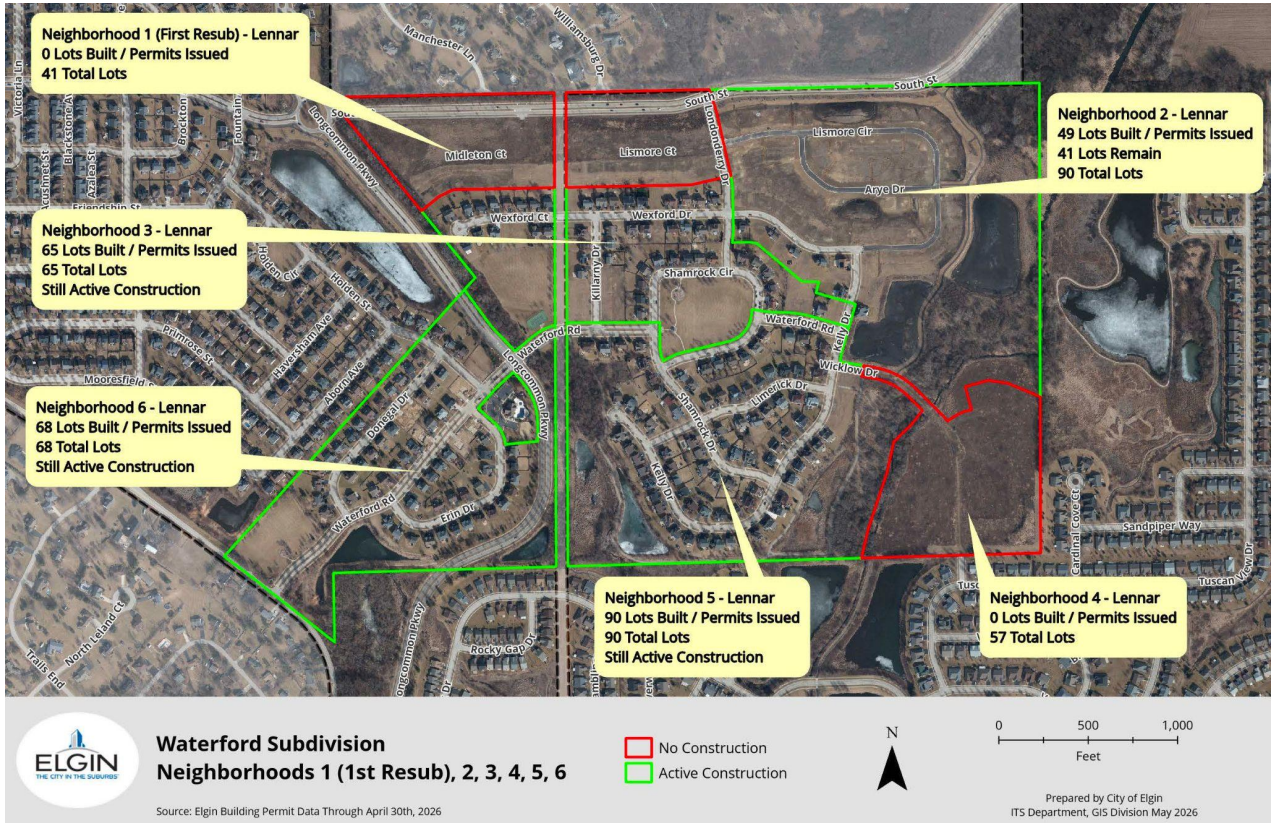
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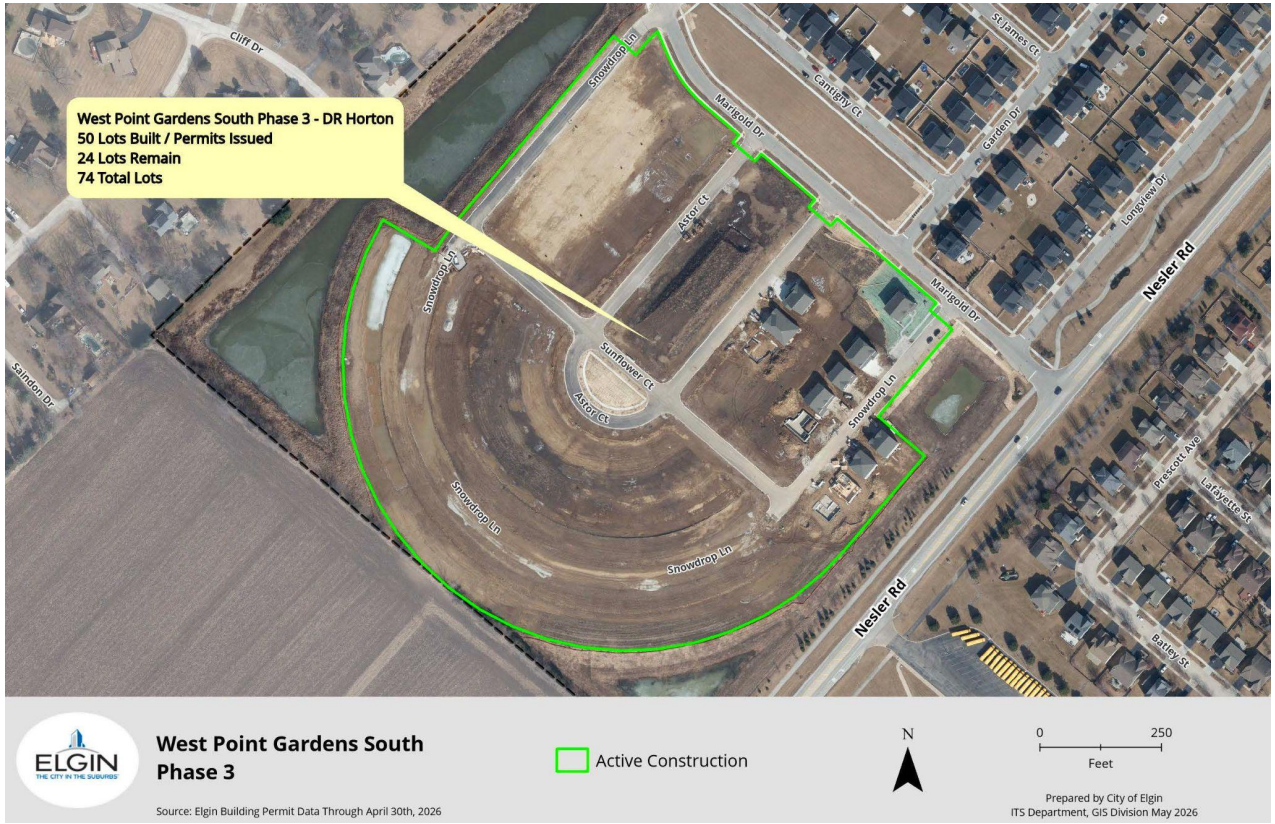
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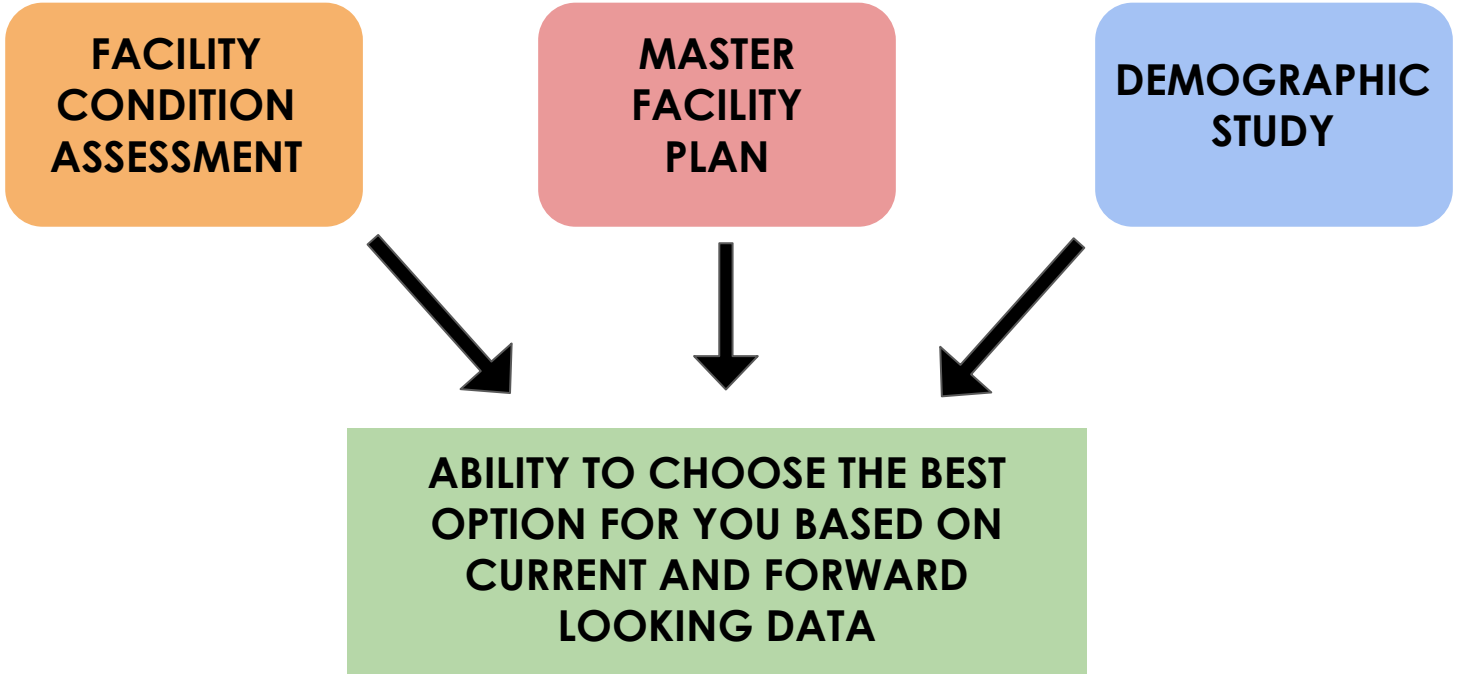
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MASTER PLAN PROCESS OVERVIEW



PERFORM BUILDING UTILIZATION ANALYSIS

WHY DO IT?

- Confirm schools are ***right-sized*** for enrollment
- Confirm schools can ***accommodate enrollment & programs equitably***
- To address ***overcrowded or underutilized*** facilities
- To understand which facilities may need to ***change, grow, or if spaces can be repurposed***.

Capacity Assumptions:

- Class Size based on contract agreement
- Elem. and Middle Schools
  - Only core classrooms contribute to capacity
    - Specials (art, PE, etc are not occupied simultaneously.
- High Schools
  - All instructional spaces contribute to capacity
- **The maximum capacity is NOT the recommended enrollment capacity**
  - Scheduling flexibility becomes limited
  - No accommodation for a bubble year, growth, or program expansion.

Central 301 FOIA Report

June 2026

Name of Requestor	Summary of Request	Response	Letter
James Becker	Protest related documents	Granted & Denied	Becker