

## **Board of Education**

### **Board Meeting**

Monday, November 15, 2021  
District Administrative Offices Board Room  
2 Friendship Plaza  
Addison, Illinois 60101  
7:00 PM

### **AGENDA**

1. **Call To Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Recognition of District 88 Successes**
  - A. 88's Best Students

## **88's BEST**

At the Board of Education meeting, we will be honoring two students as 88's Best for their Highly Improved Performance.

Attached you will find information about Mateo Gomez from Addison Trail and Brendan Brett from Willowbrook, the November 15, 2021 honorees.

# DISTRICT 88'S BEST

## Mateo Gomez

Three and a half years ago, he came to the United States knowing no English and was thrown into a new world completely different than the one he knew and had grown up with. Today, he is taking the most difficult and challenging Advanced Placement courses and is achieving the highest standards, earning A's in every course he has taken. It is our honor to recognize Mateo Gomez as District 88's Best for the month of November and to showcase one of our most outstanding students.

Mateo came with his family from Columbia at the beginning of what should have been his 8th-grade year. A translation mistake with his transcript from his school in Columbia led to him being enrolled at Addison Trail instead, at the age of thirteen. Once at Addison Trail he determined that his first goal was to learn English as he knew that would be step one on his pathway to success. He worked towards that goal relentlessly, earning the Literacy Department's Achievement Award his second semester in high school. By the end of his sophomore year, Mateo had exited our ELL programming and enrolled in several AP courses for junior year. Mateo credits the work of now-retired literacy teacher, Ms. Wells, and other ELL teachers for inspiring him and seeing potential in him that he didn't see himself. They encouraged him to realize everything that he could accomplish with his efforts and talent. Mateo says "They were the foundation of my high school career."

Instructional coach and literacy teacher, Daniela Ariano writes "Mateo is one of the hardest-working students I have had in all of my years of teaching EL. He came into the EL I class having very basic knowledge of the English language that he learned on his own. He craved to learn as much as he could constantly asking for extra work that he could do to get more practice. He viewed every assignment and task as an opportunity to learn more. I am so proud of how far Mateo has come, but am not surprised by his success. Congratulations Mateo!"

Megan Salgado, EL teacher, shares "This speed to move through ELL levels is unheard of - but Mateo was that motivated and hard working. He was nominated to be a part of YESS by all of his teachers as a sophomore - and once he realized that he could be a valuable part of something bigger, he was off and running. It makes me smile every time I see his name show up as a participant and officer in so many activities - including the Blazer news - and now the musical!! Never have I seen a former ESL kid be so confident and all-around amazing :). I'm sure that most people have no idea that he was an ESL new-comer at one point - I'm very proud to have been a small part of his journey."

Just as Mateo has learned from us, we continue to learn and grow because of him. He continually compliments and praises teachers for the work they do to help all of their students, and he reminds students that in the end, it is up to them to succeed. Mateo's growth in his language, academics, and in his confidence is limitless. He encourages students to appreciate what Addison Trail gives to them, and

advises incoming students to get involved in sports and clubs, saying “Enjoy high school, the four years will fly by - there are three keys to success: hard work, effort, and responsibility - that’s all it takes.”

Outside the classroom, Mateo is involved with many sports, clubs, and organizations. He is the vice president of our National Honor Society, the vice president of Student Council, the lieutenant governor of Key Club, host of the AT News Channel, member of the Italian Club, actor in the AT Theatre, and an honorary member of Yearbook. It is his involvement as a co-captain of the Soccer Team that reminds Mateo of his favorite high school memory, a sophomore football game in which he saved two penalty kicks that allowed Addison Trail to win the conference championship. Soccer coach, Ryan Dini, writes “Mateo Gomez is a remarkable student-athlete at Addison Trail High School. His passion and motivational drive are second to none. Mateo has taken every advantage possible by being a part of so many clubs, activities, and sports at Addison Trail. I have had the privilege to coach Mateo Gomez for the past two years in soccer. He has been a great example of hard work, dedication, and leadership for our whole soccer program. He was one of our team captains this season and I cannot think of a more deserving student than Mateo Gomez and all he has accomplished. Keep up the great work Mateo and I am looking forward to seeing what University you end up at after your senior year!”

Faculty and staff were enthusiastic when hearing that Mateo had been nominated for this award, and shared abundant positive comments:

English teacher, Lilia Delatorre, shares “I had the honor and privilege of having Mateo as a student in Public Speaking and Communication class over the summer of 2021. His wit, grace, and determination to accept every challenge that was presented to him in class were admirable. Every speech he presented was strategically planned and delivered beautifully, and his peers took notice of his innate ability to strive for perfection. I am very proud of all that he has accomplished in such a short time, for he is truly an inspiration to follow.”

Shane Cole, guidance counselor, adds “Mateo is the unofficial Mayor of Addison Trail High School. He does a little bit of everything and does it very well. It may be cliché, but what would we do without him?”

English Department Head, Amy Ferraro, writes “Mateo was recommended for our English 12 Collegiate Credit course by his junior year English teacher. When I met with him to discuss the course expectations and determine his level of interest in challenging himself with a college-level course during his senior year, Mateo was over the moon! He didn't even hesitate. I've never seen a student more excited to take a class than he was. He lept at the chance and thanked me profusely for the opportunity. From what I hear, he is doing an impressive job in the course. I received an email just last week from Mateo requesting that I review his college application essay and provide feedback. Again, I've never had Mateo in class, so the fact that he sought me out for additional feedback on his writing speaks to his desire to improve. His essay was already quite good yet he eagerly accepted feedback and encouraged me to point out his errors. His humility and desire to be the best he can be will serve him quite well as he moves into a post-secondary setting.”

Julie Rana, mathematics teacher, says “He began with me as a freshman in Sheltered Algebra. From the beginning, he was a true leader in the classroom. He always challenged himself academically and also showed a profound interest in helping his classmates succeed. Mateo truly has a selfless nature that will



not only help him become a leader, but a compassionate one! I will miss Mateo next year, but I am sure I will hear about all the wonderful things he accomplishes in the future.”

AP Italian teacher, Judy Vitiritti, exclaims “Mateo came into my AP Italian late. We moved him from Italian 3 honors into AP, and I’m so happy we did! He’s an AMAZING Italian student. I find him fascinating because he pursues a great interest in a foreign language other than his native Spanish. Italian is a hurdle, which he conquers without a flaw. He is definitely gifted in a foreign language. He shows a great interest in Italian and his appreciation and respect for diverse cultures is quite evident. A student like him is one in a million.”

Colleen Kane, mathematics teacher, exudes “Mateo Gomez is one of the best students I have had in my 23 years of teaching and so very deserving of this award. Mateo started his high school career as a freshman in Sheltered Pre-Algebra and quickly moved up to Honors Algebra Geometry his sophomore year with me. That move was facilitated by his determination and strong work ethic. In addition to being so smart and hardworking, he is also kind, mature, responsible, compassionate and so appreciative of the opportunities he has as a student in American schools. He has taken advantage of every single opportunity available to him and this has truly been such a joy to see. He has not forgotten why his parents moved here from Columbia and he works so very hard to make them proud. I’m so very proud of him but he should be even prouder of himself.”

Physical Education Department Head, Rob Schader, adds “Mateo is a leader and a visionary in our school. Students look up to him and he is always looking to help his fellow peer get better and be better. He has made me a better person just by being around him for the past two years. He truly is one of the special ones and I know he will go on to do great things throughout his life. I am grateful to be part of his high school life. Well deserved and if it hasn’t been mentioned yet, he has only been in America for 3 years”

Kirsten Olson, math teacher and cross country coach, writes “I first met Mateo as he was a student ambassador who volunteered his time in the summer to accompany members of JLT on a ride through Addison to see the various areas, parks, types of housing our students experience, etc. He was immediately engaging and inquisitive about us as teachers as we shared some time with a lunch ahead of the tour. As we started the school year, I was elated to see Mateo’s name on my roster for Precalculus Honors. His inquisitive nature continued both about the content of the class but also extended to his genuine interest in how the Cross Country Team is doing which he knows I coach. Mateo is involved in so many leadership roles that I don’t know how he keeps up. His time management is truly impressive. Mateo has the maturity to understand the value of his education and puts in extra time before school or during ATR to get any clarifications on the material. He values true conceptual understanding of the content more than just the letter grade. I love speaking with Mateo whether it is about his time in Colombia or his soccer matches, or just some other random topic. His overall positive energy is welcome and appreciated and I am so glad that he is being recognized for this honor of 88’s Best.”

Mateo, a senior who is only sixteen years old, has grand ambitions for his future. When Mateo graduates in May, he plans on attending college. He looks forward to continuing a challenging path and will pursue a major in International Business Administration. No matter what career path he chooses, Mateo will undoubtedly be successful. His natural ability, amazing work ethic, social aptitude, maturity, and incredibly positive attitude will help him rise to meet all future challenges.

Congratulations to Mateo on what will be one of many outstanding accomplishments; he is a genuine Blazer. Addison Trail High School is proud to have Mateo representing us as District 88's Best, and to Mateo, good luck on everything you will accomplish in your bright future!

# DISTRICT 88'S BEST

## **Brendan Brett**

The transition to high school can be challenging, but often provides the most unique opportunity for students to demonstrate their true skills, talents, passion, and commitment. Senior Brendan Brett is an example of just this, as he has continued to exhibit the continuous growth and improvement we hope for in all of our students. As a result of his commitment to his own development and improvement, Brendan has earned the recognition of being named as one of DuPage High School District 88's Best.

Since he started high school, Brendan has consistently pursued the most rigorous courses available at Willowbrook High School. But during his transition to high school, his desire to enroll in such classes was met with concern by his middle school teachers because of his past performance. In fact, Brendan was recommended for courses with multiple supports due to prior behavior and academic concerns. He scheduled his own meeting with the Department Head for Learning Services, indicated he wanted to be challenged, and intended to pave a new path forward. At the conclusion of that meeting, Brendan was immediately enrolled in Honors and Project Lead The Way courses as a 9th grade student and while he struggled some, he earned honor roll status by the second half of that year.

At the conclusion of his high school career, Brendan will have successfully completed eight Advanced Placement courses, college credit earning courses, as well as a multitude of honors courses. He has continued to earn Distinct Honor Roll status each semester since his 9<sup>th</sup> grade year, no longer receives additional supports outside of the classroom, and has been recognized as an AP Scholar with Honors. He is also an inductee of Civitas (our Social Studies Honor Society) and participates in Key Club and MEDline, a club designed for students interested in pursuing a career in the medical field. Beyond Willowbrook, Brendan also volunteers at a local animal shelter.

Brendan's success and commitment to continuous improvement are evident throughout Willowbrook High School.

Ms. Carmen Avdiu, School Counselor, begins, "I have had the pleasure to work with Brendan for the past three and a half years as his school counselor. He has come a long way since his transition to high school and high school has certainly brought the best out of him. From the beginning, he has taken a rigorous course load, been involved in sports and activities, and volunteered in the community. His ability to manage school work, co-curricular activities, and life outside of school demonstrates his improvements in time management and navigating high school. There is no doubt he will be successful in the college environment and beyond."

Mr. John Fouser, science teacher, says, "Brendan is a conscientious student who works hard to do his best. He is engaged with the material every day and strives for a thorough understanding of the material by asking questions and participating in class."

English teacher, Ms. Terri Woebel, includes, "I loved having Brendan in AP English Language last year. I appreciated his impressive insights, connections, and wit. He is a critical thinker, and I always enjoyed reading his essays because I knew I would learn something interesting and new from his arguments. He was diligent throughout the year despite the

challenge of remote learning, and his style and voice flourished as the year progressed. I was so pleased to see he earned a 4 on the AP Language Exam to compliment his impressive A-work in class. In addition to being an awesome student, he was also so kind. He would often check in with me to see how my family and I were doing. I am thrilled he received this award.”

Mr. Pete Montgomery, social studies teacher, adds, “Brendan made the jump from core Human Geography freshman year to AP US History for sophomore year. He was eager to take on the bigger challenge and he rose to the occasion. He worked hard and was successful in AP US History and continued in the AP Social Studies track with more success. He is a great example of grit and determination leading to success.”

Ms. Cristy Hebreard, world language teacher, says, “I have only known Brendan this year in my Spanish class and for that I am truly sad. He is such an amazing young man. He is a kind, intelligent, hard-working and caring young man who has taken on quite the workload this year. Yet, he still manages to get his work in and excels at his assessments in my class. I can always count on him to make me have a better day and keep me organized as a teacher. I'm so proud of the young man that he has become and know that he has a bright future, wherever that takes him. Thanks, Brendan, for being you and thanks for allowing me to be a part of your journey. The world isn't quite ready for all of the amazing things that you will accomplish. Congrats on being this month's District 88's Best! You deserve it!”

Brendan’s plans for the future include studying Biochemistry and conducting scientific research or entering the medical field. He intends to apply to the University of Wisconsin-Madison, Loyola University of Chicago, Marquette University, Bradley University, and the University of Michigan at Ann Arbor.

Willowbrook High School is proud and honored to recognize Brendan Brett for his commitment to improvement and success and for exemplifying what it means to be one of District 88’s Best!



## **VETERANS DAY**

Addison Trail and Willowbrook recently honored those who have served in the U.S. military in remembrance of Veterans Day.

On Friday, November 5, Addison Trail invited members of the Addison Veterans of Foreign Wars (VFW) Post 7446 and other veterans, as well as the Addison Police Department and the Addison Fire Protection District, to a luncheon. Participants watched a video and saw a display that featured photos and items of veterans in attendance. The school also recognized current students who plan to serve in the military.

At Willowbrook, American flags will line the entryway to the school on Nov. 11. Willowbrook staff members who have served in the Armed Forces will be honored with a special edition of the Brook News Channel that will be played throughout the school on November 11. Special announcements at the start of each period that day will be read by the same staff members to share information about the branches of the military and the history of Veterans Day.



## **MONARCH AWARD**

Edward Hoster, District 88 Chief Financial Officer, was the recipient of the 2021 Monarch Award from the American Association of School Business Officials, which is the highest honor bestowed upon any member of the association. He was honored for his excellent service to his district, community, and profession. Ed's service to this district and to his peers has been nothing short of exemplary and he truly is a blessing to this District.

### **NEWSLETTER WRITE-UP:**

District 88 is proud to announce Chief Financial Officer Ed Hoster has been named as a 2021 recipient of the Illinois Association of School Business Officials (ASBO) Monarch Award.

The Monarch Award is one of the highest honors the Illinois ASBO bestows upon its members. The award is not just a measure of extraordinary deeds or a lengthy career – it is a recognition of those school business officials who, throughout their career and lifetime, have demonstrated excellence in service to their school district, communities and profession. This award is a celebration of the best school business management has to offer. As an honoree, \$1,000 will be presented in Hoster's name, to encourage and support community service work by students in District 88. To watch a video about Hoster's award, go to <https://www.dupage88.net/site/page/14300>.

Hoster joined the District 88 family in 2013 with a wealth of experience as Business Manager at Argo Community High School District 217, Assistant Superintendent for Business/Treasurer at Hinsdale Township High School District 86 and Coordinator of Business Services at Glenbard Township High School District 87. He earned his Bachelor of Science degree in finance from Illinois State University and his master's degree in school business management from Northern Illinois University.

Hoster's passion for public education and his dedication to being fair and responsible to taxpayers – as well as to the district's students, staff and families – is always apparent. He is laser focused on ensuring all decisions made are student-centered and in the best interest of the pupils. Hoster's commitment to District 88's mission to work for the continuous improvement of student achievement is reflected in his daily work, and he exhibits these exemplary qualities in all aspects of his life – from his actions, to his beliefs, to his strong work ethic.

When District 88 had to close its schools this past March and transition to Remote Learning because of the coronavirus disease 2019 (COVID-19) pandemic, Hoster immediately got to work and was instrumental in implementing a community program that distributed 385,952 free meals to residents up to the age of 18 from March 17 to Aug. 18. That program was a partnership between District 88, Addison School District 4, School District 45, Salt Creek School District 48, Arbor Management, Chartwells and Cottage Hill Operating Company.

Hoster leads with a calm demeanor and values the efforts and input of each employee. His welcoming nature and people-centered personality have gained him the respect and trust of his colleagues, his staff and the Board of Education – not only within District 88, but throughout the school business management profession as well. District 88 is incredibly grateful to have Hoster as part of the team and is thankful for his tremendous



contributions. The district is proud Hoster has received the 2021 Illinois ASBO Monarch Award, as he is truly deserving of this recognition.

For more information about the Illinois ASBO Monarch Award, go to <https://www.iasbo.org/iasbo/about/foundation/awards/monarch>.

D. Master Board Member Recognition Award

E. School Board Members Day and American Education Week 2021-22

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## **SCHOOL BOARD MEMBERS DAY**

This week is a special time in public education, as we will celebrate American Education Week and School Board Members Day.

American Education Week will take place from Nov. 15<sup>th</sup> to 19<sup>th</sup> and presents all Americans with an opportunity to celebrate public education and honor individuals who are making a difference in ensuring every child receives a quality education. This year's theme is "Lifelong Learners." Educators today serve as teachers, coaches, mentors and more for all students to help them succeed inside the classroom and beyond. We have more than 500 staff members at District 88 – from administrators, to teachers, to support staff, clerical staff and maintenance staff – all of whom work tirelessly to have a positive impact on each and every student, each and every day.

As part of this weeklong event, Nov. 15<sup>th</sup> is designated as School Board Members Day each year in Illinois to recognize the outstanding efforts of the nearly 6,000 elected school board members throughout the state. This year's theme is "Inspiration and Leadership." School board members serve their communities without monetary compensation to make public education the best it can be for every child. Their policies and oversight guide the district as tough decisions are made on complex education and social issues that affect the entire community and individual students. District 88 Board members spend countless hours attending meetings, events and workshops to ensure students receive a high-quality education.

During the Nov. 15<sup>th</sup> District 88 Board of Education meeting, we will recognize these two events. We will show photos of marquee throughout the community with messages of appreciation. We also will share proclamations from the villages of Addison, Lombard and Villa Park.

The administration thanks District 88 staff and school board members for their passion, dedication and service. It is through their commitment and efforts, along with all of our partners, that we're able to accomplish the district's mission of working for the continuous improvement of student achievement.

RICH VEENSTRA  
MAYOR

# Proclamation

***DECLARING NOVEMBER 15, 2021  
"SCHOOL BOARD MEMBERS DAY"***

- WHEREAS,*** School Board Members are elected to sit in trust for their diverse communities, and in that capacity are charged with meeting the community's expectations and aspirations for the public education of their children; and
- WHEREAS,*** School Board Members are entrusted with the guardianship and wise expenditure of scarce tax dollars, and they are responsible for maintaining and preserving the buildings, grounds, and other areas of the school districts that the community has placed in their trust; and
- WHEREAS,*** School Board Members are responsible for providing leadership that ensures a clear, shared vision of public education for their schools, that sets high standards for the education of all students, and requires the effective and efficient operation of their districts; and
- WHEREAS,*** Addison School District's School Board Members adopt public policy to give voice to that leadership and employ a superintendent to administer board policy, and they are also responsible for the regular monitoring of the district's performance and compliance with state policy; and
- WHEREAS,*** Members of the Board of Trustees and staff of the Village of Addison do hereby recognize and express deepest appreciation to the members of the Board of Education for their time and effort dedicated to the enhancement of education that contributes to the high quality of education for students in our community.

***NOW, THEREFORE, I, RICH VEENSTRA,*** Mayor, do hereby proclaim November 15, 2021, as "School Board Members Day" as a way to honor our School Board Members who devote so much of their time and energy for the successful education of our children.

READ AND PROCLAIMED THIS 1<sup>st</sup> day of November, 2021.

  
Mayor

ATTEST:

  
Village Clerk





**PROCLAMATION  
SCHOOL BOARD MEMBERS DAY**

**WHEREAS,** School Board members are elected to sit in trust for their diverse communities, and in that capacity are charged with meeting the community's expectations and aspirations for the public education of their children; and

**WHEREAS,** School Board members are entrusted with the guardianship and wise expenditure of scarce tax dollars, and they are responsible for maintaining and preserving the buildings, grounds, and other areas of the school district the community has put in their trust; and

**WHEREAS,** School Board members are responsible for providing leadership that ensures a clear, shared vision of public education for their schools, that sets high standards for the education of all students and requires the effective and efficient operation of their districts; and

**WHEREAS,** School Board members adopt public policy to give voice to that leadership and employ a superintendent to administer board policy and also are responsible for the regular monitoring of the district's performance and compliance with state policy; and

**WHEREAS,** School Board members selflessly volunteer countless hours to public service with no compensation; and

**WHEREAS,** Employers are supportive of their employees who serve as School Board members, generously lending support and time; employers give their employees the opportunity to better serve the needs of the school districts and communities they represent through sometimes tremendous sacrifice to the employer; and

**WHEREAS,** Decisions made by School Board members directly impact the quality of life in their communities, placing them as the frontline of American democracy;

**NOW, THEREFORE,** I, Keith T. Giagnorio, President of the Village of Lombard, do hereby proclaim November 10, 2021 as **School Board Members Day** as a way to honor those citizens who devote their time and energy for the successful education of our children.



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Keith T. Giagnorio  
Village President



# Village of Villa Park

## Proclamation

Recognizing November 15, 2021, as  
"School Board Member's Day"

- WHEREAS,** Members of the Board of Trustees and staff of the Village of Villa Park do hereby recognize and express the deepest appreciation to the members of the Board of Education for their time and effort dedicated to the enhancement of education that contributes to the high quality of education for students in our community; and
- WHEREAS,** School Board Members are entrusted with the guardianship and wise expenditure of tax dollars, and they are responsible for maintaining and preserving the buildings, grounds, and other areas of school districts that the community has placed in their trust; and
- WHEREAS,** School Board Members adopt public policy to give voice to that leadership and employ a superintendent to administer board policy, and are responsible for the regular monitoring of the district's performance and compliance with state policy; and
- WHEREAS,** the School District is supportive of those who serve as School Board Members, generously lending support and time to better serve the needs of the school district citizens they represent.

**NOW, THEREFORE, I, NICK CUZZONE,** Village President, do hereby proclaim November 15, 2021 as "School Board Members Day" as a way to honor the School Board Members who devote so much of their time and energy for the education of the children of Villa Park.

PROCLAIMED THIS 25<sup>th</sup> day of October, 2021.

  
\_\_\_\_\_  
Village President

ATTEST:

  
\_\_\_\_\_  
Village Clerk





5. **Petitions and Hearings** It is the practice of this Board of Education to provide a place o20  
the agenda for and welcome comments and suggestions from the public. The School  
Board will allocate on overall minimum of 30 minutes for public participation. During public  
participation, there will be a 20-minute minimum total length of time for any one subject.  
The time for any one person to address the Board during public participation shall be  
limited to five minutes.

*To submit a public comment please use the  
provided link: [www.dupage88.net/BoardMeetingCard](http://www.dupage88.net/BoardMeetingCard)*

## **2:230 Public Participation at School Board Meetings and Petitions to the Board**

The School Board will allocate an overall minimum of 30 minutes for public participation (any person may comment to or ask questions of the School Board). The public participation session of the School Board meeting is subject to the reasonable constraints established and recorded in this policy's guidelines below. During public participation, there will be a 20-minute minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to five minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the person may be allowed to speak for more than five minutes.
3. Observe, when necessary and appropriate, the:
  - a. Shortening of the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak;
  - b. Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; and/or
  - c. Determination of procedural matters regarding public participation not otherwise covered in Board policy.
4. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

LEGAL REF.: 5 ILCS 120/2.06, Open Meetings Act.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (School Board Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

REVISED: 11.18.2019



### **8:30 Visitors to and Conduct on School Property**

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Convicted Child Sex Offender

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

#### Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent during duty free time in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

#### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

#### Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, 5/24-25, and 5/27-23.7(a).

115 ILCS 5/3(c), Ill. Educational Labor Relations Act.

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

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

Revised: 02.22.21

## 6. **Separate Action Items**

A. List of Bills- October 2021

25

**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** November 10, 2021

**FROM:** Mr. Ryan Domeracki

**RE:** **List of Bills for October 2021**

Attached is a summary list of bills including payroll and vendor transactions for the month of October 2021.

**Suggested motion:**

Move that the Board of Education approve the list of payroll and vendor transactions for the month of October 2021.

Cc: Mr. Edward Hoster

LIST OF BILLS - October 2021

It is recommended that the expenditures, by fund, be approved for October 2021

|                       | <u>Payroll<br/>Expense</u>   | <u>Accounts<br/>Payable</u>  | <u>Total</u>                 |
|-----------------------|------------------------------|------------------------------|------------------------------|
| Education Fund        | \$4,286,786.37               | \$852,463.84                 | \$5,139,250.21               |
| O&M Fund              | \$315,359.76                 | \$189,921.28                 | \$505,281.04                 |
| Debt Services         | \$0.00                       | \$385.60                     | \$385.60                     |
| Transportation Fund   | \$0.00                       | \$163,012.56                 | \$163,012.56                 |
| IMR Fund              | \$189,279.58                 | \$0.00                       | \$189,279.58                 |
| Capital Projects Fund | \$0.00                       | \$68,448.32                  | \$68,448.32                  |
| Total Board           | <u>\$4,791,425.71</u>        | <u>\$1,274,231.60</u>        | <u>\$6,065,657.31</u>        |
| Activity Fund         | \$0.00                       | \$59,773.69                  | \$59,773.69                  |
| Grand Total           | <u><u>\$4,791,425.71</u></u> | <u><u>\$1,334,005.29</u></u> | <u><u>\$6,125,431.00</u></u> |

BOARD OF EDUCATION  
DU PAGE HIGH SCHOOL DISTRICT 88  
DU PAGE COUNTY, ILLINOIS

Recapitulation of Checks and Vouchers written from Board Funds  
from October 1, 2021 through October 31, 2021

Education Fund (10)

|           |                                                   |                      |                        |
|-----------|---------------------------------------------------|----------------------|------------------------|
| Check No. | 560171 through 560255                             | WBHS parking refunds | \$ 14,875.00           |
|           | 560256                                            |                      | 149.97                 |
|           | 560261 to 560339                                  |                      | 144,058.53             |
|           | 560340 to 560400                                  |                      | 216,632.77             |
|           | 557856                                            | Void                 | (62.00)                |
|           | 560267                                            | Void                 | (2,661.20)             |
|           | 560401 through 560412                             |                      | 44,381.13              |
|           | 560416 to 560450                                  |                      | 708,848.29             |
|           | 560451 to 560489                                  |                      | 50,835.22              |
|           | V300000 & V300001                                 | ACH                  | 251.80                 |
|           | 560413 & 560414                                   |                      | 14,314.76              |
|           | 559542                                            | Void                 | (155.40)               |
|           | 560490 to 560536                                  |                      | 45,538.28              |
|           | 560537 to 560607                                  |                      | 64,321.64              |
|           | V300002                                           | ACH                  | 83.94                  |
|           | 559959                                            | Void                 | (175.00)               |
|           | 560642                                            | Void                 | (167.32)               |
|           | 560613 through 560624                             |                      | 44,380.13              |
|           | 560625 to 560647                                  |                      | 175,290.18             |
|           | 560648 to 560657                                  |                      | 18,700.66              |
|           | 560658 & 560659                                   | Manual               | 167.32                 |
|           | 560611 & 560612                                   |                      | 14,265.72              |
|           |                                                   |                      | <u>\$ 1,553,874.42</u> |
|           | W/T Fidelity 403B                                 | 10/15/21             | \$ 11,128.50           |
|           | W/T TRS Employee W/H                              | 10/15/21             | 132,740.13             |
|           | W/T THIS Employee W/H                             | 10/15/21             | 13,273.98              |
|           | W/T TRS Board Pd Employee Share                   | 10/15/21             | 9,189.70               |
|           | W/T TRS Board Share                               | 10/15/21             | 9,146.60               |
|           | W/T THIS Board Pd Employee Share                  | 10/15/21             | 836.29                 |
|           | W/T THIS Board Share                              | 10/15/21             | 10,565.90              |
|           | W/T TRS Federal Benefit                           | 10/15/21             | 3,850.86               |
|           | W/T-Federal Taxes                                 | 10/15/21             | \$ 217,716.82          |
|           | W/T-FICA/MED Taxes                                | 10/15/21             | 54,781.99              |
|           | W/T-State Taxes                                   | 10/15/21             | 83,736.47              |
|           | W/T-Child Support W/H                             | 10/15/21             | 1,735.10               |
|           | W/T-Credit Union                                  | 10/15/21             | 4,337.00               |
|           | Payroll checks 358845-358912 (Educ. Fund share)   | 10/15/21             | 62,338.43              |
|           | Direct Deposit V218845-V219372 (Educ. Fund share) | 10/15/21             | 1,146,956.82           |
|           | W/T 5/3 Credit Card Payment                       | 10/22/21             | \$ 14,769.32           |
|           | W/T July-Sept 2021 Sales Tax                      | 10/26/21             | 23.00                  |
|           | W/T Fidelity 403B                                 | 10/29/21             | 11,353.50              |
|           | W/T TRS Employee W/H                              | 10/29/21             | 132,825.26             |
|           | W/T THIS Employee W/H                             | 10/29/21             | 13,282.50              |
|           | W/T TRS Board Share                               | 10/29/21             | 9,152.08               |
|           | W/T TRS Board Pd EE Share                         | 10/29/21             | 9,189.70               |
|           | W/T TRS Federal Benefit                           | 10/29/21             | 4,371.02               |
|           | W/T THIS Board Share                              | 10/29/21             | 10,572.23              |

BOARD OF EDUCATION  
DU PAGE HIGH SCHOOL DISTRICT 88  
DU PAGE COUNTY, ILLINOIS

Recapitulation of Checks and Vouchers written from Board Funds  
from October 1, 2021 through October 31, 2021

|                                                   |          |                     |
|---------------------------------------------------|----------|---------------------|
| W/T THIS Board Pd EE Share                        | 10/29/21 | 836.29              |
| W/T IMRF Employee W/H                             | 10/29/21 | 33,509.22           |
| W/T IMRF Employee Voluntary                       | 10/29/21 | 11,171.32           |
| W/T-Federal Taxes                                 | 10/29/21 | \$ 218,599.43       |
| W/T-FICA/MED Taxes                                | 10/29/21 | 55,013.78           |
| W/T-State Taxes                                   | 10/29/21 | 84,081.08           |
| W/T-Child Support W/H                             | 10/29/21 | 1,711.19            |
| W/T-Credit Union                                  | 10/29/21 | 4,307.00            |
| Payroll checks 358913-358985 (Educ. Fund share)   | 10/29/21 | 55,439.20           |
| Direct Deposit V219373-V219900 (Educ. Fund share) | 10/29/21 | <u>1,152,834.08</u> |
| Total Education Fund                              |          | \$ 5,139,250.21     |
| *****                                             |          |                     |
| O & M Fund (20)                                   |          |                     |
| Check No. 560257                                  |          | \$ 49,500.00        |
| 560258 to 560336                                  |          | 38,723.79           |
| 560343 to 560392                                  |          | 7,041.79            |
| 560419, 560424 & 560430                           |          | 65,418.15           |
| Payroll checks 358845-358912 (O & M Fund share)   | 10/15/21 | 6,402.35            |
| Direct Deposit V218845-V219372 (O & M Fund share) | 10/15/21 | 117,451.31          |
| 560491 to 560533                                  |          | 13,680.22           |
| 560538 to 560610                                  |          | 77,262.51           |
| W/T 5/3 Credit Card Payment                       | 10/22/21 | 31.98               |
| 560632 & 560646                                   |          | 867.29              |
| 560650                                            |          | 80.51               |
| Payroll checks 358913-358985 (O & M Fund share)   | 10/29/21 | 9,720.85            |
| Direct Deposit V219373-V219900 (O & M Fund share) | 10/29/21 | <u>119,100.29</u>   |
| Total O & M Fund                                  |          | \$ 505,281.04       |
| *****                                             |          |                     |
| Debt Service Fund (30)                            |          |                     |
| Check No. 560371                                  |          | <u>\$ 385.60</u>    |
| Total Debt Services Fund                          |          | \$ 385.60           |
| *****                                             |          |                     |
| Transportation Fund (40)                          |          |                     |
| Check No. 560268                                  |          | \$ 60.00            |
| 560344 to 560398                                  |          | 66,265.23           |
| 560415                                            |          | 12,556.40           |
| 560545 to 560608                                  |          | 46,361.84           |
| 560628 to 560646                                  |          | <u>37,769.09</u>    |
| Total Transportation Fund                         |          | \$ 163,012.56       |
| *****                                             |          |                     |
| IMR Fund (50)                                     |          |                     |
| W/T-Board FICA/Med                                | 10/15/21 | \$ 54,781.99        |
| W/T IMRF Board Share                              | 10/29/21 | 75,439.90           |
| W/T IMRF Board Pd EE Share                        | 10/29/21 | 4,043.91            |
| W/T-Board FICA/MED                                | 10/29/21 | <u>55,013.78</u>    |
| Total IMR Fund                                    |          | \$ 189,279.58       |



BOARD OF EDUCATION  
DU PAGE HIGH SCHOOL DISTRICT 88  
DU PAGE COUNTY, ILLINOIS

Recapitulation of Checks and Vouchers written from Board Funds  
from October 1, 2021 through October 31, 2021

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*****
Capital Projects Fund (60)
Check No.      560435 & 560440                      $   67,431.80
                560610                                1,016.52
                Total Capital Projects Fund           $   68,448.32
*****
Activity Fund (91)
Check No.      4492                      $    3,022.00
                4493 through 4515                10,744.95
                4516 through 4522                16,412.21
                V4000000 & V4000001                ACH      2,812.50
                4523 through 4554                22,743.87
                W/T 5/3 Credit Card Payment        10/22/21      19.89
                4555 through 4568                3,968.27
                V4000002                Void          0.00
                V4000003                ACH          50.00
                Total Activity Fund                 $   59,773.69
*****
GRAND TOTAL CHECKS AND TRANSFERS                      $ 6,125,431.00

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TO THE TREASURER OF THE BOARD OF EDUCATION OF DU PAGE HIGH SCHOOL DISTRICT 88:  
We certify this to be a true and correct copy of the payments authorized and approved as shown by the Minutes  
of the Board of Education of DuPage High School District 88, DuPage County, Illinois at its November meeting.

President: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_



**Vendors over \$0.00**  
 10-01-2021 to 10-31-2021  
 Generated on 11-09-2021 at 8:27 PM  
 Total Results: 337

|                                           |                      |             |                    |
|-------------------------------------------|----------------------|-------------|--------------------|
| <b>1000BULBS.COM (53736)</b>              |                      |             | <b>\$1,753.27</b>  |
| 10-07-2021 Regular - Check #: 560258      |                      |             | \$390.47           |
| SUPPLIES AT MAINTENANCE                   | O & M Fund           | \$390.47    |                    |
| 10-07-2021 Regular - Check #: 560259      |                      |             | \$646.45           |
| SUPPLIES AT MAINTENANCE                   | O & M Fund           | \$646.45    |                    |
| 10-07-2021 Regular - Check #: 560260      |                      |             | \$716.35           |
| SUPPLIES AT MAINTENANCE                   | O & M Fund           | \$716.35    |                    |
| <b>4IMPRINT (42575)</b>                   |                      |             | <b>\$313.66</b>    |
| 10-27-2021 Regular - Check #: 4555        |                      |             | \$313.66           |
| AT BEST BUDDIES CLUB                      | Activity Fund        | \$313.66    |                    |
| <b>AARON LENAGHAN (54222)</b>             |                      |             | <b>\$50.00</b>     |
| 10-27-2021 Regular - Check #: 4556        |                      |             | \$50.00            |
| DIST WELLNESS INITIATIVE                  | Activity Fund        | \$50.00     |                    |
| <b>ABLE ACADEMY (58410)</b>               |                      |             | <b>\$12,556.40</b> |
| 10-13-2021 Regular - Check #: 560415      |                      |             | \$12,556.40        |
| SP ED TRANSPORTATION                      | Transportation Fund  | \$12,556.40 |                    |
| <b>ACACIA ACADEMY (42126)</b>             |                      |             | <b>\$7,129.00</b>  |
| 10-07-2021 Regular - Check #: 560340      |                      |             | \$1,140.64         |
| SPED PRIVATE TUITION WBHS                 | Education Fund       | \$1,140.64  |                    |
| 10-27-2021 Regular - Check #: 560625      |                      |             | \$5,988.36         |
| SPED PRIVATE TUITION WBHS                 | Education Fund       | \$5,988.36  |                    |
| <b>ACCESS ONE INC. (55660)</b>            |                      |             | <b>\$2,544.99</b>  |
| 10-21-2021 Regular - Check #: 560539      |                      |             | \$2,544.99         |
| MEDIA SERVICE                             | O & M Fund           | \$2,544.99  |                    |
| <b>ACCURATE OFFICE SUPPLY CO. (15633)</b> |                      |             | <b>\$1,118.76</b>  |
| 10-07-2021 Regular - Check #: 560261      |                      |             | \$87.52            |
| SUPPLIES CENT SUPPORT SER                 | Education Fund       | \$87.52     |                    |
| 10-07-2021 Regular - Check #: 560262      |                      |             | \$1,031.24         |
| SUPPLIES CENT SUPPORT SER                 | 30<br>Education Fund | \$77.81     |                    |
| SUPPLIES CENT SUPPORT SER                 | Education Fund       | \$108.12    |                    |

|                                            |                |                   |
|--------------------------------------------|----------------|-------------------|
| SUPPLIES CENT SUPPORT SER                  | Education Fund | \$301.17          |
| SUPPLIES CENT SUPPORT SER                  | Education Fund | \$166.32          |
| SUPPLIES CENT SUPPORT SER                  | Education Fund | \$156.07          |
| SUPPLIES CENT SUPPORT SER                  | Education Fund | \$162.00          |
| SUPPLIES CENT SUPPORT SER                  | Education Fund | \$59.75           |
| <b>ADA BADMINTON &amp; TENNIS (45886)</b>  |                | <b>\$633.00</b>   |
| 10-21-2021 Regular - Check #: 560490       |                | \$633.00          |
| SUPPLIES WB PE                             | Education Fund | \$633.00          |
| <b>ALBERTSON COMPANIES (49303)</b>         |                | <b>\$433.14</b>   |
| 10-13-2021 Regular - Check #: 560416       |                | \$433.14          |
| SUPPLIES AT SPED                           | Education Fund | \$214.08          |
| SUPPLIES AT SPED                           | Education Fund | \$149.94          |
| SUPPLIES AT SPED                           | Education Fund | \$69.12           |
| <b>ALBOUM TRANSLATION SERVICES (54149)</b> |                | <b>\$6,258.80</b> |
| 10-07-2021 Regular - Check #: 560263       |                | \$6,258.80        |
| TITLE 1 PS WB PAR OUTREAC                  | Education Fund | \$3,129.40        |
| TITLE 1 PS AT PAR OUTREAC                  | Education Fund | \$3,129.40        |
| <b>ALENA EDWARDS (58175)</b>               |                | <b>\$95.73</b>    |
| 10-07-2021 Regular - Check #: 560341       |                | \$95.73           |
| SUPPLIES WB PRIN OFF                       | Education Fund | \$95.73           |
| <b>ALEXANDER J HOLOD (53355)</b>           |                | <b>\$837.95</b>   |
| 10-07-2021 Regular - Check #: 4493         |                | \$547.80          |
| THEATER DRAMA                              | Activity Fund  | \$547.80          |
| 10-21-2021 Regular - Check #: 4526         |                | \$290.15          |
| THEATER DRAMA                              | Activity Fund  | \$290.15          |
| <b>ALL STAR CUSTOM AWARDS (47500)</b>      |                | <b>\$67.00</b>    |
| 10-21-2021 Regular - Check #: 4527         |                | \$67.00           |
| WB ATH RES ACT 2014                        | Activity Fund  | \$67.00           |
| <b>ALLSTATE ARENA (54329)</b>              |                | <b>\$250.00</b>   |
| 10-27-2021 Regular - Check #: 4557         |                | \$250.00          |
| AT BEST BUDDIES CLUB                       | Activity Fund  | \$250.00          |
| <b>AMAZON CAPITAL SERVICES (58120)</b>     |                | <b>\$4,521.31</b> |
| 10-13-2021 Regular - Check #: 560451       |                | \$34.99           |
| SUPPLIES CENT SUPPORT SER                  | Education Fund | \$34.99           |
| 10-27-2021 Regular - Check #: 560648       |                | \$4,486.32        |
| SUPPLIES TITLE II                          | Education Fund | \$3,326.00        |
| SUPPLIES TITLE II                          | Education Fund | \$663.04          |
| SUPPLIES TITLE II                          | Education Fund | \$497.28          |

|                                            |                           |                |                   |
|--------------------------------------------|---------------------------|----------------|-------------------|
| <b>AMERITAS (52853)</b>                    |                           |                | <b>\$238.00</b>   |
| 10-13-2021                                 | Regular - Check #: 560401 |                | \$119.00          |
|                                            | EDUCATION FUND            | Education Fund | \$119.00          |
| 10-27-2021                                 | Regular - Check #: 560613 |                | \$119.00          |
|                                            | EDUCATION FUND            | Education Fund | \$119.00          |
| <b>AMY LYNNE NOWAK (40590)</b>             |                           |                | <b>\$372.92</b>   |
| 10-21-2021                                 | Regular - Check #: 560540 |                | \$372.92          |
|                                            | SUPPLIES WB FAM CONS      | Education Fund | \$372.92          |
| <b>ANDREW WILHOIT (56810)</b>              |                           |                | <b>\$200.00</b>   |
| 10-21-2021                                 | Regular - Check #: 560541 |                | \$200.00          |
|                                            | TUITION REIMBURSEMENT     | Education Fund | \$200.00          |
| <b>ANTHONY E JOHNSTON (56426)</b>          |                           |                | <b>\$0.00</b>     |
| 10-12-2021                                 | Void - Check #: 557856    |                | (\$62.00)         |
|                                            | PUR SVC AT ATH            | Education Fund | \$62.00           |
|                                            | PUR SVC AT ATH            | Education Fund | (\$62.00)         |
| 10-13-2021                                 | Regular - Check #: 560417 |                | \$62.00           |
|                                            | PUR SVC AT ATH            | Education Fund | \$62.00           |
| <b>ANTHONY V BELTRANO (53490)</b>          |                           |                | <b>\$475.00</b>   |
| 10-07-2021                                 | Regular - Check #: 560342 |                | \$425.00          |
|                                            | TUITION REIMBURSEMENT     | Education Fund | \$425.00          |
| 10-27-2021                                 | Regular - Check #: 4558   |                | \$50.00           |
|                                            | DIST WELLNESS INITIATIVE  | Activity Fund  | \$50.00           |
| <b>APPLE COMPUTERS (45217)</b>             |                           |                | <b>\$2,698.00</b> |
| 10-07-2021                                 | Regular - Check #: 560264 |                | \$2,698.00        |
|                                            | NON CAP EQUIP CTEI        | Education Fund | \$2,698.00        |
| <b>ASHLEY ANDERSON (56740)</b>             |                           |                | <b>\$757.60</b>   |
| 10-07-2021                                 | Regular - Check #: 4494   |                | \$151.85          |
|                                            | STUDENT COUNCIL           | Activity Fund  | \$151.85          |
| 10-21-2021                                 | Regular - Check #: 4528   |                | \$605.75          |
|                                            | STUDENT COUNCIL           | Activity Fund  | \$605.75          |
| <b>AT&amp;T (18491)</b>                    |                           |                | <b>\$7,732.51</b> |
| 10-07-2021                                 | Regular - Check #: 560343 |                | \$5,666.98        |
|                                            | MEDIA SERVICE             | O & M Fund     | \$5,666.98        |
| 10-21-2021                                 | Regular - Check #: 560542 |                | \$2,065.53        |
|                                            | MEDIA SERVICE             | O & M Fund     | \$2,065.53        |
| <b>ATLAS COPCO COMPRESSORS LLC (57077)</b> |                           |                | <b>\$213.47</b>   |
| 10-21-2021                                 | Regular - Check #: 560491 | 32             | \$213.47          |

|                                                    |                     |             |                    |
|----------------------------------------------------|---------------------|-------------|--------------------|
| SUPPLIES WB MAINTENANCE                            | O & M Fund          | \$213.47    |                    |
| <b>AUTOMATED LOGIC CHICAGO (52223)</b>             |                     |             | <b>\$2,313.00</b>  |
| 10-07-2021 Regular - Check #: 560265               |                     |             | \$2,313.00         |
| PUR SVC WB MAINTENANCE                             | O & M Fund          | \$1,862.00  |                    |
| SUPPLIES WB MAINTENANCE                            | O & M Fund          | \$451.00    |                    |
| <b>AUTOMOTIVE ELECTRONICS SERVICES INC (58465)</b> |                     |             | <b>\$4,824.40</b>  |
| 10-07-2021 Regular - Check #: 560266               |                     |             | \$4,824.40         |
| NON CAP EQUIP CTEI                                 | Education Fund      | \$1,138.00  |                    |
| NON CAP EQUIP CTEI                                 | Education Fund      | \$3,686.40  |                    |
| <b>AXA EQUITABLE (7986)</b>                        |                     |             | <b>\$44,419.22</b> |
| 10-13-2021 Regular - Check #: 560402               |                     |             | \$22,209.61        |
| EDUCATION FUND                                     | Education Fund      | \$22,209.61 |                    |
| 10-27-2021 Regular - Check #: 560614               |                     |             | \$22,209.61        |
| EDUCATION FUND                                     | Education Fund      | \$22,209.61 |                    |
| <b>AXESS TRANSPORTATION (57860)</b>                |                     |             | <b>\$1,060.00</b>  |
| 10-07-2021 Regular - Check #: 560344               |                     |             | \$1,060.00         |
| HOMELESS TRANSPORTATION                            | Transportation Fund | \$1,060.00  |                    |
| <b>B &amp; H PHOTO VIDEO (22440)</b>               |                     |             | <b>\$9,767.57</b>  |
| 10-13-2021 Regular - Check #: 560452               |                     |             | \$1,824.75         |
| SUPPLIES C&T ED IMP GRANT                          | Education Fund      | \$1,824.75  |                    |
| 10-13-2021 Regular - Check #: 560453               |                     |             | \$777.60           |
| SUPPLIES AT TECH                                   | Education Fund      | \$777.60    |                    |
| 10-21-2021 Regular - Check #: 560492               |                     |             | \$6,459.20         |
| NON-CAP CARL PERKINS                               | Education Fund      | \$6,459.20  |                    |
| 10-21-2021 Regular - Check #: 560493               |                     |             | \$415.80           |
| SUPPLIES WB TECH                                   | Education Fund      | \$415.80    |                    |
| 10-27-2021 Regular - Check #: 560649               |                     |             | \$290.22           |
| SUPPLIES C&T ED IMP GRANT                          | Education Fund      | \$228.09    |                    |
| SUPPLIES C&T ED IMP GRANT                          | Education Fund      | \$44.96     |                    |
| SUPPLIES C&T ED IMP GRANT                          | Education Fund      | \$7.46      |                    |
| SUPPLIES C&T ED IMP GRANT                          | Education Fund      | \$9.71      |                    |
| <b>BANNERVILLE USA, INC. (51773)</b>               |                     |             | <b>\$25.00</b>     |
| 10-21-2021 Regular - Check #: 4529                 |                     |             | \$25.00            |
| WB ATH RES ACT 2014                                | Activity Fund       | \$25.00     |                    |
| <b>BARNES AND NOBLE (27835)</b>                    |                     |             | <b>\$3,499.50</b>  |
| 10-07-2021 Regular - Check #: 560267               | 33                  |             | \$2,661.20         |
| TEXTBOOKS AT BOOKSTORE                             | Education Fund      | \$2,238.00  |                    |
| TEXTBOOKS AT BOOKSTORE                             | Education Fund      | \$423.20    |                    |

|                                             |                     |              |                    |
|---------------------------------------------|---------------------|--------------|--------------------|
| TEXTBOOKS AT BOOKSTORE                      | Education Fund      | (\$423.20)   |                    |
| TEXTBOOKS AT BOOKSTORE                      | Education Fund      | (\$2,238.00) |                    |
| 10-12-2021 Void - Check #: 560267           |                     |              | (\$2,661.20)       |
| TEXTBOOKS AT BOOKSTORE                      | Education Fund      | \$2,238.00   |                    |
| TEXTBOOKS AT BOOKSTORE                      | Education Fund      | \$423.20     |                    |
| TEXTBOOKS AT BOOKSTORE                      | Education Fund      | (\$423.20)   |                    |
| TEXTBOOKS AT BOOKSTORE                      | Education Fund      | (\$2,238.00) |                    |
| 10-13-2021 Regular - Check #: 560454        |                     |              | \$2,766.00         |
| TEXTBOOKS AT BOOKSTORE                      | Education Fund      | \$2,238.00   |                    |
| SUPPLIES WB ENGLISH                         | Education Fund      | \$528.00     |                    |
| 10-21-2021 Regular - Check #: 560494        |                     |              | \$733.50           |
| TEXTBOOKS AT BOOKSTORE                      | Education Fund      | \$733.50     |                    |
| <b>BARTLETT HIGH SCHOOL (42556)</b>         |                     |              | <b>\$200.00</b>    |
| 10-13-2021 Regular - Check #: 560418        |                     |              | \$200.00           |
| PUR SVC AT ATH                              | Education Fund      | \$200.00     |                    |
| <b>BENJAMIN MAHER (57839)</b>               |                     |              | <b>\$134.45</b>    |
| 10-21-2021 Regular - Check #: 560543        |                     |              | \$134.45           |
| SUPPLIES WB PE                              | Education Fund      | \$134.45     |                    |
| <b>BIDD CONSULTING (53121)</b>              |                     |              | <b>\$4,099.82</b>  |
| 10-21-2021 Regular - Check #: 560495        |                     |              | \$4,099.82         |
| P.S.IMP INST TITLE II                       | Education Fund      | \$4,099.82   |                    |
| <b>BIOMETRIC IMPRESSIONS CORP (53005)</b>   |                     |              | <b>\$60.00</b>     |
| 10-07-2021 Regular - Check #: 560268        |                     |              | \$60.00            |
| SP ED TRANSPORTATION                        | Transportation Fund | \$60.00      |                    |
| <b>BLUE CROSS AND BLUE SHIELD (51874)</b>   |                     |              | <b>\$4,240.32</b>  |
| 10-13-2021 Regular - Check #: 560419        |                     |              | \$4,240.32         |
| DIST MEDICAL INS-EDUC                       | Education Fund      | \$3,746.28   |                    |
| DIST MEDICAL INS-O&M                        | O & M Fund          | \$494.04     |                    |
| <b>BLUE CROSS BLUE SHIELD OF IL (54931)</b> |                     |              | <b>\$33,950.52</b> |
| 10-13-2021 Regular - Check #: 560430        |                     |              | \$33,950.52        |
| DIST MEDICAL INS-EDUC                       | Education Fund      | \$31,217.33  |                    |
| DIST MEDICAL INS-O&M                        | O & M Fund          | \$2,733.19   |                    |
| <b>BRANDON MURPHY (51441)</b>               |                     |              | <b>\$90.87</b>     |
| 10-27-2021 Regular - Check #: 4559          |                     |              | \$90.87            |
| WB ATH RES ACT 2014                         | Activity Fund       | \$90.87      |                    |
| <b>BRIDGET COLLERAN (58469)</b>             |                     |              | <b>\$183.47</b>    |
| 10-07-2021 Regular - Check #: 560345        |                     |              | \$115.09           |
| SUPPLIES AT FAM CONS                        | Education Fund      | \$6.98       |                    |

|                                                |                     |             |                    |
|------------------------------------------------|---------------------|-------------|--------------------|
| SUPPLIES AT FAM CONS                           | Education Fund      | \$21.47     |                    |
| SUPPLIES AT FAM CONS                           | Education Fund      | \$47.97     |                    |
| SUPPLIES AT FAM CONS                           | Education Fund      | \$38.67     |                    |
| 10-21-2021 Regular - Check #: 560544           |                     |             | \$68.38            |
| SUPPLIES AT FAM CONS                           | Education Fund      | \$29.94     |                    |
| SUPPLIES AT FAM CONS                           | Education Fund      | \$38.44     |                    |
| <b>BRITE LIFT (58367)</b>                      |                     |             | <b>\$40,120.90</b> |
| 10-21-2021 Regular - Check #: 560545           |                     |             | \$40,120.90        |
| SP ED TRANSPORTATION                           | Transportation Fund | \$40,120.90 |                    |
| <b>BROADWAY LICENSING LLC (50336)</b>          |                     |             | <b>\$864.80</b>    |
| 10-07-2021 Regular - Check #: 4495             |                     |             | \$864.80           |
| THEATER DRAMA                                  | Activity Fund       | \$864.80    |                    |
| <b>BROOK CATERING COMPANY (55795)</b>          |                     |             | <b>\$651.38</b>    |
| 10-21-2021 Regular - Check #: 560496           |                     |             | \$651.38           |
| PUR SVC BOE OTHER                              | Education Fund      | \$651.38    |                    |
| <b>BSN SPORTS LLC (3284)</b>                   |                     |             | <b>\$511.39</b>    |
| 10-13-2021 Regular - Check #: 560455           |                     |             | \$511.39           |
| SUPPLIES AT ATH                                | Education Fund      | \$511.39    |                    |
| <b>C.J.C. AUTO PARTS (28491)</b>               |                     |             | <b>\$2,093.29</b>  |
| 10-21-2021 Regular - Check #: 560546           |                     |             | \$93.38            |
| SUPPLIES WB I&T                                | Education Fund      | \$93.38     |                    |
| 10-21-2021 Regular - Check #: 4531             |                     |             | \$1,999.91         |
| AUTO SHOP                                      | Activity Fund       | \$1,024.53  |                    |
| AUTO SHOP                                      | Activity Fund       | \$566.22    |                    |
| AUTO REPAIR CLUB                               | Activity Fund       | \$409.16    |                    |
| <b>C.O.R.E. ACADEMY (54810)</b>                |                     |             | <b>\$7,131.30</b>  |
| 10-13-2021 Regular - Check #: 560420           |                     |             | \$7,131.30         |
| SPED PRIVATE TUITION ATHS                      | Education Fund      | \$3,889.80  |                    |
| SPED PRIVATE TUITION WBHS                      | Education Fund      | \$3,241.50  |                    |
| <b>CABLES FOR LESS LLC (52434)</b>             |                     |             | <b>\$101.08</b>    |
| 10-13-2021 Regular - Check #: 560456           |                     |             | \$101.08           |
| DIST TECH MATERIALS                            | Education Fund      | \$20.85     |                    |
| DIST TECH MATERIALS                            | Education Fund      | \$17.05     |                    |
| DIST TECH MATERIALS                            | Education Fund      | \$42.00     |                    |
| DIST TECH MATERIALS                            | Education Fund      | \$21.18     |                    |
| <b>CAMELOT THERAPEUTIC SCHOOLS LLC (40802)</b> |                     |             | <b>\$18,832.91</b> |
| 10-07-2021 Regular - Check #: 560365           |                     |             | \$10,405.62        |
| SPED PRIVATE TUITION ATHS                      | Education Fund      | \$5,202.81  |                    |

|                                         |                |             |                    |
|-----------------------------------------|----------------|-------------|--------------------|
| SPED PRIVATE TUITION ATHS               | Education Fund | \$3,341.34  |                    |
| SPED PRIVATE TUITION WBHS               | Education Fund | \$1,861.47  |                    |
| 10-27-2021 Regular - Check #: 560636    |                |             | \$8,427.29         |
| SPED PRIVATE TUITION ATHS               | Education Fund | \$8,427.29  |                    |
| <b>CAMPUS SOLUTIONS (53511)</b>         |                |             | <b>\$5,343.14</b>  |
| 10-13-2021 Regular - Check #: 560457    |                |             | \$5,343.14         |
| SUPPLIES WB STUDENT ACTIV               | Education Fund | \$5,343.14  |                    |
| <b>CAPITAL ONE TRADE CREDIT (55899)</b> |                |             | <b>\$154.45</b>    |
| 10-21-2021 Regular - Check #: 560536    |                |             | \$154.45           |
| SUPPLIES WB FAM CONS                    | Education Fund | \$154.45    |                    |
| <b>CAROLINA (43972)</b>                 |                |             | <b>\$104.95</b>    |
| 10-13-2021 Regular - Check #: 560458    |                |             | \$104.95           |
| SUPPLIES AT SPED                        | Education Fund | \$104.95    |                    |
| <b>CASSIDY TIRE (14669)</b>             |                |             | <b>\$1,309.73</b>  |
| 10-07-2021 Regular - Check #: 560269    |                |             | \$1,309.73         |
| SUPPLIES AT MAINTENANCE                 | O & M Fund     | \$1,309.73  |                    |
| <b>CDW GOVERNMENT, INC. (15858)</b>     |                |             | <b>\$66,994.52</b> |
| 10-07-2021 Regular - Check #: 560270    |                |             | \$65,520.00        |
| DIST NON CAP TECH                       | Education Fund | \$65,520.00 |                    |
| 10-13-2021 Regular - Check #: 560459    |                |             | \$1,176.26         |
| DIST NON CAP TECH                       | Education Fund | \$1,024.14  |                    |
| DIST TECH MATERIALS                     | Education Fund | \$152.12    |                    |
| 10-21-2021 Regular - Check #: 560497    |                |             | \$298.26           |
| DIST TECH MATERIALS                     | Education Fund | \$218.50    |                    |
| DIST TECH MATERIALS                     | Education Fund | \$79.76     |                    |
| <b>CENTURY SPRINGS (47088)</b>          |                |             | <b>\$74.94</b>     |
| 10-07-2021 Regular - Check #: 560346    |                |             | \$12.58            |
| SUPPLIES WB GUIDANCE                    | Education Fund | \$12.58     |                    |
| 10-13-2021 Regular - Check #: 560421    |                |             | \$25.16            |
| SUPPLIES WB PRIN OFF                    | Education Fund | \$25.16     |                    |
| 10-21-2021 Regular - Check #: 560547    |                |             | \$30.41            |
| SUPPLIES WB GUIDANCE                    | Education Fund | \$24.16     |                    |
| SUPPLIES WB LIBRARY                     | Education Fund | \$6.25      |                    |
| 10-27-2021 Regular - Check #: 4560      |                |             | \$6.79             |
| WB ATH RES ACT 2014                     | Activity Fund  | \$6.79      |                    |
| <b>CHARLES SYPERSKI (44256)</b>         |                |             | <b>\$364.39</b>    |
| 10-13-2021 Regular - Check #: 4516      |                |             | \$364.39           |



|                                                |                     |             |                     |
|------------------------------------------------|---------------------|-------------|---------------------|
| ADMIN MEDICAL REIMB.                           | Activity Fund       | \$364.39    |                     |
| <b>CHARTWELLS DINING SERVICES (56108)</b>      |                     |             | <b>\$130,623.93</b> |
| 10-21-2021 Regular - Check #: 560498           |                     |             | \$178.13            |
| SUPPLIES AT PRIN OFF                           | Education Fund      | \$178.13    |                     |
| 10-27-2021 Regular - Check #: 560626           |                     |             | \$130,445.80        |
| PUR SVC AT FOOD SERVICES                       | Education Fund      | \$67,372.73 |                     |
| PUR SVC WB FOOD SERVICE                        | Education Fund      | \$63,073.07 |                     |
| <b>CHEER NETWORK (58429)</b>                   |                     |             | <b>\$3,022.00</b>   |
| 10-07-2021 Regular - Check #: 4492             |                     |             | \$3,022.00          |
| ATHLETIC SPECIAL PROJECTS                      | Activity Fund       | \$3,022.00  |                     |
| <b>CHEROKEE ROSE EMBROIDERY INC (43374)</b>    |                     |             | <b>\$288.00</b>     |
| 10-13-2021 Regular - Check #: 560460           |                     |             | \$288.00            |
| SUPPLIES WB PRIN OFF                           | Education Fund      | \$288.00    |                     |
| <b>CHICAGO OFFICE TECHNOLOGY GROUP (48568)</b> |                     |             | <b>\$44.58</b>      |
| 10-27-2021 Regular - Check #: 560627           |                     |             | \$44.58             |
| SUPPLIES BUSINESS OFFICE                       | Education Fund      | \$44.58     |                     |
| <b>CHICAGO TRIBUNE (2107)</b>                  |                     |             | <b>\$71.50</b>      |
| 10-21-2021 Regular - Check #: 560548           |                     |             | \$71.50             |
| PERIODICALS WB LIBRARY                         | Education Fund      | \$71.50     |                     |
| <b>CHRISTOPHER BAZANT (55629)</b>              |                     |             | <b>\$620.00</b>     |
| 10-13-2021 Regular - Check #: 4517             |                     |             | \$620.00            |
| ATHLETIC SPECIAL PROJECTS                      | Activity Fund       | \$620.00    |                     |
| <b>CHRISTOPHER DUNK (52087)</b>                |                     |             | <b>\$175.00</b>     |
| 10-21-2021 Regular - Check #: 560549           |                     |             | \$175.00            |
| P.S.IMP INST TITLE II                          | Education Fund      | \$175.00    |                     |
| <b>CINDY SALTO (58134)</b>                     |                     |             | <b>\$578.99</b>     |
| 10-07-2021 Regular - Check #: 560347           |                     |             | \$542.75            |
| SUPPLIES AT PRIN OFF                           | Education Fund      | \$327.98    |                     |
| SUPPLIES AT STUDENT ACTIV                      | Education Fund      | \$128.32    |                     |
| FIELD TRIPS AT HOST                            | Transportation Fund | \$50.00     |                     |
| SUPPLIES AT ENGLISH                            | Education Fund      | \$13.49     |                     |
| OTHER LOCAL REVENUE                            | Education Fund      | \$12.96     |                     |
| REG TRANSPORTATION SUPPLY                      | Transportation Fund | \$10.00     |                     |
| 10-07-2021 Regular - Check #: 4496             |                     |             | \$36.24             |
| AT BEST BUDDIES CLUB                           | Activity Fund       | \$36.24     |                     |
| <b>CLARE WOODS ACADEMY (870)</b>               |                     | 37          | <b>\$7,603.05</b>   |
| 10-13-2021 Regular - Check #: 560422           |                     |             | \$7,603.05          |

|                                                  |                |                    |             |
|--------------------------------------------------|----------------|--------------------|-------------|
| SPED PRIVATE TUITION WBHS                        | Education Fund | \$7,603.05         |             |
| <b>COLLEEN CHORAZYCZEWSKI (58476)</b>            |                | <b>\$775.38</b>    |             |
| 10-13-2021 Regular - Check #: 560423             |                |                    | \$775.38    |
| SUPPLIES AT MUSIC                                | Education Fund | \$211.17           |             |
| SUPPLIES AT MUSIC                                | Education Fund | \$564.21           |             |
| <b>COLLEEN SMITH (52183)</b>                     |                | <b>\$23.42</b>     |             |
| 10-21-2021 Regular - Check #: 560550             |                |                    | \$23.42     |
| SUPPLIES CENT SUPPORT SER                        | Education Fund | \$23.42            |             |
| <b>COLLEGE BOARD (49243)</b>                     |                | <b>\$1,200.00</b>  |             |
| 10-07-2021 Regular - Check #: 560348             |                |                    | \$1,200.00  |
| CENT ADMIN PUR SVC                               | Education Fund | \$400.00           |             |
| CENT ADMIN PUR SVC                               | Education Fund | \$400.00           |             |
| CENT ADMIN PUR SVC                               | Education Fund | \$400.00           |             |
| <b>COLLEY ELEVATOR COMPANY (51115)</b>           |                | <b>\$963.00</b>    |             |
| 10-07-2021 Regular - Check #: 560271             |                |                    | \$204.00    |
| PUR SVC WB MAINTENANCE                           | O & M Fund     | \$204.00           |             |
| 10-21-2021 Regular - Check #: 560551             |                |                    | \$759.00    |
| PUR SVC WB OPERATIONS                            | O & M Fund     | \$344.00           |             |
| PUR SVC AT OPERATIONS                            | O & M Fund     | \$291.00           |             |
| PUR SVC DO OPERATION                             | O & M Fund     | \$124.00           |             |
| <b>COLONIAL LIFE &amp; ACCIDENT INS. (15805)</b> |                | <b>\$496.33</b>    |             |
| 10-21-2021 Regular - Check #: 560552             |                |                    | \$496.33    |
| EDUCATION FUND                                   | Education Fund | \$265.71           |             |
| EDUCATION FUND                                   | Education Fund | \$230.62           |             |
| <b>COMCAST BUSINESS (51355)</b>                  |                | <b>\$23.08</b>     |             |
| 10-07-2021 Regular - Check #: 560349             |                |                    | \$23.08     |
| MEDIA SERVICE                                    | O & M Fund     | \$23.08            |             |
| <b>COMED (1285)</b>                              |                | <b>\$25.21</b>     |             |
| 10-21-2021 Regular - Check #: 560553             |                |                    | \$25.21     |
| ELECTRICITY DO                                   | O & M Fund     | \$25.21            |             |
| <b>COMMUNICATIONS DIRECT INC (20364)</b>         |                | <b>\$2,704.45</b>  |             |
| 10-21-2021 Regular - Check #: 560499             |                |                    | \$2,704.45  |
| SUPPLIES WB PRIN OFF                             | Education Fund | \$1,803.25         |             |
| SUPPLIES AT PRIN OFF                             | Education Fund | \$623.70           |             |
| SUPPLIES AT MAINTENANCE                          | O & M Fund     | \$277.50           |             |
| <b>CONNECTIONS DAY SCHOOL (53579)</b>            | 38             | <b>\$10,261.60</b> |             |
| 10-07-2021 Regular - Check #: 560350             |                |                    | \$10,261.60 |
| SPED PRIVATE TUITION WBHS                        | Education Fund | \$5,130.80         |             |

|                                           |                     |             |                    |
|-------------------------------------------|---------------------|-------------|--------------------|
| SPED PRIVATE TUITION ATHS                 | Education Fund      | \$5,130.80  |                    |
| <b>CONVERGINT TECHNOLOGIES (47010)</b>    |                     |             | <b>\$600.00</b>    |
| 10-21-2021 Regular - Check #: 560554      |                     |             | \$600.00           |
| PUR SVC WB OPERATIONS                     | O & M Fund          | \$300.00    |                    |
| PUR SVC AT OPERATIONS                     | O & M Fund          | \$300.00    |                    |
| <b>COTTAGE HILL OPERATING CO. (1670)</b>  |                     |             | <b>\$56,128.43</b> |
| 10-07-2021 Regular - Check #: 560351      |                     |             | \$54,073.50        |
| SP ED TRANSPORTATION                      | Transportation Fund | \$54,073.50 |                    |
| 10-21-2021 Regular - Check #: 560555      |                     |             | \$701.83           |
| SP ED TRANSPORTATION                      | Transportation Fund | \$230.45    |                    |
| SP ED TRANSPORTATION                      | Transportation Fund | \$125.70    |                    |
| SP ED TRANSPORTATION                      | Transportation Fund | \$94.28     |                    |
| SP ED TRANSPORTATION                      | Transportation Fund | \$83.80     |                    |
| SP ED TRANSPORTATION                      | Transportation Fund | \$83.80     |                    |
| SP ED TRANSPORTATION                      | Transportation Fund | \$83.80     |                    |
| 10-27-2021 Regular - Check #: 560628      |                     |             | \$1,353.10         |
| SP ED TRANSPORTATION                      | Transportation Fund | \$576.15    |                    |
| SP ED TRANSPORTATION                      | Transportation Fund | \$230.45    |                    |
| SP ED TRANSPORTATION                      | Transportation Fund | \$139.66    |                    |
| SP ED TRANSPORTATION                      | Transportation Fund | \$127.50    |                    |
| SP ED TRANSPORTATION                      | Transportation Fund | \$139.67    |                    |
| SP ED TRANSPORTATION                      | Transportation Fund | \$139.67    |                    |
| <b>COTTAGE HILL OPERATING CO. (236)</b>   |                     |             | <b>\$15,247.78</b> |
| 10-07-2021 Regular - Check #: 560352      |                     |             | \$33.80            |
| FIELD TRIPS AT HOST                       | Transportation Fund | \$33.80     |                    |
| 10-21-2021 Regular - Check #: 560556      |                     |             | \$1,194.15         |
| FIELD TRIPS AT HOST                       | Transportation Fund | \$691.35    |                    |
| FIELD TRIPS AT HOST                       | Transportation Fund | \$502.80    |                    |
| 10-27-2021 Regular - Check #: 560629      |                     |             | \$14,019.83        |
| FIELD TRIPS AT ATHLETICS                  | Transportation Fund | \$13,768.43 |                    |
| FIELD TRIPS AT MUSIC                      | Transportation Fund | \$251.40    |                    |
| <b>COTTAGE HILL OPERATING CO. (14729)</b> |                     |             | <b>\$1,421.15</b>  |
| 10-21-2021 Regular - Check #: 560557      |                     |             | \$851.96           |
| FIELD TRIPS WB SP ED                      | Transportation Fund | \$757.68    |                    |
| FIELD TRIPS WB HOST                       | Transportation Fund | \$94.28     |                    |
| 10-27-2021 Regular - Check #: 560630      |                     |             | \$569.19           |
|                                           | 39                  |             |                    |
| FIELD TRIPS WB SP ED                      | Transportation Fund | \$240.97    |                    |
| FIELD TRIPS WB SP ED                      | Transportation Fund | \$219.98    |                    |

|                                      |                     |            |                   |
|--------------------------------------|---------------------|------------|-------------------|
| FIELD TRIPS WB SP ED                 | Transportation Fund | \$108.24   |                   |
| <b>CUSTOM BINDERY (45930)</b>        |                     |            | <b>\$429.80</b>   |
| 10-07-2021 Regular - Check #: 560272 |                     |            | \$168.00          |
| SUPPLIES WB GUIDANCE                 | Education Fund      | \$168.00   |                   |
| 10-13-2021 Regular - Check #: 560461 |                     |            | \$88.80           |
| SUPPLIES WB PRIN OFF                 | Education Fund      | \$88.80    |                   |
| 10-21-2021 Regular - Check #: 560500 |                     |            | \$173.00          |
| SUPPLIES WB PRIN OFF                 | Education Fund      | \$173.00   |                   |
| <b>DAILY HERALD (9987)</b>           |                     |            | <b>\$272.50</b>   |
| 10-21-2021 Regular - Check #: 560558 |                     |            | \$272.50          |
| PERIODICALS AT LIBRARY               | Education Fund      | \$139.75   |                   |
| PERIODICALS WB LIBRARY               | Education Fund      | \$132.75   |                   |
| <b>DALILA RAMIREZ (58074)</b>        |                     |            | <b>\$60.43</b>    |
| 10-21-2021 Regular - Check #: 560559 |                     |            | \$60.43           |
| SUPPLIES WB STUDENT ACTIV            | Education Fund      | \$60.43    |                   |
| <b>DANIEL D KRAUSE (46581)</b>       |                     |            | <b>\$1,486.89</b> |
| 10-21-2021 Regular - Check #: 560560 |                     |            | \$1,486.89        |
| NON-CAP WB PRINCIPAL                 | Education Fund      | \$1,199.80 |                   |
| SUPPLIES WB PRIN OFF                 | Education Fund      | \$248.14   |                   |
| SUPPLIES WB HEALTH SVC               | Education Fund      | \$38.95    |                   |
| <b>DANIEL FERNANDEZ (55800)</b>      |                     |            | <b>\$80.00</b>    |
| 10-07-2021 Regular - Check #: 560353 |                     |            | \$80.00           |
| REG TRANSPORTATION SUPPLY            | Transportation Fund | \$80.00    |                   |
| <b>DANIELA M ARIANO (47880)</b>      |                     |            | <b>\$21.35</b>    |
| 10-21-2021 Regular - Check #: 560561 |                     |            | \$21.35           |
| SUPPLIES CENT SUPPORT SER            | Education Fund      | \$21.35    |                   |
| <b>DANIELLE BRINK (53771)</b>        |                     |            | <b>\$88.41</b>    |
| 10-21-2021 Regular - Check #: 560562 |                     |            | \$88.41           |
| INFO SERV SUPPLIES                   | Education Fund      | \$50.00    |                   |
| PUR SVC BOE PUBLIC REL               | Education Fund      | \$38.41    |                   |
| <b>DECKER EQUIPMENT (51493)</b>      |                     |            | <b>\$1,314.05</b> |
| 10-07-2021 Regular - Check #: 560273 |                     |            | \$1,314.05        |
| R&M AT HOST                          | Education Fund      | \$1,314.05 |                   |
| <b>DEKALB HIGH SCHOOL (58200)</b>    |                     |            | <b>\$175.00</b>   |
| 10-27-2021 Regular - Check #: 560631 |                     |            | \$175.00          |
| PUR SVC WB ATH                       | Education Fund      | \$175.00   |                   |
| <b>DEMCO (1386)</b>                  |                     |            | <b>\$414.94</b>   |

|                                                   |                |                    |
|---------------------------------------------------|----------------|--------------------|
| 10-21-2021 Regular - Check #: 560501              |                | \$414.94           |
| SUPPLIES WB LIBRARY                               | Education Fund | \$414.94           |
| <b>DESTINATION ATHLETE OF COOK/DUPAGE (58123)</b> |                | <b>\$6,217.00</b>  |
| 10-13-2021 Regular - Check #: 4518                |                | \$1,693.00         |
| STUDENT COUNCIL                                   | Activity Fund  | \$1,693.00         |
| 10-21-2021 Regular - Check #: 4536                |                | \$3,014.00         |
| POM PONS                                          | Activity Fund  | \$2,705.00         |
| POM PONS                                          | Activity Fund  | \$309.00           |
| 10-27-2021 Regular - Check #: 4561                |                | \$1,510.00         |
| CHEERLEADING                                      | Activity Fund  | \$1,510.00         |
| <b>DEVON HARRIS (58439)</b>                       |                | <b>\$90.00</b>     |
| 10-21-2021 Regular - Check #: 4537                |                | \$90.00            |
| TRANSITIONS PROGRAM                               | Activity Fund  | \$90.00            |
| <b>DIANE VEGTER (18419)</b>                       |                | <b>\$21.24</b>     |
| 10-07-2021 Regular - Check #: 4497                |                | \$21.24            |
| CHOIR ACTIVITY                                    | Activity Fund  | \$21.24            |
| <b>DIRECT ENERGY BUSINESS (58253)</b>             |                | <b>\$51,500.79</b> |
| 10-21-2021 Regular - Check #: 560563              |                | \$51,500.79        |
| ELECTRICITY AT UTILITY                            | O & M Fund     | \$49,250.30        |
| ELECTRICITY DO                                    | O & M Fund     | \$2,250.49         |
| <b>DIRECTV (53560)</b>                            |                | <b>\$130.90</b>    |
| 10-27-2021 Regular - Check #: 560632              |                | \$130.90           |
| MEDIA SERVICE                                     | O & M Fund     | \$130.90           |
| <b>DR. LOURDES ALLEN (58467)</b>                  |                | <b>\$2,056.99</b>  |
| 10-07-2021 Regular - Check #: 560274              |                | \$1,700.00         |
| PS WB IMP INST TITLE I                            | Education Fund | \$600.00           |
| PS AT IMP INST TITLE I                            | Education Fund | \$600.00           |
| TITLE 1 PS WB PAR OUTREAC                         | Education Fund | \$250.00           |
| TITLE 1 PS AT PAR OUTREAC                         | Education Fund | \$250.00           |
| 10-21-2021 Regular - Check #: 560502              |                | \$356.99           |
| SUPPLIES CENT SUPPORT SER                         | Education Fund | \$267.00           |
| SUPPLIES CENT SUPPORT SER                         | Education Fund | \$89.99            |
| <b>DREISILKER ELECTRIC MOTORS (1324)</b>          |                | <b>\$1,003.79</b>  |
| 10-07-2021 Regular - Check #: 560275              |                | \$1,003.79         |
| SUPPLIES WB MAINTENANCE                           | O & M Fund     | \$1,003.79         |
| <b>DUPAGE DIST #88 COUNCIL (58128)</b>            | 41             | <b>\$63.00</b>     |
| 10-13-2021 Regular - Check #: 560403              |                | \$32.00            |

|                                                |                |              |                     |
|------------------------------------------------|----------------|--------------|---------------------|
| EDUCATION FUND                                 | Education Fund | \$32.00      |                     |
| 10-27-2021 Regular - Check #: 560615           |                |              | \$31.00             |
| EDUCATION FUND                                 | Education Fund | \$31.00      |                     |
| <b>DUPAGE DISTRICT #88 COUNCIL (46995)</b>     |                |              | <b>\$1,128.74</b>   |
| 10-13-2021 Regular - Check #: 560404           |                |              | \$564.37            |
| EDUCATION FUND                                 | Education Fund | \$564.37     |                     |
| 10-27-2021 Regular - Check #: 560616           |                |              | \$564.37            |
| EDUCATION FUND                                 | Education Fund | \$564.37     |                     |
| <b>DUPAGE FEDERATION ON HUMAN (52449)</b>      |                |              | <b>\$146.91</b>     |
| 10-07-2021 Regular - Check #: 560354           |                |              | \$146.91            |
| PS IDEA B SUPPORT SVCS                         | Education Fund | \$146.91     |                     |
| <b>DUPAGE IASBO (57706)</b>                    |                |              | <b>\$20.00</b>      |
| 10-21-2021 Regular - Check #: 560564           |                |              | \$20.00             |
| STAFF TRAVEL BUS OFFICE                        | Education Fund | \$20.00      |                     |
| <b>DUPAGE SECURITY SOLUTIONS INC (651)</b>     |                |              | <b>\$110.88</b>     |
| 10-21-2021 Regular - Check #: 560503           |                |              | \$110.88            |
| SUPPLIES WB PRIN OFF                           | Education Fund | \$110.88     |                     |
| <b>EDUCATIONAL BENEFIT COOPERATIVE (52629)</b> |                |              | <b>\$650,672.33</b> |
| 10-13-2021 Regular - Check #: 560424           |                |              | \$650,672.33        |
| LIFE INSURANCE/LTD                             | Education Fund | \$3,203.36   |                     |
| LIFE INSURANCE/LTD                             | Education Fund | \$400.00     |                     |
| DIST MEDICAL INS-EDUC                          | Education Fund | \$330,875.91 |                     |
| DIST MEDICAL INS-O&M                           | O & M Fund     | \$21,553.42  |                     |
| RETIREE HEALTH INS-EDUC                        | Education Fund | \$13,477.78  |                     |
| RETIREE HEALTH INS-O&M                         | O & M Fund     | \$1,624.37   |                     |
| DIST MEDICAL INS-EDUC                          | Education Fund | \$235,114.68 |                     |
| DIST MEDICAL INS-O&M                           | O & M Fund     | \$38,427.30  |                     |
| RETIREE HEALTH INS-EDUC                        | Education Fund | \$5,409.68   |                     |
| RETIREE HEALTH INS-O&M                         | O & M Fund     | \$585.83     |                     |
| <b>EDWARD HOSTER (54881)</b>                   |                |              | <b>\$133.04</b>     |
| 10-13-2021 Regular - Check #: V300001          |                |              | \$83.04             |
| STAFF TRAVEL BUS OFFICE                        | Education Fund | \$83.04      |                     |
| 10-27-2021 Regular - Check #: V4000003         |                |              | \$50.00             |
| DIST WELLNESS INITIATIVE                       | Activity Fund  | \$50.00      |                     |
| <b>EDYBURN CORPORATION (47491)</b>             |                |              | <b>\$10,358.74</b>  |
| 10-07-2021 Regular - Check #: 560276           | 42             |              | \$7,624.00          |
| SUPPLIES WB BOOKSTORE                          | Education Fund | \$5,230.00   |                     |
| SUPPLIES AT PRIN OFF                           | Education Fund | \$2,394.00   |                     |

|                                                    |                           |                |             |                    |
|----------------------------------------------------|---------------------------|----------------|-------------|--------------------|
| 10-07-2021                                         | Regular - Check #: 4498   |                |             | \$275.24           |
|                                                    | STUDENT COUNCIL           | Activity Fund  | \$275.24    |                    |
| 10-21-2021                                         | Regular - Check #: 560504 |                |             | \$1,947.50         |
|                                                    | SUPPLIES WB FAM CONS      | Education Fund | \$1,947.50  |                    |
| 10-27-2021                                         | Regular - Check #: 4562   |                |             | \$512.00           |
|                                                    | CHILD DEVELOPMENT         | Activity Fund  | \$512.00    |                    |
| <b>ELECTRO PAINTING &amp; REFURBISHING (54720)</b> |                           |                |             | <b>\$16,021.25</b> |
| 10-07-2021                                         | Regular - Check #: 560277 |                |             | \$16,021.25        |
|                                                    | PUR SVC WB MAINTENANCE    | O & M Fund     | \$16,021.25 |                    |
| <b>ELECTRONIX EXPRESS (54741)</b>                  |                           |                |             | <b>\$522.90</b>    |
| 10-21-2021                                         | Regular - Check #: 560505 |                |             | \$522.90           |
|                                                    | SUPPLIES WB I&T           | Education Fund | \$522.90    |                    |
| <b>ELENI SIANIS (56221)</b>                        |                           |                |             | <b>\$346.00</b>    |
| 10-13-2021                                         | Regular - Check #: 560425 |                |             | \$346.00           |
|                                                    | SUPPLIES WB ART           | Education Fund | \$250.00    |                    |
|                                                    | SUPPLIES WB ART           | Education Fund | \$96.00     |                    |
| <b>ELIZABETH GUERRA (57343)</b>                    |                           |                |             | <b>\$6.47</b>      |
| 10-27-2021                                         | Regular - Check #: 560633 |                |             | \$6.47             |
|                                                    | SUPPLIES BUSINESS OFFICE  | Education Fund | \$6.47      |                    |
| <b>ELK GROVE HIGH SCHOOL (1851)</b>                |                           |                |             | <b>\$105.00</b>    |
| 10-07-2021                                         | Regular - Check #: 560356 |                |             | \$105.00           |
|                                                    | PUR SVC AT ATH            | Education Fund | \$105.00    |                    |
| <b>EMMA NELSON (58080)</b>                         |                           |                |             | <b>\$1,200.00</b>  |
| 10-21-2021                                         | Regular - Check #: 560565 |                |             | \$1,200.00         |
|                                                    | TUITION REIMBURSEMENT     | Education Fund | \$600.00    |                    |
|                                                    | TUITION REIMBURSEMENT     | Education Fund | \$600.00    |                    |
| <b>ER2 IMAGE GROUP (55286)</b>                     |                           |                |             | <b>\$207.50</b>    |
| 10-07-2021                                         | Regular - Check #: 4499   |                |             | \$207.50           |
|                                                    | WB ATH RES ACT 2014       | Activity Fund  | \$207.50    |                    |
| <b>ERIC GILLIAM (55621)</b>                        |                           |                |             | <b>\$13.49</b>     |
| 10-07-2021                                         | Regular - Check #: 4500   |                |             | \$13.49            |
|                                                    | ATHLETIC SPECIAL PROJECTS | Activity Fund  | \$13.49     |                    |
| <b>ERIC J NORBERG (49717)</b>                      |                           |                |             | <b>\$752.42</b>    |
| 10-07-2021                                         | Regular - Check #: 560358 |                |             | \$262.02           |
|                                                    | SUPPLIES AT STUDENT ACTIV | Education Fund | \$262.02    |                    |
| 10-21-2021                                         | Regular - Check #: 560566 |                |             | \$490.40           |
|                                                    | PUR SVC AT ATH            | Education Fund | \$271.00    |                    |

|                                                    |                     |             |                    |
|----------------------------------------------------|---------------------|-------------|--------------------|
| SUPPLIES AT STUDENT ACTIV                          | Education Fund      | \$179.40    |                    |
| REG TRANSPORTATION SUPPLY                          | Transportation Fund | \$40.00     |                    |
| <b>ERIKA DELGADO - FINANCIAL SECRETARY (57742)</b> |                     |             | <b>\$628.62</b>    |
| 10-07-2021 Regular - Check #: 560359               |                     |             | \$448.18           |
| SUPPLIES WB PRIN OFF                               | Education Fund      | \$229.21    |                    |
| SUPPLIES WB PROGRESS                               | Education Fund      | \$51.00     |                    |
| SUPPLIES WB LIBRARY                                | Education Fund      | \$50.00     |                    |
| SUPPLIES WB MATH                                   | Education Fund      | \$39.00     |                    |
| SUPPLIES WB SPED                                   | Education Fund      | \$38.97     |                    |
| SUPPLIES WB GUIDANCE                               | Education Fund      | \$20.00     |                    |
| R&M WB PRIN OFF                                    | Education Fund      | \$20.00     |                    |
| 10-07-2021 Regular - Check #: 4501                 |                     |             | \$180.44           |
| CHILD DEVELOPMENT                                  | Activity Fund       | \$143.57    |                    |
| WB ATH RES ACT 2014                                | Activity Fund       | \$36.87     |                    |
| <b>ESTHER MARTIN DELGADO (50600)</b>               |                     |             | <b>\$685.95</b>    |
| 10-07-2021 Regular - Check #: 560360               |                     |             | \$29.00            |
| IDEA PUP TRANS SERV PS                             | Education Fund      | \$29.00     |                    |
| 10-07-2021 Regular - Check #: 4502                 |                     |             | \$102.13           |
| TRANSITIONS PROGRAM                                | Activity Fund       | \$102.13    |                    |
| 10-21-2021 Regular - Check #: 560567               |                     |             | \$27.70            |
| PUR SVC SPED TRANSITIONS                           | Education Fund      | \$27.70     |                    |
| 10-21-2021 Regular - Check #: 4538                 |                     |             | \$527.12           |
| INT'L DANCE CLUB                                   | Activity Fund       | \$342.12    |                    |
| TRANSITIONS PROGRAM                                | Activity Fund       | \$124.22    |                    |
| CLASSIFIED MEDICAL REIMB                           | Activity Fund       | \$60.78     |                    |
| <b>FEDEX (21654)</b>                               |                     |             | <b>\$66.24</b>     |
| 10-21-2021 Regular - Check #: 560568               |                     |             | \$66.24            |
| SUPPLIES AT PRIN OFF                               | Education Fund      | \$66.24     |                    |
| <b>FEECE OIL COMPANY (1328)</b>                    |                     |             | <b>\$21,532.98</b> |
| 10-27-2021 Regular - Check #: 560634               |                     |             | \$21,532.98        |
| REG TRANSPORTATION SUPPLY                          | Transportation Fund | \$21,532.98 |                    |
| <b>FENTON HIGH SCHOOL ATHLETICS (1836)</b>         |                     |             | <b>\$250.00</b>    |
| 10-13-2021 Regular - Check #: 560426               |                     |             | \$250.00           |
| PUR SVC AT ATH                                     | Education Fund      | \$250.00    |                    |
| <b>FOLLETT SCHOOL SOLUTIONS, INC. (55010)</b>      |                     |             | <b>\$4,329.59</b>  |
| 10-13-2021 Regular - Check #: 560462               | 44                  |             | \$2,057.96         |
| PUR SVC DIST TECH                                  | Education Fund      | \$878.98    |                    |
| PUR SVC DISTTECH                                   | Education Fund      | \$150.00    |                    |



|                                               |                |             |                    |
|-----------------------------------------------|----------------|-------------|--------------------|
| PUR SVC DIST TECH                             | Education Fund | \$878.98    |                    |
| PUR SVC DIST TECH                             | Education Fund | \$150.00    |                    |
| 10-21-2021 Regular - Check #: 560506          |                |             | \$2,271.63         |
| TEXTBOOKS AT BOOKSTORE                        | Education Fund | \$2,271.63  |                    |
| <b>FOX TECH ACADEMY (44975)</b>               |                |             | <b>\$6,683.76</b>  |
| 10-13-2021 Regular - Check #: 560427          |                |             | \$6,683.76         |
| SPED PRIVATE TUITION WBHS                     | Education Fund | \$6,683.76  |                    |
| <b>FRANCZEK (51822)</b>                       |                |             | <b>\$236.00</b>    |
| 10-21-2021 Regular - Check #: 560569          |                |             | \$236.00           |
| PUR SVC BOE OTHER                             | Education Fund | \$236.00    |                    |
| <b>FREMD HIGH SCHOOL (17335)</b>              |                |             | <b>\$200.00</b>    |
| 10-21-2021 Regular - Check #: 560570          |                |             | \$200.00           |
| PUR SVC WB ATH                                | Education Fund | \$200.00    |                    |
| <b>GALIC DISBURSING COMPANY (25119)</b>       |                |             | <b>\$1,760.00</b>  |
| 10-13-2021 Regular - Check #: 560405          |                |             | \$880.00           |
| EDUCATION FUND                                | Education Fund | \$880.00    |                    |
| 10-27-2021 Regular - Check #: 560617          |                |             | \$880.00           |
| EDUCATION FUND                                | Education Fund | \$880.00    |                    |
| <b>GARY WALKER (51734)</b>                    |                |             | <b>\$364.32</b>    |
| 10-21-2021 Regular - Check #: 4539            |                |             | \$51.00            |
| WB ATH RES ACT 2014                           | Activity Fund  | \$51.00     |                    |
| 10-27-2021 Regular - Check #: 560635          |                |             | \$313.32           |
| SUPPLIES WB ATHLETICS                         | Education Fund | \$313.32    |                    |
| <b>GFS (51484)</b>                            |                |             | <b>\$1,418.10</b>  |
| 10-07-2021 Regular - Check #: 560278          |                |             | \$230.44           |
| SUPPLIES WB FAM CONS                          | Education Fund | \$230.44    |                    |
| 10-21-2021 Regular - Check #: 560508          |                |             | \$1,187.66         |
| SUPPLIES WB FAM CONS                          | Education Fund | \$1,187.66  |                    |
| <b>GIANT STEPS ILLINOIS INC. (51506)</b>      |                |             | <b>\$14,366.42</b> |
| 10-07-2021 Regular - Check #: 560361          |                |             | \$14,366.42        |
| SPED PRIVATE TUITION WBHS                     | Education Fund | \$7,138.11  |                    |
| SPED PRIVATE TUITION ATHS                     | Education Fund | \$7,138.11  |                    |
| SPED PRIVATE TUITION WBHS                     | Education Fund | \$45.10     |                    |
| SPED PRIVATE TUITION ATHS                     | Education Fund | \$45.10     |                    |
| <b>GLEN OAKS THERAPEUTIC DAY SCH. (22247)</b> |                |             | <b>\$24,811.92</b> |
| 10-21-2021 Regular - Check #: 560571          | 45             |             | \$24,811.92        |
| SPED PRIVATE TUITION ATHS                     | Education Fund | \$16,541.28 |                    |

|                                          |                |            |                   |
|------------------------------------------|----------------|------------|-------------------|
| SPED PRIVATE TUITION WBHS                | Education Fund | \$8,270.64 |                   |
| <b>GLENBARD EAST HIGH SCHOOL (1855)</b>  |                |            | <b>\$650.00</b>   |
| 10-13-2021 Regular - Check #: 560428     |                |            | \$650.00          |
| PUR SVC AT ATH                           | Education Fund | \$400.00   |                   |
| PUR SVC AT ATH                           | Education Fund | \$250.00   |                   |
| <b>GLENBARD SOUTH HIGH SCHOOL (1546)</b> |                |            | <b>\$200.00</b>   |
| 10-13-2021 Regular - Check #: 560429     |                |            | \$200.00          |
| PUR SVC AT ATH                           | Education Fund | \$200.00   |                   |
| <b>GLENBARD WEST HIGH SCHOOL (1551)</b>  |                |            | <b>\$2,065.00</b> |
| 10-07-2021 Regular - Check #: 560362     |                |            | \$2,065.00        |
| PUR SVC WB ATH                           | Education Fund | \$955.00   |                   |
| PUR SVC AT ATH                           | Education Fund | \$360.00   |                   |
| PUR SVC AT ATH                           | Education Fund | \$280.00   |                   |
| PUR SVC AT ATH                           | Education Fund | \$50.00    |                   |
| PUR SVC AT ATH                           | Education Fund | \$210.00   |                   |
| PUR SVC AT ATH                           | Education Fund | \$210.00   |                   |
| <b>GLENCOE MCGRAW HILL (26279)</b>       |                |            | <b>\$1,653.30</b> |
| 10-07-2021 Regular - Check #: 560279     |                |            | \$1,653.30        |
| PUR SVC DIST TECH                        | Education Fund | \$1,653.30 |                   |
| <b>GLOBAL INDUSTRIAL (49984)</b>         |                |            | <b>\$56.44</b>    |
| 10-07-2021 Regular - Check #: 560280     |                |            | \$56.44           |
| SUPPLIES AT MAINTENANCE                  | O & M Fund     | \$56.44    |                   |
| <b>GRAINGER, INC. (5777)</b>             |                |            | <b>\$2,292.29</b> |
| 10-07-2021 Regular - Check #: 560281     |                |            | \$1,834.34        |
| SUPPLIES AT MAINTENANCE                  | O & M Fund     | \$680.94   |                   |
| SUPPLIES AT MAINTENANCE                  | O & M Fund     | \$439.50   |                   |
| SUPPLIES AT MAINTENANCE                  | O & M Fund     | \$325.18   |                   |
| SUPPLIES AT MAINTENANCE                  | O & M Fund     | \$118.93   |                   |
| SUPPLIES WB I&T                          | Education Fund | \$90.97    |                   |
| SUPPLIES WB MAINTENANCE                  | O & M Fund     | \$83.00    |                   |
| SUPPLIES WB MAINTENANCE                  | O & M Fund     | \$42.64    |                   |
| SUPPLIES AT MAINTENANCE                  | O & M Fund     | \$38.40    |                   |
| SUPPLIES WB MAINTENANCE                  | O & M Fund     | \$14.78    |                   |
| 10-13-2021 Regular - Check #: 560463     |                |            | \$119.06          |
| R&M AT I&T                               | Education Fund | \$119.06   |                   |
| 10-21-2021 Regular - Check #: 560509     | 46             |            | \$258.38          |
| SUPPLIES AT MAINTENANCE                  | O & M Fund     | \$241.20   |                   |
| SUPPLIES WB MAINTENANCE                  | O & M Fund     | \$17.18    |                   |

|                                                       |                      |                   |
|-------------------------------------------------------|----------------------|-------------------|
| 10-27-2021 Regular - Check #: 560650                  |                      | \$80.51           |
| SUPPLIES WB MAINTENANCE                               | O & M Fund           | \$40.26           |
| SUPPLIES AT MAINTENANCE                               | O & M Fund           | \$40.25           |
| <b>GREAT LAKES APPAREL, INC. (12772)</b>              |                      | <b>\$452.00</b>   |
| 10-13-2021 Regular - Check #: 4519                    |                      | \$452.00          |
| ORCHESIS                                              | Activity Fund        | \$452.00          |
| <b>GUIDING LIGHT AUTISM ACADEMY (58475)</b>           |                      | <b>\$2,583.54</b> |
| 10-07-2021 Regular - Check #: 560364                  |                      | \$2,583.54        |
| SPED PRIVATE TUITION WBHS                             | Education Fund       | \$2,583.54        |
| <b>HAUSER, IZZO, PETRARCA, (51652)</b>                |                      | <b>\$3,082.00</b> |
| 10-21-2021 Regular - Check #: 560572                  |                      | \$3,082.00        |
| PUR SVC BOE LEGAL SERVICE                             | Education Fund       | \$3,082.00        |
| <b>HENRY HIORNS (27060)</b>                           |                      | <b>\$85.00</b>    |
| 10-13-2021 Regular - Check #: 560464                  |                      | \$85.00           |
| R&M AT MUSIC                                          | Education Fund       | \$85.00           |
| <b>HERB KUHN EQUIPMENT SALES, INC. (58464)</b>        |                      | <b>\$615.10</b>   |
| 10-07-2021 Regular - Check #: 560282                  |                      | \$615.10          |
| R&M AT I&T                                            | Education Fund       | \$615.10          |
| <b>HIMES, PETRARCA &amp; FESTER ATTORNEYS (58451)</b> |                      | <b>\$1,944.00</b> |
| 10-21-2021 Regular - Check #: 560573                  |                      | \$1,944.00        |
| PUR SVC BOE LEGAL SERVICE                             | Education Fund       | \$1,944.00        |
| <b>HINCKLEY SPRING WATER COMPANY (40179)</b>          |                      | <b>\$70.84</b>    |
| 10-21-2021 Regular - Check #: 560574                  |                      | \$70.84           |
| SUPPLIES AT PRIN OFF                                  | Education Fund       | \$70.84           |
| <b>HINSDALE SOUTH HS ATHLETICS (43427)</b>            |                      | <b>\$150.00</b>   |
| 10-21-2021 Regular - Check #: 560575                  |                      | \$150.00          |
| PUR SVC AT ATH                                        | Education Fund       | \$150.00          |
| <b>HINSDALE TWP. H.S. DIST. 86 (4683)</b>             |                      | <b>\$1,110.00</b> |
| 10-07-2021 Regular - Check #: 560366                  |                      | \$1,110.00        |
| HOMELESS TRANSPORTATION                               | Transportation Fund  | \$1,110.00        |
| <b>HOFFMAN ESTATES HIGH SCHOOL (4213)</b>             |                      | <b>\$260.00</b>   |
| 10-27-2021 Regular - Check #: 560637                  |                      | \$260.00          |
| PUR SVC WB ATH                                        | Education Fund       | \$260.00          |
| <b>HOME DEPOT CREDIT SERVICES (28359)</b>             |                      | <b>\$2,425.61</b> |
| 10-07-2021 Regular - Check #: 560283                  |                      | \$1,604.45        |
| SUPPLIES CARL PERKINS                                 | 47<br>Education Fund | \$1,591.88        |
| SUPPLIES WB MAINTENANCE                               | O & M Fund           | \$12.57           |

|                                          |                |            |                   |
|------------------------------------------|----------------|------------|-------------------|
| 10-21-2021 Regular - Check #: 560510     |                |            | \$821.16          |
| SUPPLIES C&T ED IMP GRANT                | Education Fund | \$457.73   |                   |
| SUPPLIES WB MAINTENANCE                  | O & M Fund     | \$172.46   |                   |
| SUPPLIES WB MAINTENANCE                  | O & M Fund     | \$164.50   |                   |
| SUPPLIES WB MAINTENANCE                  | O & M Fund     | \$26.47    |                   |
| <b>IASA DUPAGE DIVISION (28849)</b>      |                |            | <b>\$65.00</b>    |
| 10-07-2021 Regular - Check #: 560367     |                |            | \$65.00           |
| EXEC ADMIN STAFF TRAVEL                  | Education Fund | \$65.00    |                   |
| <b>IASB (28285)</b>                      |                |            | <b>\$3,900.00</b> |
| 10-21-2021 Regular - Check #: 560576     |                |            | \$3,900.00        |
| PUR SVC BOE OTHER                        | Education Fund | \$3,900.00 |                   |
| <b>IFIXIT (58458)</b>                    |                |            | <b>\$108.74</b>   |
| 10-07-2021 Regular - Check #: 560284     |                |            | \$108.74          |
| SUPPLIES CARL PERKINS                    | Education Fund | \$108.74   |                   |
| <b>ILLINOIS BED BUG DOG (47495)</b>      |                |            | <b>\$380.00</b>   |
| 10-21-2021 Regular - Check #: 560538     |                |            | \$380.00          |
| PUR SVC WB OPERATIONS                    | O & M Fund     | \$150.00   |                   |
| PUR SVC AT OPERATIONS                    | O & M Fund     | \$150.00   |                   |
| PUR SVC DO OPERATION                     | O & M Fund     | \$80.00    |                   |
| <b>ILLINOIS OFFICE OF THE (50734)</b>    |                |            | <b>\$400.00</b>   |
| 10-21-2021 Regular - Check #: 560511     |                |            | \$400.00          |
| SUPPLIES AT MAINTENANCE                  | O & M Fund     | \$400.00   |                   |
| <b>ILLINOIS SCIENCE OLYMPIAD (14643)</b> |                |            | <b>\$400.00</b>   |
| 10-07-2021 Regular - Check #: 560368     |                |            | \$400.00          |
| SUPPLIES WB STUDENT ACTIV                | Education Fund | \$400.00   |                   |
| <b>ILLINOIS STATE UNIVERSITY (4791)</b>  |                |            | <b>\$2,932.00</b> |
| 10-07-2021 Regular - Check #: 4503       |                |            | \$2,932.00        |
| THEATER DRAMA                            | Activity Fund  | \$2,932.00 |                   |
| <b>ILMEA STATE OFFICE (54727)</b>        |                |            | <b>\$863.00</b>   |
| 10-13-2021 Regular - Check #: 560431     |                |            | \$50.00           |
| SUPPLIES AT MUSIC                        | Education Fund | \$50.00    |                   |
| 10-21-2021 Regular - Check #: 560577     |                |            | \$288.00          |
| SUPPLIES WB MUSIC                        | Education Fund | \$288.00   |                   |
| 10-27-2021 Regular - Check #: 560638     |                |            | \$525.00          |
| SUPPLIES WB MUSIC                        | Education Fund | \$525.00   |                   |
| <b>INDEPENDENT HARDWARE, INC (47792)</b> |                |            | <b>\$7,590.00</b> |
| 10-21-2021 Regular - Check #: 560512     | 48             |            | \$7,590.00        |

|                                                   |                     |                   |
|---------------------------------------------------|---------------------|-------------------|
| SUPPLIES WB BOOKSTORE                             | Education Fund      | \$7,590.00        |
| <b>INDUSTRIAL APPRAISAL CO. (5712)</b>            |                     | <b>\$990.00</b>   |
| 10-27-2021 Regular - Check #: 560651              |                     | \$990.00          |
| PUR SVC BOE OTHER                                 | Education Fund      | \$990.00          |
| <b>INSTITUTE FOR THERAPY (47367)</b>              |                     | <b>\$5,725.00</b> |
| 10-21-2021 Regular - Check #: 560578              |                     | \$5,725.00        |
| PS IDEA THERAPY SERVICES                          | Education Fund      | \$4,725.00        |
| PS IDEA THERAPY SERVICES                          | Education Fund      | \$1,000.00        |
| <b>INTERNATIONAL THESPIAN SOCIETY ITS (48166)</b> |                     | <b>\$129.00</b>   |
| 10-07-2021 Regular - Check #: 4504                |                     | \$129.00          |
| THEATER DRAMA                                     | Activity Fund       | \$129.00          |
| <b>INTERSTATE ALL BATTERY CENTER (54456)</b>      |                     | <b>\$236.95</b>   |
| 10-21-2021 Regular - Check #: 560513              |                     | \$236.95          |
| SUPPLIES AT MAINTENANCE                           | O & M Fund          | \$236.95          |
| <b>IRIDIA NIEWINSKI (50502)</b>                   |                     | <b>\$300.00</b>   |
| 10-13-2021 Regular - Check #: 560432              |                     | \$300.00          |
| SUPPLIES AT PRIN OFF                              | Education Fund      | \$300.00          |
| <b>ISAIAH L HASTINGS (58456)</b>                  |                     | <b>\$200.00</b>   |
| 10-07-2021 Regular - Check #: 4505                |                     | \$200.00          |
| THEATER DRAMA                                     | Activity Fund       | \$200.00          |
| <b>ISMAEL RODRIGUEZ (58198)</b>                   |                     | <b>\$33.93</b>    |
| 10-21-2021 Regular - Check #: 560579              |                     | \$33.93           |
| STAFF TRAVEL AT MAINT                             | O & M Fund          | \$33.93           |
| <b>ISTHA (53556)</b>                              |                     | <b>\$400.00</b>   |
| 10-21-2021 Regular - Check #: 560580              |                     | \$400.00          |
| FIELD TRIPS WB ATHLETICS                          | Transportation Fund | \$200.00          |
| FIELD TRIPS AT ATHLETICS                          | Transportation Fund | \$200.00          |
| <b>IT SAVVY LLC (56590)</b>                       |                     | <b>\$8,294.00</b> |
| 10-27-2021 Regular - Check #: 560652              |                     | \$8,294.00        |
| DIST TECH MATERIALS                               | Education Fund      | \$177.00          |
| DIST TECH MATERIALS                               | Education Fund      | \$141.00          |
| DIST TECH MATERIALS                               | Education Fund      | \$106.00          |
| DIST TECH MATERIALS                               | Education Fund      | \$284.00          |
| DIST TECH MATERIALS                               | Education Fund      | \$390.00          |
| DIST TECH MATERIALS                               | Education Fund      | \$390.00          |
| DIST TECH MATERIALS                               | Education Fund      | \$390.00          |
| DIST TECH MATERIALS                               | Education Fund      | \$290.00          |
| DIST TECH MATERIALS                               | Education Fund      | \$524.00          |

|                                          |                |            |                 |
|------------------------------------------|----------------|------------|-----------------|
| DIST TECH MATERIALS                      | Education Fund | \$524.00   |                 |
| DIST TECH MATERIALS                      | Education Fund | \$524.00   |                 |
| DIST TECH MATERIALS                      | Education Fund | \$3,726.00 |                 |
| DIST TECH MATERIALS                      | Education Fund | \$468.00   |                 |
| DIST TECH MATERIALS                      | Education Fund | \$173.00   |                 |
| DIST TECH MATERIALS                      | Education Fund | \$187.00   |                 |
| <b>IVAN JIMENEZ (49701)</b>              |                |            | <b>\$50.00</b>  |
| 10-21-2021 Regular - Check #: 4540       |                |            | \$50.00         |
| DIST WELLNESS INITIATIVE                 | Activity Fund  | \$50.00    |                 |
| <b>J.W. PEPPER AND SON, INC. (28697)</b> |                |            | <b>\$780.54</b> |
| 10-07-2021 Regular - Check #: 560285     |                |            | \$565.32        |
| SUPPLIES WB MUSIC                        | Education Fund | \$565.32   |                 |
| 10-13-2021 Regular - Check #: 560465     |                |            | \$215.22        |
| SUPPLIES AT MUSIC                        | Education Fund | \$14.49    |                 |
| SUPPLIES AT MUSIC                        | Education Fund | \$60.00    |                 |
| SUPPLIES AT MUSIC                        | Education Fund | \$19.24    |                 |
| SUPPLIES AT MUSIC                        | Education Fund | \$54.75    |                 |
| SUPPLIES AT MUSIC                        | Education Fund | \$12.50    |                 |
| SUPPLIES AT MUSIC                        | Education Fund | \$11.00    |                 |
| SUPPLIES AT MUSIC                        | Education Fund | \$22.75    |                 |
| SUPPLIES AT MUSIC                        | Education Fund | \$20.49    |                 |
| <b>JACK M ANDREWS (56053)</b>            |                |            | <b>\$168.76</b> |
| 10-13-2021 Regular - Check #: V300000    |                |            | \$168.76        |
| SUPPLIES AT PRIN OFF                     | Education Fund | \$168.76   |                 |
| <b>JAMIE GOURLEY (51280)</b>             |                |            | <b>\$89.00</b>  |
| 10-07-2021 Regular - Check #: 560369     |                |            | \$89.00         |
| SUPPLIES WB PRIN OFF                     | Education Fund | \$89.00    |                 |
| <b>JANINE NACHT (24500)</b>              |                |            | <b>\$177.05</b> |
| 10-21-2021 Regular - Check #: 4541       |                |            | \$177.05        |
| CLASSIFIED MEDICAL REIMB                 | Activity Fund  | \$177.05   |                 |
| <b>JASON M BUGAJSKY (50758)</b>          |                |            | <b>\$194.16</b> |
| 10-21-2021 Regular - Check #: 560581     |                |            | \$194.16        |
| SUPPLIES AT MATH                         | Education Fund | \$194.16   |                 |
| <b>JASON'S DELI (57069)</b>              |                |            | <b>\$174.50</b> |
| 10-07-2021 Regular - Check #: 560286     |                |            | \$174.50        |
| SUPPLIES WB PRIN OFF                     | Education Fund | \$174.50   |                 |
| <b>JEAN N BARBANENTE (25657)</b>         |                |            | <b>\$365.12</b> |
| 10-21-2021 Regular - Check #: 560582     |                |            | \$365.12        |

|                                        |                |          |                   |
|----------------------------------------|----------------|----------|-------------------|
| EXEC ADMIN STAFF TRAVEL                | Education Fund | \$365.12 |                   |
| <b>JEANNETTE BECERRA (55378)</b>       |                |          | <b>\$50.00</b>    |
| 10-13-2021 Regular - Check #: 4520     |                |          | \$50.00           |
| DIST WELLNESS INITIATIVE               | Activity Fund  | \$50.00  |                   |
| <b>JENNIFER KOWALSKI (53669)</b>       |                |          | <b>\$3,014.86</b> |
| 10-07-2021 Regular - Check #: 560370   |                |          | \$1,508.21        |
| R&M AT I&T                             | Education Fund | \$361.67 |                   |
| SUPPLIES AT I&T                        | Education Fund | \$254.85 |                   |
| SUPPLY AT VOC ED I&T                   | Education Fund | \$154.00 |                   |
| SUPPLIES AT FAM CONS                   | Education Fund | \$81.90  |                   |
| SUPPLY AT VOC ED I&T                   | Education Fund | \$154.00 |                   |
| SUPPLIES AT FAM CONS                   | Education Fund | \$51.48  |                   |
| SUPPLY AT VOC ED I&T                   | Education Fund | \$185.48 |                   |
| SUPPLIES AT FAM CONS                   | Education Fund | \$71.47  |                   |
| SUPPLIES AT FAM CONS                   | Education Fund | \$46.51  |                   |
| SUPPLIES AT FAM CONS                   | Education Fund | \$112.86 |                   |
| SUPPLIES AT FAM CONS                   | Education Fund | \$33.99  |                   |
| 10-13-2021 Regular - Check #: 560433   |                |          | \$205.34          |
| SUPPLIES C&T ED IMP GRANT              | Education Fund | \$57.44  |                   |
| SUPPLIES AT FAM CONS                   | Education Fund | \$15.99  |                   |
| SUPPLIES C&T ED IMP GRANT              | Education Fund | \$131.91 |                   |
| 10-21-2021 Regular - Check #: 560583   |                |          | \$962.34          |
| SUPPLIES C&T ED IMP GRANT              | Education Fund | \$485.98 |                   |
| R&M AT I&T                             | Education Fund | \$428.90 |                   |
| SUPPLIES C&T ED IMP GRANT              | Education Fund | \$47.46  |                   |
| 10-27-2021 Regular - Check #: 560639   |                |          | \$338.97          |
| SUPPLIES C&T ED IMP GRANT              | Education Fund | \$258.00 |                   |
| SUPPLIES AT FAM CONS                   | Education Fund | \$30.98  |                   |
| SUPPLIES AT I&T                        | Education Fund | \$49.99  |                   |
| <b>JOLIET WEST HIGH SCHOOL (57202)</b> |                |          | <b>\$175.00</b>   |
| 10-21-2021 Regular - Check #: 560584   |                |          | \$175.00          |
| PUR SVC WB ATH                         | Education Fund | \$175.00 |                   |
| <b>JOSE HERNANDEZ (50614)</b>          |                |          | <b>\$1,875.00</b> |
| 10-21-2021 Regular - Check #: 560585   |                |          | \$1,875.00        |
| TUITION REIMBURSEMENT                  | Education Fund | \$450.00 |                   |
| TUITION REIMBURSEMENT                  | Education Fund | \$475.00 |                   |
| TUITION REIMBURSEMENT                  | Education Fund | \$475.00 |                   |
| TUITION REIMBURSEMENT                  | Education Fund | \$475.00 |                   |

|                                         |                             |                |                    |
|-----------------------------------------|-----------------------------|----------------|--------------------|
| <b>JOSTENS INC. (28090)</b>             |                             |                | <b>\$24,794.20</b> |
| 10-07-2021                              | Regular - Check #: 560287   |                | \$486.45           |
|                                         | SUPPLIES EXEC ADMIN         | Education Fund | \$324.92           |
|                                         | SUPPLIES WB PRIN OFF        | Education Fund | \$95.39            |
|                                         | PUR SVC BOE PUBLIC REL      | Education Fund | \$66.14            |
| 10-13-2021                              | Regular - Check #: 560466   |                | \$83.98            |
|                                         | SUPPLIES AT PRIN OFF        | Education Fund | \$27.13            |
|                                         | SUPPLIES AT PRIN OFF        | Education Fund | \$26.25            |
|                                         | SUPPLIES AT PRIN OFF        | Education Fund | \$20.27            |
|                                         | SUPPLIES AT PRIN OFF        | Education Fund | \$10.33            |
| 10-13-2021                              | Regular - Check #: 4521     |                | \$12,980.00        |
|                                         | CENTURION                   | Activity Fund  | \$12,980.00        |
| 10-21-2021                              | Regular - Check #: 4543     |                | \$11,243.77        |
|                                         | ATTRIBUTE                   | Activity Fund  | \$11,243.77        |
| <b>JOURNEYED.COM, INC (56595)</b>       |                             |                | <b>\$410.00</b>    |
| 10-07-2021                              | Regular - Check #: 560288   |                | \$410.00           |
|                                         | PUR SVC DIST TECH           | Education Fund | \$410.00           |
| <b>JULIE J NEUMANN (58428)</b>          |                             |                | <b>\$2,604.50</b>  |
| 10-14-2021                              | Regular - Check #: V4000000 |                | \$2,604.50         |
|                                         | CLASSIFIED MEDICAL REIMB    | Activity Fund  | \$2,604.50         |
| <b>KALLIE HANEY (45467)</b>             |                             |                | <b>\$85.00</b>     |
| 10-21-2021                              | Regular - Check #: 560586   |                | \$85.00            |
|                                         | SUPPLIES AT PE              | Education Fund | \$85.00            |
| <b>KATHERINE STRAND-CARROLL (47754)</b> |                             |                | <b>\$908.69</b>    |
| 10-21-2021                              | Regular - Check #: 560587   |                | \$908.69           |
|                                         | SUPPLIES WB LANGUAGE        | Education Fund | \$823.69           |
|                                         | PUR SVC DIST TECH           | Education Fund | \$85.00            |
| <b>KEVIN REDDING (48846)</b>            |                             |                | <b>\$27.93</b>     |
| 10-21-2021                              | Regular - Check #: 560588   |                | \$27.93            |
|                                         | SUPPLIES AT GUIDANCE        | Education Fund | \$27.93            |
| <b>KIMBERLY KEEHNER (56777)</b>         |                             |                | <b>\$20.16</b>     |
| 10-21-2021                              | Regular - Check #: 560589   |                | \$20.16            |
|                                         | STAFF TRAVEL WB PRIN OFF    | Education Fund | \$20.16            |
| <b>KIMBERLY MIKESELL (49841)</b>        |                             |                | <b>\$1,200.00</b>  |
| 10-21-2021                              | Regular - Check #: 560590   |                | \$1,200.00         |
|                                         | TUITION REIMBURSEMENT       | Education Fund | \$600.00           |
|                                         | TUITION REIMBURSEMENT       | Education Fund | \$600.00           |



|                                                |                           |                   |          |                   |
|------------------------------------------------|---------------------------|-------------------|----------|-------------------|
| <b>KONICA MINOLTA PREMIER FINANCE (55096)</b>  |                           |                   |          | <b>\$385.60</b>   |
| 10-07-2021                                     | Regular - Check #: 560371 |                   |          | \$385.60          |
|                                                | DO CAPITAL LEAS-PRINCIPAL | Debt Service Fund | \$320.56 |                   |
|                                                | DO CAPITAL LEASE-INTEREST | Debt Service Fund | \$65.04  |                   |
| <b>KURT ECKWALL (48777)</b>                    |                           |                   |          | <b>\$1,000.00</b> |
| 10-27-2021                                     | Regular - Check #: 560653 |                   |          | \$1,000.00        |
|                                                | R&M WB MUSIC              | Education Fund    | \$910.00 |                   |
|                                                | R&M WB HOST               | Education Fund    | \$90.00  |                   |
| <b>LAKE PARK HIGH SCHOOL (1840)</b>            |                           |                   |          | <b>\$375.00</b>   |
| 10-07-2021                                     | Regular - Check #: 560372 |                   |          | \$375.00          |
|                                                | PUR SVC AT ATH            | Education Fund    | \$375.00 |                   |
| <b>LAKE-COOK DISTRIBUTORS, INC. (25487)</b>    |                           |                   |          | <b>\$243.12</b>   |
| 10-07-2021                                     | Regular - Check #: 560289 |                   |          | \$243.12          |
|                                                | SUPPLIES AT ESL           | Education Fund    | \$243.12 |                   |
| <b>LAKESHORE LEARNING CENTER (45599)</b>       |                           |                   |          | <b>\$620.90</b>   |
| 10-07-2021                                     | Regular - Check #: 560290 |                   |          | \$620.90          |
|                                                | SUPPLIES AT EDUC PATHWAYS | Education Fund    | \$539.91 |                   |
|                                                | SUPPLY AT VOC ED FAM CON  | Education Fund    | \$44.29  |                   |
|                                                | SUPPLIES AT EDUC PATHWAYS | Education Fund    | \$36.70  |                   |
| <b>LAKESHORE RECYCLING SYSTEMS LLC (58278)</b> |                           |                   |          | <b>\$1,184.78</b> |
| 10-07-2021                                     | Regular - Check #: 560373 |                   |          | \$644.78          |
|                                                | REFUSE DISPOSAL WB OPER   | O & M Fund        | \$545.00 |                   |
|                                                | REFUSE DISPOSAL WB OPER   | O & M Fund        | \$99.78  |                   |
| 10-21-2021                                     | Regular - Check #: 560591 |                   |          | \$540.00          |
|                                                | REFUSE DISPOSAL WB OPER   | O & M Fund        | \$540.00 |                   |
| <b>LAURA WEINBRENNER (56411)</b>               |                           |                   |          | <b>\$249.00</b>   |
| 10-21-2021                                     | Regular - Check #: 560592 |                   |          | \$249.00          |
|                                                | P.S. IMP INST IDEA B      | Education Fund    | \$249.00 |                   |
| <b>LEARNING A-Z LLC (55866)</b>                |                           |                   |          | <b>\$510.00</b>   |
| 10-07-2021                                     | Regular - Check #: 560291 |                   |          | \$510.00          |
|                                                | PUR SVC DIST TECH         | Education Fund    | \$92.00  |                   |
|                                                | PUR SVC DIST TECH         | Education Fund    | \$108.00 |                   |
|                                                | PUR SVC DIST TECH         | Education Fund    | \$310.00 |                   |
| <b>LEN'S ACE HARDWARE (114)</b>                |                           |                   |          | <b>\$31.07</b>    |
| 10-07-2021                                     | Regular - Check #: 560292 |                   |          | \$18.12           |
|                                                | SUPPLIES DO MAINTENANCE   | O & M Fund        | \$18.12  |                   |
| 10-07-2021                                     | Regular - Check #: 560293 |                   |          | \$12.95           |

|                                                |                |            |                    |
|------------------------------------------------|----------------|------------|--------------------|
| SUPPLIES AT MAINTENANCE                        | O & M Fund     | \$10.97    |                    |
| SUPPLIES DO MAINTENANCE                        | O & M Fund     | \$1.98     |                    |
| <b>LEVONNE CESCOLINI-BOYER (16576)</b>         |                |            | <b>\$237.50</b>    |
| 10-21-2021 Regular - Check #: 4544             |                |            | \$237.50           |
| ORCHESIS                                       | Activity Fund  | \$206.55   |                    |
| ORCHESIS                                       | Activity Fund  | \$30.95    |                    |
| <b>LIJA MARZEC (51688)</b>                     |                |            | <b>\$365.29</b>    |
| 10-07-2021 Regular - Check #: 4506             |                |            | \$112.47           |
| NURSERY SCH CHILD DEV                          | Activity Fund  | \$72.45    |                    |
| NURSERY SCH CHILD DEV                          | Activity Fund  | \$10.80    |                    |
| NURSERY SCH CHILD DEV                          | Activity Fund  | \$29.22    |                    |
| 10-13-2021 Regular - Check #: 4522             |                |            | \$252.82           |
| NURSERY SCH CHILD DEV                          | Activity Fund  | \$53.75    |                    |
| NURSERY SCH CHILD DEV                          | Activity Fund  | \$6.47     |                    |
| NURSERY SCH CHILD DEV                          | Activity Fund  | \$171.19   |                    |
| NURSERY SCH CHILD DEV                          | Activity Fund  | \$6.30     |                    |
| NURSERY SCH CHILD DEV                          | Activity Fund  | \$15.11    |                    |
| <b>LINCOLN INVESTMENT PLANNING INC. (1241)</b> |                |            | <b>\$8,845.30</b>  |
| 10-13-2021 Regular - Check #: 560406           |                |            | \$4,422.65         |
| EDUCATION FUND                                 | Education Fund | \$4,422.65 |                    |
| 10-27-2021 Regular - Check #: 560618           |                |            | \$4,422.65         |
| EDUCATION FUND                                 | Education Fund | \$4,422.65 |                    |
| <b>LINDEN OAKS TUTORING SERVICES (53238)</b>   |                |            | <b>\$290.76</b>    |
| 10-07-2021 Regular - Check #: 560374           |                |            | \$290.76           |
| WB HOME & HOSP TUTORING                        | Education Fund | \$290.76   |                    |
| <b>LITTLE FRIENDS, INC. (869)</b>              |                |            | <b>\$10,253.46</b> |
| 10-13-2021 Regular - Check #: 560434           |                |            | \$10,253.46        |
| SPED PRIVATE TUITION ATHS                      | Education Fund | \$5,927.46 |                    |
| SPED PRIVATE TUITION ATHS                      | Education Fund | \$4,326.00 |                    |
| <b>LOGSDON OFFICE SUPPLY (6899)</b>            |                |            | <b>\$359.80</b>    |
| 10-07-2021 Regular - Check #: 560294           |                |            | \$105.89           |
| SUPPLIES AT LIBRARY                            | Education Fund | \$27.00    |                    |
| SUPPLIES AT LIBRARY                            | Education Fund | \$40.96    |                    |
| SUPPLIES AT LIBRARY                            | Education Fund | \$37.93    |                    |
| 10-07-2021 Regular - Check #: 560295           |                |            | \$143.90           |
| SUPPLIES AT BUS ED                             | Education Fund | \$83.71    |                    |
| SUPPLIES AT BUS ED                             | Education Fund | \$21.57    |                    |
| SUPPLIES AT BUS ED                             | Education Fund | \$38.62    |                    |

|                                                |                       |             |                    |
|------------------------------------------------|-----------------------|-------------|--------------------|
| 10-07-2021 Regular - Check #: 560296           |                       |             | \$186.25           |
| SUPPLIES AT BOOKSTORE                          | Education Fund        | \$186.25    |                    |
| 10-07-2021 Regular - Check #: 560297           |                       |             | \$57.59            |
| SUPPLIES AT FAM CONS                           | Education Fund        | \$57.59     |                    |
| 10-13-2021 Regular - Check #: 560467           |                       |             | \$21.57            |
| SUPPLIES AT LIBRARY                            | Education Fund        | \$21.57     |                    |
| 10-21-2021 Void - Check #: 559542              |                       |             | (\$155.40)         |
| SUPPLIES AT BOOKSTORE                          | Education Fund        | \$155.40    |                    |
| SUPPLIES AT BOOKSTORE                          | Education Fund        | (\$155.40)  |                    |
| <b>LOMBARD ACE HARDWARE (116)</b>              |                       |             | <b>\$64.92</b>     |
| 10-07-2021 Regular - Check #: 560298           |                       |             | \$64.92            |
| SUPPLIES WB MAINTENANCE                        | O & M Fund            | \$29.95     |                    |
| SUPPLIES WB MAINTENANCE                        | O & M Fund            | \$25.98     |                    |
| SUPPLIES WB MAINTENANCE                        | O & M Fund            | \$8.99      |                    |
| <b>LYNDA M JRAB (53074)</b>                    |                       |             | <b>\$117.65</b>    |
| 10-07-2021 Regular - Check #: 560375           |                       |             | \$67.65            |
| STAFF TRAVEL DO TECH                           | Education Fund        | \$67.65     |                    |
| 10-21-2021 Regular - Check #: 4545             |                       |             | \$50.00            |
| DIST WELLNESS INITIATIVE                       | Activity Fund         | \$50.00     |                    |
| <b>M &amp; J ASPHALT PAVING CO INC (58308)</b> |                       |             | <b>\$58,207.10</b> |
| 10-13-2021 Regular - Check #: 560435           |                       |             | \$58,207.10        |
| CAP PROJECT-WB                                 | Capital Projects Fund | \$58,207.10 |                    |
| <b>M &amp; M SPORTS (48753)</b>                |                       |             | <b>\$437.50</b>    |
| 10-13-2021 Regular - Check #: 560468           |                       |             | \$437.50           |
| SUPPLIES AT PRIN OFF                           | Education Fund        | \$437.50    |                    |
| <b>MAINE WEST HIGH SCHOOL (41767)</b>          |                       |             | <b>\$465.00</b>    |
| 10-13-2021 Regular - Check #: 560436           |                       |             | \$465.00           |
| PUR SVC AT ATH                                 | Education Fund        | \$465.00    |                    |
| <b>MALCOLM ROSS (56684)</b>                    |                       |             | <b>\$1,468.33</b>  |
| 10-07-2021 Regular - Check #: 4507             |                       |             | \$351.38           |
| STUDENT COUNCIL                                | Activity Fund         | \$203.15    |                    |
| STUDENT COUNCIL                                | Activity Fund         | \$148.23    |                    |
| 10-21-2021 Regular - Check #: 4546             |                       |             | \$1,116.95         |
| STUDENT COUNCIL                                | Activity Fund         | \$1,116.95  |                    |
| <b>MARK CHORAZYCZEWSKI (23124)</b>             |                       |             | <b>\$2,660.46</b>  |
| 10-07-2021 Regular - Check #: 4508             | 55                    |             | \$2,660.46         |
| MUSIC/BAND                                     | Activity Fund         | \$64.61     |                    |

|                                        |                |            |                    |
|----------------------------------------|----------------|------------|--------------------|
| MUSIC/BAND                             | Activity Fund  | \$117.80   |                    |
| MUSIC/BAND                             | Activity Fund  | \$78.85    |                    |
| MUSIC/BAND                             | Activity Fund  | \$454.75   |                    |
| MUSIC/BAND                             | Activity Fund  | \$1,829.20 |                    |
| MUSIC/BAND                             | Activity Fund  | \$115.25   |                    |
| <b>MARKLUND (25087)</b>                |                |            | <b>\$13,477.76</b> |
| 10-07-2021 Regular - Check #: 560376   |                |            | \$4,632.98         |
| SPED PRIVATE TUITION ATHS              | Education Fund | \$4,632.98 |                    |
| 10-13-2021 Regular - Check #: 560437   |                |            | \$8,844.78         |
| SPED PRIVATE TUITION ATHS              | Education Fund | \$8,844.78 |                    |
| <b>MARY BARNEY (54319)</b>             |                |            | <b>\$48.68</b>     |
| 10-21-2021 Regular - Check #: 560593   |                |            | \$45.48            |
| SUPPLIES CARL PERKINS                  | Education Fund | \$45.48    |                    |
| 10-21-2021 Regular - Check #: 4547     |                |            | \$3.20             |
| CATERING WB                            | Activity Fund  | \$3.20     |                    |
| <b>MATRIX TRUST COMPANY (56259)</b>    |                |            | <b>\$2,210.00</b>  |
| 10-13-2021 Regular - Check #: 560407   |                |            | \$1,105.00         |
| EDUCATION FUND                         | Education Fund | \$1,105.00 |                    |
| 10-27-2021 Regular - Check #: 560619   |                |            | \$1,105.00         |
| EDUCATION FUND                         | Education Fund | \$1,105.00 |                    |
| <b>MATTHEW CLAPPER (49253)</b>         |                |            | <b>\$142.44</b>    |
| 10-07-2021 Regular - Check #: 560377   |                |            | \$142.44           |
| SUPPLIES WB PRIN OFF                   | Education Fund | \$142.44   |                    |
| <b>MCMASTER CARR SUPPLY CO. (1034)</b> |                |            | <b>\$616.49</b>    |
| 10-07-2021 Regular - Check #: 560299   |                |            | \$21.60            |
| SUPPLIES AT MAINTENANCE                | O & M Fund     | \$21.60    |                    |
| 10-07-2021 Regular - Check #: 560300   |                |            | \$576.23           |
| SUPPLIES AT MAINTENANCE                | O & M Fund     | \$576.23   |                    |
| 10-21-2021 Regular - Check #: 560514   |                |            | \$18.66            |
| SUPPLIES AT MAINTENANCE                | O & M Fund     | \$18.66    |                    |
| <b>MENARDS (18748)</b>                 |                |            | <b>\$2,589.17</b>  |
| 10-07-2021 Regular - Check #: 560301   |                |            | \$2,099.02         |
| SUPPLIES CARL PERKINS                  | Education Fund | \$2,099.02 |                    |
| 10-21-2021 Regular - Check #: 4549     |                |            | \$490.15           |
| THEATER DRAMA                          | Activity Fund  | \$490.15   |                    |
| <b>MENTA ACADEMY HILLSIDE (55780)</b>  |                | <b>56</b>  | <b>\$17,940.96</b> |
| 10-13-2021 Regular - Check #: 560438   |                |            | \$17,940.96        |

|                                                    |                       |                   |
|----------------------------------------------------|-----------------------|-------------------|
| SPED PRIVATE TUITION WBHS                          | Education Fund        | \$11,960.64       |
| SPED PRIVATE TUITION ATHS                          | Education Fund        | \$5,980.32        |
| <b>MENTA ACADEMY MIDWAY AND SPORTS (58477)</b>     |                       | <b>\$2,536.38</b> |
| 10-21-2021 Regular - Check #: 560594               |                       | \$2,536.38        |
| SPED PRIVATE TUITION WBHS                          | Education Fund        | \$2,536.38        |
| <b>METEA VALLEY HIGH SCHOOL (52238)</b>            |                       | <b>\$300.00</b>   |
| 10-13-2021 Regular - Check #: 560439               |                       | \$300.00          |
| PUR SVC AT ATH                                     | Education Fund        | \$300.00          |
| <b>METROPOLITAN LIFE INS. COMPANY (776)</b>        |                       | <b>\$500.00</b>   |
| 10-13-2021 Regular - Check #: 560408               |                       | \$250.00          |
| EDUCATION FUND                                     | Education Fund        | \$250.00          |
| 10-27-2021 Regular - Check #: 560620               |                       | \$250.00          |
| EDUCATION FUND                                     | Education Fund        | \$250.00          |
| <b>MICHAEL A ROSENGRANT (57807)</b>                |                       | <b>\$600.00</b>   |
| 10-07-2021 Regular - Check #: 560380               |                       | \$600.00          |
| TUITION REIMBURSEMENT                              | Education Fund        | \$600.00          |
| <b>MICHAEL ANTHONY'S (51156)</b>                   |                       | <b>\$523.60</b>   |
| 10-07-2021 Regular - Check #: 560302               |                       | \$233.60          |
| SUPPLIES WB PRIN OFF                               | Education Fund        | \$233.60          |
| 10-13-2021 Regular - Check #: 560469               |                       | \$290.00          |
| SUPPLIES WB PRIN OFF                               | Education Fund        | \$290.00          |
| <b>MICHAEL T POWERS (55555)</b>                    |                       | <b>\$100.00</b>   |
| 10-07-2021 Regular - Check #: 560379               |                       | \$100.00          |
| PUR SVC AT ATH                                     | Education Fund        | \$100.00          |
| <b>MIDWEST EDUCATIONAL FURNISHINGS INC (58471)</b> |                       | <b>\$9,798.80</b> |
| 10-07-2021 Regular - Check #: 560378               |                       | \$9,798.80        |
| NON-CAP AT PRINCIPAL                               | Education Fund        | \$9,798.80        |
| <b>MIDWEST TRACK BUILDERS (24395)</b>              |                       | <b>\$9,224.70</b> |
| 10-13-2021 Regular - Check #: 560440               |                       | \$9,224.70        |
| CAP PROJECT-WB                                     | Capital Projects Fund | \$9,224.70        |
| <b>MITCHELL 1 (49343)</b>                          |                       | <b>\$784.69</b>   |
| 10-07-2021 Regular - Check #: 560303               |                       | \$784.69          |
| PUR SVC DIST TECH                                  | Education Fund        | \$784.69          |
| <b>MORTON HIGH SCHOOL (4427)</b>                   |                       | <b>\$35.00</b>    |
| 10-13-2021 Regular - Check #: 560441               |                       | \$35.00           |
| PUR SVC AT ATH                                     | 57<br>Education Fund  | \$35.00           |
| <b>MOUNT PROSPECT PARK DISTRICT (57188)</b>        |                       | <b>\$360.00</b>   |

|                                               |                |            |                   |
|-----------------------------------------------|----------------|------------|-------------------|
| 10-13-2021 Regular - Check #: 560442          |                |            | \$360.00          |
| PUR SVC AT ATH                                | Education Fund | \$360.00   |                   |
| <b>MUSIC &amp; ARTS CENTER, INC. (49128)</b>  |                |            | <b>\$687.44</b>   |
| 10-07-2021 Regular - Check #: 560304          |                |            | \$188.18          |
| R&M WB MUSIC                                  | Education Fund | \$140.00   |                   |
| SUPPLIES WB MUSIC                             | Education Fund | \$48.18    |                   |
| 10-07-2021 Regular - Check #: 4509            |                |            | \$499.26          |
| ORCHESTRA                                     | Activity Fund  | \$499.26   |                   |
| <b>MYZONE, INC. (56094)</b>                   |                |            | <b>\$410.00</b>   |
| 10-07-2021 Regular - Check #: 560305          |                |            | \$410.00          |
| SUPPLIES AT PE                                | Education Fund | \$410.00   |                   |
| <b>NAFME TRI-M MUSIC (54243)</b>              |                |            | <b>\$100.00</b>   |
| 10-27-2021 Regular - Check #: 4563            |                |            | \$100.00          |
| TRI M -WBHS                                   | Activity Fund  | \$100.00   |                   |
| <b>NARDI'S PIZZA (17950)</b>                  |                |            | <b>\$386.00</b>   |
| 10-07-2021 Regular - Check #: 560306          |                |            | \$386.00          |
| SUPPLIES AT PRIN OFF                          | Education Fund | \$386.00   |                   |
| <b>NAVIGATE WELLNESS LLC (58440)</b>          |                |            | <b>\$154.00</b>   |
| 10-21-2021 Regular - Check #: 4550            |                |            | \$154.00          |
| DIST WELLNESS INITIATIVE                      | Activity Fund  | \$154.00   |                   |
| <b>NCPERS GROUP LIFE INS (10653)</b>          |                |            | <b>\$688.00</b>   |
| 10-07-2021 Regular - Check #: 560381          |                |            | \$688.00          |
| EDUCATION FUND                                | Education Fund | \$688.00   |                   |
| <b>NEENAH FEDERICK (48543)</b>                |                |            | <b>\$17.98</b>    |
| 10-27-2021 Regular - Check #: 4564            |                |            | \$17.98           |
| CLASSIFIED MEDICAL REIMB                      | Activity Fund  | \$17.98    |                   |
| <b>NEWPORT TRUST COMPANY FBO PLAN (56733)</b> |                |            | <b>\$9,595.00</b> |
| 10-13-2021 Regular - Check #: 560409          |                |            | \$4,797.50        |
| EDUCATION FUND                                | Education Fund | \$4,797.50 |                   |
| 10-27-2021 Regular - Check #: 560621          |                |            | \$4,797.50        |
| EDUCATION FUND                                | Education Fund | \$4,797.50 |                   |
| <b>NICOR GAS (1284)</b>                       |                |            | <b>\$2,990.75</b> |
| 10-21-2021 Regular - Check #: 560596          |                |            | \$2,990.75        |
| HEATING AT UTILITY                            | O & M Fund     | \$1,906.98 |                   |
| HEATING WB UTILITY                            | O & M Fund     | \$898.35   |                   |
| HEATING DO                                    | O & M Fund     | \$185.42   |                   |
| <b>NILES WEST HIGH SCHOOL (3472)</b>          |                |            | <b>\$200.00</b>   |

|                                                 |                |            |                    |
|-------------------------------------------------|----------------|------------|--------------------|
| 10-07-2021 Regular - Check #: 4510              |                |            | \$200.00           |
| ATHLETIC SPECIAL PROJECTS                       | Activity Fund  | \$200.00   |                    |
| <b>NPN360 (57926)</b>                           |                |            | <b>\$8,527.00</b>  |
| 10-13-2021 Regular - Check #: 560471            |                |            | \$4,260.00         |
| SUPPLIES AT TITLE I                             | Education Fund | \$3,995.00 |                    |
| SUPPLIES AT TITLE I                             | Education Fund | \$265.00   |                    |
| 10-13-2021 Regular - Check #: 560488            |                |            | \$4,267.00         |
| SUPPLIES WB TITLE I                             | Education Fund | \$3,995.00 |                    |
| SUPPLIES WB TITLE I                             | Education Fund | \$272.00   |                    |
| <b>NSPRA (2179)</b>                             |                |            | <b>\$295.00</b>    |
| 10-07-2021 Regular - Check #: 560382            |                |            | \$295.00           |
| INFO SERV SUPPLIES                              | Education Fund | \$295.00   |                    |
| <b>OFFICE DEPOT (26410)</b>                     |                |            | <b>\$3,681.51</b>  |
| 10-07-2021 Regular - Check #: 560307            |                |            | \$538.97           |
| SUPPLIES AT BOOKSTORE                           | Education Fund | \$538.97   |                    |
| 10-07-2021 Regular - Check #: 560308            |                |            | \$655.13           |
| SUPPLIES AT BOOKSTORE                           | Education Fund | \$655.13   |                    |
| 10-07-2021 Regular - Check #: 560309            |                |            | \$78.66            |
| SUPPLIES AT BOOKSTORE                           | Education Fund | \$78.66    |                    |
| 10-07-2021 Regular - Check #: 560310            |                |            | \$125.77           |
| SUPPLIES AT BOOKSTORE                           | Education Fund | \$125.77   |                    |
| 10-07-2021 Regular - Check #: 560311            |                |            | \$260.39           |
| SUPPLIES AT BOOKSTORE                           | Education Fund | \$260.39   |                    |
| 10-07-2021 Regular - Check #: 560312            |                |            | \$86.17            |
| SUPPLIES AT BOOKSTORE                           | Education Fund | \$86.17    |                    |
| 10-13-2021 Regular - Check #: 560472            |                |            | \$392.49           |
| SUPPLIES AT SPED                                | Education Fund | \$392.49   |                    |
| 10-13-2021 Regular - Check #: 560489            |                |            | \$881.56           |
| SUPPLIES AT SPED                                | Education Fund | \$618.74   |                    |
| SUPPLIES AT SPED                                | Education Fund | \$262.82   |                    |
| 10-21-2021 Regular - Check #: 560515            |                |            | \$89.57            |
| SUPPLIES AT BOOKSTORE                           | Education Fund | \$89.57    |                    |
| 10-27-2021 Regular - Check #: 560654            |                |            | \$64.92            |
| SUPPLIES WB SCIENCE                             | Education Fund | \$64.92    |                    |
| 10-27-2021 Regular - Check #: 560655            |                |            | \$507.88           |
| SUPPLIES WB SCIENCE                             | Education Fund | \$507.88   |                    |
| <b>OMBUDSMAN EDUCATIONAL SERVICES LTD (874)</b> |                |            | <b>\$11,385.00</b> |

|                                                  |                     |                   |
|--------------------------------------------------|---------------------|-------------------|
| 10-27-2021 Regular - Check #: 560640             |                     | \$11,385.00       |
| SPED PRIVATE TUITION ATHS                        | Education Fund      | \$11,385.00       |
| <b>OSWEGO COMMUNITY HIGH SCHOOL (13841)</b>      |                     | <b>\$325.00</b>   |
| 10-07-2021 Regular - Check #: 560383             |                     | \$325.00          |
| PUR SVC AT ATH                                   | Education Fund      | \$325.00          |
| <b>OVERDRIVE EDUCATION (56569)</b>               |                     | <b>\$2,258.08</b> |
| 10-07-2021 Regular - Check #: 560313             |                     | \$2,258.08        |
| BOOKS WB LIBRARY                                 | Education Fund      | \$129.04          |
| BOOKS AT LIBRARY                                 | Education Fund      | \$129.04          |
| BOOKS WB LIBRARY                                 | Education Fund      | \$1,000.00        |
| BOOKS AT LIBRARY                                 | Education Fund      | \$1,000.00        |
| <b>OWL HARDWOOD LUMBER COMPANY (8752)</b>        |                     | <b>\$872.73</b>   |
| 10-07-2021 Regular - Check #: 560314             |                     | \$872.73          |
| SUPPLIES WB MAINTENANCE                          | O & M Fund          | \$872.73          |
| <b>P &amp; P AUTO &amp; TRUCK REPAIR (56075)</b> |                     | <b>\$186.62</b>   |
| 10-21-2021 Regular - Check #: 560516             |                     | \$186.62          |
| PUR SVC WB MAINTENANCE                           | O & M Fund          | \$186.62          |
| <b>PACIFIC LIFE (43739)</b>                      |                     | <b>\$3,260.00</b> |
| 10-13-2021 Regular - Check #: 560410             |                     | \$1,630.00        |
| EDUCATION FUND                                   | Education Fund      | \$1,630.00        |
| 10-27-2021 Regular - Check #: 560622             |                     | \$1,630.00        |
| EDUCATION FUND                                   | Education Fund      | \$1,630.00        |
| <b>PADDOCK PUBLICATIONS, INC. (12849)</b>        |                     | <b>\$42.00</b>    |
| 10-21-2021 Regular - Check #: 560598             |                     | \$42.00           |
| PUR SVC BOE ADVERTISING                          | Education Fund      | \$42.00           |
| <b>PALOS SPORTS, INC. (395)</b>                  |                     | <b>\$185.39</b>   |
| 10-21-2021 Regular - Check #: 560517             |                     | \$185.39          |
| SUPPLIES AT PE                                   | Education Fund      | \$185.39          |
| <b>PEARSON EDUCATION, INC (40116)</b>            |                     | <b>\$152.44</b>   |
| 10-21-2021 Regular - Check #: 560518             |                     | \$152.44          |
| TEXTBOOKS WB BOOKSTORE                           | Education Fund      | \$152.44          |
| <b>PEOPLE CAB COMPANY (56797)</b>                |                     | <b>\$2,109.00</b> |
| 10-21-2021 Regular - Check #: 560599             |                     | \$2,109.00        |
| HOMELESS TRANSPORTATION                          | Transportation Fund | \$2,109.00        |
| <b>PEORIA HIGH SCHOOL (54177)</b>                |                     | <b>\$225.00</b>   |
| 10-13-2021 Regular - Check #: 560443             | 60                  | \$225.00          |
| PUR SVC AT ATH                                   | Education Fund      | \$225.00          |



|                                                  |                           |                |                    |
|--------------------------------------------------|---------------------------|----------------|--------------------|
| <b>PEPSI-COLA (1234)</b>                         |                           |                | <b>\$411.18</b>    |
| 10-21-2021                                       | Regular - Check #: 560600 |                | \$411.18           |
|                                                  | SUPPLIES - BOE            | Education Fund | \$411.18           |
| <b>PERFORMANCE CHEMICAL &amp; SUPPLY (55678)</b> |                           |                | <b>\$588.79</b>    |
| 10-21-2021                                       | Regular - Check #: 560519 |                | \$588.79           |
|                                                  | SUPPLIES WB MAINTENANCE   | O & M Fund     | \$403.88           |
|                                                  | SUPPLIES AT MAINTENANCE   | O & M Fund     | \$184.91           |
| <b>PHYSICS CLASSROOM, LLC (58478)</b>            |                           |                | <b>\$240.00</b>    |
| 10-21-2021                                       | Regular - Check #: 560520 |                | \$240.00           |
|                                                  | PUR SVC DIST TECH         | Education Fund | \$240.00           |
| <b>PIT STOP (57403)</b>                          |                           |                | <b>\$675.00</b>    |
| 10-07-2021                                       | Regular - Check #: 560384 |                | \$675.00           |
|                                                  | RENTAL WB ATHLETICS       | Education Fund | \$675.00           |
| <b>POWERSCHOOL GROUP LLC (49183)</b>             |                           |                | <b>\$23,652.15</b> |
| 10-07-2021                                       | Regular - Check #: 560315 |                | \$23,652.15        |
|                                                  | PUR SVC DIST TECH         | Education Fund | \$23,652.15        |
| <b>PROJECT LEAD THE WAY, INC. (54465)</b>        |                           |                | <b>\$2,196.75</b>  |
| 10-21-2021                                       | Regular - Check #: 560521 |                | \$470.25           |
|                                                  | SUPPLIES C&T ED IMP GRANT | Education Fund | \$470.25           |
| 10-27-2021                                       | Regular - Check #: 560656 |                | \$1,726.50         |
|                                                  | NON CAP EQUIP CTEI        | Education Fund | \$1,726.50         |
| <b>PROSOURCE DISTRIBUTORS (55586)</b>            |                           |                | <b>\$66.00</b>     |
| 10-07-2021                                       | Regular - Check #: 560316 |                | \$66.00            |
|                                                  | SUPPLIES WB MAINTENANCE   | O & M Fund     | \$66.00            |
| <b>QUADIENT LEASING USA INC (58116)</b>          |                           |                | <b>\$2,155.38</b>  |
| 10-07-2021                                       | Regular - Check #: 560385 |                | \$2,155.38         |
|                                                  | LEASE PRINCIPAL           | Education Fund | \$1,352.76         |
|                                                  | LEASE INTEREST            | Education Fund | \$802.62           |
| <b>QUINLAN AND FABISH (16088)</b>                |                           |                | <b>\$765.98</b>    |
| 10-07-2021                                       | Regular - Check #: 560317 |                | \$90.96            |
|                                                  | SUPPLIES WB MUSIC         | Education Fund | \$90.96            |
| 10-13-2021                                       | Regular - Check #: 560473 |                | \$675.02           |
|                                                  | SUPPLIES AT MUSIC         | Education Fund | \$183.97           |
|                                                  | SUPPLIES AT MUSIC         | Education Fund | \$123.17           |
|                                                  | SUPPLIES AT MUSIC         | Education Fund | \$107.91           |
|                                                  | SUPPLIES AT MUSIC         | Education Fund | \$76.00            |
|                                                  | SUPPLIES AT MUSIC         | Education Fund | \$183.97           |

|                                                       |                             |                |                    |
|-------------------------------------------------------|-----------------------------|----------------|--------------------|
| <b>R &amp; M PRINTING AND PROMOTIONS, INC (54675)</b> |                             |                | <b>\$535.73</b>    |
| 10-07-2021                                            | Regular - Check #: 560318   |                | \$535.73           |
|                                                       | SUPPLIES AT ATH             | Education Fund | \$535.73           |
| <b>RAMROD DISTRIBUTORS (14417)</b>                    |                             |                | <b>\$10,818.43</b> |
| 10-07-2021                                            | Regular - Check #: 560319   |                | \$46.08            |
|                                                       | SUPPLIES AT MAINTENANCE     | O & M Fund     | \$46.08            |
| 10-21-2021                                            | Regular - Check #: 560522   |                | \$2,347.00         |
|                                                       | SUPPLIES WB CUSTODIAL       | O & M Fund     | \$1,478.25         |
|                                                       | SUPPLIES AT CUSTODIAL       | O & M Fund     | \$868.75           |
| 10-21-2021                                            | Regular - Check #: 560523   |                | \$4,071.65         |
|                                                       | SUPPLIES AT CUSTODIAL       | O & M Fund     | \$4,071.65         |
| 10-21-2021                                            | Regular - Check #: 560524   |                | \$4,353.70         |
|                                                       | SUPPLIES WB CUSTODIAL       | O & M Fund     | \$4,353.70         |
| <b>RAQUEL Y WILSON (58421)</b>                        |                             |                | <b>\$416.00</b>    |
| 10-14-2021                                            | Regular - Check #: V4000001 |                | \$208.00           |
|                                                       | CLASS CHILD CARE REIMB      | Activity Fund  | \$208.00           |
| 10-27-2021                                            | Regular - Check #: 4568     |                | \$208.00           |
|                                                       | CLASS CHILD CARE REIMB      | Activity Fund  | \$208.00           |
| <b>READY REFRESH BY NESTLE (50783)</b>                |                             |                | <b>\$149.97</b>    |
| 10-04-2021                                            | Regular - Check #: 560256   |                | \$149.97           |
|                                                       | SUPPLIES AT HEALTH SVC      | Education Fund | \$149.97           |
| <b>REGIONAL TRUCK EQUIPMENT CO INC (47431)</b>        |                             |                | <b>\$983.37</b>    |
| 10-07-2021                                            | Regular - Check #: 560320   |                | \$983.37           |
|                                                       | PUR SVC AT MAINTENANCE      | O & M Fund     | \$983.37           |
| <b>RELIANCE STANDARD LIFE INSURANCE CO (53237)</b>    |                             |                | <b>\$5,371.14</b>  |
| 10-13-2021                                            | Regular - Check #: 560444   |                | \$5,371.14         |
|                                                       | LIFE INSURANCE/LTD          | Education Fund | \$4,926.65         |
|                                                       | EDUCATION FUND              | Education Fund | \$444.49           |
| <b>REPUBLIC SERVICES #551 (55610)</b>                 |                             |                | <b>\$1,600.66</b>  |
| 10-21-2021                                            | Regular - Check #: 560601   |                | \$1,600.66         |
|                                                       | REFUSE DISPOSAL AT OPER     | O & M Fund     | \$1,240.09         |
|                                                       | REFUSE DISPOSAL AT OPER     | O & M Fund     | \$252.05           |
|                                                       | REFUSE DISPOSAL DO          | O & M Fund     | \$108.52           |
| <b>RICHARD ORTIZ (55782)</b>                          |                             |                | <b>\$800.00</b>    |
| 10-21-2021                                            | Regular - Check #: 560602   |                | \$800.00           |
|                                                       | TUITION REIMBURSEMENT       | Education Fund | \$200.00           |
|                                                       | TUITION REIMBURSEMENT       | Education Fund | \$600.00           |

|                                                 |                           |                |                    |
|-------------------------------------------------|---------------------------|----------------|--------------------|
| <b>RICHMOND ELECTRIC CO INC (53130)</b>         |                           |                | <b>\$49,500.00</b> |
| 10-04-2021                                      | Regular - Check #: 560257 |                | \$49,500.00        |
|                                                 | CAP IMPROVE-CRRSA         | O & M Fund     | \$49,500.00        |
| <b>RIDDELL (2349)</b>                           |                           |                | <b>\$7,928.33</b>  |
| 10-13-2021                                      | Regular - Check #: 560474 |                | \$7,928.33         |
|                                                 | R&M AT ATH                | Education Fund | \$7,928.33         |
| <b>RIVEREDGE HOSPITAL (48074)</b>               |                           |                | <b>\$444.42</b>    |
| 10-07-2021                                      | Regular - Check #: 560386 |                | \$444.42           |
|                                                 | AT HOME & HOSP TUTORING   | Education Fund | \$444.42           |
| <b>RIVERSIDE BROOKFIELD HIGH SCHOOL (42601)</b> |                           |                | <b>\$75.00</b>     |
| 10-07-2021                                      | Regular - Check #: 560387 |                | \$75.00            |
|                                                 | PUR SVC AT ATH            | Education Fund | \$75.00            |
| <b>ROCK VALLEY PUBLISHING, LLC (50142)</b>      |                           |                | <b>\$90.00</b>     |
| 10-07-2021                                      | Regular - Check #: 560388 |                | \$90.00            |
|                                                 | PERIODICALS WB LIBRARY    | Education Fund | \$90.00            |
| <b>ROCKLER WOODWORKING AND HARDWARE (47308)</b> |                           |                | <b>\$2,642.86</b>  |
| 10-13-2021                                      | Regular - Check #: 560475 |                | \$320.89           |
|                                                 | SUPPLIES C&T ED IMP GRANT | Education Fund | \$299.90           |
|                                                 | SUPPLIES C&T ED IMP GRANT | Education Fund | \$20.99            |
| 10-21-2021                                      | Regular - Check #: 560525 |                | \$2,321.97         |
|                                                 | SUPPLIES CARL PERKINS     | Education Fund | \$1,822.22         |
|                                                 | NON-CAP CARL PERKINS      | Education Fund | \$499.75           |
| <b>ROE PROFESSIONAL SERVICES #19 (56489)</b>    |                           |                | <b>\$3,780.00</b>  |
| 10-27-2021                                      | Regular - Check #: 560641 |                | \$3,780.00         |
|                                                 | TUITION-OTHR IN STATE-GOV | Education Fund | \$3,380.00         |
|                                                 | TUITION-OTHR IN STATE-GOV | Education Fund | \$100.00           |
|                                                 | TUITION-OTHR IN STATE-GOV | Education Fund | \$300.00           |
| <b>ROSEANN JANUSZ (53037)</b>                   |                           |                | <b>\$545.22</b>    |
| 10-07-2021                                      | Regular - Check #: 560389 |                | \$163.34           |
|                                                 | SUPPLIES WB LIBRARY       | Education Fund | \$95.88            |
|                                                 | BOOKS WB LIBRARY          | Education Fund | \$10.10            |
|                                                 | BOOKS WB LIBRARY          | Education Fund | \$27.38            |
|                                                 | BOOKS WB LIBRARY          | Education Fund | \$14.99            |
|                                                 | BOOKS AT LIBRARY          | Education Fund | \$14.99            |
| 10-21-2021                                      | Regular - Check #: 560603 |                | \$381.88           |
|                                                 | SUPPLIES AT LIBRARY       | Education Fund | \$38.71            |
|                                                 | SUPPLIES AT LIBRARY       | Education Fund | \$31.98            |
|                                                 | BOOKS WB LIBRARY          | Education Fund | \$15.80            |

|                                                       |                |          |                 |
|-------------------------------------------------------|----------------|----------|-----------------|
| SUPPLIES WB LIBRARY                                   | Education Fund | \$8.99   |                 |
| BOOKS WB LIBRARY                                      | Education Fund | \$24.84  |                 |
| SUPPLIES AT LIBRARY                                   | Education Fund | \$20.50  |                 |
| BOOKS WB LIBRARY                                      | Education Fund | \$9.99   |                 |
| BOOKS AT LIBRARY                                      | Education Fund | \$9.99   |                 |
| BOOKS AT LIBRARY                                      | Education Fund | \$15.99  |                 |
| SUPPLIES AT LIBRARY                                   | Education Fund | \$11.99  |                 |
| BOOKS WB LIBRARY                                      | Education Fund | \$8.31   |                 |
| BOOKS WB LIBRARY                                      | Education Fund | \$13.49  |                 |
| SUPPLIES AT LIBRARY                                   | Education Fund | \$12.90  |                 |
| PERIODICALS AT LIBRARY                                | Education Fund | \$9.99   |                 |
| SUPPLIES AT LIBRARY                                   | Education Fund | \$76.54  |                 |
| BOOKS WB LIBRARY                                      | Education Fund | \$15.85  |                 |
| BOOKS AT LIBRARY                                      | Education Fund | \$15.85  |                 |
| PERIODICALS AT LIBRARY                                | Education Fund | \$14.99  |                 |
| SUPPLIES AT LIBRARY                                   | Education Fund | \$25.18  |                 |
| <b>RUNCO OFFICE SUPPLY &amp; EQUIPMENT CO (57315)</b> |                |          | <b>\$952.77</b> |
| 10-07-2021 Regular - Check #: 560321                  |                |          | \$41.99         |
| SUPPLIES WB SPED                                      | Education Fund | \$35.00  |                 |
| SUPPLIES WB PRIN OFF                                  | Education Fund | \$6.99   |                 |
| 10-07-2021 Regular - Check #: 560322                  |                |          | \$52.12         |
| SUPPLIES WB ENGLISH                                   | Education Fund | \$52.12  |                 |
| 10-07-2021 Regular - Check #: 560323                  |                |          | \$17.99         |
| SUPPLIES WB PRIN OFF                                  | Education Fund | \$17.99  |                 |
| 10-07-2021 Regular - Check #: 560324                  |                |          | \$295.91        |
| SUPPLIES WB I&T                                       | Education Fund | \$295.91 |                 |
| 10-07-2021 Regular - Check #: 560325                  |                |          | \$82.99         |
| SUPPLIES WB PRIN OFF                                  | Education Fund | \$82.99  |                 |
| 10-07-2021 Regular - Check #: 560326                  |                |          | \$19.94         |
| SUPPLIES WB SPED                                      | Education Fund | \$19.94  |                 |
| 10-07-2021 Regular - Check #: 4511                    |                |          | \$18.59         |
| CHOIR ACTIVITY                                        | Activity Fund  | \$18.59  |                 |
| 10-13-2021 Regular - Check #: 560476                  |                |          | \$130.61        |
| SUPPLIES WB PRIN OFF                                  | Education Fund | \$130.61 |                 |
| 10-13-2021 Regular - Check #: 560477                  |                |          | \$62.39         |
| SUPPLIES WB ENGLISH                                   | Education Fund | \$62.39  |                 |
| 10-13-2021 Regular - Check #: 560478                  |                |          | \$110.95        |
| SUPPLIES WB PRIN OFF                                  | Education Fund | \$110.95 |                 |

|                                            |                            |                |             |                    |
|--------------------------------------------|----------------------------|----------------|-------------|--------------------|
| 10-13-2021                                 | Regular - Check #: 560479  |                |             | \$66.92            |
|                                            | SUPPLIES WB PRIN OFF       | Education Fund | \$66.92     |                    |
| 10-21-2021                                 | Regular - Check #: 560526  |                |             | \$14.39            |
|                                            | SUPPLIES WB BUS ED         | Education Fund | \$14.39     |                    |
| 10-21-2021                                 | Regular - Check #: 560527  |                |             | \$37.98            |
|                                            | SUPPLIES WB SPED           | Education Fund | \$37.98     |                    |
| <b>RUSH PHYSICAL THERAPY (54220)</b>       |                            |                |             | <b>\$11,691.50</b> |
| 10-13-2021                                 | Regular - Check #: 560470  |                |             | \$5,362.50         |
|                                            | WB SPORTS TRAINER          | Education Fund | \$3,800.00  |                    |
|                                            | AT SPORTS TRAINER          | Education Fund | \$1,562.50  |                    |
| 10-21-2021                                 | Regular - Check #: 560597  |                |             | \$6,329.00         |
|                                            | WB SPORTS TRAINER          | Education Fund | \$6,329.00  |                    |
| <b>RYAN DOMERACKI (57058)</b>              |                            |                |             | <b>\$83.94</b>     |
| 10-21-2021                                 | Regular - Check #: V300002 |                |             | \$83.94            |
|                                            | SUPPLIES BUSINESS OFFICE   | Education Fund | \$83.94     |                    |
| <b>S &amp; S ACTIVEWEAR LLC (16187)</b>    |                            |                |             | <b>\$508.09</b>    |
| 10-07-2021                                 | Regular - Check #: 4512    |                |             | \$508.09           |
|                                            | PRODUCTION/SCREENPRINTING  | Activity Fund  | \$508.09    |                    |
| <b>S.E.A.L. OF ILLINOIS, INC. (48806)</b>  |                            |                |             | <b>\$23,220.75</b> |
| 10-07-2021                                 | Regular - Check #: 560390  |                |             | \$23,220.75        |
|                                            | SPED PRIVATE TUITION WBHS  | Education Fund | \$13,932.45 |                    |
|                                            | SPED PRIVATE TUITION ATHS  | Education Fund | \$9,288.30  |                    |
| <b>SALLY GARDUNO (57694)</b>               |                            |                |             | <b>\$180.00</b>    |
| 10-21-2021                                 | Regular - Check #: 560604  |                |             | \$180.00           |
|                                            | P.S.IMP INST TITLE II      | Education Fund | \$180.00    |                    |
| <b>SALT CREEK SANITARY DISTRICT (1238)</b> |                            |                |             | <b>\$5,483.06</b>  |
| 10-21-2021                                 | Regular - Check #: 560605  |                |             | \$5,483.06         |
|                                            | WATER WB UTILITY           | O & M Fund     | \$5,446.56  |                    |
|                                            | WATER WB UTILITY           | O & M Fund     | \$36.50     |                    |
| <b>SAM'S CLUB (50251)</b>                  |                            |                |             | <b>\$546.36</b>    |
| 10-13-2021                                 | Regular - Check #: 560480  |                |             | \$379.04           |
|                                            | SUPPLIES CENT SUPPORT SER  | Education Fund | \$379.04    |                    |
| 10-27-2021                                 | Regular - Check #: 560642  |                |             | \$167.32           |
|                                            | SUPPLIES AT PRIN OFF       | Education Fund | \$131.56    |                    |
|                                            | SUPPLIES AT PRIN OFF       | Education Fund | \$35.76     |                    |
|                                            | SUPPLIES AT PRIN OFF       | Education Fund | (\$35.76)   |                    |
|                                            | SUPPLIES AT PRIN OFF       | Education Fund | (\$131.56)  |                    |

|                                        |                           |                |              |                     |
|----------------------------------------|---------------------------|----------------|--------------|---------------------|
| 10-27-2021                             | Void - Check #: 560642    |                |              | (\$167.32)          |
|                                        | SUPPLIES AT PRIN OFF      | Education Fund | \$131.56     |                     |
|                                        | SUPPLIES AT PRIN OFF      | Education Fund | \$35.76      |                     |
|                                        | SUPPLIES AT PRIN OFF      | Education Fund | (\$35.76)    |                     |
|                                        | SUPPLIES AT PRIN OFF      | Education Fund | (\$131.56)   |                     |
| 10-27-2021                             | Regular - Check #: 560658 |                |              | \$35.76             |
|                                        | SUPPLIES AT PRIN OFF      | Education Fund | \$35.76      |                     |
| 10-27-2021                             | Regular - Check #: 560659 |                |              | \$131.56            |
|                                        | SUPPLIES AT PRIN OFF      | Education Fund | \$131.56     |                     |
| <b>SANTO SPORT STORE (444)</b>         |                           |                |              | <b>\$990.00</b>     |
| 10-13-2021                             | Regular - Check #: 560481 |                |              | \$990.00            |
|                                        | SUPPLIES AT ATH           | Education Fund | \$990.00     |                     |
| <b>SASED (853)</b>                     |                           |                |              | <b>\$136,630.00</b> |
| 10-07-2021                             | Regular - Check #: 560391 |                |              | \$124,308.00        |
|                                        | AT TUITION OTHER/GOV      | Education Fund | \$124,308.00 |                     |
| 10-27-2021                             | Regular - Check #: 560643 |                |              | \$12,322.00         |
|                                        | WB SPED PRIV ESY TUITION  | Education Fund | \$7,039.00   |                     |
|                                        | AT SPED PRIV ESY TUITION  | Education Fund | \$5,283.00   |                     |
| <b>SCHAUMBURG HIGH SCHOOL (1839)</b>   |                           |                |              | <b>\$525.00</b>     |
| 10-13-2021                             | Regular - Check #: 560445 |                |              | \$525.00            |
|                                        | PUR SVC AT ATH            | Education Fund | \$275.00     |                     |
|                                        | PUR SVC AT ATH            | Education Fund | \$250.00     |                     |
| <b>SCHOLASTIC, INC. (450)</b>          |                           |                |              | <b>\$1,089.61</b>   |
| 10-21-2021                             | Regular - Check #: 560528 |                |              | \$1,089.61          |
|                                        | SUPPLIES AT READING LAB   | Education Fund | \$880.83     |                     |
|                                        | SUPPLIES AT LSC           | Education Fund | \$208.78     |                     |
| <b>SCHOOL HEALTH CORPORATION (452)</b> |                           |                |              | <b>\$557.93</b>     |
| 10-07-2021                             | Regular - Check #: 4513   |                |              | \$165.13            |
|                                        | ATHLETIC SPECIAL PROJECTS | Activity Fund  | \$21.74      |                     |
|                                        | ATHLETIC SPECIAL PROJECTS | Activity Fund  | \$43.48      |                     |
|                                        | ATHLETIC SPECIAL PROJECTS | Activity Fund  | \$99.91      |                     |
| 10-07-2021                             | Regular - Check #: 4514   |                |              | \$117.84            |
|                                        | CONCESSIONS               | Activity Fund  | \$117.84     |                     |
| 10-21-2021                             | Regular - Check #: 4551   |                |              | \$274.96            |
|                                        | CONCESSIONS               | Activity Fund  | \$274.96     |                     |
| <b>SCHOOL OUTFITTERS (50470)</b>       |                           | <b>66</b>      |              | <b>\$1,996.14</b>   |
| 10-07-2021                             | Regular - Check #: 560327 |                |              | \$1,996.14          |
|                                        | AT NON CAP EQUIP          | Education Fund | \$1,996.14   |                     |

|                                              |                           |                     |                   |
|----------------------------------------------|---------------------------|---------------------|-------------------|
| <b>SCHOOL SPECIALTY (3129)</b>               |                           |                     | <b>\$1,924.92</b> |
| 10-21-2021                                   | Regular - Check #: 560507 |                     | \$1,924.92        |
|                                              | SUPPLIES CARL PERKINS     | Education Fund      | \$1,924.92        |
| <b>SEIU LOCAL 73 (1595)</b>                  |                           |                     | <b>\$2,057.25</b> |
| 10-13-2021                                   | Regular - Check #: 560413 |                     | \$1,042.34        |
|                                              | EDUCATION FUND            | Education Fund      | \$1,042.34        |
| 10-27-2021                                   | Regular - Check #: 560611 |                     | \$1,014.91        |
|                                              | EDUCATION FUND            | Education Fund      | \$1,014.91        |
| <b>SHAMROCK GARDEN FLORIST LTD (15278)</b>   |                           |                     | <b>\$119.99</b>   |
| 10-21-2021                                   | Regular - Check #: 560529 |                     | \$119.99          |
|                                              | SUPPLIES WB PRIN OFF      | Education Fund      | \$119.99          |
| <b>SHANNON GARCIA (57181)</b>                |                           |                     | <b>\$401.85</b>   |
| 10-21-2021                                   | Regular - Check #: 560606 |                     | \$401.85          |
|                                              | SUPPLIES CENT SUPPORT SER | Education Fund      | \$401.85          |
| <b>SITE ONE LANDSCAPE SUPPLY LLC (56039)</b> |                           |                     | <b>\$750.59</b>   |
| 10-07-2021                                   | Regular - Check #: 560328 |                     | \$750.59          |
|                                              | SUPPLIES AT MAINTENANCE   | O & M Fund          | \$654.59          |
|                                              | SUPPLIES AT MAINTENANCE   | O & M Fund          | \$96.00           |
| <b>SMG SECURITY SYSTEMS, INC. (20483)</b>    |                           |                     | <b>\$706.95</b>   |
| 10-07-2021                                   | Regular - Check #: 560392 |                     | \$706.95          |
|                                              | PUR SVC WB OPERATIONS     | O & M Fund          | \$706.95          |
| <b>SNAP-ON INDUSTRIAL (42493)</b>            |                           |                     | <b>\$5,181.84</b> |
| 10-13-2021                                   | Regular - Check #: 560482 |                     | \$5,181.84        |
|                                              | NON CAP EQUIP CTEI        | Education Fund      | \$1,099.19        |
|                                              | SUPPLIES C&T ED IMP GRANT | Education Fund      | \$767.28          |
|                                              | NON CAP EQUIP CTEI        | Education Fund      | \$631.77          |
|                                              | NON CAP EQUIP CTEI        | Education Fund      | \$1,748.16        |
|                                              | SUPPLIES C&T ED IMP GRANT | Education Fund      | \$129.24          |
|                                              | NON CAP EQUIP CTEI        | Education Fund      | \$806.20          |
| <b>SOUTH SIDE CONTROL SUPPLY CO (12300)</b>  |                           |                     | <b>\$100.74</b>   |
| 10-21-2021                                   | Regular - Check #: 560530 |                     | \$100.74          |
|                                              | SUPPLIES AT MAINTENANCE   | O & M Fund          | \$100.74          |
| <b>SPECIAL EDUCATION SYSTEMS INC (43772)</b> |                           |                     | <b>\$8,289.93</b> |
| 10-07-2021                                   | Regular - Check #: 560393 |                     | \$8,289.93        |
|                                              | SP ED TRANSPORTATION      | Transportation Fund | \$8,289.93        |
| <b>ST. CHARLES NORTH (43430)</b>             |                           | 67                  | <b>\$200.00</b>   |
| 10-13-2021                                   | Regular - Check #: 560446 |                     | \$200.00          |

|                                                |                |                   |
|------------------------------------------------|----------------|-------------------|
| PUR SVC AT ATH                                 | Education Fund | \$200.00          |
| <b>ST. IGNATIUS COLLEGE PREP (47122)</b>       |                | <b>\$400.00</b>   |
| 10-27-2021 Regular - Check #: 560644           |                | \$400.00          |
| SUPPLIES WB PRIN OFF                           | Education Fund | \$400.00          |
| <b>STACEY PUCCINI (55112)</b>                  |                | <b>\$190.00</b>   |
| 10-13-2021 Regular - Check #: 560447           |                | \$190.00          |
| SUPPLIES AT ATH                                | Education Fund | \$190.00          |
| <b>STEPHANIE NITKA (56055)</b>                 |                | <b>\$54.92</b>    |
| 10-21-2021 Regular - Check #: 4552             |                | \$54.92           |
| TRANSITIONS PROGRAM                            | Activity Fund  | \$54.92           |
| <b>STREAMWOOD BEHAVIORAL (26271)</b>           |                | <b>\$8,826.80</b> |
| 10-13-2021 Regular - Check #: 560448           |                | \$8,826.80        |
| SPED PRIVATE TUITION WBHS                      | Education Fund | \$4,308.40        |
| AT HOME & HOSP TUTORING                        | Education Fund | \$210.00          |
| SPED PRIVATE TUITION ATHS                      | Education Fund | \$4,308.40        |
| <b>SUBURBAN LIFE PUBLICATIONS (51674)</b>      |                | <b>\$65.00</b>    |
| 10-07-2021 Regular - Check #: 560394           |                | \$65.00           |
| SUPPLIES EXEC ADMIN                            | Education Fund | \$65.00           |
| <b>SUBURBAN SUPERINTENDENTS' ASSOC (12755)</b> |                | <b>\$100.00</b>   |
| 10-07-2021 Regular - Check #: 560395           |                | \$100.00          |
| EXEC ADMIN STAFF TRAVEL                        | Education Fund | \$100.00          |
| <b>SUPERIOR CHEER (55676)</b>                  |                | <b>\$364.95</b>   |
| 10-13-2021 Regular - Check #: 560483           |                | \$364.95          |
| SUPPLIES AT STUDENT ACTIV                      | Education Fund | \$364.95          |
| <b>TALX UC EXPRESS (47113)</b>                 |                | <b>\$420.00</b>   |
| 10-07-2021 Regular - Check #: 560357           |                | \$420.00          |
| PUR SVC CENT - HR                              | Education Fund | \$420.00          |
| <b>TERRACE SUPPLY (485)</b>                    |                | <b>\$31.80</b>    |
| 10-21-2021 Regular - Check #: 560531           |                | \$31.80           |
| SUPPLIES WB MAINTENANCE                        | O & M Fund     | \$25.80           |
| SUPPLIES AT MAINTENANCE                        | O & M Fund     | \$6.00            |
| <b>TERRI WOEBEL (51772)</b>                    |                | <b>\$96.00</b>    |
| 10-07-2021 Regular - Check #: 560396           |                | \$96.00           |
| SUPPLIES WB TECH                               | Education Fund | \$96.00           |
| <b>TFD UNLIMITED LLC (58159)</b>               |                | <b>\$125.00</b>   |
| 10-21-2021 Regular - Check #: 560532           | 68             | \$125.00          |
| DIST TECH MATERIALS                            | Education Fund | \$125.00          |



|                                           |                           |                |                   |
|-------------------------------------------|---------------------------|----------------|-------------------|
| <b>THE BAND MANS COMPANY (49806)</b>      |                           |                | <b>\$569.22</b>   |
| 10-07-2021                                | Regular - Check #: 560329 |                | \$115.75          |
|                                           | SUPPLIES WB MUSIC         | Education Fund | \$115.75          |
| 10-27-2021                                | Regular - Check #: 4565   |                | \$453.47          |
|                                           | BAND ACTIVITY ACCOUNT     | Activity Fund  | \$453.47          |
| <b>THE OMNI GROUP (55154)</b>             |                           |                | <b>\$78.00</b>    |
| 10-07-2021                                | Regular - Check #: 560397 |                | \$78.00           |
|                                           | EDUCATION FUND            | Education Fund | \$78.00           |
| <b>THE SCHOOL PLANNER COMPANY (58393)</b> |                           |                | <b>\$6,336.00</b> |
| 10-13-2021                                | Regular - Check #: 560449 |                | \$6,336.00        |
|                                           | SUPPLIES WB BOOKSTORE     | Education Fund | \$3,168.00        |
|                                           | SUPPLIES AT BOOKSTORE     | Education Fund | \$3,168.00        |
| <b>THILLENS, INC (56787)</b>              |                           |                | <b>\$265.80</b>   |
| 10-27-2021                                | Regular - Check #: 560645 |                | \$265.80          |
|                                           | PUR SVC WB PRIN OFF       | Education Fund | \$132.90          |
|                                           | PUR SVC AT PRIN OFF       | Education Fund | \$132.90          |
| <b>THOMAS BOUGH (57979)</b>               |                           |                | <b>\$300.00</b>   |
| 10-07-2021                                | Regular - Check #: 560330 |                | \$300.00          |
|                                           | SUPPLIES WB MUSIC         | Education Fund | \$300.00          |
| <b>THOMSON REUTERS WEST (58182)</b>       |                           |                | <b>\$1,029.00</b> |
| 10-21-2021                                | Regular - Check #: 560607 |                | \$1,029.00        |
|                                           | R&M WB ATT/SCHD           | Education Fund | \$514.50          |
|                                           | R&M AT ATT/SCHD           | Education Fund | \$514.50          |
| <b>TOOLTOPIA LLC (56708)</b>              |                           |                | <b>\$2,031.01</b> |
| 10-13-2021                                | Regular - Check #: 560484 |                | \$682.57          |
|                                           | SUPPLIES C&T ED IMP GRANT | Education Fund | \$380.97          |
|                                           | SUPPLIES C&T ED IMP GRANT | Education Fund | \$301.60          |
| 10-13-2021                                | Regular - Check #: 560485 |                | \$1,348.44        |
|                                           | SUPPLIES C&T ED IMP GRANT | Education Fund | \$93.60           |
|                                           | SUPPLIES C&T ED IMP GRANT | Education Fund | \$78.84           |
|                                           | SUPPLIES C&T ED IMP GRANT | Education Fund | \$1,176.00        |
| <b>TRANE (41146)</b>                      |                           |                | <b>\$1,111.52</b> |
| 10-07-2021                                | Regular - Check #: 560331 |                | \$879.99          |
|                                           | SUPPLIES AT MAINTENANCE   | O & M Fund     | \$879.99          |
| 10-21-2021                                | Regular - Check #: 560533 |                | \$231.53          |
|                                           | SUPPLIES WB MAINTENANCE   | O & M Fund     | \$231.53          |
| <b>TROPHIES BY GEORGE (17960)</b>         |                           |                | <b>\$77.00</b>    |

|                                              |                     |            |                    |
|----------------------------------------------|---------------------|------------|--------------------|
| 10-07-2021 Regular - Check #: 560332         |                     |            | \$77.00            |
| SUPPLIES AT PRIN OFF                         | Education Fund      | \$77.00    |                    |
| <b>TROPI-QUATICS PET CENTRE (54828)</b>      |                     |            | <b>\$225.70</b>    |
| 10-07-2021 Regular - Check #: 560333         |                     |            | \$225.70           |
| SUPPLIES WB SCIENCE                          | Education Fund      | \$225.70   |                    |
| <b>TURFIX (56372)</b>                        |                     |            | <b>\$8,400.00</b>  |
| 10-07-2021 Regular - Check #: 560334         |                     |            | \$8,400.00         |
| PUR SVC AT MAINTENANCE                       | O & M Fund          | \$4,800.00 |                    |
| PUR SVC WB MAINTENANCE                       | O & M Fund          | \$2,400.00 |                    |
| PUR SVC AT MAINTENANCE                       | O & M Fund          | \$1,200.00 |                    |
| <b>TY D ANDERSON (57792)</b>                 |                     |            | <b>\$450.00</b>    |
| 10-07-2021 Regular - Check #: 4515           |                     |            | \$450.00           |
| STUDENT COUNCIL                              | Activity Fund       | \$450.00   |                    |
| <b>ULINE INC (50145)</b>                     |                     |            | <b>\$2,449.50</b>  |
| 10-21-2021 Regular - Check #: 560534         |                     |            | \$2,449.50         |
| NON CAP EQUIP CTEI                           | Education Fund      | \$2,396.50 |                    |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund      | \$53.00    |                    |
| <b>UMB BANK F/B/O AXA (57418)</b>            |                     |            | <b>\$10,926.00</b> |
| 10-13-2021 Regular - Check #: 560411         |                     |            | \$5,463.00         |
| EDUCATION FUND                               | Education Fund      | \$5,463.00 |                    |
| 10-27-2021 Regular - Check #: 560623         |                     |            | \$5,463.00         |
| EDUCATION FUND                               | Education Fund      | \$5,463.00 |                    |
| <b>UNIVERSAL TAXI DISPATCH, INC. (54647)</b> |                     |            | <b>\$2,502.00</b>  |
| 10-07-2021 Regular - Check #: 560398         |                     |            | \$1,558.00         |
| SP ED TRANSPORTATION                         | Transportation Fund | \$814.00   |                    |
| SP ED TRANSPORTATION                         | Transportation Fund | \$744.00   |                    |
| 10-21-2021 Regular - Check #: 560608         |                     |            | \$944.00           |
| SP ED TRANSPORTATION                         | Transportation Fund | \$944.00   |                    |
| <b>VALARIE HUMPHREY (58480)</b>              |                     |            | <b>\$1,340.82</b>  |
| 10-27-2021 Regular - Check #: 560657         |                     |            | \$1,340.82         |
| CRRSA PROF DEVELOP PS                        | Education Fund      | \$1,340.82 |                    |
| <b>VARIABLE ANNUITY LIFE INS. CO. (772)</b>  |                     |            | <b>\$5,816.00</b>  |
| 10-13-2021 Regular - Check #: 560412         |                     |            | \$2,908.00         |
| EDUCATION FUND                               | Education Fund      | \$2,908.00 |                    |
| 10-27-2021 Regular - Check #: 560624         |                     |            | \$2,908.00         |
| EDUCATION FUND                               | 70 Education Fund   | \$2,908.00 |                    |
| <b>VARSITY SPIRIT FASHIONS (46866)</b>       |                     |            | <b>\$1,032.40</b>  |

|                                             |                           |                     |                   |
|---------------------------------------------|---------------------------|---------------------|-------------------|
| 10-21-2021                                  | Regular - Check #: 4553   |                     | \$676.90          |
|                                             | POM PONS                  | Activity Fund       | \$676.90          |
| 10-27-2021                                  | Regular - Check #: 4566   |                     | \$355.50          |
|                                             | CHEERLEADING              | Activity Fund       | \$355.50          |
| <b>VERNIER SOFTWARE (13758)</b>             |                           |                     | <b>\$2,101.50</b> |
| 10-07-2021                                  | Regular - Check #: 560335 |                     | \$2,101.50        |
|                                             | PUR SVC DIST TECH         | Education Fund      | \$2,101.50        |
| <b>VERONICA DIAZ (53604)</b>                |                           |                     | <b>\$50.00</b>    |
| 10-27-2021                                  | Regular - Check #: 4567   |                     | \$50.00           |
|                                             | DIST WELLNESS INITIATIVE  | Activity Fund       | \$50.00           |
| <b>VILLA PARK ELECTRICAL SUPPLY (19787)</b> |                           |                     | <b>\$1,613.79</b> |
| 10-07-2021                                  | Regular - Check #: 560336 |                     | \$1,613.79        |
|                                             | SUPPLIES WB MAINTENANCE   | O & M Fund          | \$740.40          |
|                                             | SUPPLIES AT MAINTENANCE   | O & M Fund          | \$555.29          |
|                                             | SUPPLIES AT MAINTENANCE   | O & M Fund          | \$318.10          |
| <b>VILLA PARK OFFICE EQUIPMENT (3959)</b>   |                           |                     | <b>\$998.96</b>   |
| 10-13-2021                                  | Regular - Check #: 560486 |                     | \$998.96          |
|                                             | NON CAP EQ SP PROJ        | Education Fund      | \$349.00          |
|                                             | NON CAP EQ SP PROJ        | Education Fund      | \$599.96          |
|                                             | NON CAP EQ SP PROJ        | Education Fund      | \$50.00           |
| <b>VILLAGE OF ADDISON (136)</b>             |                           |                     | <b>\$1,189.28</b> |
| 10-27-2021                                  | Regular - Check #: 560646 |                     | \$1,189.28        |
|                                             | SUPPLIES WB MAINTENANCE   | O & M Fund          | \$436.94          |
|                                             | SUPPLIES AT MAINTENANCE   | O & M Fund          | \$299.45          |
|                                             | SUPPLIES AT DRIVER ED     | Education Fund      | \$158.90          |
|                                             | REG TRANSPORTATION SUPPLY | Transportation Fund | \$150.70          |
|                                             | SPED TRANSPRTATION SUPPLY | Transportation Fund | \$143.29          |
| <b>VILLAGE OF VILLA PARK (13137)</b>        |                           |                     | <b>\$6,700.54</b> |
| 10-21-2021                                  | Regular - Check #: 560609 |                     | \$6,414.17        |
|                                             | WATER WB UTILITY          | O & M Fund          | \$6,276.60        |
|                                             | WATER WB UTILITY          | O & M Fund          | \$137.57          |
| 10-27-2021                                  | Regular - Check #: 560647 |                     | \$286.37          |
|                                             | SUPPLIES WB DRIVER ED     | Education Fund      | \$286.37          |
| <b>VISTA HIGHER LEARNING (54681)</b>        |                           |                     | <b>\$5,233.55</b> |
| 10-21-2021                                  | Regular - Check #: 560535 |                     | \$5,233.55        |
|                                             | TEXTBOOKS WB BOOKSTORE    | Education Fund      | \$5,233.55        |
| <b>WARD'S NATURAL SCIENCE (506)</b>         |                           |                     | <b>\$103.51</b>   |
| 10-13-2021                                  | Regular - Check #: 560487 |                     | \$103.51          |

|                                            |                       |              |                    |
|--------------------------------------------|-----------------------|--------------|--------------------|
| SUPPLIES WB SCIENCE                        | Education Fund        | \$103.51     |                    |
| <b>WAYSIDE PUBLISHING (43033)</b>          |                       |              | <b>\$441.34</b>    |
| 10-07-2021 Regular - Check #: 560337       |                       |              | \$441.34           |
| TEXTBOOKS AT BOOKSTORE                     | Education Fund        | \$423.20     |                    |
| TEXTBOOKS AT BOOKSTORE                     | Education Fund        | \$18.14      |                    |
| <b>WEST CHICAGO COMMUNITY HS (7864)</b>    |                       |              | <b>\$300.00</b>    |
| 10-07-2021 Regular - Check #: 560399       |                       |              | \$300.00           |
| PUR SVC WB ATH                             | Education Fund        | \$300.00     |                    |
| <b>WEST SUBURBAN TEACHERS UNION (1594)</b> |                       |              | <b>\$26,523.23</b> |
| 10-13-2021 Regular - Check #: 560414       |                       |              | \$13,272.42        |
| EDUCATION FUND                             | Education Fund        | \$13,272.42  |                    |
| 10-27-2021 Regular - Check #: 560612       |                       |              | \$13,250.81        |
| EDUCATION FUND                             | Education Fund        | \$13,250.81  |                    |
| <b>WESTERN REMAC INC. (52685)</b>          |                       |              | <b>\$322.10</b>    |
| 10-07-2021 Regular - Check #: 560338       |                       |              | \$322.10           |
| SUPPLIES WB PRIN OFF                       | Education Fund        | \$283.70     |                    |
| SUPPLIES AT PRIN OFF                       | Education Fund        | \$38.40      |                    |
| <b>WIGHT &amp; COMPANY (511)</b>           |                       |              | <b>\$3,340.94</b>  |
| 10-21-2021 Regular - Check #: 560610       |                       |              | \$3,340.94         |
| CONSTRUCT SVCS-CRRSA                       | O & M Fund            | \$824.42     |                    |
| CONSTRUCTION SERVICES                      | O & M Fund            | \$1,500.00   |                    |
| A&E CONSTRUCTION SERVICE                   | Capital Projects Fund | \$1,016.52   |                    |
| <b>WILLOWBROOK HIGH SCHOOL (40139)</b>     |                       |              | <b>\$1,365.00</b>  |
| 10-07-2021 Regular - Check #: 560400       |                       |              | \$750.00           |
| PUR SVC AT ATH                             | Education Fund        | \$325.00     |                    |
| PUR SVC AT ATH                             | Education Fund        | \$125.00     |                    |
| PUR SVC AT ATH                             | Education Fund        | \$300.00     |                    |
| 10-13-2021 Regular - Check #: 560450       |                       |              | \$615.00           |
| PUR SVC AT ATH                             | Education Fund        | \$315.00     |                    |
| PUR SVC AT ATH                             | Education Fund        | \$300.00     |                    |
| <b>WOODSHOP REPAIR LLC (57957)</b>         |                       |              | <b>\$3,903.00</b>  |
| 10-07-2021 Regular - Check #: 560339       |                       |              | \$3,903.00         |
| R&M WB I&T                                 | Education Fund        | \$3,903.00   |                    |
| R&M WB I&T                                 | Education Fund        | (\$3,903.00) |                    |
| <b>ZEPHYR GRAF-X INC (55411)</b>           |                       |              | <b>\$1,324.54</b>  |
| 10-21-2021 Regular - Check #: 4554         | 72                    |              | \$1,324.54         |
| ATHLETIC SPECIAL PROJECTS                  | Activity Fund         | \$1,324.54   |                    |



**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** November 10, 2021

**FROM:** Mr. Edward Hoster

**RE: Treasurer's Report**

Attached is the treasurer's report as of this past month reflecting deposit and disbursement activity by fund. In addition, the monthly bank account and investment activity as of the month end closing. This information will be presented for board discussion and approval.

**Suggested Motion:**

Move that the Board of Education approve the Treasurer's Report as presented.

DuPage High School District 88  
Treasurer's Report for October 2021

|                              | Cash Balance                  | Investments          | Total                         |
|------------------------------|-------------------------------|----------------------|-------------------------------|
| Education Fund               | \$50,926,999.14               | \$0.00               | \$50,926,999.14               |
| O&M Fund                     | \$7,687,183.41                | \$0.00               | \$7,687,183.41                |
| Debt Fund                    | \$10,231,997.15               | \$0.00               | \$10,231,997.15               |
| Transportation Fund          | \$4,969,871.09                | \$0.00               | \$4,969,871.09                |
| IMR Fund                     | \$2,457,948.52                | \$0.00               | \$2,457,948.52                |
| Capital Projects             | \$565,907.63                  | \$0.00               | \$565,907.63                  |
| Working Cash Fund            | \$10,718,403.83               | \$0.00               | \$10,718,403.83               |
| Fire Prevention/Safety (L/S) | \$0.00                        | \$0.00               | \$0.00                        |
| Total Balance Board Accounts | <u>\$87,558,310.77</u>        | <u>\$0.00</u>        | <u>\$87,558,310.77</u>        |
| Activity Fund                | \$1,090,857.77                | \$0.00               | \$1,090,857.77                |
| Grand Total                  | <u><u>\$88,649,168.54</u></u> | <u><u>\$0.00</u></u> | <u><u>\$88,649,168.54</u></u> |

**DuPage High School District 88**  
**Treasurer's Report for October 2021**

| <b>Fund</b>              | <b>Cash Balance<br/>09/30/2021</b> | <b>Monthly<br/>Receipts</b> | <b>Monthly<br/>Disbursements</b> | <b>Cash Balance<br/>10/31/2021</b> | <b>Investments @<br/>10/31/2021</b> | <b>Cash Plus<br/>Investments</b> |
|--------------------------|------------------------------------|-----------------------------|----------------------------------|------------------------------------|-------------------------------------|----------------------------------|
| Education                | \$53,909,994.03                    | \$2,210,388.48              | \$5,193,383.37                   | \$50,926,999.14                    | \$0.00                              | \$50,926,999.14                  |
| O & M                    | \$8,095,194.12                     | \$97,270.33                 | \$505,281.04                     | \$7,687,183.41                     | \$0.00                              | \$7,687,183.41                   |
| Debt Service             | \$10,124,457.23                    | \$107,925.52                | \$385.60                         | \$10,231,997.15                    | \$0.00                              | \$10,231,997.15                  |
| Transportation           | \$4,924,614.54                     | \$208,269.11                | \$163,012.56                     | \$4,969,871.09                     | \$0.00                              | \$4,969,871.09                   |
| IMR                      | \$2,623,839.44                     | \$23,388.66                 | \$189,279.58                     | \$2,457,948.52                     | \$0.00                              | \$2,457,948.52                   |
| Capital Projects         | \$634,320.20                       | \$35.75                     | \$68,448.32                      | \$565,907.63                       | \$0.00                              | \$565,907.63                     |
| Working Cash             | \$6,788,768.87                     | \$3,929,634.96              | \$0.00                           | \$10,718,403.83                    | \$0.00                              | \$10,718,403.83                  |
| Fire Prevention & Safety | \$0.00                             | \$0.00                      | \$0.00                           | \$0.00                             | \$0.00                              | \$0.00                           |
| Activity                 | \$1,133,831.78                     | \$80,737.51                 | \$123,711.52                     | \$1,090,857.77                     | \$0.00                              | \$1,090,857.77                   |
|                          | <u>\$88,235,020.21</u>             | <u>\$6,657,650.32</u>       | <u>\$6,243,501.99</u>            | <u>\$88,649,168.54</u>             | <u>\$0.00</u>                       | <u>\$88,649,168.54</u>           |

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|                                        | <u><b>Matured</b></u> | <u><b>Purchased</b></u> |
|----------------------------------------|-----------------------|-------------------------|
| <b>Investments Matured/Purchased :</b> | \$0.00                | \$0.00                  |

**Interest Received 10/01/21-10/31/21**

\$3,633.94

**Investments as of October 31, 2021**

**Principal      Purchase Date      Maturity Date      Institution      Rate**

**Bank Balance as of October 31, 2021**

|                                       | <u><b>Rate</b></u> |                        |
|---------------------------------------|--------------------|------------------------|
| Fifth Third                           |                    | \$1,215,185.52         |
| Fifth Third-Money Market              | 0.05%              | \$76,579,588.98        |
| Fifth Third-Allied                    |                    | \$79,512.89            |
| Fifth Third-Student Activity Accounts |                    | \$1,149,259.43         |
| PMA ISDLAF                            | 0.02%              | \$5,933,062.07         |
| Addison Bank and Trust Money Market   | 0.08%              | \$3,685,989.91         |
| Inland Bank (WB Café) Closed 10/07/21 | 0.10%              | \$0.00                 |
| Inland Bank Money Market              | 0.02%              | \$1,569.74             |
| Oxford Bank (AT Café) Closed 09/10/21 |                    | \$0.00                 |
| Petty Cash                            |                    | \$5,000.00             |
|                                       |                    | <u>\$88,649,168.54</u> |





**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** November 10, 2021

**FROM:** Mr. Edward Hoster

**RE: Budget Status Report**

Attached is the monthly budget status report reflecting activity as of the prior month closing with comparative analysis to the same period of the prior fiscal year. This information will be presented for board discussion and approval.

**Suggested Motion:**

Move that the Board of Education approve the Budget Status Report as presented.

**BUDGET STATUS SUMMARY  
OCTOBER 2021**

**EDUCATION FUND**

| <b><u>REVENUES</u></b> | <b>BUDGET</b>        | <b>YTD TOTAL</b>     | <b>BALANCE</b>       | <b>% REC'D</b> | <b>PRIOR<br/>YEAR</b> | <b>VARIANCE</b> | <b>OCT<br/>2019</b> | <b>VARIANCE</b> |
|------------------------|----------------------|----------------------|----------------------|----------------|-----------------------|-----------------|---------------------|-----------------|
| LOCAL SOURCES          | \$ 50,612,257        | \$ 24,831,829        | \$ 25,780,428        | 49.06%         | 47.17%                | 1.89%           | 47.82%              | 1.24%           |
| STATE SOURCES          | 6,703,922            | 2,027,955            | 4,675,967            | 30.25%         | 27.08%                | 3.17%           | 27.23%              | 3.02%           |
| FEDERAL SOURCES        | 5,426,130            | 1,058,443            | 4,367,687            | 19.51%         | 27.57%                | -8.06%          | 31.74%              | -12.23%         |
| <b>TOTAL REVENUES</b>  | <b>\$ 62,742,309</b> | <b>\$ 27,918,227</b> | <b>\$ 34,824,082</b> | <b>44.50%</b>  | <b>43.92%</b>         | <b>0.58%</b>    | <b>44.66%</b>       | <b>-0.16%</b>   |

| <b><u>EXPENDITURES</u></b> | <b>BUDGET</b>        | <b>YTD TOTAL</b>     | <b>BALANCE</b>       | <b>% EXP</b>  | <b>PRIOR<br/>YEAR</b> | <b>VARIANCE</b> | <b>OCT<br/>2019</b> | <b>VARIANCE</b> |
|----------------------------|----------------------|----------------------|----------------------|---------------|-----------------------|-----------------|---------------------|-----------------|
| INSTRUCTION                | \$ 42,320,605        | \$ 11,108,380        | \$ 31,212,225        | 26.25%        | 25.35%                | 0.90%           | 27.28%              | -1.03%          |
| SUPPORT                    | 16,176,041           | 4,785,020            | 11,391,021           | 29.58%        | 28.01%                | 1.57%           | 28.97%              | 0.61%           |
| OTHER/CATEG.               | 5,163,615            | 1,265,910            | 3,897,705            | 24.52%        | 27.91%                | -3.39%          | 28.70%              | -4.18%          |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 63,660,261</b> | <b>\$ 17,159,310</b> | <b>\$ 46,500,951</b> | <b>26.95%</b> | <b>26.17%</b>         | <b>0.78%</b>    | <b>27.79%</b>       | <b>-0.84%</b>   |

**BUDGET STATUS SUMMARY  
OCTOBER 2021**

**OPERATION & MAINTENANCE FUND**

| <b><u>REVENUES</u></b> | <b>BUDGET</b>       | <b>YTD TOTAL</b>    | <b>BALANCE</b>      | <b>% REC'D</b> | <b>PRIOR<br/>YEAR</b> | <b>VARIANCE</b> | <b>OCT<br/>2019</b> | <b>VARIANCE</b> |
|------------------------|---------------------|---------------------|---------------------|----------------|-----------------------|-----------------|---------------------|-----------------|
| LOCAL SOURCES          | \$ 7,340,110        | \$ 3,506,850        | \$ 3,833,261        | 47.78%         | 47.39%                | 0.39%           | 45.88%              | 1.90%           |
| STATE SOURCES          | 0                   | 0                   | 0                   | 0.00%          | 0.00%                 | 0.00%           | 0.00%               | 0.00%           |
| FEDERAL SOURCES        | 182,000             | 24,794              | 157,206             | 13.62%         | 40.12%                | -26.50%         | 63.83%              | -50.21%         |
| <b>TOTAL REVENUES</b>  | <b>\$ 7,522,110</b> | <b>\$ 3,531,644</b> | <b>\$ 3,990,466</b> | <b>46.95%</b>  | <b>47.26%</b>         | <b>-0.31%</b>   | <b>46.22%</b>       | <b>0.73%</b>    |

| <b><u>EXPENDITURES</u></b> | <b>BUDGET</b>       | <b>YTD TOTAL</b>    | <b>BALANCE</b>      | <b>% EXP</b>  | <b>PRIOR<br/>YEAR</b> | <b>VARIANCE</b> | <b>OCT<br/>2019</b> | <b>VARIANCE</b> |
|----------------------------|---------------------|---------------------|---------------------|---------------|-----------------------|-----------------|---------------------|-----------------|
| SUPPORT SERV.              | \$ 7,607,979        | \$ 2,257,914        | \$ 5,350,065        | 29.68%        | 34.33%                | -4.65%          | 29.74%              | -0.06%          |
| PERM. TRANSFER             | 0                   | 0                   | 0                   | 0.00%         | 0.00%                 | 0.00%           | 0.00%               | 0.00%           |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 7,607,979</b> | <b>\$ 2,257,914</b> | <b>\$ 5,350,065</b> | <b>29.68%</b> | <b>34.43%</b>         | <b>-4.75%</b>   | <b>29.74%</b>       | <b>-0.06%</b>   |

**O & M UTILITY EXPENSES**

|             | <b>BUDGET</b> | <b>YTD TOTAL</b> | <b>BALANCE</b> | <b>% EXP</b> | <b>PRIOR<br/>YEAR</b> | <b>VARIANCE</b> | <b>OCT<br/>2019</b> | <b>VARIANCE</b> |
|-------------|---------------|------------------|----------------|--------------|-----------------------|-----------------|---------------------|-----------------|
| Heating     | \$ 227,300    | \$ 11,031        | \$ 216,269     | 4.85%        | 5.83%                 | -0.98%          | 5.19%               | -0.34%          |
| Electricity | 1,220,000     | 312,904          | 907,096        | 25.65%       | 25.93%                | -0.28%          | 33.02%              | -7.37%          |
| Water       | 184,150       | 43,079           | 141,071        | 23.39%       | 16.05%                | 7.34%           | 19.98%              | 3.41%           |
| Telephone   | 103,000       | 35,943           | 67,057         | 34.90%       | 24.74%                | 10.16%          | 27.97%              | 6.93%           |
| Total       | \$ 1,734,450  | \$ 402,957       | \$ 1,331,493   | 23.23%       | 22.23%                | 1.00%           | 27.85%              | -4.62%          |

Note:

1. Heating expenditures are through 09/30/21 for Willowbrook and for Addison Trail.
2. Electricity expenditures are through 09/08/21 for Willowbrook and 09/23/21 for Addison Trail.

**BUDGET STATUS SUMMARY  
OCTOBER 2021**

**TRANSPORTATION FUND**

| <b><u>REVENUES</u></b> | <b>BUDGET</b>       | <b>YTD TOTAL</b>    | <b>BALANCE</b>      | <b>% REC'D</b> | <b>PRIOR<br/>YEAR</b> | <b>VARIANCE</b> | <b>OCT<br/>2019</b> | <b>VARIANCE</b> |
|------------------------|---------------------|---------------------|---------------------|----------------|-----------------------|-----------------|---------------------|-----------------|
| LOCAL SOURCES          | \$ 2,386,478        | \$ 1,152,880        | \$ 1,233,598        | 48.31%         | 42.18%                | 6.13%           | 50.94%              | -2.63%          |
| STATE SOURCES          | 675,000             | 426,385             | 248,615             | 63.17%         | 53.15%                | 10.02%          | 22.64%              | 40.53%          |
| FEDERAL SOURCES        | 60,000              | 60,000              | 0                   | 100.00%        | 100.00%               | 0.00%           | 0.00%               | 100.00%         |
| TRANSFER               | 330,000             | 0                   | 330,000             | 0.00%          |                       | 0.00%           | 0.00%               | 0.00%           |
| <b>TOTAL REVENUES</b>  | <b>\$ 3,451,478</b> | <b>\$ 1,639,265</b> | <b>\$ 1,812,213</b> | <b>47.49%</b>  | <b>51.60%</b>         | <b>-4.11%</b>   | <b>36.14%</b>       | <b>11.35%</b>   |

| <b><u>EXPENDITURES</u></b> | <b>BUDGET</b>       | <b>YTD TOTAL</b>  | <b>BALANCE</b>      | <b>% EXP</b>  | <b>PRIOR<br/>YEAR</b> | <b>VARIANCE</b> | <b>OCT<br/>2019</b> | <b>VARIANCE</b> |
|----------------------------|---------------------|-------------------|---------------------|---------------|-----------------------|-----------------|---------------------|-----------------|
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 3,956,400</b> | <b>\$ 840,476</b> | <b>\$ 3,115,924</b> | <b>21.24%</b> | <b>15.29%</b>         | <b>5.95%</b>    | <b>19.57%</b>       | <b>1.67%</b>    |

**ILLINOIS MUNICIPAL RETIREMENT (IMR) PENSION FUND**

| <b><u>REVENUES</u></b> | <b>BUDGET</b>       | <b>YTD TOTAL</b>    | <b>BALANCE</b>      | <b>% REC'D</b> | <b>PRIOR<br/>YEAR</b> | <b>VARIANCE</b> | <b>OCT<br/>2019</b> | <b>VARIANCE</b> |
|------------------------|---------------------|---------------------|---------------------|----------------|-----------------------|-----------------|---------------------|-----------------|
| LOCAL SOURCES          | \$ 2,209,978        | \$ 1,143,299        | \$ 1,066,679        | 51.73%         | 51.06%                | 0.67%           | 47.68%              | 4.05%           |
| OTHER SOURCES          | 0                   | 0                   | 0                   | 0.00%          | 0.00%                 | 0.00%           | 0.00%               | 0.00%           |
| <b>TOTAL REVENUES</b>  | <b>\$ 2,209,978</b> | <b>\$ 1,143,299</b> | <b>\$ 1,066,679</b> | <b>51.73%</b>  | <b>51.06%</b>         | <b>0.67%</b>    | <b>47.68%</b>       | <b>4.05%</b>    |

| <b><u>EXPENDITURES</u></b> | <b>BUDGET</b> | <b>YTD TOTAL</b> | <b>BALANCE</b> | <b>% EXP</b> | <b>PRIOR<br/>YEAR</b> | <b>VARIANCE</b> | <b>OCT<br/>2019</b> | <b>VARIANCE</b> |
|----------------------------|---------------|------------------|----------------|--------------|-----------------------|-----------------|---------------------|-----------------|
| SOC. SEC./IMR/MEDICARE     | \$ 2,114,970  | \$ 601,384       | \$ 1,513,586   | 28.43%       | 26.00%                | 2.43%           | 25.94%              | 2.49%           |



**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** November 1, 2021

**FROM:** Mr. Edward Hoster

**RE:** **Proposed Property Tax Levy 2021**

A property tax levy is the dollar amount of taxes requested by the Board of Education to be collected from all property owners within the District. The District has three limitations to the amount of taxes we may collect:

- √ The legal maximum tax rate
- √ The Property Tax Limitation Law (“tax cap”)
- √ The amount of the levy request filed in December

The District is responsible for levies in the Education, Tort Immunity, Special Education, Operations and Maintenance, Transportation, IMRF, Social Security, Life Safety, and Working Cash Funds. The County Clerk automatically extends the amount of taxes required to meet the payment schedule for each debt issue from the Debt Service Fund. Taxes levied in December of 2021 are scheduled to be collected in June 2022 and September 2022.

Each year the administration prepares the estimated tax levy that is presented to the Board of Education for discussion in November and subsequent approval in December, following a public hearing if necessary. Effective for the 2005 levy year and all subsequent levy years, the maximum tax rate definition was changed to what is set for specific funds by statute. This rate ceiling is not permitted to be further increased by referendum or otherwise. Therefore, taxing districts have substantially increased flexibility to levy taxes for the purposes for which they most need the funding. However, the overall “tax cap” remains in place (see explanation below). A taxing district’s limiting rate will continue to control the overall level of property tax rate change. In accordance with the Truth in Taxation statute, a public notice and hearing will not be necessary for the 2021 Tax Levy as the request for increase will not exceed 5% over the 2020 final property tax extension. However, in accordance with our commitment to transparency, we adopt this estimated tax levy resolution and conduct the public hearing in December.

The Property Tax Extension Limiting Law (PTELL or Tax Cap) was originally applied to the 1991 levy year for taxes payable in 1992. The Tax Cap limits the increase in property tax extensions to the lesser of 5.0% or the actual percent increase in the All Urban Consumer Price Index (CPI) as published by the U.S. Dept. of Labor, during the 12-month calendar year proceeding the levy year, plus new property/construction. **The CPI {as of December 2020} for the 2021 property tax levy is 1.40%.** The ten year history of the CPI is attached for reference **as Exhibit 3**. The property tax extension for the

previous year 2020 is increased by the CPI for a new base. In addition to the CPI, the formula allows for the recognition of new property/construction that comes onto the tax base for each tax year. This includes any expiring Tax Increment Financing (TIF) property and previously tax exempt property that is sold and may become taxable. The total Equalized Assessed Value (EAV) estimate is what we use as the base for planning the 2021 property tax levy. The past two years **new property/construction** has contributed an additional **0.95% (2019) and 0.56% (2020 net of the Ovaltine TIF)** respectively to our annual tax extension. As in the past, because this actual property information is unknown at the time of filing a property tax levy request, it is a sound practice to build in some buffer to capture any potential available funds from new property growth. It is an absolute under the Tax Cap that if the annual Tax Levy request isn't high enough compared to the clerk's extension in the spring, we will forfeit access to the full extension. This would be a permanent loss of access to property tax revenue for the district and one that would compound in the years ahead.

The prior year 2020 new property/construction value of \$17,824,590 represented an increase of 0.56% which was in the normal trend of the past years, excluding when a TIF expires. The overall Equalized Assessed Value (EAV) of property increased by 4.47% which helped to reduce the overall tax rate. Following discussions with the local assessors, the property values continue to improve with the conservatively estimated increases ranging from 3.00% to 3.50% across the townships. The weighted average increase is approximately 3.20%. In addition, they are estimating that new property combined will be approximately \$22 million with the majority of that within the York Township. These are their best estimates that are still subject to further review for occupancy and vacancy adjustments before they become final in the spring 2022.

Unfortunately, even though the prior year 2020 property tax extension was limited by the "tax cap" to an increase of \$1,914,521 or 3.40% overall, some property owners may be frustrated by the fact that their tax bill is increasing. This is due to a number of possible factors including: 1) the total tax levy request that is filed including debt service repayment or, 2) changes in the assessment value of their property by the assessor office or, 3) property assessment appeals that can reduce overall district taxable property (EAV) which in turn increases the tax rate for each remaining property. The downturn in the economy from 2009 to 2014 brought about changes to this taxation process that were unique and challenging for all. During this time, the most common concern was how their tax bill could be increasing when the value of their property was declining. A more detailed explanation is provided in the attached Tax Levy Process Frequently Asked Questions (FAQ) that I prepared to assist the community. We are but one of the contributors to this property tax system and work closely to explain the process to our constituents. In addition, the area township assessors provide similar information to help explain the somewhat complex process of property assessment and taxation.

In summary, with the CPI of 1.40% and applying an estimate of \$22,400,000 for new property, it is likely the tax extension will increase approximately 2.05% or \$1,191,524. **The 2021 proposed Property Tax Levy of \$61,046,427** represents an increase of 4.90%, (see *Exhibit 2, row 9, columns C and E*) to protect us from any unexpected new property increase and the continued changes in the tax levy process. This levy is based upon an estimate of property value (EAV) increasing by 4.50% in accordance with trending from area assessors. All that being said, it is still quite reasonable that the overall tax extension increase will not exceed 5.0%. Therefore, we are submitting a levy request that provides appropriate protections to sustain our comprehensive educational programming.



The tax levy process takes place over three board meetings as follows to comply with the law and avoid unnecessary tax objections.

- Tax levy process is outlined in detail in **Exhibit 1**.
- At the October 18, 2021 Board Meeting, initial property tax levy process discussion.
- At the November 15, 2021 Board Meeting the Board adopts the “Resolution Regarding Estimated Amounts Necessary To Be Levied For The Year 2021”, and establish the Public Hearing date of December 13, 2021.  
*\*Board Secretary must sign Truth In Taxation public notice for publication*
- Truth in Taxation notice to the public will be published in the Daily Herald on Thursday, December 2, 2021 – see attached
- At the December 13<sup>th</sup> Board Meeting we will conduct the public hearing and recommend adoption of the 2021 property tax levy to be filed with the DuPage County Clerk.

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## Property Tax Cap Formula (PTELL)

$$\text{Limiting Tax Rate} = \frac{\text{Prior Year Tax Extension x (1+CPI-U)}}{\text{Total EAV – New Property}}$$

### Suggested Motion:

Move that the Board of Education approve the Resolution Regarding Estimated Amounts Necessary To Be Levied For The Year 2021.

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2021**

**WHEREAS**, the *Truth in Taxation Law* requires a taxing district to determine the estimated amounts of taxes necessary to be levied for the year not less than 20 days prior to the official adoption of the aggregate tax levy of the district; and

**WHEREAS**, said statute further requires a taxing district to give public notice and to hold a public hearing on the district's intent to adopt an aggregate tax levy if the estimated amounts necessary to be levied exceed 105% of the aggregate amount of property taxes extended, including any amount abated prior to such extension, upon the levy of the preceding year; and

**WHEREAS**, it is hereby determined that the estimated amounts of money necessary to be raised by taxation for the year 2021 upon the taxable property of DuPage High School District No. 88, DuPage County, Illinois are as follows:

|    |                                              |                      |
|----|----------------------------------------------|----------------------|
| a. | Amount levied for Educational Purposes       | \$ <u>48,352,177</u> |
| b. | Amount levied for O&M Purposes               | \$ <u>7,292,067</u>  |
| c. | Amount levied for Transportation Purposes    | \$ <u>2,438,901</u>  |
| d. | Amount levied for Tort Immunity Purposes     | \$ <u>0</u>          |
| e. | Amount levied for Social Security Purposes   | \$ <u>1,358,464</u>  |
| f. | Amount levied for IMRF Purposes              | \$ <u>805,928</u>    |
| g. | Amount levied for Working Cash Purposes      | \$ <u>0</u>          |
| h. | Amount levied for Life Safety Purposes       | \$ <u>0</u>          |
| i. | Amount levied for Special Education Purposes | \$ <u>798,890</u>    |
| j. | Amount levied for Leasing Purposes           | \$ <u>0</u>          |
|    | AGGREGATE LEVY                               | \$ <u>61,046,427</u> |

; and

**WHEREAS**, the *Truth in Taxation Law* requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

**WHEREAS**, the aggregate amount of property taxes extended for debt service purposes for 2020 was \$10,705,629.79 and it is hereby determined that the estimated amount of taxes to be levied for debt service purposes for 2021 is \$10,597,919.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of DuPage High School District No. 88, DuPage County, Illinois, as follows:

**Section 1:** The aggregate amount of taxes estimated to be levied for the year 2021 is \$61,046,427.00.

**Section 2:** The aggregate amount of taxes estimated to be levied for debt service for the year 2021 is \$10,597,919.00.

**Section 3:** The aggregate amount of taxes to be levied for the year 2021, excluding the debt service levy, does not exceed 105% of the aggregate levy extension for 2020.

**Section 4:** Public notice (see Attachment 1) shall be given in accordance with the *Truth-In-Taxation Law* in the Daily Herald, being a newspaper of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall not be less than 1/8 page in size, with no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide, and such notice shall not be placed in that portion of the newspaper where legal notices and classified advertisements appear.

**Section 5:** This resolution shall be in full force and effect forthwith upon its adoption.

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President, Board of Education  
DuPage High School District No. 88,  
DuPage County, Illinois

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Secretary

**ADOPTED** this 15th day of November 2021

**LEGAL NOTICE**

**NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR  
DUPAGE HIGH SCHOOL DISTRICT NUMBER 88**

- I. A public hearing to approve a proposed property tax levy increase for DuPage High School District Number 88 for 2021 will be held on December 13, 2021 at 7:00 p.m. at 2 Friendship Plaza, Addison, Illinois 60101, in the District Board Room.  
  
Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Edward Hoster, Chief Financial Officer, 2 Friendship Plaza, Addison, Illinois 60101 (630) 530-3970.
- II. The corporate and special purpose property taxes extended or abated for 2020 were \$58,194,877.58.  
  
The proposed corporate and special purpose property taxes to be levied for 2021 are \$61,046,427.00. This represents a 4.90% increase over the previous year.
- III. The property taxes extended for debt service and public building commission leases for 2020 were \$10,705,629.37.  
  
The estimated property taxes to be levied for debt service and public building commission leases for 2021 are \$10,597,919.00. This represents a 1.01% decrease over the previous year.
- IV. The total property taxes extended or abated for 2020 were \$68,900,507.37 The estimated total property taxes to be levied for 2021 are \$71,644,346.00. This represents a 3.98% increase over the previous year.

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Secretary, Board of Education

**PROPERTY TAX LEVY PROCESS:**

The following process outlines the legal requirements to complete adoption of the annual Property Tax Levy according to section 35 ILCS 200/18 of the Illinois School Code:

1. Before the last Tuesday in December we must certify the amount of our property tax levy request to the County Clerk.
2. **If the levy request exceeds 5% increase** over the prior year estimated or actual tax extension, we are subject to the Truth in Taxation law,
  - a. In accordance with the Truth in Taxation guidelines we will need to publish a notice of a hearing if our levy request exceeds a 5.0% increase over the prior year tax extension. This notice must be published no greater than 14 days or less than 7 days before the Public Hearing.
  - b. We need to approve a Resolution of Intent to Levy at least twenty (20) calendar days before the Public Hearing. We will present this at the November Board of Education Meeting.
3. **If the levy request does not exceed 5% increase** over the prior year estimated or actual tax extension, we do not need to adopt a resolution in November, or hold a public hearing in December. However, in accordance with our past practice of commitment to transparency, we routinely adopt this resolution and schedule the public hearing in December.
4. At the December meeting the Board must adopt the following:  
*If a hearing is required or voluntarily elected, this must take place before the adoption of said resolutions, in accordance with Truth in Taxation.*
  - a. Resolution Authorizing and Directing Tax Levy
  - b. Resolution Authorizing and Directing Certain Special Purpose Tax Levies
5. Once the levy is adopted the President and Secretary of the Board of Education will need to sign:
  - a. Resolution Authorizing and Directing Tax Levy
  - b. Resolution Authorizing and Directing Certain Special Purpose Tax Levies
  - c. Certificate of Tax Levy (ISBE Form 50.02)
  - d. Certification of Compliance with Truth in Taxation Statement

**2021 PROPOSED TAX LEVY vs. PREVIOUS YEAR'S TAX EXTENSION**

11/1/2021

ESTIMATED 2021 "T.I.F." A.V. = \$3,504,656,308

|                          | [A]                       | [B]                      | [C]                          | [D]          | [E]         | [F]              | [G]                            | [H]         | [I]                           | [J]                               |
|--------------------------|---------------------------|--------------------------|------------------------------|--------------|-------------|------------------|--------------------------------|-------------|-------------------------------|-----------------------------------|
| FUND                     | FINAL<br>2020<br>TAX RATE | 2020<br>TAX<br>EXTENSION | 2021<br>PROPOSED<br>TAX LEVY | \$<br>CHANGE | %<br>CHANGE | % OF<br>TAX LEVY | 2021<br>ESTIMATED<br>EXTENSION | %<br>CHANGE | 2021<br>ESTIMATED<br>TAX RATE | Maximum<br>Authorized<br>Rate (a) |
| 1 EDUCATIONAL            | 1.3739%                   | \$46,093,590.62          | \$48,352,177                 | \$2,258,586  | 4.90%       | 67.49%           | \$47,032,488                   |             | 1.4593%                       | 3.5000%                           |
| 2 OPERATIONS & MAINT.    | 0.2072%                   | \$6,951,446.23           | \$7,292,067                  | \$340,621    | 4.90%       | 10.18%           | \$7,093,424                    |             | 0.2097%                       | 0.5500%                           |
| 3 TRANSPORTATION         | 0.0693%                   | \$2,324,976.95           | \$2,438,901                  | \$113,924    | 4.90%       | 3.40%            | \$2,372,652                    |             | 0.0667%                       | 0.0000%                           |
| 4 IMRF PENSION           | 0.0229%                   | \$768,282.43             | \$805,928                    | \$37,646     | 4.90%       | 1.12%            | \$785,043                      |             | 0.0278%                       | 0.0000%                           |
| 5 SOCIAL SECURITY        | 0.0386%                   | \$1,295,008.81           | \$1,358,464                  | \$63,455     | 4.90%       | 1.90%            | \$1,324,760                    |             | 0.0341%                       | 0.0000%                           |
| 6 WORKING CASH           | 0.0000%                   | \$0.00                   | \$0                          | \$0          | 0.00%       | 0.00%            | \$0                            |             | 0.0000%                       | 0.0500%                           |
| 7 HEALTH / LIFE SAFETY   | 0.0000%                   | \$0.00                   | \$0                          | \$0          | 0.00%       | 0.00%            | \$0                            |             | 0.0000%                       | 0.1000%                           |
| 8 SPECIAL EDUCATION      | 0.0227%                   | \$761,572.54             | \$798,890                    | \$37,317     | 4.90%       | 1.12%            | \$778,034                      |             | 0.0238%                       | 0.4000%                           |
| 9 SUB-TOTAL CAPPED FUNDS | 1.7346%                   | \$58,194,877.58          | \$61,046,427                 | \$2,851,549  | 4.90%       | 85.21%           | \$59,386,401                   | 2.05%       | 1.8214%                       |                                   |
| 10 DEBT SERVICE          | 0.3191%                   | \$10,705,629.79          | \$10,597,919                 | (\$107,711)  | -1.01%      | 14.79%           | \$10,706,725                   |             | 0.3176%                       |                                   |
| 11 GRAND TOTAL           | 2.0537%                   | \$68,900,507.37          | \$71,644,346                 | \$2,743,839  | 3.98%       | 100.00%          | \$70,093,126                   | 1.73%       | 2.1390%                       |                                   |

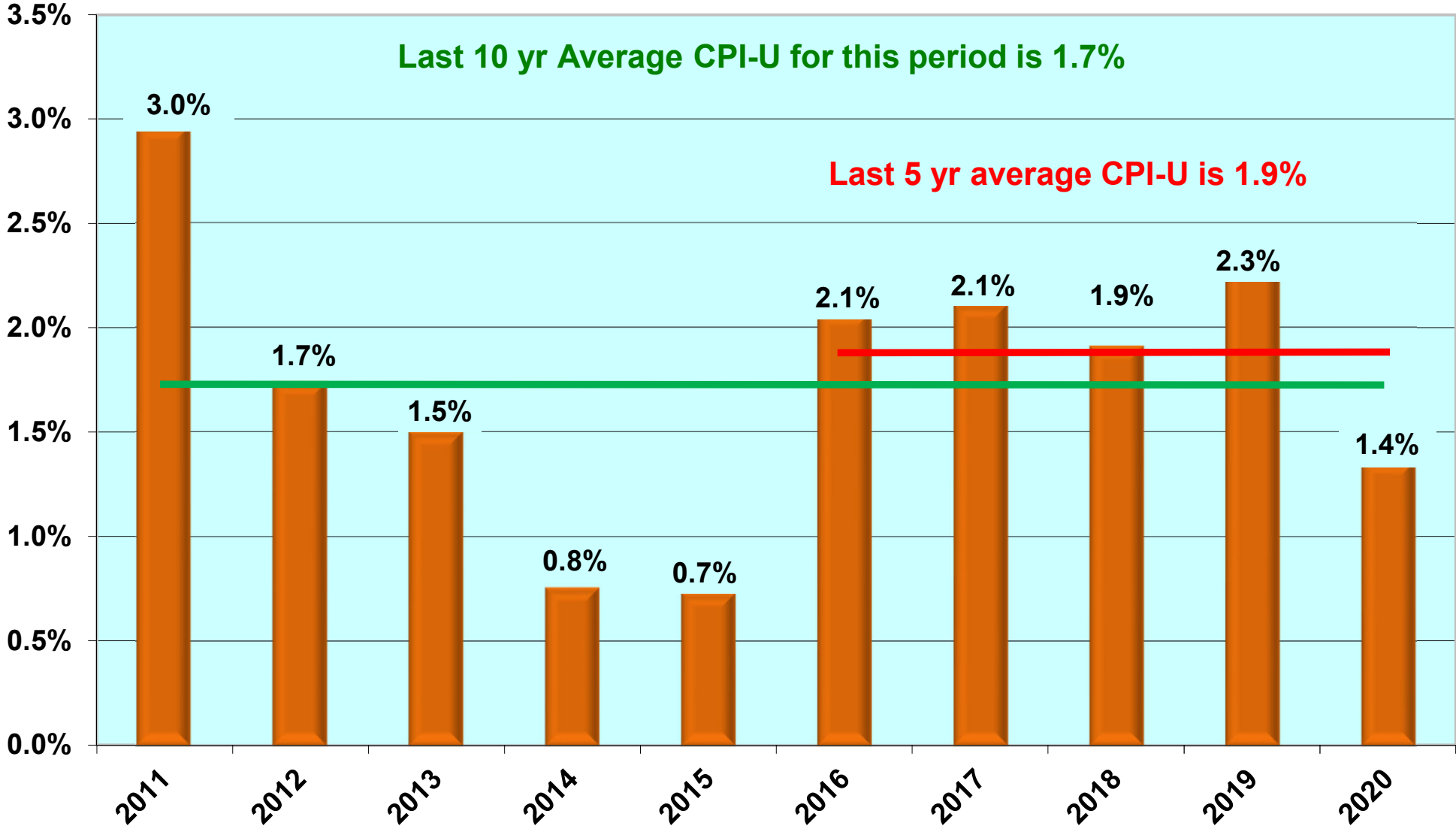
OK

OK

OK

(a) Public Act 94-976 established maximum tax rates for some funds by type of district; Transp., IMRF &amp; Tort are not limited

# Percent of YOY Change in December CPI-U for the Last 10 Years



## Tax Levy Process and Frequently Asked Questions

### 1. What is a Levy?

The amount of money a governmental entity (like public school district) certifies to be raised from property tax – the request.

### 2. What is an extension?

The process in which the County Clerk calculates the tax rate needed to raise the revenue (Levy) allowable by law and certified by each school district in the county. The total extension is the product of the district's total combined property value {referred to as equalized assessed valuation (EAV)} multiplied by its calculated tax rate and is equal to the total property tax billings on the district's behalf. The EAV is calculated by the township assessor but in simple terms they will calculate the most recent three year sales ratio across regional areas and apply the rate of change to other properties in that area. They also manage the various types of exemptions for each property and assist homeowners who may disagree with the assessment value of their property. In general, the goal is to provide a uniform and fair assessment that equates to the established county value for that type of property. This is then multiplied by what is called the county multiplier, assigned by the Illinois Dept. of Revenue to equalize all property values to achieve the overall 33% level for the county. Overall the total property within the county should reach 33% of the determined property value for property tax purposes. Historically the multiplier is typically closer to 1.0 but due to the unprecedented rate of foreclosure activity and downturn in the real estate market, it is not uncommon to see a negative multiplier for some areas recently. More information is available through contacting your local assessor for a more specific discussion about your property value or EAV.

Example: Home value of \$300,000 = (approximately) \$100,000 EAV

### 3. What is The Truth In Taxation Act?

Legislation approved and effective July 1981 provides procedures for Public Notice and Public Hearings on Tax Increases greater than 105% of the prior year's extension.

### 4. What is The Property Tax Extension Limitation Law?

The Property Tax Extension Limitation Law, commonly referred to as "TAX CAP" or "PTELL" limits the increase in property Tax Extensions to 5% or the Consumer Price Index (CPI), **whichever is less**, not counting new construction or Bond & Interest Obligations. Last year, the district tax extension (excluding debt service) was approved to collect \$58,194,877.58 in tax revenue. The CPI used for determining this year's levy will be 1.40% percent. This means the district will be allowed to collect an additional \$814,728 plus whatever taxes are generated from new properties coming on the tax rolls, including any expiring or closed Tax Increment Finance (TIF) properties or previously exempt properties.

### 5. How does the district determine its levy?

The annual budget expenditures for the education program and support services are projected to define the "need" for financial resources. The district then prepares an annual request (tax levy) and the board adopts that levy request by December each year after holding a public hearing. The law allows the district to make a prediction to request (levy) more taxes than they expect to collect, **because at the time of the levy in December, the new property EAV is unknown**. The actual new property value is not available until March when the County Clerk finalizes the tax extension and tax rate allowed under the Tax Cap.



## 6. Is it possible for your tax bill to increase even when your property value is declining?

Yes, the percent change in your property tax bill is not a 1 to 1 relationship with the percent change in your property value. In addition, other important factors also impact your tax bill:

- **Did your homeowner's exemption amount change from the prior year?**  
The recent decline of home values is generating a loss of the senior citizen assessed value freeze. This means that while they may have qualified for a protection from increases to their property tax bill during a good economy ...when the value of their homes declines below the "assessment freeze" level, so does their protection. Consequently, they will begin to see increases to their property tax bills. This can be quite troubling to those who are on fixed income during retirement.
- **Did another exemption possibly expire?**  
The change in ownership may result in the loss of a senior citizen exemption or the loss of a homestead improvement exemption that expires after four years.
- **What was the change in your taxable property value (EAV) as compared to other taxable properties in the community?**  
The rate of change in EAV for individual properties will cause a shift in the tax burden to other properties. If other property EAV's decreased by a larger percent than yours, your resulting EAV would represent a larger portion of the total EAV than it previously did. Therefore, you would be responsible for a larger portion of the taxes than you previously were. With thousands of taxable properties making up the total EAV, it is impossible to predict your tax bill simply based upon what happens to your individual property's EAV.

### Consider this simplified example:

**Year 1:** The school district needs taxes of \$10,000 to provide services to your children. Suppose there are only 2 taxable properties in the community, your home and a commercial bank. The taxable value (EAV) of your home is \$100,000 and the EAV of the bank property is \$700,000.

Your home represents 12.5% of the total EAV ( $\$100,000/\$800,000$ ), so your share of the tax bill is  $12.5\% \times \$10,000$  or **\$1,250.**

**Year 2 declining EAV:** The school district is limited by the Consumer Price Index (CPI) to an increase in property taxes of 0.70% or \$70, for a total tax extension of \$10,070. At the same time, your EAV decreases by 15% to \$85,000 and the bank EAV decreases by 30% to \$490,000.

Your home **now** represents 14.8% of the total EAV ( $\$85,000/\$575,000$ ), so your share of the tax bill is  $14.8\% \times \$10,070$  or **\$1,490.**

Therefore, even though your taxable EAV decreased, the bank's EAV decreased more, ***so your property now represents a larger proportion of the total tax base***, and a larger proportion of the tax burden. The recent increase in property assessment appeals combined with the number of foreclosed properties throughout the county has contributed to this actual trend.

**Year 2 Increasing EAV:** The school district is limited by the Consumer Price Index (CPI) to an increase in property taxes of 0.70% or \$70, for a total tax extension of \$10,070. However, had your EAV increased by 20% to \$120,000 and the bank's EAV by 30% to \$910,000, you would not have seen a 20% increase in your tax bill.

Your home now represents 11.7% of the total EAV (\$120,000/\$1,030,000), so your share of the tax bill is 11.7% x \$10,070 or **\$1,178.**

Even though your EAV increased, the bank's EAV increased more, ***so your property now represents a smaller proportion of the total tax base***, and therefore a smaller proportion of the tax burden.

#### **7. Why would a District propose a levy which is higher than the limits of the Property Tax Extension Limitation Law?**

Because under the Property Tax Extension Limitation Law (PTELL) if you under levy, you can never recapture the lost revenues for the District. Also, at the time of the levy, a very important fact is unknown to the School District: ***the amount of new construction property that will be coming on to the tax base in the coming year. The assessment process timing does not align with our November/December levy cycle. The new property value is not determined until three months after the levy request.***

#### **8. Why doesn't the School District lower its Levy?**

We would be penalized under the Tax Cap for future years as each year is limited by the year prior. The CPI in 2008 was an unprecedented 0.10% which severely limited property tax revenue and resulted in a funding shortfall for most school districts. As of the 2019 tax extension **we have permanently lost access to \$15.8 million for education programs**. This is a permanent funding reduction of the annual property tax revenue for the district. Consequently, we have worked diligently to adjust the programs and services to live within the available fiscal resources and be diligent with any borrowing.

#### **9. How have the District's financial matters been managed?**

During the period of 2003 through the year 2011 DuPage High School District 88 had maintained the highest designation of 4.0 on the Financial Profile rating with ISBE (Illinois State Board of Education) which is the equivalent of the "Recognition" rating. Unfortunately, this score declined during the downturn of the economy from 2012 to 2014, due to a combination of deficit spending and declining property values, to downgrade one level to the "Financial Review" rating. In addition, the District financial rating from Moody's Rating Service was downgraded to Aa1 from Aaa as of 2014. Some of this downgrade was simply due to the deteriorating State of Illinois financial condition. In addition, the combination of the low CPI of 2008 (explained above in paragraph 8) and the program demands for comprehensive services to the community outpacing available resources, were causing us to draw down financial reserves. The combination of a recovering economy and budgetary control have contributed to our return to "Recognition" status since the fiscal year 2015 and Moody's has affirmed our financial rating of Aa1 since 2018.

## 10. How does the District 88 tax rate compare to other districts?

The amount and type of property in a community does affect the homeowner tax bill. A community that has more successful commercial/industrial property will typically generate a total overall taxable EAV that is much greater. This balanced mix of properties helps distribute the tax burden throughout the community. The higher the combined property value the lower the tax rate.

$$\text{Tax Rate} = \frac{\text{Tax Extension}}{\text{Total EAV}}$$

|                      |          | <u><b>EAV Per Student (a)</b></u> | <u><b>Tax Rate-2020</b></u> |
|----------------------|----------|-----------------------------------|-----------------------------|
| Hinsdale Twp. HS D86 | =        | \$ 1,407,592                      | \$1.6142                    |
| Downers Grove HS D99 | =        | \$ 1,017,670                      | \$1.8824                    |
| Fenton HS D100       | =        | \$ 907,569                        | \$2.0281                    |
| <b>DuPage HS D88</b> | <b>=</b> | <b>\$ 864,420</b>                 | <b>\$2.0537</b>             |
| Lake Park HS D108    | =        | \$ 889,153                        | \$2.2455                    |
| Glenbard Twp. HS D87 | =        | \$ 762,694                        | \$2.2255                    |
| West Chicago HS D94  | =        | \$ 629,728                        | \$2.2082                    |

(a) Calculated from ISBE Evidence Based Funding Enrollment and County tax extension reports



**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** November 2, 2021

**FROM:** Mr. Edward Hoster

**RE:** **Architect/Engineer Service Proposal – Varsity Baseball Field Concept Planning for Addison Trail**

We are presenting the proposal from Wight & Co. to provide the architect/engineering services for design services for potential renovations to the varsity baseball field at Addison Trail. Within the scope of work are various improvements to enhance the use of space and improve the safety of the facility and adjacent areas. This will provide a master plan for future phased projects to implement over time. The fee includes contracting with a professional surveyor to establish the existing conditions topographical information necessary to then prepare the master plan. The total fee is \$14,100, plus reimbursables, including the surveyor fee of \$4,680 for Ruettiger, Tonelli & Associates.

**Suggested Motion:**

Move that the Board of Education accept the proposal from Wight & Co. for architect & engineering design services for the potential renovations to the varsity baseball field at Addison Trail at a fee of \$14,100 plus reimbursable expenses.



November 1, 2021

Mr. Ed Hoster  
Chief Financial Officer  
DuPage High School District 88  
2 Friendship Plaza  
Addison, IL 60101

**Addison Trail High School  
Varsity Baseball Conceptual Modifications  
Professional Engineering Services Proposal**

Dear Mr. Hoster:

Wight & Company ("Wight") is pleased to submit this letter of contract for Architectural / Engineering Services to DuPage High School District 88 ("District") concerning conceptual modifications to the Addison Trail High School Varsity Baseball Field. We have prepared our letter of contract in the following four parts:

UNDERSTANDING  
SCOPE OF SERVICES  
SCHEDULE  
COMPENSATION

**UNDERSTANDING**

DuPage High School District 88 (District) is requesting Wight & Company's (Wight) services concerning modifications to the viewing and safety aspects at the Addison Trail High School (ATHS) Varsity Baseball Field. ATHS has expressed concern of foul balls exiting the field of play and entering / impacting the spectator area, adjacent tennis courts to the south and the parking lot to the west. ATHS has also expressed concerns on the proximity between home plate and spectator viewing for the spectator umpire interaction. Wight has researched the existing netting and backstop versus current baseball field standards. The proximity of home plate to the backstop, the backstop height and the adjacent netting locations are all factors of study and contribute to the above concerns. Wight also met with District and ATHS personnel at this field in September and October. At these meetings, the discussion was on initial backstop improvements and future modifications expressed by the ATHS Principal and Athletic Director. The initial phase may consist of backstop and fencing improvements of a knee wall, netting and fence removal along the foul lines. Another initial phase option discussed was potential infield earthwork modifications for more separation between home plate and the adjacent areas. Mentioned during the discussion was that ATHS has the deepest outfield within the conference with dimensions of 345' down the third base line, 350' to straight center, and 355' down the first base line. With these deep side dimensions, the infield may be able to shift northeast creating more separation between the home plate and the current backstop.

From the site discussion, this baseball field and dugout locations are original to the ATHS campus. ATHS expressed updates to this field for better viewing areas and the possibility of viewing expansion by

moving the spectator viewing area beyond the dugouts. They have also desired a press box potentially behind the back stop.

Both of these potential improvements will assist in preventing spectator's from viewing right behind the home plate and limit the spectator / umpire interaction. With these updates, the location of the dugouts would be impacted. We also discussed location adjustments of the bull pen/ warm up area, as well as the addition of lighting.

This proposal is for Wight to study future concepts of the ATHS baseball field to address these concerns. Exhibits will be generated depicting how the future concept can be phased. Estimates will be compiled for all phases. Once an initial phase is selected by the District, Wight can generate construction documents for permitting, bidding and construction.

Wight has a topographic survey of the field from the 2005 BTF. However, there have been improvements behind the field where a detailed survey will be requested.

## **SCOPE OF SERVICES**

The following tasks constitute Wight's proposed scope of services:

### **Meetings and Coordination**

- Meetings with the District to coordinate design
- Construction Document review meetings
- Site Visits

### **Survey Coordination / Incorporation**

Consult with a surveyor to obtain topography survey of the baseball backstop/ dugout areas. Based on the field visit, there have been updates to this area since the BTF survey, where a detailed survey of the existing conditions is needed. Upon receipt of the topography information, Wight will incorporate this information into the overall ATHS survey for use as the existing conditions.

### **Concept and Estimating**

From the September and October meetings plus the updated survey, Wight & Company will generate two to three conceptual layouts for the following:

- Potential New Entrance(s) configuration into the baseball field
- New Dugouts swapping the location of the bleachers; moving the dugouts closer to home plate
- Walkways / access to bleachers
- Fencing updates for separation of dugout and bleachers plus bleachers and warmup/ bull pen areas and outfield fence location / height.
- Backstop modifications,
- Infield location modifications,
- New press box
- Lighting of the baseball fields

For each concept we will identify their pros and cons and potential phasing. These will be presented to all for insight. Based on the insight, Wight will generate one (1) final concept and potential phasing of this concept. The final concept will be color-rendered for presentation. Wight will provide an estimate of the final concept.

This comparison of exhibits and estimate will be presented to the District for determination on which initial option to proceed with advancing to construction documents.

### **Extent of Agreement**

This agreement is for the completion of conceptual modifications at the ATHS Varsity Baseball Field including estimating and potential phasing of the future improvements.

Our services are limited to the improvements within the project limits.

Any services requested beyond these limits will be considered an additional service to this contract. Plans prepared by Wight will be done under the direct supervision of an Illinois Registered Professional Engineer.

The above scope of services does not include the following:

1. Analysis, design, or specifications for any off-site improvements, including, but not limited to, lift station modifications, sanitary sewer 'upsizing', and storm sewer 'upsizing' or extensions beyond 100 feet of the project limits
2. Municipal or County Stormwater Permitting
3. Improvements beyond the Project limits
4. Geotechnical Investigation
5. Permitting fees – The owner or contractor will pay filing and other fees required for permitting

### **Additional Services**

Additional Services may be required following execution of this Agreement. Upon recognizing the need to perform the following Additional Services, Wight shall notify the District. Compensation for these services will be completed on a time and material basis at standard hourly billing rates or at a negotiated cost upon the District's written authorization to proceed:

- Services necessitated by a change in the Initial Information, previous instructions or approvals given
- Services necessitated by the discovery of unforeseen conditions after completion of the construction documents
- Changing or editing previously prepared construction documents necessitated by the enactment or revision of codes, laws or regulations or official interpretations
- Any permitting necessary beyond what is stated above



## SCHEDULE

Wight & Company can proceed with this work upon signature of this proposal. Concepts and estimating of future modifications will be for District use to incorporate into their 5-year programming.

## COMPENSATION

Wight proposes to provide the scope of services described in this proposal for a fixed fee as shown below:

|                                              |             |
|----------------------------------------------|-------------|
| 1. Survey by Ruettiger, Tonelli & Associates | \$4,680.00  |
| 2. Concepts and Estimating                   | \$9,420.00  |
| <hr/>                                        |             |
| Total                                        | \$14,100.00 |

Wight & Company recommends that an additional One Thousand Five Hundred Dollars (\$1,500.00) be budgeted for reimbursable expenses. Reimbursable expenses shall be billed at direct cost. Any reimbursable expense above the limit set above, shall be authorized in writing by the District prior to incurring the expense. The following is a list of reimbursable expenses:

1. CAD plots, printing, color reproductions, and delivery costs of drawings and reports
2. Supplies, materials, and costs related to specific reports and presentations
3. Travel at the current IRS established reimbursement rate

We thank you for the opportunity to present this agreement for your consideration and look forward to working with you on your exciting project. If this letter of contract is acceptable to you, please signify your acceptance by signing in the space provided below and return one copy to us for our files. If you have any questions, please do not hesitate to contact Kyle Buck at (630) 918-3420.

Respectfully submitted,

WIGHT & COMPANY

  
Kyle Buck, PE  
Project Manager



Jason Dwyer, AIA, LEED AP  
President, Design & Construction

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



# Ruettiger, Tonelli & Associates, Inc.

Surveyors • Engineers • Planners • Landscape Architects • G.I.S. Consultants

September 22, 2021

Wight & Company  
2500 N. Frontage Road  
Darien, Illinois 60561  
Attn: Mr. Kyle Buck

Re: Proposal for Topographic Survey  
Portion of the Addison Trail High School  
Lombard, Illinois

Dear Mr. Buck,

Ruettiger, Tonelli & Associates, Inc. (RT&A) proposes to prepare a topographic survey on a portion of the Addison Trail High School, as depicted on the attached pictures provided by your office. This survey will include the following items:

- All Netting post locations and gates
- Light poles
- North and east tennis curbing edge and fencing
- Detailed dugout topo shots and field elevations adjacent too.
- Detailed curbing topo shots behind bleachers and fencing
- Pad behind backstop
- Backstop and gate locations plus grades at field, HMA, and curb
- Shed location and elevations
- Bull pen / warm up locations and elevations
- Above grade electrical (such as at press box and at dugouts)
- Grades and outline of red limestone.
- Detailed topo of stairs, railing and walks to the west of the baseball field.
- Drainage structure rim and invert to the southwest of the field

The fee for the above-described services will be \$4,680.00.

Time frame to complete this survey will be approximately two weeks from written authorization to proceed.

An invoice will be submitted with the hard copies of the topographic survey and is payable within 30 days from the date of the invoice. Payments due to Ruettiger, Tonelli & Associates, Inc. are not contingent upon project approval and/or financing and are the direct responsibility of the signee below.

If the terms as stated are acceptable, please sign below and return a copy to our office. Upon receipt we will schedule the field work.

Sincerely,

David J. Zientek, PLS/PE/LEED AP

Accepted by:

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

N:\Clerical\Proposals\Proposals 2021\Wight&Co.\_K. Buck\_CP\_DJZ\_Addison Trail School\_09-22-21.doc



**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** November 10, 2021

**FROM:** Mr. Ryan Domeracki

**RE:** **Bus Fleet Management System Purchase**

We are recommending that the Board of Education accept the proposal from Tyler Technologies (Tyler) for their Traversa software and Tyler Drive solution. The cost for year 1 software, hosting, equipment and implementation is \$127,398.75. Annual recurring costs beginning 2022-23 will be \$30,650.00. These costs represent a 10% reduction in Tyler's standard pricing by utilizing our Sourcewell membership. These costs are budgeted to be paid from the ESSER III funds for the first two years.

At its core, Traversa, which is a web-based software solution, contains several features that will enhance the District's transportation service. Enhancements include bus routing, fleet maintenance, contact tracing, custom reporting and a parent app, Ride 360. Traversa offers greater ease of use and management along with an unlimited number of user licenses. Tyler offers an evergreen policy allowing districts to transition to the newest version of the software without additional software cost. The ability for Cottage Hill Operating Co. (Cottage Hill) and District 88 staff to easily locate any Global Positioned System (GPS) equipped vehicle located anywhere would be helpful. Reflecting on parent calls, the thought of providing parents with more information such as where and when a student boarded/exited the bus, or when a bus was at a student's stop, will allow for better communication for all parties. More specific information on each component being recommended follows.

### **Traversa**

Currently, there is not a routing system in place at the District. Historical routes are annually used to route buses rather than where our students live. Utilizing Traversa, we can import our students and their addresses from our student information system, PowerSchool, and build runs, manage stops, as well as generate directions with custom descriptions utilizing Esri-based mapping.

With Traversa's Automatic Vehicle Location (AVL) we will be able to track buses in real-time. We'll be able to see real-time vehicle locations, vehicle speeds, compare our planned routes against the actual path driven by the drivers and access the recorded paths of any vehicle for a particular day and time.

Traversa has a component to cover fleet maintenance. This will allow Cottage Hill to record the maintenance that occurs on each vehicle by recording their work orders with details of what vehicle is to be worked on, the work that's being done, which parts are used, and who is doing the work. We'll be able to track preventive maintenance for each vehicle based on date, mileage, or both.

The Electronic Rollout Sheet will be utilized by Cottage Hill's dispatch team. The dispatcher can mark that a driver has checked in, enter substitutions for drivers who are absent, and swap out vehicles as needed. Most importantly the Electronic Rollout Sheet will push data to the Ride 360 parent app, in real time, so users will have the correct information daily.

Current transportation guidelines require students to be outside ready to board the bus five minutes prior to the scheduled arrival time. Delays caused by driver shortages, traffic, road conditions, accidents, or trains could result in later arrival times leaving students exposed to inclement weather conditions. It is natural for parents to limit the amount of time a child waits outside for the bus. This often leads to students trying to time the bus arrival. Inefficient loading times ultimately impact the number of total routes needed and on-time school arrivals. Parents knowing accurate bus arrival times for the day will allow students to be waiting and prepared to board the bus upon arrival, and still limit the child's wait time and exposure to inclement weather. The Ride 360 app will provide updated estimated arrival times based on where the bus is currently located in real-time. The installation of a GPS device on each vehicle is required for implementation of a parent app. This GPS device will communicate vehicle location by satellites. A portion of the Traversa software is dedicated to interfacing with the GPS device to provide updated location information every 15 seconds. When buses are delayed due to traffic, accidents, or trains the app will reflect an undated estimated arrival time.

### **Tyler Drive Tablets**

The Covid-19 pandemic has had a significant impact on the on-going nationwide shortage of bus drivers, the worst in decades. To accommodate all our routes, Cottage Hill is having to split routes, combine routes, or send drivers back out to pick up additional routes. More often than not the difficulties a substitute driver experiences trying to successfully navigate an unfamiliar route often results in a late arrival to school. Electronic route sheets combined with audible navigation directions have been proven to aid a substitute driver in completing routes on time. Even experienced drivers may sometimes miss a stop and fail to pick up a student. This is almost always associated with a recent change in the route or someone new running the route. Routes do change based on load counts and are reviewed throughout the year. Updated route sheets may not make it into the hands of the drivers and result in missed stops, angry parents concerned with their child's safety, and missed instructional time. The tablet is updated with route changes immediately prior to the start of the route to ensure drivers have accurate information. Student safety is increased when drivers are aware of students with medical conditions that could potentially require immediate emergency care.

Driving the routes as drawn will lead to more on school arrival times and may reduce overall route times. Reducing overall route times can sometimes lead to a reduction in the number of routes needed.

Tyler Drive tablet also allows for confidential communication from Cottage Hill or the district with the driver. For safety purposes, the tablets are "locked" and allow only for Tyler Drive to be installed. Drivers cannot interface with the tablet when the vehicle is in motion, and have the option to mute the turn-by-turn directions once acclimated to the route.

Drivers log in and out of the device each day, resulting in automated collection of driver time and actual miles driven. The mandatory pre-inspection is completed using the tablet and written to the database for reporting. Eliminating paper route sheets for drivers to hold and reference while driving improves driver focus on driving the route.

Tyler Drive has built in GPS which aides school bus drivers with turn-by-turn directions that keep the driver on the planned route; it ensures the driver services each stop along the route even if a turn or stop is missed. Tyler Drive also manages student ridership, employee timekeeping, and mandated pre-

and post-trip vehicle inspections. All of this is integrated in real time with the Tyler transportation Traversa software. This on-board solution closes the gaps in student transportation, making it easy to acclimate new or substitute drivers to unfamiliar routes, helping to provide complete documentation for state reimbursement, and stemming potential losses caused by outdated timekeeping software. The system comes loaded on a semi-rugged tablet with 4G LTE connectivity specifically designed to withstand the rigors of the school bus environment.

The Tyler Drive tablets would be installed on all District owned vehicles, including the 41 large school buses as well as the 4 activity buses. We are in conversations with Cottage Hill for a solution for our special education bus riders.

***In summary Tyler Drive provides:***

- Accurate navigation: The detailed map shows the highlighted route and provides audio and visual step-by-step instructions to reach the next scheduled stop. Tyler Drive's navigation feature reduces the effort of training new drivers and processing route changes. Routes changes can be processed at the transportation office then pushed over the air to the tablet in real time.
- Rerouting capabilities: The device helps drivers handle unanticipated road closures or missed stops by providing alternate, real time routing to the planned destination, while maintaining route integrity with safety policies such as right-side routing and walk-to-stop distances.
- Student identification and support: As the bus arrives at the scheduled stop, Tyler Drive displays the students boarding or disembarking, as well as any special student support information, along with their photo, address, grade and school name. Drivers can use the built-in touch screen or the students could scan on with scan technology creating a digital record of when and where the student entered or exited the vehicle.
- Fewer driver distractions: Tyler Drive eliminates the need for paper maps and student lists. The "Mobile Lock" option allows the screen to be blocked while the bus is in motion. Drivers can rely on the audio instructions to reach the next stop.

**Training and Implementation**

With board approval, Tyler Technologies would tentatively provide training to Cottage Hill and District 88 staff in June and July, 2022. Each driver would attend a minimum initial 2-hour training. Tyler Technologies will install the mounts and wiring necessary for Tyler Drive and train Cottage Hill staff to do all future installs. This lead time would allow parents to begin using the parent app at the start of the 2022-23 school year.

Tyler Technologies was awarded the Sourcewell contract for school enterprise resource planning (ERP), student information system and transportation. Sourcewell is a national government purchasing cooperative which solicits competitive bidding and awards contracts to the lowest responsible bidder. Bidders are typically given 5-6 weeks for a response and all bids are to be sealed. Contracts are only available to government agencies and nonprofit sectors.

**Suggested Motion:**

Move that the Board of Education accept the proposal from Tyler Technologies (Tyler) for their Traversa software and Tyler Drive solution utilizing the Sourcewell contract.



# PERSONAL NEEDS ASSESSMENT & PRICING FOR DUPAGE HIGH SCHOOL DISTRICT 88, IL

By: Damian Cummings

Phone: (207) 671-7318

E-mail: [damian.cummings@tylertech.com](mailto:damian.cummings@tylertech.com)



Ryan Domeracki  
Dupage High School District  
2 Friendship Plaza  
Addison, IL 60101



11 Cornell Road  
Latham, New York 12110

P: 800.433.5530  
F: 518.786.7778  
[www.tylertech.com](http://www.tylertech.com)

Dear Ryan,

In everything we do, we believe in challenging the status quo. We believe in thinking differently, because the realities of running a transportation operation require you to do the same. You have to run your operation like a business, but under the umbrella of a public organization. Balancing the needs of school administration, teachers, taxpayers, and parents who trust you with their most precious cargo means the demand for both safety and efficiency is extremely high.

The way Tyler achieves this balance is with products and services that are aesthetically simple, easy to use, and intuitively designed. Traversa® has been constructed based on decades of industry experience and feedback, giving you a product that defies the conventions of routing software.

In this proposal, we have provided a complete description of your solution, including your Objectives, Alternate Strategies Considered, Solution Overview, Pricing, our Unique Qualifications and Corporate Overview. The following products are included:

- Traversa®
  - Advanced Routing Upgrade
  - Advanced Trips Upgrade
  - Ride 360™
  - Advanced AVL Upgrade
  - Electronic Rollout Sheet™
- Tyler Telematic GPS™
- Tyler Drive™

Selecting the right products to help you run your operation is one of the most important decisions you will make as leader. These decisions must be made with a singular focus on selecting the best product that will have the largest impact at a fair price. It is in everyone's best interest—routers, drivers, administrators, and taxpayers—to acquire products that truly exceed expectations and deliver positive, measurable results. It is in everyone's best interest when a district partners with a company that is invested not only in the successful implementation of its products today, but in the continued development of those products tomorrow. That is why we do what we do. Tyler looks forward to helping Dupage High School District realize its transportation possibilities.

Sincerely,

Ted Thien  
Vice President & General Manager  
800-433-5530 Ext. 131840  
[Ted.Thien@tylertech.com](mailto:Ted.Thien@tylertech.com)



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## Section 1 YOUR OBJECTIVES

We understand that your District is looking for a transportation management system that improves operational productivity, maximizes your investment, and better serves the people in your community who depend on you. After conversations and meetings with district personnel, we are offering this proposal to meeting the following objectives:

| Objectives                                     | District Personnel |
|------------------------------------------------|--------------------|
| Create route efficiencies within the district  | Ryan Domeracki     |
| Manage on-time performance                     |                    |
| Reduce parent calls                            |                    |
| Save money through planned vs. actual analysis |                    |
| Improve district/parental communication        |                    |
| Track student ridership                        |                    |
|                                                |                    |

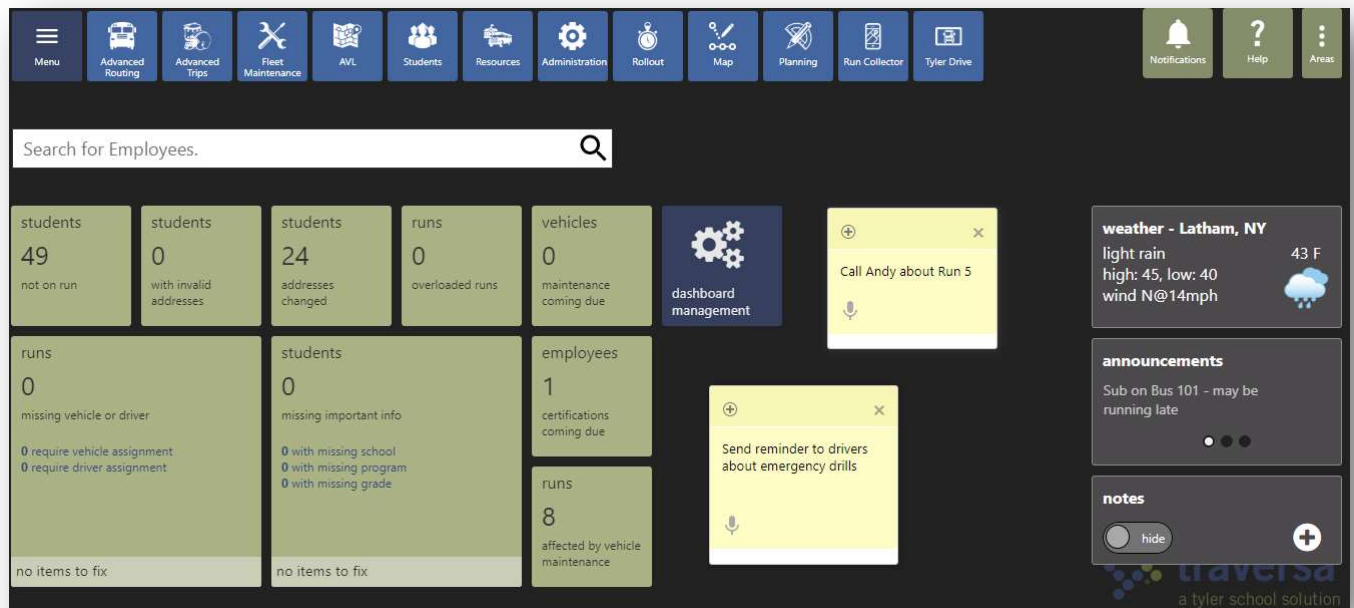
## Section 2 ALTERNATE STRATEGIES CONSIDERED

- Take no action
  - Operate like normal. Find solutions to issues, if/when they arise, in a reactive manner.
  - Conduct multiple meetings with parents who are calling about bus issues without a clear resolution.
  - Pay maintenance costs in an ad hoc, reactionary way.
- Utilize current providers
  - Multiple steps to complete everyday tasks.
  - Continue with heavily manual processes for adding students/stops.
  - Spending extra money on map upgrades/updates.

## Section 3 SOLUTION OVERVIEW

### 3.1 TRAVERSA®

Traversa provides a simple, yet comprehensive, transportation management solution to districts with diverse needs and limited budgets. Traversa is not a cookie-cutter system. It is flexible and adaptable to the needs of each district, and its design offers enhanced functionality only where you need it.



#### WEB-BASED

Mobile access is a cornerstone of Traversa. Whether out in the garage, in the office, or at home, users can connect and access the entire Traversa product from a tablet, smartphone, or PC.

#### TOUCHSCREEN-ENABLED

Built using HTML5, Traversa is touch-friendly and fully functional on a standard tablet. Users can access pertinent routing information on any internet-connected mobile device.

#### UNLIMITED USERS

As the needs of your operation evolve throughout the years so do our solutions. Traversa gives you the ability to have unlimited users at no extra cost, and administrative users can also limit permissions of other user groups.

#### ALL-IN-ONE

Traversa is an integrated solution that provides essential functionality out of the box. No other transportation solution today offers this kind of comprehensive, fully integrated functionality. Traditionally, transportation software has been offered piecemeal, with different interfaces, different data sources, and different requirements

for training and installation. Traversa offers a seamless user experience in a streamlined system that automates safety, reduces manual processes, and helps improve your level of service. Plan routes, coordinate field trips, schedule preventative maintenance, and track GPS data all within the same unified system.

## SOFTWARE AS A SERVICE

Traversa is not installed on local servers, meaning users don't need to maintain the infrastructure. The information it contains is hosted in a secure, redundant environment and the data is encrypted and password protected. We convert your data, help verify your maps, provide training and data security — even disaster recovery, at no additional cost. Essential routing information is available to all necessary district personnel in a simple format, saving users valuable time currently spent answering phone calls and emails.

## DATA SECURITY

Tyler has been offering hosting services since 1999, and the software is hosted on Cisco's Unified Computing Solution in two SSAE 16 certified data centers. Both data centers consist of redundant hardware, battery backup, generator backup power and redundant internet connectivity provided by two providers entering/exiting two separate locations of the data center building. Tyler also maintains separate datacenters in Canada for compliance with Canadian data privacy laws.

Each hardware device has a failover component that will take over in the event of a failure. Tyler strives for 99% availability during normal service hours. Tyler utilizes multiple internet service providers (ISPs) with routes coming from different Internet hub locations.

Tyler's Hosting Operations follow security best practices dictated and defined by the three assurance audits that Tyler is subject to: SOX-404 Financial and IT General Controls, PCI Security Council PA-DSS/PCI-DSS, and the AICPA SSAE-16 SOC 1 Type 2.

## ESRI MAPPING SYSTEM

The Esri®-based mapping system interfaces with third party data providers which can show traffic flow, construction projects, city planning, evacuation routes, weather, and more. Users can select a bus stop and zoom in to inspect the streetscape for possible safety issues. If a bridge washes out, for example, Traversa can quickly find an alternate path, and users can print the new directions for drivers.

## EVERGREEN PHILOSOPHY

For clients current on support, Tyler's Evergreen Philosophy includes unlimited software updates without additional licensing fees. Traversa offers at least three (3) releases per year as a part of our standard maintenance agreement, and the web-based model gives users immediate access to new features and functions as they occur. Our goal is to demonstrate continuous commitment to our clients with ongoing product development.

## GPS INTEGRATION

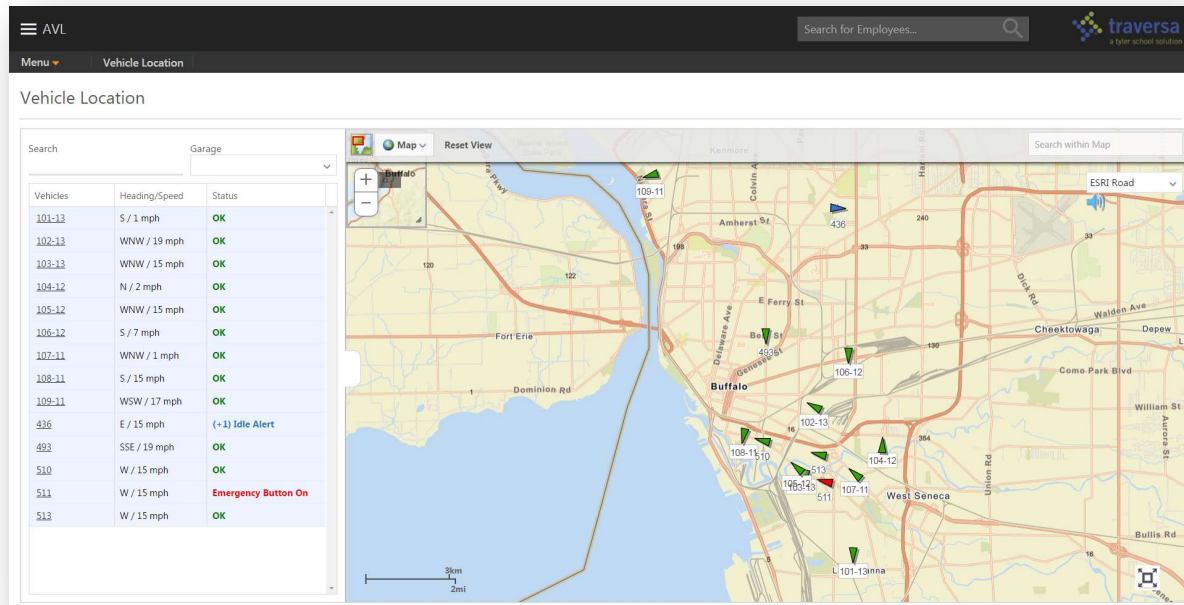
Traversa has a uniquely flexible design that enables it to process and display GPS data collected from virtually any available source. When using third-party GPS hardware, some functionality is dependent upon the GPS hardware

***"I would recommend Traversa to anyone looking for a user-friendly solution to routing challenges that also includes access to an extremely helpful technical support team."***

**- Ann Rugg,**

**Supervisor of Transportation  
Springville-Griffith Institute CSD**

being configured and installed correctly to provide events such as turn signals, door open and stop arm events. Route data is not available for export. How a third-party software consumes and displays said data will depend on the capabilities of that software.



## FLEET MAINTENANCE

Integrated workflow helps you stay ahead of repairs through preventive maintenance. Traversa allows you to record the maintenance that occurs in the transportation department. Record work orders with details of what vehicle is to be worked on, the work that's being done, which parts are used, and who is doing the work. Track preventive maintenance for each vehicle based on date, mileage, or both.

## ACTIVITY TRIPS MANAGEMENT

Traversa gives users the ability to enter trip information, plot the path on a map and specify who is driving and who is being transported on that trip. Schedule available vehicles by finding which ones are already assigned to runs, all from within the same system.

## RESOURCE MANAGEMENT FOR EVERYTHING YOU TRACK

It takes many different resources to run student transportation, and every person, vehicle, and location comes with a unique history which must be recorded. When you need to know whether a bus has been recently worked on, or whether its driver has all their certifications, or whether a student riding that bus needs special accommodation. Traversa can provide the information you need quickly and intuitively.

## CONTACT TRACING

Tyler has created the first proactive solution to aid K-12 transportation operations in tracing potential contact between students, drivers, vehicles, and runs. By default, Traversa's Contact Tracing will use planned routing data

to estimate associated contacts, but clients using Tyler’s Student Tracking or Tyler Bus Attendance™ app can also utilize actual ridership data for Contact Tracing. If a health concern arises, users can export the associated contact lists to MS Excel in one click in order to begin contacting parents, guardians, or employees.

### Contact Tracing

Lookup a Connection

VERONICA GRIFFIN

8/4/2020

Search

Lookup Results - Student Connections

VERONICA was on vehicles 110, 111 and runs AE2 Gorz AM, AE3 Chicken PM

| Name              | Contact Type        | Run         | Scan |
|-------------------|---------------------|-------------|------|
| CLAY, JACOB       | Student Shared Stop | AE2 Gorz AM | --   |
| DYKES, KEIYAHNA   | Student Shared Stop | AE2 Gorz AM | --   |
| Garnett, Kaydence | Student Shared Stop | AE2 Gorz AM | --   |
| JONES, ARTHUR     | Student Shared Stop | AE2 Gorz AM | --   |
| LOFTON, VIASHAWN  | Student Shared Stop | AE2 Gorz AM | --   |
| MANGHAM, DELANTE  | Student Shared Stop | AE2 Gorz AM | --   |

Export Students

Lookup Results - Employee Connections

| Name            | Contact Type      | Run            | Substitute |
|-----------------|-------------------|----------------|------------|
| Winkleman, Jill | Student to Driver | AE2 Gorz AM    |            |
| Winters, Kevin  | Student to Driver | AE3 Chicken PM |            |

## CUSTOM REPORT WIZARD

Reporting is now more accessible and efficient than ever before. Included within Traversa is our market leading revolutionary Custom Report Wizard. Within seconds users can generate a custom report utilizing data within Traversa to report upon numerous statistics. Also, users have the ability to automate this report to be sent to an email address on a set time/date allowing for more transparency within the organization. Users also can export reports to Microsoft Excel or Word to edit them further.

## CHANGE, BUT ADD IF NEW

Traversa's powerful intelligence has set the gold standard for the next generation of transportation management software. Our "Change, but Add if New" feature will protect student address information when a user corrects a misspelling or incorrect address, making the system intuitive enough to keep corrections but still add a new address when a student moves. The days of having to make daily changes to your student addresses after each import are over. Traversa's intelligence gives our users time back into their day to focus on other tasks.

Import Mode

Change, but Add if New ▼

### 3.1.1 TRAVERSA SUCCESS STORIES

#### SPRINGVILLE-GRIFFITH INSTITUTE CSD

**Location:** Springville, New York

**Tyler Client Since:** 2018

**Tyler Products:** Traversa

**Contact:** Ann Rugg, Transportation Supervisor

#### Challenges

When Ann Rugg, transportation supervisor for the Springville-Griffith Institute Central School District, took a close look at the district's previous student transportation solution, she realized the district needed to make a change. "The product we were previously using had many features that we found we were not using, but we were paying for," she said. Rugg also suspected that her routes were not as efficient as they could be, even though they were designed using the expensive tools the district had paid to license.

Outside of the transportation department, district officials were concerned their existing routing system may not be compatible with the student information solution they had selected. It became clear the Springville-Griffith transportation department needed to research better routing solutions to meet their requirements without overpaying for features and add-on modules they did not need.

#### Solution

When Rugg began researching comprehensive routing solutions that would meet their budget requirements and integrate well with the new student information system, she was "specifically looking for something that made scheduling stops and making changes easier. Our previous software used a complicated process for creating stops in the route. We were also looking for a product that produced a simple set of routing instructions for sub drivers to follow. We wanted a product that would expand to include the use of GPS turn-by-turn instructions and a parent app." Traversa's flexible student transportation solution stood out as the district's best option, and Rugg and the Tyler implementation and support teams quickly got to work. In addition to being a better solution for the district's needs, "Traversa was much more reasonably priced than our previous routing software," Rugg shared. "Our technology department worked with Tyler staff to allow for an automatic update of Traversa software daily as new



students are added to the student information management system. This allows transportation to have the most up-to-date routing information for our students and staff. Traversa software was also very easy for our secretarial staff and administrators to learn how to use and retrieve information about student routing. Creating routes was also very easy with Traversa, and we were able to easily change routes to allow for greater efficiency. Tyler support staff have been extremely helpful to us,” she noted.

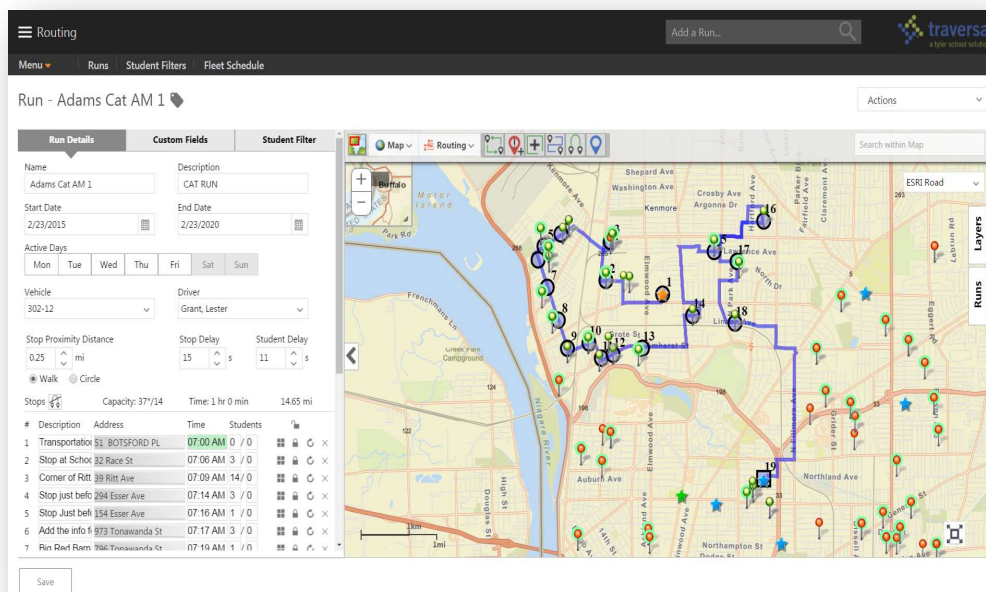
## Results

The district realized immediate and meaningful improvements to their transportation department operation after implementing Traversa. “We eliminated two full routes and reduced several others in length by using the software. Next year, we will be looking at balancing our rotation for future bus purchases, but this year we were able to purchase one fewer bus in our rotation. We were able to decrease the number of buses in our fleet and still maintain our five-year rotation,” Rugg said. Parents are excited to begin using Traversa’s parent app, Traversa Ride 360® as soon as the district is ready to roll it out.

### 3.2 CORE ROUTING

#### INTUITIVE RUN MANAGEMENT

Build runs, manage stops, and assign drivers with Traversa’s Esri-based mapping software. Stop times are editable, and information like right-side service or turnaround rules can be easily accounted for. Transportation coordinators can generate directions with custom descriptions, as needed, for streets, landmarks, and bus stops. The run building process is so simple and intuitive, that users can even plan routes on a standard tablet.



#### ROUTE A GROUP OF STUDENTS FEATURE



Tyler has yet again revolutionized the way you create routes within Traversa and set the gold standard for the way routes can be created in the K12 Industry. The “Route A Group of Students Feature” now allows users to create a route from start to finish quicker than ever before. Within a few clicks’ users can create the most efficient route while maintaining the highest level of safety.

New Run 

**Run Details**

Name: Gorz ES AM 01 Description:

Start Date: 8/31/2020 End Date: 8/1/2021

Active Days: ☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Vehicle: 101 Driver: BROWN, ANTONIO

Stop Proximity Distance: 0.50 mi Stop Delay: 0 s Student Delay: 0 s Options: ☒ Walk ☐ Circle

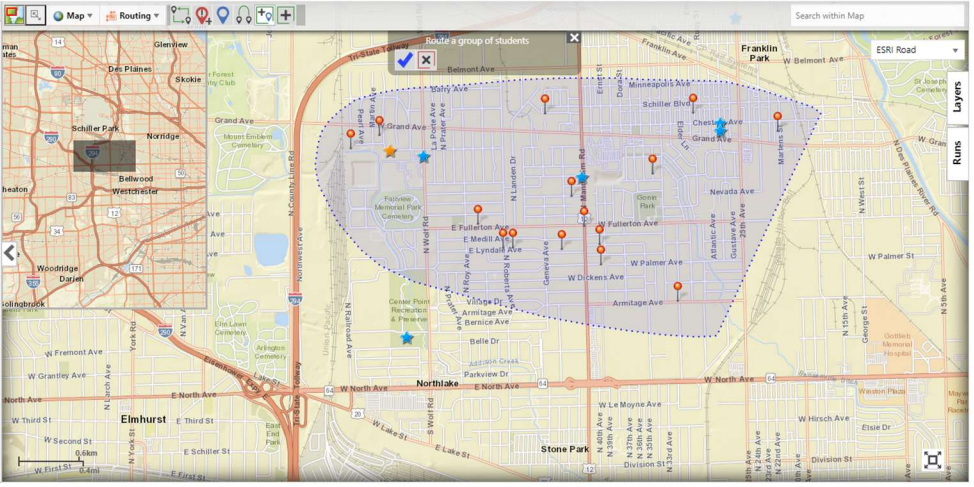
Stops: Capacity: 0/77 Time: 0 hr 0 min 0.00 mi

# Description Address Time Students

[Add Stop](#) [Recalculate Run](#) [Optimize Run](#) [Reverse Run](#)

[Directions](#)

**Student Filter**



Save

Ask Traversa

New Run 

**Run Details**

Name: Gorz ES AM 01 Description:

Start Date: 8/31/2020 End Date: 8/1/2021

Active Days: ☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Vehicle: 101 Driver: BROWN, ANTONIO

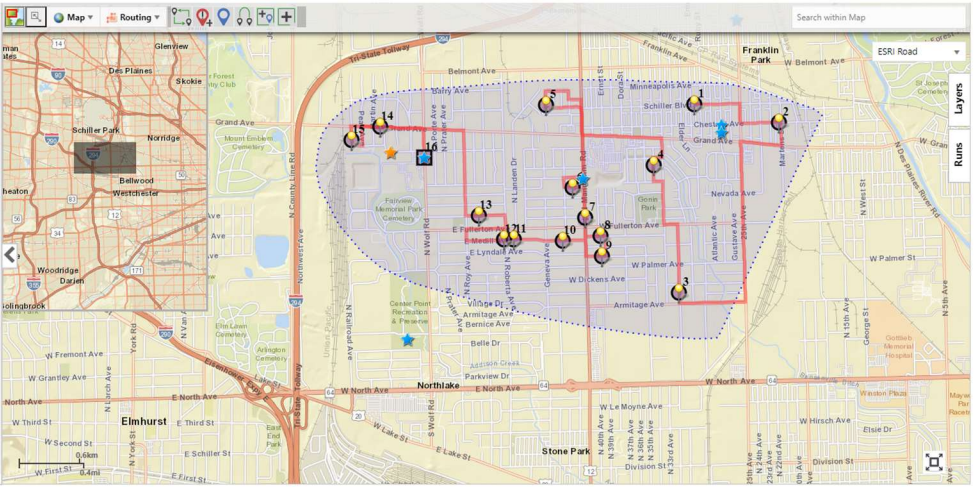
Stop Proximity Distance: 0.50 mi Stop Delay: 0 s Student Delay: 0 s Options: ☒ Walk ☐ Circle

Stops: Capacity: 15/77 Time: 0 hr 37 min 10.22 mi

# Description Address Time Students

|    |             |                      |          |       |
|----|-------------|----------------------|----------|-------|
| 1  | BYRD, KIZMI | 9814 Schiller Blvd   | 09:32 AM | 1 / 0 |
| 2  | BERRYHILL   | 9403 Chestnut Ave    | 09:35 AM | 1 / 0 |
| 3  | GLOVER, AN  | 2030 N Hawthorne Ave | 09:40 AM | 1 / 0 |
| 4  | HAMMOND     | 2647 Louis St        | 09:44 AM | 1 / 0 |
| 5  | THOMAS, GA  | 3005 Ruth St         | 09:49 AM | 1 / 0 |
| 6  | THOMAS, KE  | 10411 Wrightwood Ave | 09:53 AM | 1 / 0 |
| 7  | CLYDE, ERIC | 2415 N Mannheim Rd   | 09:54 AM | 1 / 0 |
| 8  | HAND, LASC  | 10314 Medill Ave     | 09:55 AM | 1 / 0 |
| 9  | COOPER, MI  | 10305 W LYNDAL AVE   | 09:56 AM | 1 / 0 |
| 10 | COLE, DYSH  | 10431 W MEDILL AVE   | 09:57 AM | 1 / 0 |
| 11 | FAIRCLOTH   | 312 E MEDILL AVE     | 09:59 AM | 1 / 0 |

**Student Filter**



Save

Ask Traversa

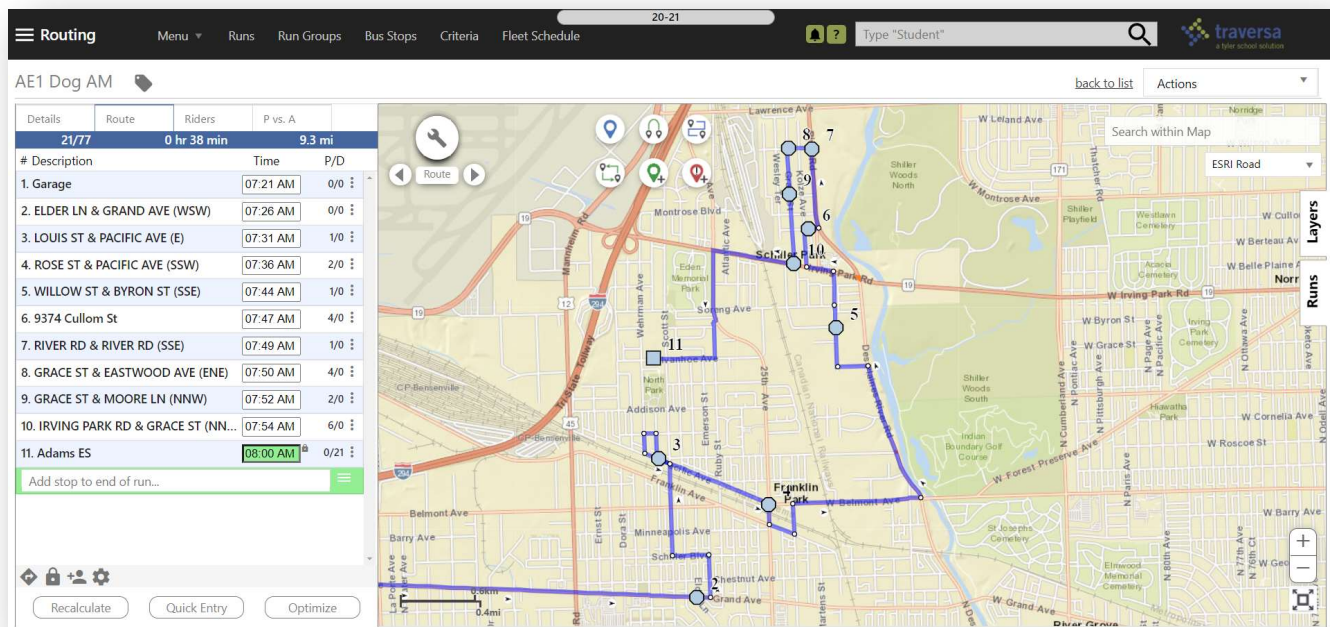
### 3.3 ADVANCED ROUTING UPGRADE

You take students to school, not bus stops. Traversa's core routing functionality brings you easy point-and-click routing to your fingertips, and the Advanced Routing Upgrade brings it to a whole new level. By automating key assignment processes, Advanced Routing offers the flexibility of a customizable system without the need to manually adjust student schedules, group bus stops, or walking paths. This automation begins with student needs, not just the needs of bus stops as in other systems. While adhering to safety rules built into the system, Traversa's Advanced Routing offers intuitive innovations that make complex routing scenarios easy to automate.

#### With Traversa's Advanced Routing Upgrade you'll get:

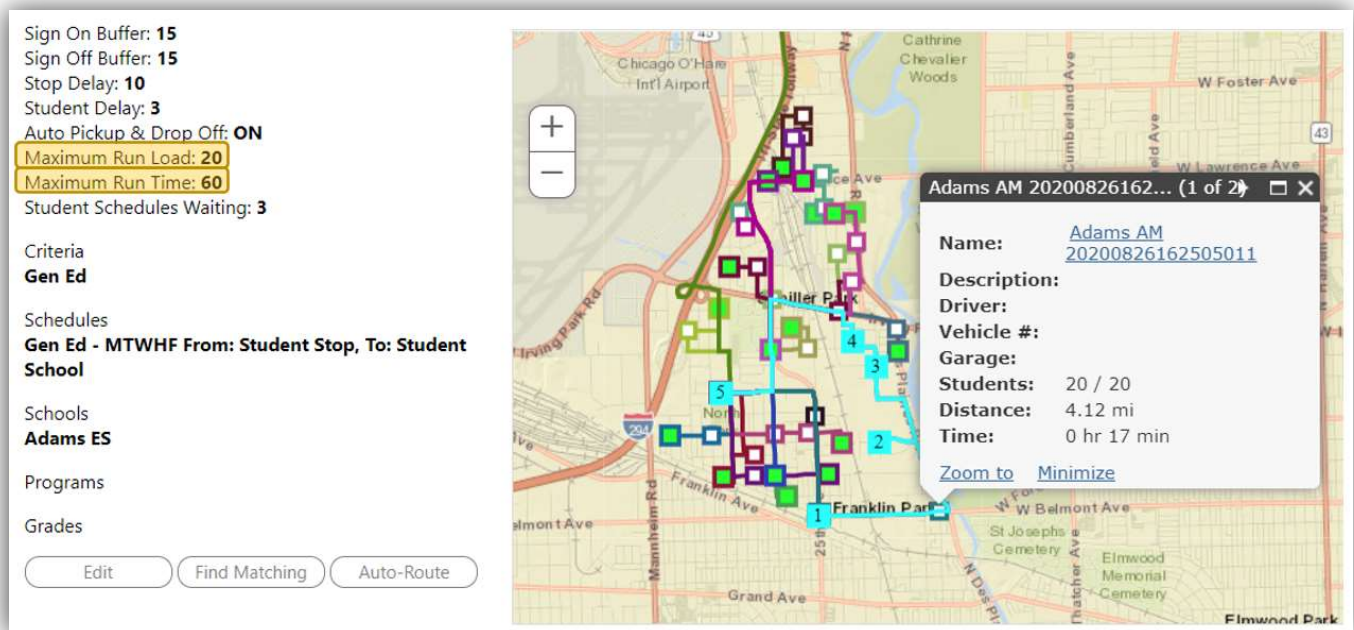
- Automatically assign students to bus stops
- Automatically assign students to available runs
- Automatically assign students to their appropriate school
- Create bus stops that can be shared by multiple runs
- Account for weekly variances in student schedules
- Schedule future changes
- Deadhead time and mileage automatically calculated
- Custom accommodations for students (e.g. wheelchairs, aides, etc.)

*Traversa's Advanced Routing Upgrade offers intuitive innovations that make complex routing scenarios easy to automate*



## AUTO-ROUTE

Transportation software isn't just for planning routes. It's for analyzing efficiency and running what-if scenarios when needs change. In Traversa, users can create unlimited copies of runs and students, so what-if scenarios don't affect current routes. Traversa's Advanced Routing is the only product on the market with the ability to generate an entire group of runs based on user-defined parameters like student count, total time, school, grade, and more. In a matter of seconds, Traversa's Auto-Route can analyze waiting student schedules, their assigned bus stops, and match this against other settings such as the common starting point (e.g. bus yard), student accommodations (e.g. wheelchairs), and map rules (e.g. no travel roads) to suggest optimal runs to service the unrouted students. System-created runs should always be reviewed by routing professionals, but even if routers don't save and use these runs exactly, Traversa can give them a way to quickly estimate the number of runs and vehicles needed. If new requirements dictate, for example, less time on the road, or less students on the bus, users can analyze the impact in a matter of seconds, not weeks or months as in other systems.



The screenshot displays the Traversa Auto-Route interface. On the left, a settings panel includes parameters like Sign On Buffer (15), Sign Off Buffer (15), Stop Delay (10), Student Delay (3), and Auto Pickup & Drop Off (ON). It also shows Maximum Run Load (20) and Maximum Run Time (60). Below these are criteria for Gen Ed, schedules for Gen Ed - MTWHF, and schools for Adams ES. At the bottom of the settings panel are buttons for Edit, Find Matching, and Auto-Route. The central map shows a route with numbered stops (1-5) in various colors. A pop-up window titled 'Adams AM 20200826162...' provides details for a specific run: Name (Adams AM), Description (20200826162505011), Driver, Vehicle #, Garage, Students (20 / 20), Distance (4.12 mi), and Time (0 hr 17 min). It also includes links for Zoom to and Minimize.

## 3.4 ADVANCED TRIPS UPGRADE

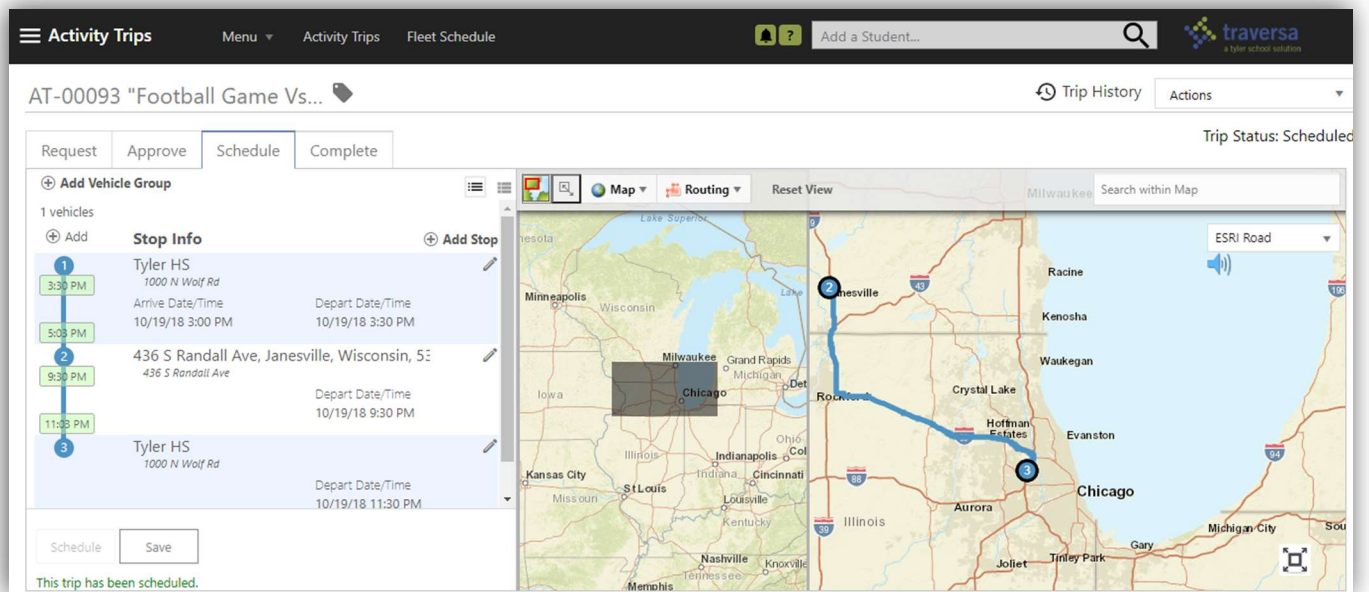
No education is complete without activity trips, but this often-painstaking process can be a nightmare for transportation departments. Traversa's Core Trips Module gives you the ability to streamline activity trips. The Advanced Trips Module brings it a step further by giving users increased control by introducing abilities such as approval paths for specific individuals to approve requested trips.

**With Traversa's Advanced Trips Upgrade you'll get:**

- Dashboard tiles show the week's trips, trips requiring approval, trips needing a driver assigned, and more
- Build and optimize route paths for trips
- View and print directions, even if they are outside of school boundaries
- Submit trip requests for approval



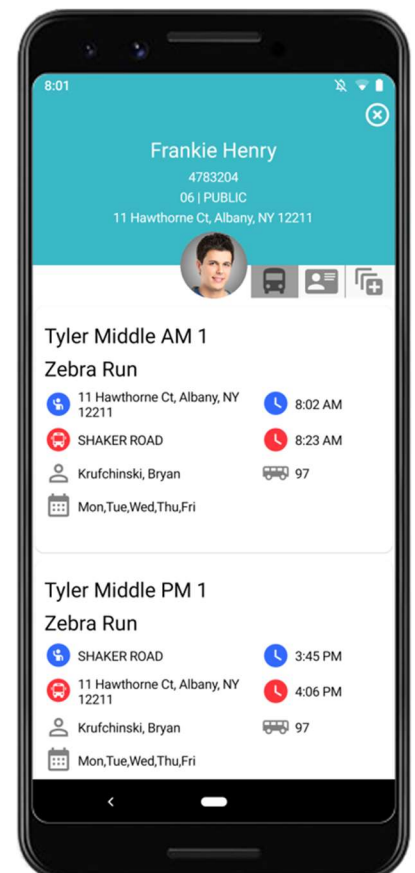
- Create approval paths for specific individuals to approve requested trips
- Schedule multiple drivers and vehicles for each section of a trip
- Complete a trip and record actual mileage and costs incurred
- Add unlimited “tags” to help organize activity trips



### 3.5 RIDE 360™

Traversa’s parent portal, Ride 360, gives parents secure web and mobile access to routing information, which can include the bus stop, run name, bus number, and more. Ride 360 works on both iOS and Android platforms as well as through a web-browser, and parents register for the portal themselves, so there is no time-consuming user creation for districts. The signup process is secure, and the district creates parameters whereby parents access only their child(ren)’s routing information. The district can configure how much information to show, and parents can even send messages to the district through the portal, as an email to whomever the district prefers.

Included at no extra cost, the Ride 360 mobile app gives parents up-to-date bus ETAs, current bus location, as well as student ridership data (with appropriate hardware). The district can also send push notifications for communications such as a bus delay or school-wide closing, and users can filter notifications for students on a particular run, vehicle, school, grade or any student field.

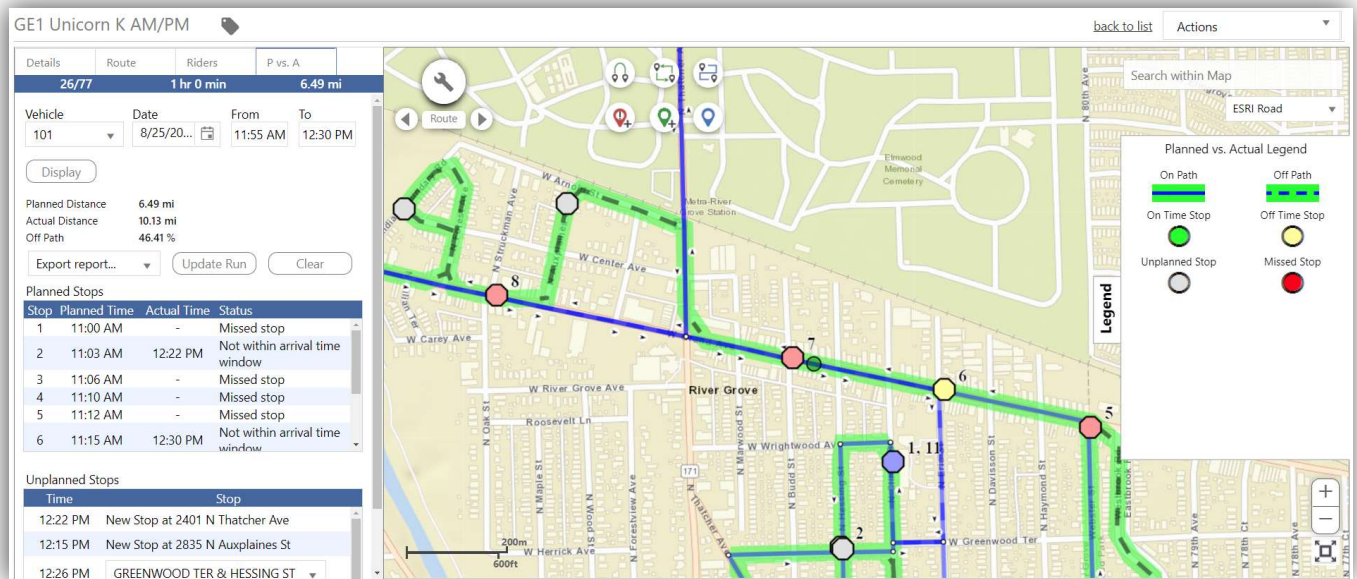


### 3.6 ADVANCED AVL UPGRADE

Transportation personnel can spend months planning and testing routes to ensure they are as efficient as they can be. But without Automatic Vehicle Location (AVL) software, there's no way to understand how the fleet is doing in the field. Tracking buses in real-time not only gives you unparalleled awareness of your fleet, but helps you respond quickly and accurately to parents, school personnel, and your drivers.

**With Traversa's Advanced AVL Upgrade you'll get:**

- Display real-time locations of your vehicles
- See the nearest address, direction, current speed and assigned driver of any vehicle in real-time
- Access the recorded paths of any vehicle for a particular day/time
- Create new runs using GPS data from your vehicles
- Compare your planned runs against the actual path driven by your vehicles
- Display and report alerts received from your GPS hardware
- Create rules to notify you when vehicles enter or exit specific areas



### 3.7 ELECTRONIC ROLLOUT SHEET™

Traversa's Electronic Rollout Sheet (ERS) provides quick access to critical data for dispatching. The Electronic Rollout Sheet uses planned data from Traversa including vehicle and driver information. A dispatcher can mark that a driver has checked in or enter substitutions for drivers who are absent or vehicles that need to be swapped out for the day. Most importantly, ERS will push data to Tyler's parent app, Ride 360, in real time, users will have the peace of mind that their students and parents will have the correct information daily.

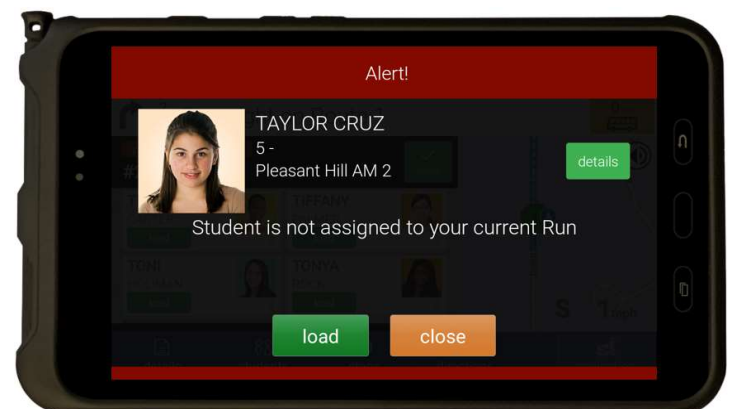
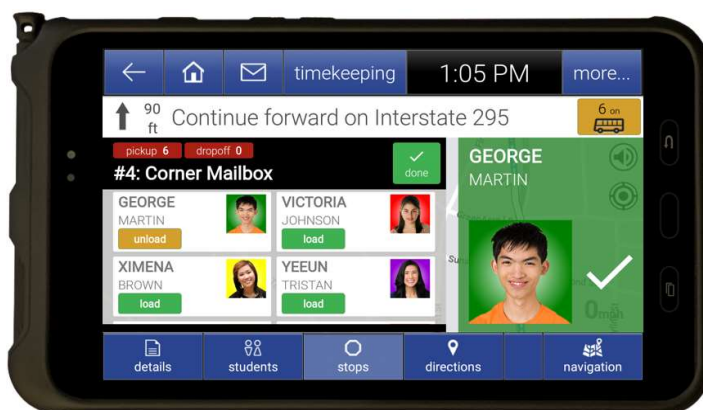
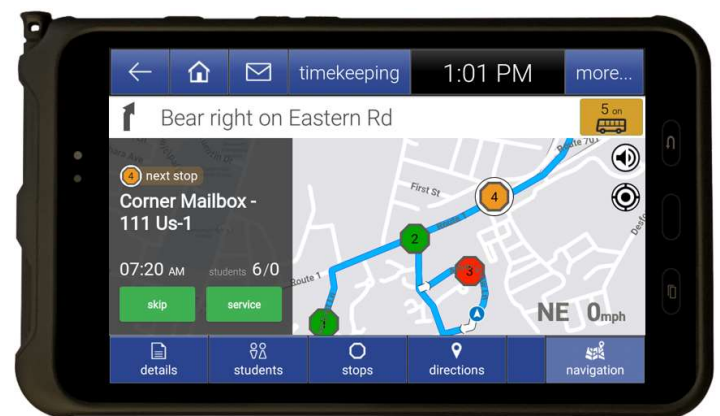
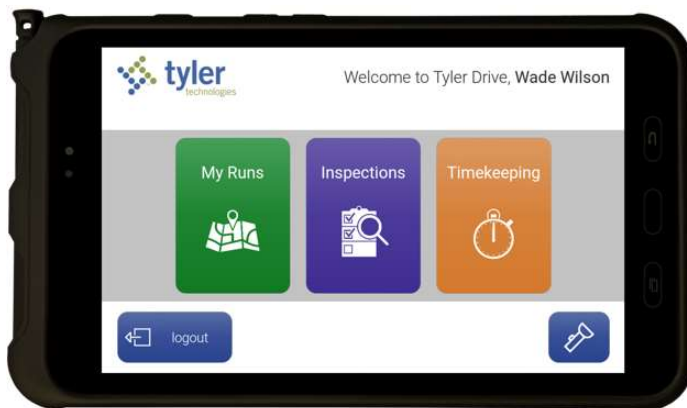
**Electronic Rollout Sheet home screen with roll out exceptions for the day:**



## 3.8 TYLER DRIVE™

### OVERVIEW

Tyler Drive is an industry changing, on-board solution built specifically for the K-12 student transportation industry. Tyler Drive solves many of the challenging and unique needs of student transportation operators including school districts, service providers and school bus contractors who must manage a largely unsupervised employee base. Using the latest and most secure Android platform, Tyler Drive encompasses all of the critical elements of a transportation system: route planning, timekeeping, GPS, AVL, and turn-by-turn navigation. Furthermore, Tyler Drive delivers an in-vehicle tablet solution which leads the industry in performance and reputation. Your District can now acquire best-in-class technologies from a single provider with one number to call when help is needed. Tyler is the sole developer of all proposed software products, so there are no third parties to interact with and no multi-party data integrations to worry about.



### TYLER DRIVE: DRIVE THE ROUTES YOU ACTUALLY PLANNED

Two of the major challenges with existing mobile data terminal (MDT) solutions are the map source and routing algorithms. When the mapping data and routing algorithm used by the planning system differ with those of the MDT, the school bus could be navigated in a manner which is different from the planned route path. Tyler Drive is the only solution available which uses the same routing map on the tablet as the routers in the office. This is a significant differentiator that Tyler brings to the table.

As explained elsewhere in this proposal, when implementing Versatrans Routing & Planning or Traversa, Tyler works with customers to create a map in the software which is capable of routing a school bus. Our GIS department works with each customer to prepare their data, then makes their map data available for any of Tyler's systems: Versatrans Routing & Planning, Versatrans Onscreen, Traversa, or Tyler Drive. This means that the same map that was used to plan your routes in Routing & Planning or Traversa is used as the navigation map in Tyler Drive. Using the same map means Tyler Drive can dynamically, and accurately, route the driver when a bus stop is skipped or missed.

Tyler Drive provides:

- Navigation to the planned route
- Student Ridership
- Pre-trip/Post-trip inspection
- Two-way messaging
- Driver/monitor/aid time and attendance
- Automatic Vehicle Location (AVL) tracking

*Tyler Drive is the only solution available which uses the same routing map on the MDT or tablet as the routers in the office*

### AN INDUSTRY-LEADING ANDROID TABLET

We at Tyler realize school buses are unique. School budgets are also unique, and Tyler realizes that a mobile data terminal that will both withstand the rigors of the school bus operating environment yet be affordable enough to meet tight budgets is of utmost importance. The Tyler Drive tablet has been designed to meet both needs.

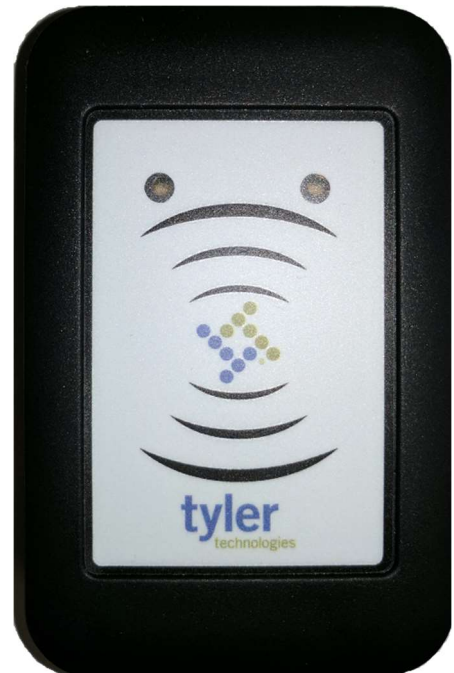


### 3.9 VERSATRANS STUDENT TRACKING™

Tyler has researched numerous technologies for tracking the loading and unloading of students from a bus including fingerprint and other biometric reader technologies, low frequency, and high frequency radio frequency identification (RFID), passive and active RFID. Through these efforts, Tyler has determined that the best value for student tracking is an RFID reader/writer mounted in the stairwell area at the front of the bus. This allows students to present their tags or cards as they enter and exit the bus. Students in many districts are already using RFID tags or cards for lunch point-of-sales systems and library systems. They are familiar with the process of presenting their tags or cards to perform certain tasks at school.

Tyler supports industry standard Near Field Communication (NFC) cards with our readers. We recommend cards that use the MIFARE® Ultralight chipset and the NTAG213 chipset. If the school is using existing RFID cards that are not NFC, please let us know, and we can probably support them.

Student Tracking can be added later, as needed. It is not necessary to add RFID readers at the same time as installing TTGPS and/or Tyler Drive. The same unique harness which allows an easy connection of the RFID reader/writer to the hardware also ensures provides a very high read rate which is not seen by other RFID student tracking systems in the K-12 transportation industry. RFID scans are processed in real-time by Tyler Drive and near real-time for TTGPS.



## Section 4 PRICING

Traversa Software: See sections 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7 for more information.

| Exhibit 1a: Software Investment Summary for Dupage High School District        |          |            |                    |                    |                    |
|--------------------------------------------------------------------------------|----------|------------|--------------------|--------------------|--------------------|
| prices are valid until February 8 2022                                         |          |            |                    |                    |                    |
| Software as a Service                                                          | Quantity | Price      | This Year Total    | Year 2             | Year 3             |
| Traversa Core provided as SaaS for up to 50 vehicles                           | 1        | \$3,915.00 | \$3,915.00         | \$4,350.00         | \$4,567.50         |
| Traversa Advanced Routing provided as SaaS for up to 50 vehicles               | 1        | \$3,285.00 | \$3,285.00         | \$3,650.00         | \$3,832.50         |
| Traversa Advanced AVL provided as SaaS for up to 50 vehicles                   | 1        | \$2,025.00 | \$2,025.00         | \$2,250.00         | \$2,362.50         |
| Traversa Advanced Activity Trips provided as SaaS for up to 50 vehicles        | 1        | \$2,205.00 | \$2,205.00         | \$2,450.00         | \$2,572.50         |
| Traversa Electronic Rollout Sheet provided as SaaS for up to 50 vehicles       | 1        | \$1,800.00 | \$1,800.00         | \$2,000.00         | \$2,100.00         |
| Traversa Ride 360 provided as SaaS for up to 50 vehicles                       | 1        | \$2,205.00 | \$2,205.00         | \$2,450.00         | \$2,572.50         |
| Traversa Ride 360 Parent App provided as SaaS for up to 50 vehicles            | 1        | inc.       | inc.               | inc.               | inc.               |
| Traversa Reporting Tool provided as SaaS for up to 50 vehicles                 | 1        | inc.       | inc.               | inc.               | inc.               |
| Tyler Drive provided as SaaS for Tyler Drive 4 inc. Verizon 4G communications  | 45       | \$300.00   | \$13,500.00        | \$13,500.00        | \$14,175.00        |
| <b>Subtotal: Application Software Maintenance Fees</b>                         |          |            | <b>\$28,935.00</b> | <b>\$30,650.00</b> | <b>\$32,182.50</b> |
| Services                                                                       | Quantity | Price      | This Year Total    | Year 2             | Year 3             |
| Traversa Core Implementation                                                   | 1        | \$5,170.00 | \$5,170.00         |                    |                    |
| Traversa Core Base Training                                                    | 1        | \$1,760.00 | \$1,760.00         |                    |                    |
| Dupage Map, Source: local GIS                                                  | 1        | inc        | inc                |                    |                    |
| Additional Maps: (none are included with this quote)                           |          |            |                    |                    |                    |
| Traversa Advanced AVL Installation & Overview (1),(2)                          | 1        | \$1,650.00 | \$1,650.00         |                    |                    |
| Additional training hours which can be used for (1),(2) :                      | 34       | \$175.00   | \$5,950.00         |                    |                    |
| Additional Traversa Core Training                                              |          |            |                    |                    |                    |
| Traversa Advanced Routing Training                                             |          |            |                    |                    |                    |
| Traversa Advanced AVL Training                                                 |          |            |                    |                    |                    |
| Traversa Advanced Activity Trips Training                                      |          |            |                    |                    |                    |
| Traversa Electronic Rollout Sheet Training                                     |          |            |                    |                    |                    |
| Traversa Ride 360 Training                                                     |          |            |                    |                    |                    |
| Traversa Ride 360 Parent App Training                                          |          |            |                    |                    |                    |
| Project Management (hours) (1),(2)                                             | 12       | \$175.00   | \$2,100.00         |                    |                    |
| Run building services are not included                                         |          |            |                    |                    |                    |
| Tyler Drive Configuration and End User Training for up to 45 drivers (hours) ( | 12       | \$175.00   | \$2,100.00         |                    |                    |
| Tyler Drive Configuration                                                      | 1        | \$2,100.00 | \$2,100.00         |                    |                    |
| Tyler Drive Data Analysis (hours)                                              | 24       | \$175.00   | \$4,200.00         |                    |                    |
| Tyler Drive Go Live Assist (hours) (1)                                         | 16       | \$175.00   | \$2,800.00         |                    |                    |
| <b>Subtotal: Application Services</b>                                          |          |            | <b>\$27,830.00</b> | <b>\$0.00</b>      | <b>\$0.00</b>      |
|                                                                                | Quantity | Price      | This YearTotal     | Year 2             | Year 3             |
| <b>Sub Total One-Time Fees (Exhibit 1a):</b>                                   |          |            | <b>\$56,765.00</b> |                    |                    |
| <b>Sub Total Software Recurring Fees (Exhibit 1a) **: </b>                     |          |            |                    | <b>\$30,650.00</b> | <b>\$32,182.50</b> |



Tyler Drive with Student Tracking: See sections 3.8 and 3.10 for more information.

**Exhibit 1b: Telematics Investment Summary for Dupage High School District**  
*prices are valid until February 8 2022*

| Telematics                                                                       | Quantity | Price      | This Year Total    | Year 2        | Year 3        |
|----------------------------------------------------------------------------------|----------|------------|--------------------|---------------|---------------|
| <b>Devices</b>                                                                   |          |            |                    |               |               |
| <b>Subtotal: Devices</b>                                                         |          |            | <b>\$0.00</b>      |               |               |
| <b>Support and Maintenance</b>                                                   |          |            |                    |               |               |
| <b>Subtotal: Support and Maintenance</b>                                         |          |            | <b>\$0.00</b>      | <b>\$0.00</b> | <b>\$0.00</b> |
| <b>Installation</b>                                                              |          |            |                    |               |               |
| <b>Telematics Professional Install Including (1) (1)</b>                         | 1        | \$9,798.75 | \$9,798.75         |               |               |
| Professional Installation - Tyler Drive, 0 I/Os up to 45 units                   |          |            |                    |               |               |
| Professional Install - Tyler Drive Student Tracking Device up to 45 units        |          |            |                    |               |               |
| Tyler Drive Self Install Training (1)                                            | 1 inc.   | inc.       |                    |               |               |
| <b>Subtotal: Installation</b>                                                    |          |            | <b>\$9,798.75</b>  |               |               |
| <b>Harnesses</b>                                                                 |          |            |                    |               |               |
| <b>Subtotal: Harnesses</b>                                                       |          |            | <b>\$0.00</b>      |               |               |
| <b>Student Ridership</b>                                                         |          |            |                    |               |               |
| Student RFID Cards, Box of 200                                                   | 11       | \$390.00   | \$4,290.00         |               |               |
| Student Reader Kit for Tyler Drive                                               | 45       | \$185.00   | \$8,325.00         |               |               |
| Student Reader For PC (Wedge)                                                    | 1        | \$185.00   | \$185.00           |               |               |
| <b>Subtotal: Student Ridership</b>                                               |          |            | <b>\$12,800.00</b> |               |               |
| <b>Tyler Drive</b>                                                               |          |            |                    |               |               |
| Tyler Drive 4 (4G) for Verizon(US) (includes bumper and wall charger for tablet) | 45       | \$1,050.00 | \$47,250.00        |               |               |
| Dock with built in lock, mounting arm and power cord- included with TYDV4        | 45       | inc.       | inc.               |               |               |
| <b>Subtotal: Tyler Drive</b>                                                     |          |            | <b>\$47,250.00</b> |               |               |
| <b>Accessories</b>                                                               |          |            |                    |               |               |
| Shipping and Handling                                                            | 1        | \$785.00   | \$785.00           |               |               |
| <b>Subtotal: Accessories</b>                                                     |          |            | <b>\$785.00</b>    | <b>\$0.00</b> |               |
| <b>Sub Total Telematics One-Time Fees:</b>                                       |          |            | <b>\$70,633.75</b> |               |               |
| <b>Sub Total Telematics Recurring Fees **:</b>                                   |          |            |                    | <b>\$0.00</b> | <b>\$0.00</b> |

\*\* Subject to annual increase after y'ear three

Tyler reserves the right to substitute hardware of equal or greater value for the same price

Quote prepared on November 10, 2021

Combi:Version 38e

<sup>1</sup> Travel expenses on installations of 40 and fewer vehicles are not included and will be billed at



## Section 5 UNIQUELY QUALIFIED

Tyler is the largest company in the United States focused solely on providing software solutions to the public sector. While many of our competitors compete in multiple vertical markets, Tyler is singularly focused on the public sector. It is 100 percent of our business. We recognize that the public sector is generally stable, risk averse, and craves community accessibility, security, and transparency. That is why local government and school entities seek reliable and efficient software, hardware, and services from Tyler—a vendor that is professional, reputable, and achieves results.

**Market Superiority** - We believe in thinking differently about school transportation, because the realities of running a transportation operation require you to do the same. While other vendors provide different software programs for school bus routing, maintenance, field trips, planning, and GPS display, Traversa is the only program to combine all of those features into a single touch-enabled, cloud-based solution.

**Telematics Product/Service Superiority** - Tyler is the only vendor who provides transportation management software along with on-vehicle telematics solutions in the K-12 industry. The reason we've been able to provide such comprehensive solutions is because our approach to telematics comes from being a software solutions company first. We know that actionable data is the key to any GPS system, so we prioritize your need to have access to the most valuable information.

**Customization to Need** - Our implementation methodology is built around the idea that every operation is different, that everything from district policies to the rules on your streets need customization. That is why we work to incorporate these nuances into the software early, and why routers who are learning the system will learn with their own data, not in a sample site.

**Schedule/Timeline** - Tyler will work diligently with you to develop a detailed, customized schedule that meets the needs of both Tyler and the District.

**Technical Alignment** - Tyler takes an open and supportive stance with regard to integration with third party enterprise systems. Tyler does not unnecessarily hide or obfuscate data as some vendors in the routing and planning space are known to do. Tyler makes a number of APIs and other methods available (including imports and exports) to facilitate integration between systems, allowing clients to implement best-of-breed solutions.

**Cultural Alignment** - We aim to form long term partnerships with our clients. As we look past the successful implementation of our solution, we build on your experience by reinvesting in our software applications through future releases and continued research and development. Our Evergreen philosophy means that, as part of your annual maintenance agreement, you also get the benefit of perpetual software upgrades—as they happen—without paying additional licensing fees. As your needs grow, we grow with you.

**Migration Process** - Our dedicated team guides you every step of the way during your migration from Versatrans to Traversa. From map data analysis to routing and student data review to final training, our team of dedicated professionals thoroughly vets each migration opportunity. If a client's Versatrans data is in quality condition, the Traversa Migration Tool (TMT) may be the best option and will carry over map data, runs, stops, times, boundaries, students, employees, and more—including the planned run paths—directly into Traversa, so there is less setup for the end user than a full implementation. In some cases, we may recommend a full build of a Traversa site or you may choose to start with a fresh database, as we would when implementing a new client. With either method, a

dedicated implementation consultant will then train end users on functionality in their own Traversa site using the district map and data.

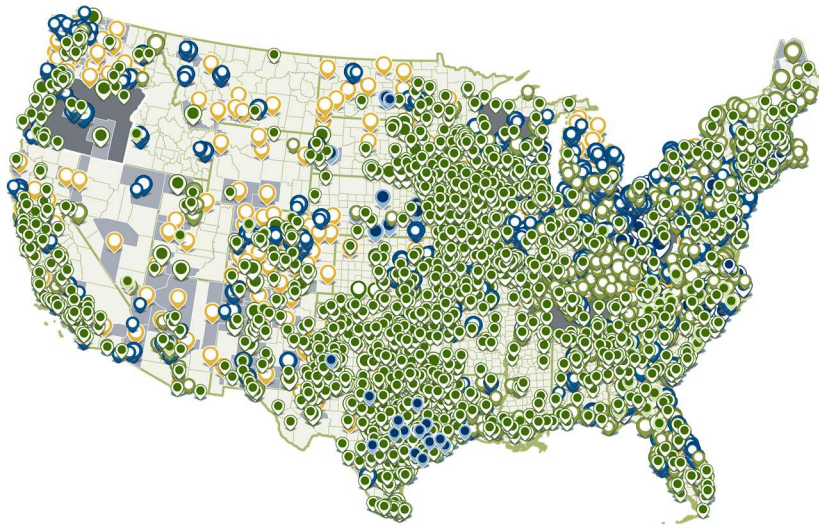
## Section 6 TYLER TECHNOLOGIES PARTNERSHIP

First, we at Tyler Technologies would like to thank you for considering our solutions. We are very excited to start a prosperous long-term partnership for many years to come. No matter the headwind Tyler Technologies is here to support you.



## Section 7 COMPANY OVERVIEW

Versatrans started as a transportation planning consulting firm in 1965 and began developing software in 1980. In 2008, Versatrans became part of Tyler Technologies which employs more than 5,500 professionals. Since that time, the Versatrans product line has been maintained and supported and the number of development resources assigned to the product line have nearly doubled. In 2014, Tyler increased expectations for the K12 transportation industry with Traversa, the first all-in-one, web-based routing software. Commitment to our customers is our top priority and is the leading reason we are the transportation software of choice among nearly 2,200 school districts and pupil transportation service providers in the United States and Canada.



A capture of Tyler Technologies, Inc. 21,000+ client base

Tyler Technologies, Inc., a Delaware-based C-corporation headquartered in Plano, Texas, is a leading provider of end-to-end information management solutions and services for local governments. Tyler partners with clients to empower the public sector — cities, counties, schools, and other government entities — to become more efficient, more accessible, and more responsive to the needs of their constituents. Its mission-critical applications provide the public sector with the ability to streamline and automate operations, resulting in improved productivity, reduced costs, and continual process improvement. Tyler has more than 26,000 successful installations across more than 10,000 sites, with clients in all 50 states, Canada, the Caribbean, Australia, and other international locations.

- In 2020, Tyler Technologies was added to the S&P 500
- In 2017, Forbes ranked Tyler on their “Most Innovative Growth Companies” list
- Forbes named Tyler one of “America’s Best Small Companies” eight times
- Tyler has been included six times on the Barron’s 400 Index, a measure of the most promising companies in America
- Tyler named to Fortune’s 100 Fastest-Growing Companies in 2016

We are dedicated to ensuring your success with our solutions, both upon implementation and long after. You already get your students to school. Let us help you optimize how you do it.







**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** November 10, 2021

**FROM:** Mr. Ryan Domeracki

**RE:** **Widebelt Wood Sander Purchase**

We are recommending that the Board of Education accept the lowest responsive and responsible bid from B&B Machinery in the total amount of \$19,155.00 for the purchase of a TimeSavers single head, 37" wide, widebelt wood sander for Addison Trail.

Currently, there is an existing TimeSaver wood sander in the woodshop at Addison Trail that is heavily used during class, as it is the only one available. This purchase would be for an additional unit to increase the efficiency during class time for students. With the continuity of keeping the manufacturer the same as the existing equipment, we believe this will help cut down any learning curves for both staff and students. The available space in the woodshop has been reviewed and there are no concerns from Buildings and Grounds for the additional sander. The equipment carries a 2-year/4,000 hour warranty for manufactured parts such as frames, brackets, castings, and weldments as well as a 1-year/2,000 hour warranty on expendable parts such as bearings, v-belts and conveyor belts. We received responses from two (2) vendors as noted in the attached bid summary. This purchase has been budgeted and will be paid from the federal Perkins grant.

**Suggested Motion:**

Move that the Board of Education accept the lowest responsive and responsible bid from B&B Machinery in the total amount of \$19,155.00 for the purchase of a TimeSavers single head, 37" wide, widebelt wood sander for Addison Trail.

**Cc:** Mr. Edward Hoster

| <b>Wide Belt Sander Opened Wednesday November 3, 2021; 1:30pm</b>                                                          |          |       |             |                    |          |
|----------------------------------------------------------------------------------------------------------------------------|----------|-------|-------------|--------------------|----------|
| Timesavers 1311-13-1 Single Head 37" Wide, Wide Belt Wood Sander *Note: This is for only the 13 Series Timesaver equipment |          |       |             |                    |          |
| Vendor                                                                                                                     | Quantity | Item# | Unit Price  | Total              | Warranty |
| B & B Machinery Company                                                                                                    | 1        | 1     | \$19,155.00 | <b>\$19,155.00</b> | 2 years  |
| Elkhart, IN                                                                                                                |          |       |             |                    |          |
|                                                                                                                            |          |       |             |                    |          |
| Timesavers                                                                                                                 | 1        | 1     | \$24,380.00 | <b>\$24,380.00</b> | 2 Years  |
| Maple Grove, MN                                                                                                            |          |       |             |                    |          |
|                                                                                                                            |          |       |             |                    |          |



**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** November 10, 2021

**FROM:** Mr. Ryan Domeracki

**RE:** **Rooftop Unit Replacement**

We are recommending that the 3-ton rooftop unit which services the Willowbrook bookstore be replaced by the most competitive proposal from Oak Brook Mechanical Services Inc. in the total amount of \$12,387.00.

The existing unit, which was installed in 1995, broke down in mid-August and it is beyond repair due to parts no longer being available. The life expectancy of this type of unit is approximately 20 years. The units primary function is to provide air conditioning to the bookstore. The quotes we received were for the same manufacturer (Trane/Rudd) that is currently installed. We received three quotes, with the most competitive being from Oak Brook Mechanical Services Inc. The unit comes with a standard 1-year warranty.

**Suggested Motion:**

Move that the Board of Education accept the most competitive proposal from Oak Brook Mechanical Services Inc. to replace the 3-ton rooftop unit which services the Willowbrook bookstore in the total amount of \$12,387.00.

**Cc:** Mr. Edward Hoster

## WBHS Rooftop Unit - Bookstore

|              |                                           |             | Oak Brook<br>Mechanical<br>Services, Inc. |             | Monaco<br>Mechanical |             | First Point<br>Mechanical<br>Services, Inc. |
|--------------|-------------------------------------------|-------------|-------------------------------------------|-------------|----------------------|-------------|---------------------------------------------|
| Item #1      |                                           | Unit Price  |                                           | Unit Price  |                      | Unit Price  |                                             |
| 1            | Furnish and Install<br>New Unit Per Scope | \$12,387.00 | \$12,387.00                               | \$31,410.00 | \$31,410.00          | \$12,800.00 | \$12,800.00                                 |
| <b>Total</b> |                                           |             | \$12,387.00                               |             | \$31,410.00          |             | \$12,800.00                                 |



## **DISTRICT 88 POLICY MANUAL ADOPTION**

The District has contracted with the Illinois Association of School Boards to move our Board Policies to an online format. This decision will not only facilitate the quarterly updates based on legislative changes, but also bring the DuPage High School District 88 website into ADA compliance by discontinuing the use of PDF documents on the Board Policy pages. The online manual has features that will allow searches by keyword and topic, along with live links to the legal references.

The policy language in this new version of the District 88 Board Policy Manual is not new. The Board has already adopted the language in prior action. It is simply a conversion of our Board Policies to an online format.

### **Suggested Motion:**

Move that the Board of Education approve the District 88 Board Policy Manual as presented.

# Board Policy Manual

## DuPage High School District 88 DuPage County

Pending Adoption Copy: November 2, 2021

Edits to be incorporated into the final manual must be provided to the IASB Policy Consultant in a form that clearly shows the edits directed by the Board, e.g., by writing or printing on the hard copy of the draft. Most edits will be provided verbally by the Board at a policy committee or Board meeting. Edits may also be provided by phone, facsimile or email.

The electronic version has been provided for use with the following conditions:

1. It **may** be distributed to the Board and appropriate district staff for reading only.
2. It **may** be posted on the district website for public view during the adoption process.
3. It **should not** be altered in any way.

*This manual may be changed at any time at the sole discretion of the Board and/or the Superintendent, whichever has appropriate jurisdiction, subject only to mandatory collective bargaining requirements.*



# SCHOOL BOARD POLICY MANUAL INDEX

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**Please refer to cross-references in material listed.**

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# SCHOOL BOARD POLICY MANUAL

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*Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*

## **School District Organization**

### **School District Legal Status**

The Illinois Constitution requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000.

The School Board constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF.: Ill. Constitution, Art. X, Sec. 1.  
105 ILCS 5/10-1 et seq.

CROSS REF.: 2:10 (School District Governance), 2:20 (Powers and Duties of the School Board; Indemnification)

ADOPTED:

## **School District Organization**

### **District Organization, Operations, and Cooperative Agreements**

The District is organized and operates as a High School District serving the educational needs of children in grades 9 through 12 and others as required by the School Code.

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the School Board concerning these programs and agreements. The District participates in the following joint programs and intergovernmental agreements:

DuPage / West Cook

School Association for Special Education in DuPage County (SASED)

DuPage Area Occupational Education System (DAOES)

LEGAL REF.: Ill. Constitution, Art. VII, Sec. 10.  
5 ILCS 220/, Intergovernmental Cooperation Act

ADOPTED:

## **School District Organization**

### **School District Philosophy**

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership aims to empower all students to develop strong self-respect and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal and management practices.

### **Education Mission**

To work for the continuous improvement of student achievement.

### **Vision**

The vision for DuPage High School District 88 is to prepare students to be college, career and culturally ready through 2040 and beyond. We envision a learning environment that welcomes, engages, challenges and encourages actively involved lifelong learners who demonstrate leadership, stewardship and empathy for people and the environment on local, state, national and global levels. The envisioned future is described by:

Schools that...

- promote a welcoming environment for all students that is both safe (social-emotionally and physically) and conducive to optimal learning outcomes
- are structured as engaging learning communities that value and embrace diversity, foster initiative and allow for personalized and collaborative learning
- maximize a variety of learning spaces and arrangements (physical and virtual) that accommodate and sustain rigor, creativity and the attainment of college and career readiness skills
- form a cohesive interactive district-wide community that allows each school to support the needs of all learners

Classrooms that...

- are inclusive, caring, respectful, motivating and empowering for all students
- emphasize robust, experiential, personalized and collaborative learning
- develop critical thinking and analytical skills to solve authentic problems locally and globally
- reflect culturally responsive teaching strategies to serve and support all students
- provide access to digital tools that are used for the acquisition of college, career and cultural readiness skills

Learning programs that...

- provide comprehensive college, career and cultural readiness opportunities for diverse learners to thrive in an environment of inclusion and acceptance
- enable students to develop intellectual, social-emotional and life skills through critical thinking and applied learning in all programs of study
- forge partnerships with educational, business and community sectors, develop mentoring relationships and provide service learning opportunities for all students

Learners who...



- are critical, collaborative thinkers and problem solvers, who are lifelong learners, prepared to use learning tools in effective and responsible ways that contribute to the progress of our society
- are proactive, productive and ethically responsible consumers in our society
- are resilient, culturally aware and seek to encounter change as an opportunity for growth and development

Teachers and professionals who...

- are flexible, adaptable, motivating, supportive, patient, empathetic, respectful and responsive in meeting the diverse needs of all learners
- continuously work to connect existing content, skills and assessment practices with rigorous intellectual, creative and forward thinking practices in a challenging and effective manner while engaging all learners with care and respect
- are collaborative professionals who continuously pursue relevant and innovative opportunities to grow personally and professionally to best support the social-emotional and academic needs of all students
- champion equity and work to maximize the potential in every student through personalized authentic learning experiences in a flexible, collaborative and positive learning environment

School-community partnerships that...

- continuously work to inspire our relationships with elementary, middle level and higher education programs, as well as our local business and community partners
- share the responsibility for providing a diverse set of appropriate and inclusive learning and recreational opportunities for all students and children within our community before, during and after school hours
- engage in a collaborative manner to support students, families and members of our entire learning community

Graduates who...

- are self-directed lifelong learners who embrace diversity and connect with a variety of cultures and make authentic connections across differences
- are critical thinkers with effective communication skills who are resilient and goal-driven thinkers, embrace change and strive to contribute in productive and ethically appropriate ways
- champion equity and are college, career and culturally ready to successfully navigate, engage in and embrace the unique opportunities of life beyond high school
- are leaders who embrace service to others, collaboration, diversity, challenge thinking and are imaginative in future problem solving
- are technologically proficient and responsible, adaptable and open-minded to all new and current technology applications and prepared to communicate effectively and ethically

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

ADOPTED:

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*Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*

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*Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*

## **School Board**

### **School District Governance**

The District is governed by a School Board consisting of seven members. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.

Official action by the Board may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, a quorum must be physically present at the meeting.

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.  
105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the School Board; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of School Board Meetings), 2:220 (School Board Meeting Procedure)

ADOPTED:

## **School Board**

### **Powers and Duties of the School Board; Indemnification**

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

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

18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

#### Indemnification

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

LEGAL REF.: 105 ILCS 5/10, 5/17-1, and 5/27-1.  
115 ILCS 5/, Ill. Educational Labor Relations Act.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

## **School Board**

### **School District Elections**

School District elections are non-partisan, governed by the general election laws of the State, and include the election of School Board members, various public policy propositions, and advisory questions. Board members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The canvass of votes is conducted by the election authority within 21 days after the election.

The Board, by proper resolution, may cause to be placed on the ballot: (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code.

The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer and otherwise provides information to the community concerning District elections.

LEGAL REF.: 10 ILCS 5/1-3, 5/2A, 5/9, 5/10-9, 5/22-17, 5/22-18, and 5/28.  
105 ILCS 5/9.

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office),  
2:210 (Organizational School Board Meeting)

ADOPTED:

## **School Board**

### **Board Member Qualifications**

A School Board member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office and certain types of State or federal employment. A child sex offender, as defined in State law, is ineligible for School Board membership.

LEGAL REF.: Ill. Constitution, Art. II, §1; Art. IV, §2(e); Art. VI, §13(b).  
105 ILCS 5/10-3 and 5/10-10.

CROSS REF.: 2:30 (School Board Elections), 2:70 (Vacancies on the School Board - Filling Vacancies)

ADOPTED:



## **School Board**

### **Board Member Term of Office**

The term of office for a School Board member begins immediately after both of the following occur:

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.

The term ends 4 years later when the successor assumes office.

LEGAL REF.: 10 ILCS 5/2A-1.1, 5/22-17, and 5/22-18.  
105 ILCS 5/10-10, 5/10-16, and 5/10-16.5.

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational School Board Meeting)

ADOPTED:

## **School Board**

### **Board Member Removal from Office**

If a majority of the School Board determines that a Board member has willfully failed to perform his or her official duties, it may request the Regional Superintendent to remove such member from office.

LEGAL REF.: 105 ILCS 5/3-15.5.

CROSS REF.: 2:70 (Vacancies on the School Board - Filling Vacancies)

ADOPTED:

## **School Board**

### **Vacancies on the School Board - Filling Vacancies**

#### **Vacancy**

Elective office of a School Board member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board,
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board membership.

#### **Filling Vacancies**

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 60 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.: 105 ILCS 5/10-10 and 5/10-11.

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

ADOPTED:

## School Board

### **Exhibit - Checklist for Filling Board Vacancies by Appointment**

The School Board fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see *Vacancies on the Board of Education*, published by a committee of the Ill. Council of School Attorneys, and available at: [www.iasb.com/law/vacancies.cfm](http://www.iasb.com/law/vacancies.cfm).

☐ **Confirm that the Board must fill the vacancy by appointment.**

| Guidelines                                                                                                                                                                                                                               | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i> , to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment.                | Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10. |
| In the event a seat on the board goes unfilled at an election, consult the Board Attorney to determine (1) how long the seat can be <i>held over</i> by the incumbent member, and (2) the process by which the Board will fill the seat. | The School Code partially addresses the concept of a <i>holdover seat</i> ; it states “no elective office...becomes vacant until the successor of the incumbent of such office has been appointed or elected, as the case may be, and qualified.” 105 ILCS 5/10-11.                                                                                                                                                                                                                                                                                      |

☐ **Notify the Regional Superintendent of the vacancy within five days of its occurrence (105 ILCS 5/10-10).**

☐ **Develop a list of qualifications for appointment of a person to fill the vacancy.**

| Guidelines                                                                                                                                                                                                                                                                                                                                                                        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| At a minimum, a candidate must meet the following qualifications: <ul style="list-style-type: none"> <li>• Be a United States citizen</li> <li>• Be at least 18 years of age</li> <li>• Be a resident of Illinois and the District for at least one year immediately preceding the appointment</li> <li>• Be a registered voter</li> <li>• Not be a child sex offender</li> </ul> | While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10.<br><br>For guidance discussing other qualifications that the Board may want to consider, see IASB’s <i>Recruiting School Board Candidates</i> , available at: <a href="http://www.iasb.com/training/recruiting.cfm">www.iasb.com/training/recruiting.cfm</a> |

| Guidelines                                                                                                                                                                                                                                                                                                                                                                                                         | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Not hold another incompatible public office</li> <li>Not have a prohibited interest in any contract with the District</li> <li>Not be a school trustee</li> <li>Not hold certain types of prohibited State or federal employment</li> </ul>                                                                                                                                 | For guidance regarding conflict of interest and incompatible offices, see <a href="#">Conflict of Interest and Incompatible Offices FAQ</a> (ICSA).                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>When additional qualifications apply, the following items may be included in the Board's list of qualifications:</p> <ul style="list-style-type: none"> <li>Meet all qualifications based upon the distribution of population among congressional townships in the district.</li> <li>Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas.</li> </ul> | <p>Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas. 105 ILCS 5/10-11.</p> <p><b>Note:</b> If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c), added by P.A. 100-800.</p> |

☐ **Decide who will receive completed vacancy applications.**

| Guidelines                                                                                                                                                                                       | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Board President will accept applications.</p> <p>The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.</p> | <p>Who accepts vacancy applications is at the Board's sole discretion. According to 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement.</p> |

☐ **Create the Board member vacancy announcement.**

| Announcement                                                                                                                                                                                                                                                                                                 | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>School District _____ Board Member Vacancy</b></p> <p>The School District is accepting applications to fill the vacancy resulting from [reason for vacancy] of [former Board member's name].</p> <p>The individual selected will serve on the School Board from the date of appointment to [date].</p> | <p>The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board's sole discretion.</p> <p>The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District's website and in the local newspaper(s).</p> <p>The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i>, to determine the length of the appointment.</p> |

| Announcement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The School District [ <i>School District's philosophy or mission statement</i> ].                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | See Board policy 1:30, <i>School District Philosophy</i> , for the District's mission statement that is specific to the community's goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Applicants for the Board vacancy must be: [ <i>Board's list of qualifications</i> ].                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | See checklist item titled <i>Develop a list of qualifications for appointment of a person to fill the vacancy</i> above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available at [ <i>locations</i> ].<br><br>Applications may be obtained at [ <i>location and address and/or website</i> ] beginning on [ <i>date and time</i> ].<br><br>Completed applications may be turned in by [ <i>time and date</i> ] to [ <i>name and title of person receiving applications</i> ]. | Listing this along with the Board's list of qualifications assists candidates in understanding a Board member's duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, <i>Powers and Duties of the School Board</i> ; <i>Indemnification</i> ; 2:80, <i>Board Member Oath and Conduct</i> ; 2:100, <i>Board Member Conflict of Interest</i> ; 2:105 <i>Ethics and Gift Ban</i> ; and 2:120, <i>Board Member Development</i> .<br><br>See action item titled <i>Decide who will receive completed vacancy applications</i> above. |

- ☐ **Publicize the vacancy announcement by placing it on the District's website, announcing it at a meeting, and/or advertising it in the local newspaper(s).**
- ☐ **Accept and review applications from prospective candidates (see *Decide who will receive completed vacancy applications* above).**
- ☐ **Contact appropriate applicants for interviews (see *Decide who will receive completed vacancy applications* above).**
- ☐ **Develop interview questions.**

| Interview Questions                                                                                                                                                                                                                                                                          | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Why do you want to be a Board member?<br><br>What specific skills would you bring to the Board?<br><br>Please give specific examples of your ability in interpersonal relationships and teamwork.<br><br>What do you see as the role of a Board member?<br><br>What have you done to prepare | Interview questions are at the Board's sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to consider allowing an equal amount of time for each interview.<br><br>See IASB's <i>Recruiting School Board Candidates</i> , available at: <a href="http://www.iasb.com/training/recruiting.cfm">www.iasb.com/training/recruiting.cfm</a><br><br>A prospective candidate to fill a vacancy may raise |

| Interview Questions                                                                                                                                                                                                                                                                                                                                                                                                | Explanation                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <p>yourself for the challenges of being a Board member?</p> <p>Please describe your previous community or non-profit experiences.</p> <p>What areas in the district would you like to see the Board strengthen?</p> <p>What is your availability to meet the time, training commitments, and other responsibilities required for Board membership?</p> <p>Describe what legacy you would like to leave behind.</p> | <p>other specific issues that the Board will want to cover during an interview.</p> |

- ☐ **Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).**

| Interview Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Explanation                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>In each interview, the Board President will:</p> <p>Introduce Board members to the candidate at the beginning of the interview.</p> <p>Describe the Board's interview process, selection process, and ask the candidate if he or she has questions about the Board's process for filling a vacancy by appointment.</p> <p>Describe the District's philosophy or mission statement.</p> <p>Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development.</p> <p>Begin asking the interview questions that the Board developed.</p> <p>Ask the candidate whether he or she has any questions for the Board.</p> <p>Thank the candidate and inform the candidate when the Board expects to make a decision and how the</p> | <p>The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>. The president presides at all meetings. 105 ILCS 5/10-13.</p> <p>The Board may also want to consider allowing an equal amount of time for each interview.</p> |

| Interview Plan                                              | Explanation |
|-------------------------------------------------------------|-------------|
| candidate will be contacted regarding the Board's decision. |             |

- ☐ **Fill vacancy by a vote during an open meeting of the Board before the 60<sup>th</sup> day (105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20).**
- ☐ **Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).**
- ☐ **Announce the appointment to District staff and community.**

| Announcement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Explanation                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Board appointed [appointee's name] to fill the vacancy on the Board.</p> <p>The appointment will be from [date] to [date].</p> <p>The Board previously established qualifications for the appointee in a careful and thoughtful manner. [Appointee's name] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a Board member. [Appointee's name] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the challenge.</p> | <p>The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement.</p> <p>See Board policy 8:10, <i>Connection with the Community</i>.</p> |

- ☐ **Administer the Oath of Office and begin orientation.**

| Guidelines                                                                                                                                       | Explanation                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| See Board policy 2:80, <i>Board Member Oath and Conduct</i> .                                                                                    | Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.                                                                                                                                            |
| See Board policy 2:120, <i>Board Member Development</i> , and 2:120-E1, <i>Guidelines for Serving as a Mentor to a New School Board Member</i> . | Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: <a href="http://www.iasb.com/principles_popup.cfm">www.iasb.com/principles_popup.cfm</a> . |

- ☐ **Inform IASB of the newly appointed Board member's name and directory information.**

DATED:



## **School Board**

### **Board Member Oath and Conduct**

The Board adopts the Code of Ethics and the Oath of Office for board members of DuPage High School District 88. A copy will be posted in the District 88 Administrative Boardroom.

#### **Code of Ethics for School Board Members**

A school board member:

- Understands that the first and greatest concern must be the educational welfare of all students attending the public schools.
- Understands that the board sets the standards for the district through board policy. Board members do not manage the district on a day-to-day basis. Board members determine the “what”; administration determines the “how” and “who”.
- Understands that the board makes decisions as a team. Individual board members may not commit the board to any action.
- Respects the right of other board members to have opinions and ideas that differ. Conduct at a Board meeting is very important; care should be taken to avoid words and actions that create a negative impression on an individual, the Board or the district.
- Recognizes that decisions are made by a majority vote and should be supported by all board members.
- Makes decisions only after the facts are presented and discussed.
- Understands the chain of command and refers problems or complaints to the proper administrative office.
- Board members visiting a building during normal operations regarding “board-related business” are requested to schedule a time through the building administrative offices. Contact should be maintained at the administrative offices for assistance and further guidance.
- Recognizes that the board must comply with the Public Meetings Law and has authority to make decisions only at official board meetings.
- Insists that all board and district business is ethical and honest.
- Recognizes that a School Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a School Board meeting.
- Is open, fair and honest—has no hidden agenda.
- Takes no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
- Recognizes that the superintendent is the board’s adviser and should be present at all meetings, except when the board is considering the superintendent’s salary, evaluation or contract (and some committee meetings).
- Takes action only after hearing the superintendent’s or administrator’s recommendations.

- Refuses to use board membership for personal or family gain, prestige, or publicity. Announces conflicts of interest before the board action is taken.
- Personal or family problems/issues should not be brought to the board.
- Gives the staff the respect and consideration due skilled professional employees.
- Presents personal criticism of district operations to the superintendent, not to district staff or at a board meeting.
- Respects the right of the public to attend, observe and speak at board meetings.
- Respects the rights of the public to be informed about district decisions and school operations as allowed by law.

In addition, School Board members are encouraged to pursue the following goals:

1. The development of educational programs which meet the individual needs of every student, regardless of ability, race, sex, creed, social standing, or disability;
2. The development of procedures for the regular and systematic evaluation of programs, staff performance and School Board operations to ensure progress toward educational and fiscal goals;
3. The development of effective School Board policies which provide direction for the operation of the schools and delegate authority to the Superintendent for their administration;
4. The development of systematic communications which ensure that the School Board, administration, staff, students and community are fully informed and that the staff understands the community's aspirations for its schools; and
5. The development of sound business practices, which ensure that every dollar spent, produces maximum benefits.

#### Board Member Oath of Office

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office:

**I, (name), do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of DuPage High School District 88, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

**I further swear** (or affirm) that:

**I shall respect** taxpayer interests by serving as a faithful protector of the School District's assets;

**I shall encourage** and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

**I shall recognize** that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

**I shall abide** by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

**As part of the Board of Education**, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

**I shall foster** with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for DuPage High School District 88;

**I shall assist** in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

**I shall strive** to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

**I shall serve** as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for DuPage High School District 88; and

**I shall strive** to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards*. A copy of the *Code* shall be displayed in the regular Board meeting room.

LEGAL REF.: 105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:50 (Board Member Term of Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational School Board Meeting)

ADOPTED:

## **School Board**

### **Exhibit - Board Member Code of Conduct**

As a member of my local School Board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in School Board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

DATED:

## **School Board**

### **Board Member Conflict of Interest**

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

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

### **Federal and State Grant Awards**

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

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

LEGAL REF.: 5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107.  
30 ILCS 708/, Grant Accountability and Transparency Act.  
50 ILCS 105/3.  
105 ILCS 5/10-9.  
2 C.F.R. §200.318(c)(1).

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

ADOPTED:

## **School Board**

### **Ethics and Gift Ban**

#### **Prohibited Political Activity**

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

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

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

#### **Limitations on Receiving Gifts**

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

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

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

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

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

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

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

#### Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board Attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to

Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

#### Definitions

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

*Political activity* means:

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



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

*Prohibited source* means any person or entity who:

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

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

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

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

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

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

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

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

LEGAL REF.: 5 ILCS 430/, State Officials and Employees Ethics Act.  
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED:

## **School Board**

### **Qualifications, Term, and Duties of Board Officers**

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

#### **President**

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

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members;
11. Serve as or appoint the Board's official spokesperson to the media; and
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official.

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

The Vice President fills a vacancy in the Presidency.

#### **Vice President**

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

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

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

#### **Secretary**

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;

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

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

#### Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

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

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

#### Treasurer

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

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

The Treasurer shall:

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

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

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.  
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,  
5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

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

ADOPTED:

Pending Adoption

## **School Board**

### **Board Member Development**

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

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

#### **Mandatory Board Member Training**

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

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

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

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

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

#### **Board Self-Evaluation**

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

#### **New Board Member Orientation**

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

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.

2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

#### Candidates

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

LEGAL REF.: 5 ILCS 120/1.05 and 120/2.  
105 ILCS 5/10-16a and 5/24-16.5.

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

ADOPTED:

## **School Board**

### **Exhibit - Guidelines for Serving as a Mentor to a New School Board Member**

*On District letterhead*

Date

Dear School Board Member:

Thank you for agreeing to serve as a mentor to a new Board member. The goal of the mentoring program is to orient a new Board member to the Board and District and help the new Board member be comfortable, develop self-confidence, and become an effective leader. Follow these guidelines to maximize your mentoring effectiveness.

1. Be a good mentor by sharing your knowledge and experiences with others. Take a personal interest in helping others succeed.
2. Try to develop an informal, collegial relationship with the new Board member – explain that you are there to help. Listen respectfully to all concerns and answer questions honestly.
3. During your first contact with the new Board member, introduce yourself and explain that you will serve as the new Board member's mentor and are looking forward to sharing information about the Board and District. If possible, meet with the individual to become acquainted. Be available as needed to provide assistance, advice, and support. The Superintendent's office will have already provided the new Board member with a web link or paper copy of the Board's policies as well as other helpful material.
4. Be prepared to introduce the new Board member at upcoming Board events until the new Board member becomes a familiar face.
5. Be available and maintain a helpful attitude. You will assist the new Board member in becoming an effective member of the Board and ensuring skilled and knowledgeable future leadership for the District.

Being a mentor can bring rewards to you, the new Board member, and the District. Thank you for your assistance and commitment.

Sincerely,

School Board President

DATED:



## School Board

### **Exhibit - Website Listing of Development and Training Completed by Board Members**

*District webmaster: Post this template (including the explanatory paragraphs) on the District's website and update the table as information is provided.*

Each Illinois school board member who is elected or appointed to fill a vacancy of at least one year's duration must complete State-mandated *professional development leadership training* (PDLT) and *Open Meetings Act* (OMA) training. State-mandated training is also required for board members who want to vote upon a dismissal based upon the *Performance Evaluation Reform Act*. For additional information, see Board policy 2:120, *Board Member Development*.

The following table contains State-mandated training requirements and other professional development activities that were completed by each Board member. When the Illinois Association of School Boards (IASB) provided the training, the acronym "IASB" follows the listed activity.

| <b>Name</b> | <b>Development and Training Activity<br/>and Provider</b> | <b>Date Completed</b> |
|-------------|-----------------------------------------------------------|-----------------------|
|             |                                                           |                       |
|             |                                                           |                       |
|             |                                                           |                       |
|             |                                                           |                       |
|             |                                                           |                       |
|             |                                                           |                       |

IASB is a voluntary organization of local boards of education dedicated to strengthening the Illinois public schools through local citizen control. Although not a part of State government, IASB is organized by member school boards as a private not-for-profit corporation under authority granted by Article 23 of the School Code. The vision of IASB is excellence in local school board governance supporting quality public education.

For more information regarding IASB and its programs, visit [www.iasb.com](http://www.iasb.com).

DATED:

## **School Board**

### **Board Member Compensation; Expenses**

#### **Board Member Compensation Prohibited**

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

#### **Roll Call Vote**

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

#### **Regulation of School District Expenses**

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

#### **Exceeding the Maximum Allowable Reimbursement Amount(s)**

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

#### **Advancements**

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an

expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

#### Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

#### Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

#### Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

#### Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
  - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
  - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
  - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of

- coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
- d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
  - e. Taxis, airport limousines, ride sharing or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
  4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
  5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, Expenses, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.  
30 ILCS 708/, Government Accountability and Transparency Act.  
50 ILCS 150/, Local Government Travel Expense Control Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED:

## School Board

### Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. **Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.** Please print.

Name: \_\_\_\_\_

Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

☐ **Receipts attached**

Request Date: \_\_\_\_\_

☐ **Estimated expenses attached** (Completed 2:125-E2, Board Member Estimated Expense Approval Form)(pre-approval is required for federal and State grants).

☐ **Approved expense advancement (voucher) attached, if applicable\*** (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

#### Actual Expense Report

\*Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, Board Member Compensation; Expenses.

Auto Travel Allowance: \_\_\_\_\_ per mile

| Date                                                                    | Auto Mileage |      | Transp.  | Lodging | Meals or Per Diem |       |        | Other |      | Daily Total |
|-------------------------------------------------------------------------|--------------|------|----------|---------|-------------------|-------|--------|-------|------|-------------|
|                                                                         | Miles        | Cost | Expenses |         | Bkfst             | Lunch | Dinner | Item  | Cost |             |
|                                                                         |              |      |          |         |                   |       |        |       |      |             |
|                                                                         |              |      |          |         |                   |       |        |       |      |             |
|                                                                         |              |      |          |         |                   |       |        |       |      |             |
|                                                                         |              |      |          |         |                   |       |        |       |      |             |
|                                                                         |              |      |          |         |                   |       |        |       |      |             |
| <b>Subtotal</b>                                                         |              |      |          |         |                   |       |        |       |      |             |
| <b>Advances</b>                                                         |              |      |          |         |                   |       |        |       | -    |             |
| <b>TOTAL</b> (a negative amount indicates refund due from Board member) |              |      |          |         |                   |       |        |       | \$   |             |

\_\_\_\_\_  
Submitting Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

**School Board Action:** ☐ **Approved** ☐ **Denied**  
☐ **Approved in Part** ☐ **Exceeds Maximum Allowable Amount**  
☐ **Grant Funding Source** (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED:

## School Board

### Exhibit - Board Member Estimated Expense Approval Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act. Please print.

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

☐ **Estimated Expenses Approval Requested** (50 ILCS 150/20 or grant expenditure)

☐ **Travel is grant-related\*** (specify grant): \_\_\_\_\_

☐ **Purchase Order Requested** Purchase Order #: \_\_\_\_\_

☐ **Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)

Voucher Amount: \_\_\_\_\_

#### Estimated Expense Report

Auto Travel Allowance: \_\_\_\_\_ per mile

**\*Grant-related travel only:** Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.

| Date         | Auto<br>Mileage |      | Transp.<br>Expenses | Lodging | Meals or Per Diem |       |        | Other |      | Daily<br>Total |
|--------------|-----------------|------|---------------------|---------|-------------------|-------|--------|-------|------|----------------|
|              | Miles           | Cost |                     |         | Bkfst             | Lunch | Dinner | Item  | Cost |                |
|              |                 |      |                     |         |                   |       |        |       |      |                |
|              |                 |      |                     |         |                   |       |        |       |      |                |
|              |                 |      |                     |         |                   |       |        |       |      |                |
|              |                 |      |                     |         |                   |       |        |       |      |                |
|              |                 |      |                     |         |                   |       |        |       |      |                |
|              |                 |      |                     |         |                   |       |        |       |      |                |
| <b>Total</b> |                 |      |                     |         |                   |       |        |       |      | \$             |

\_\_\_\_\_  
Submitting Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

**School Board Action:** ☐ **Approved** ☐ **Denied**  
☐ **Approved in Part** ☐ **Exceeds Maximum Allowable Amount**  
☐ **Grant Funding Source** (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED:

Pending Adoption



## **School Board**

### **Board-Superintendent Relationship**

The School Board directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. The Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.: 105 ILCS 5/10-16.7 and 5/10-21.4.

CROSS REF.: 3:40 (Superintendent)

ADOPTED:

## **School Board**

### **Communications To and From the Board**

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

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.

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

### **Board Member Use of Electronic Communications**

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

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

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

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.  
50 ILCS 205/20, Local Records Act.

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

ADOPTED:

## School Board

### Exhibit - Guidance for Board Member Communications, Including Email Use

The Open Meetings Act (OMA) requires the School Board to discuss District business only at a properly noticed Board meeting. 5 ILCS 120/. Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*.

#### Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a *do not reply/forward* alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a *do not reply/forward* alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not forward email received from another Board member.

#### When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "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 any public body." 5 ILCS 140/2. Email sent or received by an individual Board member may be, depending on

the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

**First**, the communication pertains to the transaction of public business, and

**Second**, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in City of Champaign v. Madigan, 992 N.E.2d 629 (Ill.App.4th 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
  - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work **would not be a public record**. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.
  - b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
  - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
  - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.
  - e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Board Attorney will help determine when a specific communication must be disclosed pursuant to a FOIA request.

#### When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. 50 ILCS 205/. An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the

appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District, and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the LRA.

**Important:** Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. This is referred to as a *litigation hold*. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. 50 ILCS 205/4.

DATED:

## **School Board**

### **Committees**

The School Board may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

#### **Special Board Committees**

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

Citizen advisory committees may be used to interpret school needs to the community and to gather information from the community. The District 88 Citizens Advisory Council serves as a research and communication body and as a service organization for the community and Board. The Board may charge the Advisory Council with specific issues to study for which the Board requests recommendations. The Council will study, gather facts, formulate opinions and transmit their recommendations to the Board. The Advisory Council will assist the Board in communicating with citizens of the District.

The following special assignment committees are appointed yearly:

- Community Intergovernmental Groups
- Legislative Educational Network of DuPage
- SASSED Alternate
- David Koch / Board Scholarship Selection
- Employee Recognition
- Summer Purchases (2005)
- IASB Governing Board Representative

#### **Standing Board Committees**

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

1. Board Policy Committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee (Citizens Advisory Council). This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.

3. Behavioral Interventions Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*, and provides information and recommendations to the Board. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.
4. Evaluation and Compensation Committee: This committee is responsible for the superintendent's evaluation and compensation. They also determine the annual compensation for the other district administrators.
5. Technology Planning Committee: This committee oversees the technology structure, purchases of technology equipment and software to insure the district is current with technology needs.
6. Buildings and Grounds Committee: This committee oversees and monitors the approval of building projects, building repairs and the safety of the buildings.

Committees shall operate under the following guidelines:

- The Board President shall appoint no more than 3 Board members to serve on a committee.
- The President and the committee members shall establish the committee's meeting dates, time, and place.
- The Superintendent may attend all committee meetings.

#### Superintendent Committees

The Superintendent creates Superintendent committees as he or she deems necessary and makes all appointments. Superintendent committees report to the Superintendent.

LEGAL REF.: 5 ILCS 120.  
105 ILCS 5/10-20.14 and 5/14-8.05.

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

ADOPTED:

## **School Board**

### **Board Attorney**

The School Board may retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the School Board in its capacity as the governing body for the School District. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board.

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.: Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

ADOPTED:



## **School Board**

### **Exhibit - Checklist for Selecting a Board Attorney**

The School Board selects and retains the Board Attorney(s). The Board may use this checklist for guidance when it selects and retains attorney(s) and/or law firms for legal services. This checklist is designed for the Board to use a request for proposal (RFP) process to seek outside attorneys/law firms. The Board may also select an attorney without using an RFP process and adapt this checklist. The Board may also adapt this checklist and use it for an application process, if the Board seeks an in-house attorney. For more information, call the IASB Office of General Counsel; see its current phone numbers at [www.iasb.com/about-us/staff/#office-general-counsel](http://www.iasb.com/about-us/staff/#office-general-counsel).

☐ **Determine what type of legal services the District needs.**

1. Review Board policy 2:160, *Board Attorney*. **Note:** Critically analyze whether the District's legal needs are best served by in-house attorney(s) or outside attorney(s)/law firms. Many districts use a combination of these services. Many districts also use multiple attorney(s)/law firms for their specialties, e.g., different law firms for bond counsel, special education, or labor law. Some boards also approve a panel of attorneys and allow the administration to choose which attorney to use.
2. Consider the following factors to analyze the type(s) of legal services needed for the District including, but are not limited to:
  - District's size;
  - Any past and current experiences with legal matters;
  - Complexity of the District's legal needs;
  - Availability of expertise; and
  - Cost of outside fees compared to internal staff expenses for an in-house arrangement.

☐ **Develop a list of qualifications necessary for providing quality legal services to the District.**

1. Review policy 4:60, *Purchases and Contracts*. **Note:** While State law exempts hiring an attorney from bidding requirements (105 ILCS 10-20.21(a)), the Board may want to review its procurement processes and align procurement for legal services to its non-bidding-related standards for purchases, e.g., avoiding favoritism, staying within the District's budget, etc.
2. Develop the list of qualifications. The major qualifications include, but are not limited to:
  - Licensed to practice law in Illinois and in good standing with the Ill. Attorney Registration and Disciplinary Commission (ARDC) (see checklist item *Conduct a reference check and other background investigations*, below)

- Member of the District's assigned United States district court and the Seventh Circuit Court of Appeals
- Substantive knowledge and experience in the legal areas matching District's needs, e.g., bidding, civil rights, collective bargaining, education reform, employment law, Freedom of Information Act, Open Meetings Act, other records laws, special education, student rights, etc. **Note:** This list of knowledge and experience must be created by the District's identified needs and may change from time to time.
- Experience in all aspects of contract, employment, and school law
- Experience that meets the District's needs, including litigation experience in State and federal courts
- Membership in professional associations, such as, the Ill. Council of School Attorneys (ICSA) and education law sections of bar associations, etc.
- Demonstrated knowledge of and ability to apply professional responsibility rules
- Accessibility for the District's identified needs, e.g., evening Board meetings, phone calls, etc.
- Ability to declare that representation of the District will be to the exclusion of all other clients having potential conflicts with the District's interests
- When additional qualifications apply, list those qualifications for providing legal services. This may include specialties such as bond counsel, etc.

☐ **Develop the RFP.**

1. Insert the list of qualifications that the Board developed.
2. Include the following information:
  - The deadline for responses to be submitted
  - The location (address or email) where responses should be sent
  - A statement that the Board is soliciting proposals from qualified lawyers and law firms to provide legal services to the School District
  - Significant information about the District (see policy 1:30, *School District Philosophy*, for the District's mission statement that is specific to the community's goals)
  - The scope of work, e.g., "The Board Attorney will provide legal advice concerning *[typical duties, specific duties, excluded duties]*."
  - Qualifications
  - Details about interviews and presentations
3. Specify what responders must include in their responses, such as the following:

- Cover letter, complete name, address, and legal structure (if the responder is a law firm)
- The individuals who prepared the response, including their titles
- If different from above, the identity of and directory information for the individuals who have authority to answer questions regarding the submitted proposal
- A proposed fee schedule, e.g., “Respondents may combine set fees and hourly fees. If hourly fees are proposed, please provide the minimum time increment for billing purposes. If a retainer agreement is proposed, please specifically describe options.”
- A summary of the responder’s relevant experience representing public schools
- A writing sample
- An assurance that the responder meets the RFP’s qualifications
- References including current or past clients

☐ **Announce the RFP.**

1. Title the announcement. **Note:** How and where the RFP is announced are at the Board’s sole discretion. The Board may want to announce the RFP during an open meeting, post it on the District’s website, mail or email it to local law firms, and/or place it in the local newspaper(s) or other legal publications. A directory of those lawyers belonging to the ICSA is on the IASB website, [www.iasb.com](http://www.iasb.com). A printed copy is available upon request. Inclusion in the directory does not represent an IASB endorsement. Some attorneys who practice school law do not belong to ICSA. Other online sources, such as the Ill. State Bar Association, also maintain directories of information about attorneys. The Board may want to title the announcement “The [*Insert District’s name*] School Board Requests Proposals to Provide Legal Services.”
2. Announce that the Board seeks an attorney or law firm to serve as its Board Attorney.
3. Inform the reader that the attorney or law firm selected will serve either *at will* or from the date of appointment to [*date*]. The length of the appointment is at the Board’s discretion.
4. State the School District’s philosophy or mission statement.
5. Insert the RFP location and contact information with the beginning date and time.
6. Tell prospective responders that completed RFPs must be returned by [*certain time and date*] to [*name and title of person receiving applications*].

☐ **Receive and manage responses to the RFP.**

1. Review policy 2:110, *Qualifications, Term, and Duties of Board Officers*. The Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent’s secretary if the Board determines that it is more convenient. Who accepts applications is at the Board’s sole discretion and should be decided by the Board prior to posting the RFP announcement.

2. The Board will discuss, at an open meeting, its process to review the applications and who will contact RFP responders for an interview.
3. The designated person will contact RFP responders for interviews.

☐ **Develop interview questions if the Board interviews attorneys or law firms.**

1. Interview questions are at the Board's discretion.
2. A prospective attorney or law firm to fill the Board Attorney position may raise other specific issues that the Board will want to cover during an interview.
3. The following non-exhaustive list of interview questions may help the Board tailor its questions toward finding an attorney or law firm with an approach to the role of the Board Attorney that the Board desires:
  - What do you see as your role as Board Attorney?
  - How many other school districts do you currently represent?
  - What kind of legal services do you provide to your school clients? Please explain how your other experience is relevant to this position.
  - How many years of experience does your firm (or, the attorney) have? How long have you been practicing law? How long have you been representing school districts?
  - What methods will you use to ensure all members of the Board, which is your client, remain informed? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
  - How would you manage a situation in which the Board feels strongly about its position but you believe that position is not legally supportable? The *Ill. Rules of Professional Conduct*, at [www.illinoiscourts.gov/supremecourt/rules/art\\_viii/default\\_new.asp](http://www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp), require attorneys to represent the Board in its capacity as the governing body for the District. The responders should be discussing these rules, specifically Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client), among others, in their answers to this question. See also, **PRESS** policy 2:160, *Board Attorney*.
  - How would you manage a situation in which the Board's interest may be or become adverse to one or more of its members? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
  - How would you manage a situation in which the Board and Superintendent are in conflict? How about a divided Board? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
  - If the Board did something that you had advised against, could you still defend the Board's action? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.

- Will you try to shape Board decisions or do you have a *whatever the Board decides philosophy*? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you give clients specific recommendations or do you advise them of the available options and let the client decide? See the discussion about the *Ill. Professional Rules of Conduct* in f/n 2 of policy 2:160, *Board Attorney*.
- Do you provide your school Board clients with any updating services gratis?
- How do you keep your Board clients apprised of litigation and other legal matters you are handling for them?
- Will you be handling this business personally, i.e., will you delegate to your associates or partners?
- Can anyone else in your firm handle our inquiries when you are unavailable?
- How do you keep current on school law?
- When do you tell your school clients to contact you regarding a matter with possible legal repercussions?
- Have you represented a school district in a matter involving the rights of disabled students? ...involving disabled employees? ... involving a student expulsion? ... involving a teacher dismissal? ... involving an employee's contract or dismissal? ... involving a building contract or bidding matter? ... Can you tell us about that case?
- How do you bill? How are you to be paid? Please explain your rates and/or fees. The subject of billing should cover whether the attorney or law firm prepares a budget for representation and its method for billing in detail, including the date and time, what work was performed, and who worked on the project, along with expenses.
- Did you bring a written agreement for legal services, engagement letter, or a retainer agreement? If yes, please review it for us now. If not, please explain the options for a written agreement for legal services, engagement letter, or a retainer agreement.

☐ **Develop an interview protocol.** Interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(1).

1. The Board President will lead the Board as it interviews responders to its RFP. See 105 ILCS 5/10-13 stating that the Board President presides at all meetings and policy 2:110, *Qualifications, Term, and Duties of Board Officers*.
2. The Board may also want to consider allowing an equal amount of time for each interview.
3. Discuss the following items with each responder during the interview:
  - Introduce Board members to the responder

- Describe the Board's interview process, selection process, and ask the responder if he or she has questions about the Board's process for selecting its attorney
- Describe the District's philosophy or mission statement
- Describe the Board Attorney position by reviewing the RFP
- Begin asking the interview questions (see *Develop interview questions*, above)
- Ask the responder whether he or she has any questions for the Board
- Thank the responder and inform him or her when the Board expects to make its decision and how the responder will be contacted regarding the Board's decision

☐ **Conduct a reference check and other background investigation(s).**

1. The Board President may perform this check or direct the Superintendent to:
  - Check the ARDC's master roll of attorneys as "Authorized to Practice Law" (To do this, enter the attorney's name into the ARDC's registration and public disciplinary records database at: [www.iardc.org/lawyersearch.asp](http://www.iardc.org/lawyersearch.asp).)
  - Click on the attorney's name to review whether any disciplinary actions are pending or resolved; current and prior actions will appear at the bottom of the screen
  - If disciplinary actions are listed, ask the attorney or law firm for more information
2. There are other online attorney review services available. These services may be overly subjective and/or the attorney may have control over the content in these services. Always check with the ARDC.
3. Call references provided by the responder.

☐ **Enter into a written agreement or engagement letter with the selected attorney or law firm.**

1. All *agreements for legal services* should be in writing. At minimum, the agreement should provide the fee arrangement and the scope of services. *Agreements for legal services* and individual billing statements from the Board Attorney are subject to disclosure pursuant to a Freedom of Information Act request (PAO 14-02).
2. Discuss the fee arrangements with the responder and decide:
  - Whether to enter into a fee arrangement and/or a retainer agreement (**Note:** Attorneys typically bill by a pre-determined percentage of the hour, e.g., in one-tenth of an hour increments. Many districts enter into a retainer agreement for legal services or an engagement letter that requires them to pay the attorney a pre-determined fee every month. In return, the attorney provides a pre-determined amount of legal services whenever the district needs him or her. Districts find this useful because (1) they can budget for legal expenses, (2) legal advice is available up to the pre-determined amount for lower fees, and (3) this arrangement often provides for an enhanced, long-term relationship with the attorney.)

- The appropriate scope of services
3. Review the written contract or memorialized relationship (*agreement for legal services* or *engagement letter*) for these provisions:
    - Fee arrangement
    - Scope of services
    - Which attorneys will be providing legal services
    - A statement that the Board controls all legal decisions
    - A statement that the attorney and his or her law firm have no conflicts of interest or, if a conflict exists, that the Board understands the conflict and waives it
    - Board's right to terminate the services of the attorney and law firm at any time for any reason
  4. Approve the *agreement for legal services* or *engagement letter* during an open Board meeting.

☐ **Announce the appointment to District staff and community.**

1. The contents of the announcement and length of time it is displayed are at the Board's sole discretion.
2. The Board may want to consider announcing during an open meeting. See policy 8:10, *Connection with the Community*.
3. The Board may want to include the following information in its announcement:
  - The Board appointed [attorney's name or law firm name] as the Board Attorney
  - The appointment will begin on [date] for [length of time]
  - The Board previously established qualifications for the Board Attorney in a careful and thoughtful manner, e.g., "[Attorney or law firm's name] meets these qualifications and has demonstrated the willingness to accept its duties and responsibilities. [Attorney or law firm's name] brings a clear understanding of the demands and expectations of the Board Attorney position along with a constructive attitude toward the challenge."

DATED:

## **School Board**

### **Procurement of Architectural, Engineering, and Land Surveying Services**

The School Board selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

The person or representative from the firm selected shall meet with the Superintendent and the School Board to discuss responsibilities and scope of services.

LEGAL REF.:       40 U.S.C. §541.  
                      50 ILCS 510/, Local Government Professional Services Selection Act.  
                      105 ILCS 5/10-20.21.  
                      Shively v. Belleville Twp. High Sch. Dist. 201, 329 Ill.App.3d 1156 (5th Dist.  
                      2002), *appeal denied*.

ADOPTED:



## **School Board**

### **Types of School Board Meetings**

#### **General**

For all meetings of the School Board 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, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent 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), amended by P.A. 101-459.
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. 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).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. 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).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. 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).
12. 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).
13. 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).
14. 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).
15. 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 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 School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED:

## **School Board**

### **Organizational School Board Meeting**

During a March meeting in odd-numbered years, the School Board establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. At the organizational meeting the following shall occur:

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

LEGAL REF.: 10 ILCS 5/2A-1 et seq.  
105 ILCS 5/10-5, 5/10-16, and 5/10-16.5.

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

ADOPTED:

## **School Board**

### **School Board Meeting Procedure**

#### **Agenda**

The School Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board 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. 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 School Board 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 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.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

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, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

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

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the Quorum and Participation by Audio or Video Means subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination. The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

#### Rules of Order

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

#### Broadcasting and Recording Board Meetings

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

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

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06, and 120/7.  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

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

ADOPTED:

Pending Adoption



## School Board

### Exhibit - Board Treatment of Closed Meeting Verbatim Recordings and Minutes

The following procedures govern the verbatim audio recordings and minutes of School Board meetings that are closed to the public.

| <b>Actor</b>                                                            | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Before any Board meeting:</i><br>Superintendent or designee          | <p>Arranges to have an audio recording device with extra recording tapes and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled.</p> <p>The Board may close a portion of a public meeting without prior notice; it cannot, however, have a closed meeting unless it can record the session.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <i>Before a closed meeting:</i><br>Board President or presiding officer | <p>On the closed meeting date: (1) convenes an open meeting, (2) requests a motion to adjourn into closed meeting making sure the reason for the meeting is identified in the motion, (3) takes a roll call vote, (4) asks that the minutes record the vote of each member present 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 (5 ILCS 120/2a), and (5) adjourns the open meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <i>Before a closed meeting:</i><br>Superintendent or Board Secretary    | <p>Immediately before a closed meeting, tests and activates the audio recording device.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <i>During a closed meeting:</i><br>Board President or presiding officer | <p>Convenes the closed meeting stating:</p> <p>Seeing a quorum of the Board of Education gathered today, ____ date, at ____ o'clock, at ____ location, for the purpose of holding a closed meeting in order to confidentially discuss ____, I call the meeting to order. In order to record who is present, I request that each individual state his or her name and position with the District.</p> <p>Limits discussion to the topics that were included in the motion to go into a closed meeting.</p> <p>The failure to immediately call a person out-of-order who strays from the purposes included in the motion may result in an appearance of acquiescence. This responsibility to call a person out-of-order falls on each Board member in the event of the President's failure.</p> <p>Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.</p> |

| Actor                                                                                                | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>After a closed meeting:</i></p> <p>Superintendent, Recording Secretary, or Board Secretary</p> | <p><b>For Verbatim Recordings:</b></p> <p>Takes possession of the audio recording of the closed meeting and labels it with identification information, specifically the date and items discussed.</p> <p>Adds the identification information contained on the audio recording's label to a cumulative list of closed meeting recordings.</p> <p>As soon as possible, puts the recording of the closed meeting in the previously identified secure location for storing recordings of closed meetings.</p> <p>Upon request of a Board member:</p> <ol style="list-style-type: none"> <li>1. Provides access to the verbatim recordings minutes at a reasonable time and place without disrupting District operations;</li> <li>2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: <ol style="list-style-type: none"> <li>a. The Recording Secretary,</li> <li>b. The Superintendent or designated administrator, or</li> <li>c. Any elected Board member; and</li> </ol> </li> <li>3. Logs the access to the recordings in 2:220-E7, <i>Access to Closed Meeting Minutes and Verbatim Recordings</i>.</li> </ol> <p><b>For Closed Meeting Minutes:</b></p> <p>Prepares written closed meeting minutes that include:</p> <ul style="list-style-type: none"> <li>· The date, time, and place of the closed meeting</li> <li>· The Board members present and absent</li> <li>· A summary of discussion on all matters proposed or discussed</li> <li>· The time the closed meeting was adjourned</li> </ul> <p>Upon request of a Board member:</p> <ol style="list-style-type: none"> <li>1. Provides access to the closed session minutes at a reasonable time and place without disrupting District operations;</li> <li>2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: <ol style="list-style-type: none"> <li>a. The Recording Secretary,</li> <li>b. The Superintendent or designated administrator, or</li> <li>c. Any elected Board member; and</li> </ol> </li> <li>3. Logs the access in 2:220-E7, <i>Access to Closed Meeting Minutes and Verbatim Recordings</i>.</li> </ol> |

| <b>Actor</b>                                                                    | <b>Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>After a closed meeting:</i><br>School Board                                  | Approves the previous closed meeting minutes at the next open meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>In preparation for the semi-annual review:</i><br>Superintendent or designee | <p>Prepares a recommendation concerning the continued need for confidential treatment of closed meeting minutes; includes this recommendation in the packet for the meeting in which the Board will conduct its semi-annual review.</p> <p>This step is in preparation of the Board's meeting to decide whether the need for confidential treatment of specific closed meeting minutes continues to exist.</p> <p>If the Board wants to discuss closed meeting minutes in closed session, places "review of unreleased closed meeting minutes" on a closed meeting agenda.</p> <p>Places "result of Board's review of unreleased closed meeting minutes" as an item on a subsequent open meeting agenda.</p> |
| <i>In preparation for the semi-annual review:</i><br>Individual Board members   | <p>Before the meeting in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent.</p> <p>Individual Board members should consider: (1) the Superintendent's recommendation, (2) the recommendation of the Board Attorney, (3) other Board members' opinions, (4) the minutes themselves, and/or (5) whether the minutes would be exempted from public disclosure under the Illinois Freedom of Information Act.</p>                                                                                                                                                                                                                                        |
| <i>During the semi-annual review:</i><br>School Board                           | <p>The Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection.</p> <p>The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.</p>                                                                                                                                                                                                                                                                                                               |
| <i>After the semi-annual review:</i><br>Superintendent or designee              | Re-labels and re-files closed meeting minutes as appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <i>Monthly:</i><br>Board President                                              | Adds "destruction of closed meeting audio recording" as an agenda item to an upcoming open meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <i>Monthly:</i><br>School Board                                                 | Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

LEGAL REF.: 5 ILCS 120/1 et seq.

DATED:

## School Board

### Exhibit - Motion to Adjourn to Closed Meeting

#### **Motion to Adjourn to Closed Meeting**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

A motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_, to adjourn to closed meeting to discuss:

- £ The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District 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 this Act. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.
- £ Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- £ The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
- £ Evidence or testimony presented in open hearing, or in closed hearing where 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 with its determinative reasoning. 5 ILCS 120/2(c)(4).
- £ The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- £ The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
- £ The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- £ 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).
- £ Student disciplinary cases. 5 ILCS 120/2(c)(9).
- £ The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- £ Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- £ The establishment of reserves or settlement of claims as provided in the Local Government 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 District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- £ Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- £ Discussion of minutes of meetings lawfully closed, 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).
- £ 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).

**Closed Meeting Roll Call:**

| “Yeas” | “Nays” |
|--------|--------|
|--------|--------|

**Motion:** ☐ Carried ☐ Failed

**DATED:**

Pending Adoption

**School Board****Exhibit - Closed Meeting Minutes****Closed Meeting Minutes**

*Items in bold are required by 5 ILCS 120/2.06(a)(1)-(3). Non-bolded items align with best practices.*

**Date:** \_\_\_\_\_**Time:** \_\_\_\_\_**Location:** \_\_\_\_\_

Name of person(s) taking and recording the minutes: \_\_\_\_\_

Name of person presiding: \_\_\_\_\_

**Members in attendance:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

**Members absent:**

- 1.
- 2.
- 3.

**Summary of the discussion on all matters (as specified in the vote to close the meeting):****Basis for the finding that litigation is probable or imminent, if applicable (5 ILCS 120/2(c)(11)):**

Time of adjournment or return to open meeting: \_\_\_\_\_

*The School Board, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment. 5 ILCS 120/2.06(d).*

☐ **These minutes are available for public inspection as of:** \_\_\_\_\_  
(Date)

**DATED:**

## **School Board**

### **Exhibit - Open Meeting Minutes**<sup>1</sup>

#### **Meeting Minutes Protocol**

1. Meeting minutes are the permanent record of the proceedings during a School Board meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of members making specific points during discussion. Requests from individual Board members to include their vote or an opinion are handled according to Board policy 2:220, *School Board Meeting Procedure*.
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective but positive/constructive tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes.

#### **Open Meeting Minutes**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

<sup>1</sup> Other than the required inclusions, the listed meeting protocols are at the board's discretion. They should facilitate a discussion and common understanding concerning what the board wants recorded in its meeting minutes. The required inclusions for meeting minutes are: (5 ILCS 120/2.06)

1. The meeting's date, time, and place;
2. Board members recorded as either physically present, remotely 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/or *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting; and
6. When a vote is taken to hold a closed meeting, the vote of each member and the reason for the closed meeting with a citation to the specific exception authorizing the closed meeting.

Location: \_\_\_\_\_

Type of meeting: ☐ Regular ☐ Special ☐ Reconvened or rescheduled ☐ Emergency

Name of person taking the minutes: \_\_\_\_\_

Name of person presiding: \_\_\_\_\_

Members in attendance:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Members absent:

- 1.
- 2.
- 3.

Members in attendance remotely:

- 1.
- 2.
- 3.

### Approval of Agenda

List any items removed from the consent agenda:

Motion made by: \_\_\_\_\_

Motion: ☐ To approve

☐ To add items as follows: *(No action may be taken on new agenda items.)*

Motion seconded by: \_\_\_\_\_

Action: ☐ Passed ☐ Failed

### Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on: \_\_\_\_\_

Motion made by: \_\_\_\_\_

Motion: ☐ To approve

☐ To approve subject to incorporation of the following amendment(s):

Motion seconded by: \_\_\_\_\_

Action: ☐ Passed ☐ Failed

### Approval of Items on Consent Agenda *(This may include expense advancements, reimbursements, and/or purchase orders regulated by the Local Government Travel Expense Control Act (see Board policies 2:125, Board Member Compensation; Expenses, and 5:60, Expenses)*

Summary of discussion:

Motion to approve the consent agenda made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Roll Call: *(Needed when consent agenda contains an item involving the expenditure of money.)*



“Yeas”

“Nays”

Action: ☐ Passed ☐ Failed

**Public Comments** *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name: \_\_\_\_\_

Topic: \_\_\_\_\_

**Remaining Agenda Items** *(Reproduce this section for each agenda item.)*

Agenda item: \_\_\_\_\_

Summary of discussion: \_\_\_\_\_

Motion made by: \_\_\_\_\_

Motion to: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Action: ☐ Passed ☐ Failed

*(If a roll call vote occurred, record the vote of individual Board members.)*

“Yeas”

“Nays”

**If Applicable, Approval of Motion to Adjourn to Closed Meeting** *(Insert 2:220-E2, Motion to Adjourn to Closed Meeting.)*

**Approval of Motion to Adjourn**

Motion to adjourn made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Action: ☐ Passed ☐ Failed

Time of adjournment: \_\_\_\_\_

**Post-Meeting Action**

Date minutes approved: \_\_\_\_\_

Date minutes were available for public inspection: \_\_\_\_\_

Date minutes were posted on District website: \_\_\_\_\_

DATED: \_\_\_\_\_

## School Board

### Exhibit - Semi-Annual Review of Closed Meeting Minutes

#### Logging and Review Process

- Step 1. The Board Secretary or Recording Secretary maintains a log of the closed meeting minutes that are unavailable for public inspection. The meeting minutes are logged according to the reason the Board held the closed meeting. 2:220-E6, *Log of Closed Meeting Minutes*.
- Step 2. The Board meets in closed session to review the log of unreleased closed meeting minutes. The Board or Recording Secretary brings a copy of all unreleased closed meeting minutes and, if requested, allows Board members to review the actual minutes. The Board identifies which closed meeting minutes or portions thereof no longer need confidential treatment. Use *Report Following the Board's Semi-Annual Review of Closed Meeting Minutes*, below.
- Step 3. At least semi-annually in an open meeting, the Board takes action to release for public inspection those minutes, or portions thereof, no longer needing confidential treatment. Use *Action to Accept*, below. Closed meeting minutes will not be released for public inspection if confidential treatment is needed to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student, and (2) personnel files and employees' and Board members' personal information.
- Step 4. The Board or Recording Secretary: (1) updates the log of unreleased closed meeting minutes to remove any minutes that the Board made available for public inspection; (2) makes a notation on any applicable closed meeting minutes of the Board's action to release it or a portion of it for public inspection; (3) continues to log new closed meeting minutes that the Board has not released for public inspection (2:220-E6, *Log of Closed Meeting Minutes*), and (4) maintains logs for access to closed session minutes pursuant to 5 ILCS 120/2.06(e), amended by P.A. 99-515.

#### Report Following the Board's Semi-Annual Review of Closed Meeting Minutes

The School Board met on \_\_\_\_\_ in closed session to conduct its semi-annual review of closed meeting minutes that have not been released for public inspection.

The closed meeting minutes, or portions thereof, from the following dates no longer require confidential treatment: *(insert closed meeting dates)*

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|  |  |  |  |  |  |

The need for confidentiality still exists as to all remaining closed meeting minutes to protect an individual's privacy or the District's interests.

Action to Accept the Board's Semi-Annual Review of Closed Meeting Minutes

Open meeting date: \_\_\_\_\_

Motion to approve the Board's semi-annual review of unreleased closed meeting minutes and to release for public inspection those minutes, or portions thereof, that the Board identified as no longer needing confidential treatment made by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Action:      ☐ Passed      ☐ Failed

DATED:

Pending Adoption

## School Board

### Exhibit - Log of Closed Meeting Minutes

The purpose of this log is to facilitate the Board's semi-annual review of closed meeting minutes. See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

The Board Secretary or Recording Secretary shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

| Closed Session Held to Discuss:                                                                                                                                                                                                                                                                                                                                                                                                                  | Dates of Closed Sessions |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--|--|
| Specific employee(s), specific independent contractors, specific volunteers, or District legal counsel; 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), amended by P.A. 101-459. |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |  |  |
| Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).                                                                                                                                                                                                                                                                                                            |                          |  |  |
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| Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3).                                                                                                                                                                                                                                                                                                                                                                        |                          |  |  |
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| Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4).                                                                                                                                                                                                                                                                                                                                                        |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |  |  |
| Purchase or lease of real property. 5 ILCS 120/2(c)(5).                                                                                                                                                                                                                                                                                                                                                                                          |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |  |  |
| Setting of a price for sale or lease of District property. 5 ILCS 120/2(c)(6).                                                                                                                                                                                                                                                                                                                                                                   |                          |  |  |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |  |  |
| Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).                                                                                                                                                                                                                                                                                                                                                        |                          |  |  |
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| Closed Session Held to Discuss:                                                                                                                                                                                                                                                                                                                                                                               | Dates of Closed Sessions |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--|--|
| Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2(c)(8).                                                                                                                                                                                                                                                       |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                               |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                               |                          |  |  |
| Student disciplinary cases. 5 ILCS 120/2(c)(9). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>                                                                                                                                                                                                                                          |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                               |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                               |                          |  |  |
| Any matter involving an individual student. 5 ILCS 120/2(c)(10). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>                                                                                                                                                                                                                         |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                               |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                               |                          |  |  |
| Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11).                                                                                                                                                                     |                          |  |  |
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| Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c)(12).                |                          |  |  |
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| Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c)(16).                                                                                                                                                                                                                                                                              |                          |  |  |
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|                                                                                                                                                                                                                                                                                                                                                                                                               |                          |  |  |
| Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).                                                                                                                                                                                                                                                                                             |                          |  |  |
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| 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). |                          |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                               |                          |  |  |
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DATED:

## School Board

### **Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings**

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings. 5 ILCS 120/2.06(e). The following subheads implement the logistics of granting this access.

#### Access to Closed Meeting Minutes

*Duplicate this section for each grant of access to closed meeting minutes.*

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Storage Location: \_\_\_\_\_

Name of person(s) responsible for storing the closed meeting minutes: \_\_\_\_\_

☐ **Access granted**

Date access occurred: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Requesting Board member's name *(Please print)* \_\_\_\_\_

In the presence of: *(Check appropriate box and insert name on line.)*

☐ Recording Secretary \_\_\_\_\_

☐ Superintendent or designated administrator \_\_\_\_\_

☐ Elected Board member \_\_\_\_\_

**For requesting Board member:** *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

\_\_\_\_\_  
Requesting Board Member Signature

\_\_\_\_\_  
Date

#### Verbatim Recording Access

*Duplicate this section for each grant of access to verbatim recordings.*

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Storage Location: \_\_\_\_\_

Name of person(s) responsible for storing the verbatim recording: \_\_\_\_\_

☐ **Access granted**

Date access occurred: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Requesting Board member's name *(Please print)* \_\_\_\_\_

In the presence of: *(Check appropriate box and insert name on line.)*

☐ Recording Secretary \_\_\_\_\_

☐ Superintendent or designated administrator \_\_\_\_\_

☐ Elected Board member \_\_\_\_\_

☐ **Access denied**

☐ **Access unavailable.** Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).

**For requesting Board member:** *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

\_\_\_\_\_  
Requesting Board Member Signature

\_\_\_\_\_  
Date

DATED:

## School Board

### Exhibit - School Board Records Maintenance Requirements and FAQs

#### Open Meetings Act

The Open Meetings Act (OMA) requires public bodies to “keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording.” 5 ILCS 120/2.06(a). Minutes must include, but are not limited to: (1) the date, time, and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and record of any votes taken. Id.

The remainder of Section 2.06 addresses the approval of open meeting minutes, the treatment of verbatim recordings of closed meetings, the semi-annual review of closed meeting minutes, the confidential nature of closed meeting minutes, and the right of persons to address public officials under rules established and recorded by the public body. The requirements of Section 2.06, as well as OMA requirements pertaining to Board agendas, are included in policy 2:220, *School Board Meeting Procedure*.

Exhibit 2:220-E3, *Closed Meeting Minutes*, provides a sample template for keeping closed meeting minutes that incorporates the requirements of Section 2.06 of OMA. It also includes an area to designate if the Board has determined, pursuant to Section 2.06(d), that the closed meeting minutes no longer need confidential treatment.

Exhibit 2:220-E4, *Open Meeting Minutes*, contains an open meeting minute’s protocol that incorporates the requirements of Section 2.06 of OMA. It also provides a sample template for keeping open meeting minutes.

Exhibit 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*, contains a process for implementing the semi-annual review of closed meeting minutes, and exhibit 2:220-E6, *Log of Closed Meeting Minutes*, is designed to facilitate this semi-annual review.

#### Local Records Act

The Local Records Act (LRA) provides that public records, including “any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connections with the transaction of public business and preserved or appropriate for preservation by such agency or officer” must be preserved unless the State Local Records Commission has given permission to destroy those records. 50 ILCS 205/3 and 7. Board records, including agendas, meeting packets and meeting minutes, fall into this definition.

Public bodies located in Cook County must work with the Local Records Commission of Cook County to determine how long they must retain public records. Public bodies located outside of Cook County must work with the Downstate Local Records Commission to determine how long they must retain public records.

Policy 2:250, *Access to District Public Records*, contains a subhead entitled **Preserving Public Records** which provides as follows:



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

See the sample policy, 2:200, *School Board Meeting Procedure*, for all relevant footnotes. Also see administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*, for recommendations regarding school district records retention protocols and links to web-based record management resources.

#### Open Meeting Minutes

| Are you required to approve them?                                                                                                                                                                                                                                                                | Must they be semi-annually reviewed?                                                                                                    | May you release them to the public?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | May you destroy them?                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Yes, within 30 days or at the next subsequent meeting, whichever is later.</p> <p><i>A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. 5 ILCS 120/2.06(b).</i></p> | <p>No.</p> <p>Unlike the closed meeting requirement, OMA does not contain semi-annual review requirements for open meeting minutes.</p> | <p>Yes, must within ten days after minutes are approved.</p> <p><i>The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting. 5 ILCS 120/2.06(b).</i></p> | <p>No.</p> <p>There is no OMA provision permitting the destruction of open meeting minutes, and <b>they must be preserved unless the State Local Records Commission has given permission to destroy them.</b></p> <p>If a public body would like to destroy open meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.</p> |

### Open Meeting Verbatim Recordings

| Are you required to approve them?                                                                     | Must they be semi-annually reviewed?                                                                                                                                                                                                 | May you release them to the public?                                                                                                                                                                                                                                                                                     | May you destroy them?                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>No.</p> <p>OMA does not require public bodies to approve verbatim recordings of open meetings.</p> | <p>No.</p> <p>Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings. OMA does not contain semi-annual review requirements for open meeting verbatim recordings.</p> | <p>Yes.</p> <p>Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings. If a public body makes verbatim recordings of open meetings, then such recordings are subject to public disclosure pursuant to the Freedom of Information Act (5 ILCS 140/).</p> | <p>Possibly.</p> <p>If a public body would like to destroy open meeting verbatim recordings, then it must comply with the LRA and work with its Local Records Commission.</p> |

### Closed Meeting Minutes

| Are you required to approve them?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Must they be semi-annually reviewed?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | May you release them to the public?                                                                                                                                                                                                                                                                   | May you destroy them?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Yes.</p> <p>OMA does not directly state public bodies are required to approve closed meeting minutes, nor does it set a time frame for such approval. However, OMA Section 2.06(d) requires public bodies to meet at least semi-annually to “review minutes of all closed meetings.” 5 ILCS 120/2.06(d).</p> <p>Moreover, OMA Section 2.06(c) specifically allows the destruction of closed meeting verbatim recordings only if certain conditions are met, one of which is that “the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.” 5 ILCS 120/2.06(c)(2). Both of these tasks would be difficult to achieve if closed meeting minutes were not first approved.</p> <p>One practice is to approve</p> | <p>Yes.</p> <p><i>Each public body shall periodically, but not less than semi-annually, meet to review all existing minutes of all prior closed meetings (this includes records from all time that the board has been in existence). At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.</i> 5 ILCS 120/2.06(d).</p> | <p>Yes, if prerequisites are met.</p> <p><i>Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.</i> 5 ILCS 120/2.06(f).</p> | <p>No.</p> <p>There is no OMA provision permitting the destruction of closed meeting minutes, and <b>they must be preserved unless the State Local Records Commission has given permission to destroy them.</b></p> <p>In addition, per OMA Section 2.06(f), as amended by P.A. 99-515:</p> <p><i>No minutes of meetings closed to the public shall be removed from the public body’s main office or official storage location, except by vote of the public body or by court order.</i> 5 ILCS 120/2.06(f).</p> <p>If a public body would like to destroy closed meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would</p> |

| Are you required to approve them?                                                                                                                                               | Must they be semi-annually reviewed? | May you release them to the public? | May you destroy them?         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------|-------------------------------|
| closed meeting minutes within the same time frame that open meeting minutes are approved – within 30 days of the meeting or at the next subsequent meeting, whichever is later. |                                      |                                     | approve of their destruction. |

#### Closed Meeting Verbatim Recordings

| Are you required to approve them?                                               | Must they be semi-annually reviewed?                                                      | May you release them to the public?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | May you destroy them?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.<br><br>OMA does not require approval of closed meeting verbatim recordings. | No.<br><br>OMA does not require semi-annual review of closed meeting verbatim recordings. | Possibly but unlikely.<br><br><i>Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act.</i> 5 ILCS 120/2.06(e).<br><br>But see <u>Kodish v. Oakbrook Terrace Fire Protection District</u> (235 F.R.D. 447 (N.D. IL. 2006)), where a federal district court ordered that closed meeting verbatim recordings be disclosed to the Plaintiff in discovery because his primary claim was brought under federal law. | Yes, after 18 months if prerequisites are met.<br><br><i>The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: 1.) the public body approves the destruction of a particular recording; and 2.) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.</i> 5 ILCS 120/2.06(c).<br><br>In addition, per OMA Section 2.06(f), as amended by P.A. 99-515:<br><br><i>No verbatim recordings shall be recorded or removed from the public body's main office or official storage location, except by vote of the public body or by court order.</i> 5 ILCS 120/2.06(e). |

DATED:

## School Board

### Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration

*Use this exhibit to document the Board's and/or its committee(s)'s (5 ILCS 120/1.02) processes to comply with the requirements of the Open Meetings Act (OMA) when a board and/or its committee(s) must meet during a disaster declaration related to a public health emergency/concern and the meeting will have no physical presence of a quorum and participation by audio or video.*

**Note:** If a Board committee uses this exhibit, replace Board President, Vice President, and Supt. with the appropriate committee leaders.

**Consult the Board Attorney for guidance.**

#### Documentation of OMA Requirements for Board Members to Participate in a Meeting with No Physical Presence of Quorum

☐ The Governor or the Director of the Ill. Dept. of Public Health has issued a disaster declaration related to a public health emergency because of a disaster as defined in 20 ILCS 3305/4, and all or part of the jurisdiction of the Board is covered by the disaster area. 5 ILCS 120/7(e)(1), amended by P.A. 101-640. **Note:** OMA uses "public health concerns," but the Ill. Emergency Management Act (IEMA) uses "public health emergency;" this exhibit matches the IEMA term because it governs disaster declarations.

*Insert Disaster Declaration or Executive Order number [\_\_\_\_\_] or attach to this document.*

☐ 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, or if neither the President nor Vice President are present or able to perform this determination, the Superintendent (5 ILCS 120/7(e)(2), amended by P.A. 101-640, and 140/2(e)) signs below that the following three **Steps** were executed by:

**Step 1.** Determining whether the meeting is a bona fide emergency (5 ILCS 120/7(e)(7), amended by P.A. 101-640) (*check Yes or No, below*):

☐ Yes; it is an emergency meeting, and I:

- A. Notified the Board members and the public, including any news medium which has filed an annual request for notice of meetings as soon as practicable, but in any event prior to the holding of such meeting pursuant to 5 ILCS 120/2.02(a) and 120/7(e)(7)(A), amended by P.A. 101-640;
- B. Stated the nature of the emergency at the beginning of the meeting; and
- C. Provided the Superintendent or Board Secretary the resources necessary during the meeting to keep a verbatim record of the meeting, **for both open and closed**, and managed it the same way that the Board complies with the verbatim recording requirements for closed meetings (see exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*).  
**Note:** In this situation, a verbatim recording is not limited to closed meetings only.

D. Move to Step 2, below.

☐ No; it is a regular or special meeting, and I:

- A. Ensured that the Board provided 48 hours' notice of the meeting to all Board members, to any news medium on file in the District that have requested notice of meetings pursuant to 5 ILCS 120/2.02(a), and to members of the public by posting it on the District's website. 5 ILCS 120/7(e)(7), amended by P.A. 101-640. **Note:** 5 ILCS 120/7(e), amended by P.A. 101-640 does not have the "if any" exception for school boards that do not have websites. Consult the board attorney regarding alternate ways to communicate notice of a meeting when the District does not have a website and a Disaster Declaration or Executive Order has been issued.

*Insert meeting date and time, and a link to the meeting notice or attach a copy of the notice to this document.*

- B. Moves to Step 2, below.

**Step 2.** Determining whether it is practical, prudent, or feasible for any in-person attendance at the regular meeting location (5 ILCS 120/7(e)(2), amended by P.A. 101-640). (check Yes or No, below):

- ☐ Yes; in-person attendance is practical, prudent, or feasible, and I:

- A. Ensured that at least one Board member, the Board Attorney, or the Superintendent was physically present at the regular meeting location (5 ILCS 120/7(e)(5), amended by P.A. 101-640), and
- B. Verified that members of the public who were present could hear all discussion and testimony and all votes of the members of the Board. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.
- C. Move to Step 3, below.

- ☐ No; in-person attendance is not practical, prudent, or feasible, and I:

- A. Made a written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting. 5 ILCS 120/7(e)(1) and (2), amended by P.A. 101-640.
- B. Included the written determination made in letter A., above, on the Board's published notice and agenda for the alternative arrangements for the meeting. 5 ILCS 120/7(e)(7)(A)-(B), amended by P.A. 101-640.
- C. Offered the alternative arrangements to the public by offering a telephone number or a web-based link. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

*Insert a link to the meeting notice or attach a copy of the notice or refer to above if already attached to this document (see above).*

*Include this written determination on the Board/committee's published notice and agenda for the audio or video meeting, and in the meeting minutes.*

- D. Move to Step 3, below.

**Step 3.** During the meeting, I:

- ☐ Directed the Recording Secretary to, in addition to the requirements for open meetings under OMA, also keep verbatim record of the open meeting by recording it and making it open and available to the public under all provisions of OMA. 5 ILCS 120/7(e)(9), amended by P.A. 101-640. *Sample text follows below in the subhead below* **Report to the Public Following the Board's Meeting with No Physical Presence of Quorum.**

- ☐ Read my written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting and directed the Recording Secretary to include it in the meeting minutes.

☐ Ensured that any interested member of the public has access to contemporaneously hear all discussion, testimony, and roll call votes. 5 ILCS 120/7(e)(4), amended by P.A. 101-640.

☐ Requested the Recording Secretary to enter into the appropriate minutes of the Board that each Board member participating in the meeting, wherever their physical locations, announced:

1. Themselves present (5 ILCS 120/7(e)(3), amended by P.A. 101-640), and

2. A verification that they could hear one another and all discussion and testimony. Id.

See 2:220-E3, *Closed Meeting Minutes* and/or 2:220-E4, *Open Meeting Minutes*.

*Attach to this document copies or information about where these minutes may be found.*

☐ Announced and considered each Board member participating in the meeting present at the meeting for purposes of determining a quorum and participating in all proceedings (5 ILCS 120/7(e)(8), amended by P.A. 101-640) and directed the Recording Secretary to reflect it in the minutes (best practice for transparency).

☐ Conducted all votes by roll call, so each Board member's vote on each issue could be identified and recorded (5 ILCS 120/7(e)(6), amended by P.A. 101-640), and ensured that the Recording Secretary entered all votes as **Roll Call Votes** (Use exhibit 2:220-E4, *Open Meeting Minutes* but ensure all votes are recorded as roll call votes pursuant to the example below.):

| "Yeas" | "Nays" |
|--------|--------|
|        |        |

**Motion:** ☐ Carried ☐ Failed

☐ Executed or directed execution of the subhead below **Report to the Public Following the Board's Meeting with No Physical Presence of Quorum.**

Report to the Public Following the Board's Meeting with No Physical Presence of Quorum

*The text below may be used for the actual report.*

The School Board met on [insert date] with no physical presence of quorum to conduct its business.

The verbatim [circle one] audio | video recording of this meeting is available to the public under all provisions of OMA and will be destroyed pursuant to 5 ILCS 120/2.06(c)(no less than 18 months after the completion of the meeting recorded but only after: (1) the Board approves the destruction of the particular recording; and (2) the Board approves minutes of the meeting that meet the written minutes requirements of OMA). 5 ILCS 120/7(e)(9), amended by P.A. 101-640.

*Insert links to the verbatim recording of meeting here or attach to this document.*

**Note:** Consult the board attorney for guidance on the destruction of a verbatim recording of an open meeting without the physical presence of a quorum. While 5 ILCS 120/2.06(c) refers to the process for destroying closed session verbatim recordings, 5 ILCS 120/7(e)(9), amended by P.A. 101-640, applies that process for destroying closed session verbatim recordings to the destruction of the verbatim open session recordings that are required when a board determines it is necessary for it to meet without the physical presence of a quorum due to a public health emergency.

Completed By: \_\_\_\_\_

Title: \_\_\_\_\_

DATED:

Pending Adoption

## **School Board**

### **Public Participation at School Board Meetings and Petitions to the Board**

For an overall minimum of 30 minutes during each regular and special open meeting, any person may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below. During public participation, there will be a 20-minute minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to five minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the person may be allowed to speak for more than five minutes.
3. Observe, when necessary and appropriate, the:
  - a. Shortening of the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak;
  - b. Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; and/or
  - c. Determination of procedural matters regarding public participation not otherwise covered in Board policy.
4. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

LEGAL REF.: 5 ILCS 120/2.06, Open Meetings Act.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (School Board Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:



## **School Board**

### **Board Policy Development**

The School Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

#### **Policy Development**

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

#### **Policy Adoption and Dissemination**

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration may be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

#### **Board Policy Review and Monitoring**

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

#### **Words Importing Gender**

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns.

#### **Superintendent Implementation**

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.: 105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

ADOPTED:

Pending Adoption

## School Board

### Exhibit - PRESS Issue Updates

This procedure is for **PRESS** subscribers. For subscribers to **PRESS Plus**, IASB's full-maintenance policy update service, the **PRESS Plus** Online User Guide, available at [www.iasb.com/policy](http://www.iasb.com/policy), provides further guidance.

| Actor                                        | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Superintendent                               | <p>Manages the process for the Board to receive <b>PRESS</b> updates to policies.</p> <p>Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and School Board include discussion and list action to consider, adopt, or revise Board policies and Board exhibits.</p> <p>Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks.</p> <p>Communicates all policy and administrative procedure revisions or adoptions, as appropriate, to staff members, parents, students, and community members.</p>                                                                                                                                                                                                                                          |
| Superintendent or Superintendent's Secretary | <p>Updates the District's <i>Roster</i> as follows:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://www.iasb.com">www.iasb.com</a> and click on the <b>Member Login</b> button.</li> <li>2. Log in using your email address and password. If you do not know your password, use the "forgot your password?" link.</li> <li>3. At the bottom of your Profile page, click on <b>Districts You Manage</b> and then the District name.</li> <li>4. Review and verify or change the District's existing records. Ensure that all current board members, administrators, and anyone else on staff who accesses <b>PRESS</b> are listed with their current email addresses.</li> </ol>                                                                                                                                                                                                                                 |
| Designated support staff                     | <p>Logs in to <b>PRESS</b> Online as follows:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://www.iasb.com">www.iasb.com</a> and click on the <b>Member Login</b> button.</li> <li>2. Log in using your email address and password. If you do not know your password, use the "forgot your password?" link.</li> <li>3. Under "<b>My Account Links</b>," click "<b>PRESS Login</b>."</li> </ol> <p>To each member of the Policy Committee, full Board, or other interested school official, emails or otherwise distributes the following:</p> <ol style="list-style-type: none"> <li>1. <b>PRESS Update Memo</b>;</li> <li>2. <b>PRESS</b> video tutorial link at: <a href="http://www.iasb.com/policy">www.iasb.com/policy</a>;</li> <li>3. Committee worksheets; and</li> <li>4. Current District policy in relevant areas.</li> </ol> <p>As appropriate, includes new and revised policies in the Board</p> |

| Actor                                                                                | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                      | <p>meeting packets.</p> <p>After a policy is adopted or revised, updates the District’s policy manual master electronic file and adds or updates adoption dates.</p> <p>Archives previous version of revised policy.</p> <p>Follows district process for updating paper and online manuals.</p> <p>Considers distributing <b>PRESS Update Memo</b> to Building Principals.</p>                                                                                                                                                                                                |
| Policy Committee<br>(or Full Board)                                                  | <p>Considers each <b>PRESS</b> update. Reviews all footnote changes.</p> <p>Decides which changes require School Board discussion and which are appropriate as consent agenda items.</p> <p>The following are appropriate for the consent agenda: changes to the Legal References and Cross References, and minor policy edits that do not require Board discussion.</p> <p>Requests review of recommended revisions by the Board Attorney, as appropriate.</p> <p>Presents recommendations regarding <b>PRESS</b> updates to the Board at a regularly scheduled meeting.</p> |
| Full Board                                                                           | <p>Conducts a first reading of the policies that are recommended for adoption or revision.</p> <p>During the next regular meeting, conducts a second reading.</p> <p>A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.</p> <p>After the second reading, consider and take action to approve the policies at a duly convened open meeting.</p>                                                                                          |
| Assistant Superintendents, Directors, Building Principals, and supervisory employees | <p>Reads <b>PRESS Update Memo</b> (if applicable) and adopted policies, follows the Superintendent’s process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).</p>                                                                                                                                                                                                                                                                                                                     |
| Anyone                                                                               | <p>For further clarification, view the online tutorial for <b>PRESS</b>, available at <a href="http://www.iasb.com/policy">www.iasb.com/policy</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       |

DATED:

## School Board

### Exhibit - Developing Local Policy

| Actor                                                                                                     | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Anyone (Superintendent, School Board member, staff, parent, student, community member, or Board Attorney) | Brings a concern that may necessitate a new policy or a current policy's revision to the attention of the School Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Superintendent                                                                                            | <p>Confers with the Board Attorney as appropriate.</p> <p>Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and School Board include discussion and list action to consider, adopt, or revise Board policies and Board exhibits.</p> <p>Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks.</p> <p>Communicates all policy and administrative procedure revisions or adoptions as appropriate to staff members, parents, students, and community members.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Policy Committee (or Full Board)                                                                          | <p><b>First</b>, answers these questions to decide whether new policy language is needed:</p> <ol style="list-style-type: none"> <li>1. Does the IASB Policy Reference Manual provide guidance?</li> <li>2. Is the request something that should be covered in policy (i.e., Board work), or is it something that should be handled by the staff (i.e., staff work)?</li> <li>3. Is it already covered in policy? Checks for policies that cover similar or connected topics using tools such as search engines, Tables of Contents, cross references, and indexes.</li> </ol> <p><b>Second</b>, uses a 3-step process to draft new policy language:</p> <ol style="list-style-type: none"> <li>1. Frames the question and discusses the topic.</li> <li>2. Requests the Superintendent to provide research, including appropriate data, and input from others, such as, those who may be affected by the policy and those who will implement the policy.</li> <li>3. Drafts or requests the Superintendent or Board Attorney to draft language addressing the concern that aligns with the Board's mission, vision, goals, and objectives.</li> </ol> <p><b>Third</b>, decides whether the new language should be included in an existing policy or added as a new policy. Assigns any new policy an appropriate location and number.</p> <p>The <b>PRESS</b> coding system reserves policy numbers ending in a '0' and '5' for <b>PRESS</b> material. Locally developed District policies</p> |

| Actor                                                                                | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                      | should use policy numbers ending in 2, 4, 6, or 8.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Full Board                                                                           | <p>Conducts a first reading of the policy that is recommended for adoption or revision.</p> <p>During the next regular meeting, conducts a second reading.</p> <p>A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.</p> <p>After the second reading, consider and take action to approve the policies at a duly convened open meeting.</p> |
| Designated support staff                                                             | <p>After a policy is adopted or revised, updates the District's policy manual master electronic file and adds or updates adoption dates.</p> <p>Archives previous version of revised policy.</p> <p>Follows district process for updating paper and online manuals.</p>                                                                                                                                                                                                           |
| Assistant Superintendents, Directors, Building Principals, and supervisory employees | <p>Reads <b>PRESS Update Memo</b> (if applicable) and adopted policies, follows the Superintendent's process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).</p>                                                                                                                                                                                                                         |

DATED:

## **School Board**

### **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 serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated.

### **Definition**

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

### **Requesting Records**

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

### **Responding to Requests**

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

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

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

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

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

### Fees

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

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

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

### Provision of Copies and Access to Records

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

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

### Preserving Public Records

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



LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.  
105 ILCS 5/10-16 and 5/24A-7.1.  
820 ILCS 40/11.  
820 ILCS 130/5.

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

ADOPTED:

Pending Adoption

## **School Board**

### **Uniform Grievance Procedure**

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

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

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

### Right to Pursue Other Remedies Not Impaired

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

### Deadlines

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

### Filing a Complaint

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

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

### Investigation Process

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

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

The Superintendent will keep the Board informed of all complaints.

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

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail 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, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

#### **Nondiscrimination Coordinator:**

Dr. Raquel Wilson

Name

2 Friendship Plaza, Addison, IL 60101

Address

rwilson@dupage88.net

Email

630-782-3005

Telephone

### Complaint Managers:

Dr. Raquel Wilson

Name

2 Friendship Plaza, Addison, IL 60101

Address

rwilson@dupage88.net

Email

630-782-3005

Telephone

Michael Bolden

Name

2 Friendship Plaza, Addison, IL 60101

Address

mbolden@dupage88.net

Email

630-530-3985

Telephone

### LEGAL REF.:

Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.  
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.  
Equal Pay Act, 29 U.S.C. §206(d).  
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.  
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.  
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106  
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.  
Illinois Genetic Information Privacy Act, 410 ILCS 513/.  
Illinois Whistleblower Act, 740 ILCS 174/.  
Illinois Human Rights Act, 775 ILCS 5/.  
Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.  
Equal Pay Act of 2003, 820 ILCS 112/.  
Employee Credit Privacy Act, 820 ILCS 70/.  
23 Ill.Admin.Code §§1.240 and 200.40.

### CROSS REF.:

2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (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), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

### ADOPTED:

## **School Board**

### **Title IX Sexual Harassment Grievance Procedure**

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

### **Title IX Sexual Harassment Prohibited**

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

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

### **Definitions from 34 C.F.R. §106.30**

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

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

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

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

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

### Title IX Sexual Harassment Prevention and Response

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

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

### Making a Report

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

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

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

### **Title IX Coordinator:**

Dr. Raquel Wilson

Name

2 Friendship Plaza, Addison, IL 60101

Address

rwilson@dupage88.net

Email

630-782-3005

Telephone

### Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

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

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

#### Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

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



9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

#### Enforcement

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

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

#### Retaliation Prohibited

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

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

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

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

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

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

ADOPTED:

**DUPAGE HIGH SCHOOL DISTRICT 88 SCHOOL BOARD POLICY MANUAL**  
**TABLE OF CONTENTS**  
**SECTION 3 – GENERAL SCHOOL ADMINISTRATION**

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| 3:40   | Superintendent                                                                     |
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| 3:50   | Administrative Personnel Other Than the Superintendent                             |
| 3:60   | Administrative Responsibility of the Building Principal                            |
| 3:70   | Succession of Authority                                                            |

*Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*

## **General School Administration**

### **Goals and Objectives**

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, *School District Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

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

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

ADOPTED:

## **General School Administration**

### **Chain of Command**

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

ADOPTED:

## **General School Administration**

### **Superintendent**

#### **Duties and Authority**

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

#### **Qualifications**

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

#### **Evaluation**

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

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

#### **Compensation and Benefits**

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

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

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

ADOPTED:

## **General School Administration**

### **Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process**

The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: [www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/](http://www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/).

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at the link above.

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process (Checklist)* provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important:** This *Checklist* is a resource for contract formation; it is not a list of *must have* items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect.

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

- ☐ **Board Attorney.** Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retaining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

☐ **Power and Duties of the Superintendent**

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Duties                                                    | <p>Does the Board enumerate the duties of the Superintendent in the employment contract?</p> <ol style="list-style-type: none"> <li>1. Are the statutory duties of the Superintendent listed?</li> <li>2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment?</li> </ol> <p>See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.</p>                                                        |
| Full-time, Attention and Energy Clause                    | <p>How will the Board address outside activities of the Superintendent?</p> <ol style="list-style-type: none"> <li>1. How will the Board define <i>outside activities</i>?</li> <li>2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract?</li> <li>3. Will the Board require approval/notification before the Superintendent engages in outside activities?</li> </ol> |

☐ **Employment and Compensation**

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Duration of Contract                                      | <p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>                                                                          |
| Salary                                                    | <p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> <li>1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (40 ILCS 5/15-155(g), amended by P.A. 101-10) prior to retirement?</li> <li>2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary of \$177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of</li> </ol> |

| Superintendent Contract Term Considerations for the Board          | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                    | <p>the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412)?</p> <p>3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)?</p> <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> <li>1. A fixed salary for each year of the contract.</li> <li>2. A guaranteed minimum salary.</li> <li>3. Compensation increases.</li> </ol>                                                                                                                                                                               |
| Severance Agreements                                               | <p>Any contract that contains a condition of severance pay must include the following provisions required by the Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895:</p> <ol style="list-style-type: none"> <li>1. A restriction to an amount not exceeding 20 weeks of compensation; and</li> <li>2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the <b>Changes to the Superintendent's Employment Contract</b> subhead below for a definition of what misconduct means in the context of this law.</li> </ol> |
| Teachers Retirement System (TRS) & Teacher Health Insurance (THIS) | <p>How does the Board want to address:</p> <ol style="list-style-type: none"> <li>1. Pension contributions (TRS-THIS)?</li> <li>2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation?</li> <li>3. Unforeseen pension reform issues?</li> </ol>                                                                                                                                                                                                                                                                                        |

☐ **Conditions of Employment**

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                                                                                                   |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrative License                                    | Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract? |
| Criminal Background Check Law                             | 105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643. See also <b>PRESS</b> sample policy 5:30, <i>Hiring Process and Criteria</i> , and the subhead entitled <b>Fingerprint-based Criminal History Records</b>                  |



| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | <b>Information Check</b> in administrative procedure 5:30-AP2, <i>Investigations</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Other Background Check Laws                               | <p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643, and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (a/k/a <i>ban the box</i> law).</p> <p>820 ILCS 55/, Ill. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</p> <ol style="list-style-type: none"> <li>1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account;</li> <li>2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual's personal online account; and</li> <li>3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (<b>Note:</b> RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i>, and its f/ns).</li> </ol> |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | 820 ILCS 70/, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i> , which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. <b>Note:</b> Any one of these grounds alone is sufficient.                                                                                                                                                 |
| Medical Examination                                       | <p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r).</p> <p>See also <b>PRESS</b> sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 23 and 24.</p> |
| Tenure                                                    | <p><u>Suspension of Tenure</u></p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p><u>Continued Tenure</u></p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure. See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the <b>Employment and Compensation</b> checkbox, above.</p>                                                                                                                                                                                                                                                                                                                               |

☐ **Evaluations and Goals**

| Superintendent Contract Term Considerations for the Board      | Explanation, Special Considerations, and Resources                                                                                                         |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Board Goals and Indicators of Student Performance and Academic | 105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Achievement for the Superintendent                        | <p>and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none"> <li>1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states “and other information as the Board may determine”)?</li> <li>2. Included them in the body of the employment contract? Or as an exhibit to it?</li> <li>3. Set them to be: <ol style="list-style-type: none"> <li>a. Measurable and achievable, i.e., are they within the Superintendent’s control?</li> <li>b. Objective, subjective or a combination of both?</li> </ol> </li> <li>4. Set a timeline for achievement, and if so is it on an: <ol style="list-style-type: none"> <li>a. Annual basis?</li> <li>b. Prior to completion of the employment contract?</li> </ol> </li> <li>5. Set them as procedural, substantive, or a combination of both?</li> </ol> <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</p> <p><a href="http://www.iasb.com/conference-training-and-events/training/workshops/">www.iasb.com/conference-training-and-events/training/workshops/</a></p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for school boards to hold their superintendents accountable for district performance, including academic achievement:</p> <p><i>Setting District Goals and Direction</i> (leads a board and superintendent to develop their own district-language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p> <p><i>The Board and its Superintendent</i> (workshop assisting a board in developing an effective relationship with its superintendent).</p> |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Superintendent Evaluation                                 | <p>Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:</p> <ol style="list-style-type: none"> <li>1. “Direct, through policy, its superintendent in his or her charge of the administration of the school district;” and</li> <li>2. Evaluate the superintendent in his or her “administration of school board policies and his or her stewardship of the assets of the district.”</li> </ol> <p>How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?</p> <p>Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? <b>Note:</b> Some districts do not consider the superintendent evaluation to be a <i>one-time event</i> and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.</p> <p>Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent’s evaluation process?</p> <p>What evaluation instrument will be used? How will the evaluation be documented?</p> <p>Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?</p> <p>Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?</p> <p>For more information about best practices when planning for and evaluating the Superintendent, see:</p> <p><i>The Superintendent Evaluation Process</i> at: <a href="http://www.iasb.com/training/superintendent-evaluation-process.pdf">www.iasb.com/training/superintendent-evaluation-process.pdf</a>;</p> <p>IASB’s <i>Foundational Principles of Effective Governance</i>, <b>Principle 3. The board employs a superintendent</b>, at: <a href="http://www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/">www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/</a>; stating “the board employs and</p> |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy.” |

☐ **Expenses and Benefits**

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Expenses and Allowances                                   | <p>How will the Board address expenses and allowances in its employment contract negotiations with the successful superintendent candidate?</p> <p><u>Business</u></p> <ol style="list-style-type: none"> <li>1. What standard will the Board use, e.g., reasonable, itemized, etc.?</li> <li>2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent’s expenses?</li> </ol> <p><u>Transportation</u></p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> <li>1. Vehicle insurance reimbursement(s)</li> <li>2. Vehicle repair reimbursement(s)</li> <li>3. A travel allowance only at either a set amount or the District’s per mile rate</li> <li>4. A vehicle</li> <li>5. Out-of-district travel</li> </ol> |
| Insurance                                                 | <p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p> <p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> <li>1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums.</li> <li>2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Vacation                                                  | Will the Board address vacation days in its employment contract negotiations with the successful                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| Superintendent Contract Term Considerations for the Board                          | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                    | <p>superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> <li>1. How many days?</li> <li>2. Will vacation days accumulate? And, if so, how?</li> <li>3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process.</li> <li>4. Will the Board address reimbursement for unused days?</li> <li>5. Will vacation days need to be used for days off during winter or spring breaks?</li> </ol>                                                                       |
| Sick Leave/Days                                                                    | <p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Will sick leave be limited to annual sick leave days in the District's teachers' contract or will a different amount be provided?</li> <li>2. How will sick day accumulation be addressed?</li> <li>3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.</li> </ol> |
| Professional Activities and Organizations   Memberships in Community Organizations | <p>Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> <li>1. How many organizations will the Board allow the Superintendent to join?</li> <li>2. Which organizations will be allowed?</li> <li>3. What is the Board's limit for the cost of dues to professional organizations?</li> </ol>                                                                                                                                   |
| Retirement                                                                         | <p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> <li>a. Any consequences or other penalties to it?</li> <li>b. The impact of any prior salary increases?</li> </ol> </li> </ol>                                                                                                                                                                                                                                                        |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | <p>c. Potential pension reform issues?</p> <p>2. Often, a successful superintendent candidate's attorney has interest in the following issues:</p> <p>a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc.</p> <p>b. Whether a potential retirement payment will be properly creditable for TRS purposes. <b>Note:</b> Ultimately, only TRS has the authority to determine creditability.</p> |
| Annuities and Other Deferred Compensation                 | <p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <p>1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary?</p> <p>2. Will it contribute creditable earnings for TRS purposes?</p>                                                                                                                                                                                                             |

☐ **Changes to the Superintendent's Employment Contract**

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Non-Renewal at End of Contract                            | <p>How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it?</p> <p>1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable?</p> <p>2. Will the Board require the Superintendent to remind it of the non-renewal date?</p> <p>3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification?</p> <p>4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?</p> |
| Renewal at End of Contract                                | <p>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</p> <p>1. What date would be the earliest that the Board could renew its employment contract with the Superintendent?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | <p>2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Contract Extensions                                       | <p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> <li>1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required?</li> <li>2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals?</li> </ol> <p>See 105 ILCS 5/10-23.8.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Terminations                                              | <p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> <li>1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement?</li> <li>2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent?</li> <li>3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other?</li> <li>4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> <li>a. How will the Board define permanent disability in the contract?</li> <li>b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or</li> <li>c. Will the Board consider duration of absence; e.g., 90-days after exhaustion of available</li> </ol> </li> </ol> |



| Superintendent Contract Term Considerations for the Board | Explanation, Special Considerations, and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | <p>leave, whichever is greater?</p> <p>See <b>PRESS</b> sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> <p>5. What standard will the Board use to terminate the employment contract for cause? Items to consider include:</p> <ul style="list-style-type: none"> <li>a. Any conduct detrimental/prejudicial to the District;*</li> <li>b. Just cause;</li> <li>c. Sufficient to dismiss a tenured teacher;</li> <li>d. Material breach of contract; or</li> <li>e. Not arbitrary and capricious.</li> </ul> <p>*50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See <b>Severance Pay</b> row directly below.</p> <p>6. Will the Board agree to provisions for hearing and due process for the Superintendent?</p> <p>7. How will the Board address death of its Superintendent during the duration of the employment contract?</p> |
| Severance Pay                                             | <p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895:</p> <ul style="list-style-type: none"> <li>1. A restriction to an amount not exceeding 20 weeks of compensation; and</li> <li>2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040, limits sexual harassment or discrimination to instances when an employee is “found to have engaged in sexual harassment or sexual discrimination, as</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| <b>Superintendent Contract Term Considerations for the Board</b> | <b>Explanation, Special Considerations, and Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                  | defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.” For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i> .                                                                                                                                                                                                                                                                     |
| Liquidated Damages                                               | Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?<br><br>1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys?<br><br>2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent? |
| Amendments                                                       | How will the Board and Superintendent agree to allow for amendments to the employment contract?                                                                                                                                                                                                                                                                                                                                                               |

☐ **What technical clauses need to be in the Superintendent’s employment contract?**

| <b>Superintendent Contract Term Considerations for the Board</b> | <b>Explanation, Special Considerations, and Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technical clauses (common in contracts)                          | If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent’s attorney reviewed them?<br><br>1. Notice<br>2. Applicable law<br>3. Headings and numbers<br>4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract?<br>5. Counterparts<br>6. Effect of Policy Amendments<br>7. Severability<br>8. Advice of Counsel |

☐ **Miscellaneous Issues**

| <b>Superintendent Contract Term Considerations for the Board</b> | <b>Explanation, Special Considerations, and Resources</b>                                                                                                                                                                                               |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Board Obligations Under the Employment Contract                  | Do all members of the Board understand the District’s obligations under the employment contract and what not complying with them will mean to the District?<br><br>Specifically, are Board members aware of the Board’s specific obligations regarding: |

| <b>Superintendent Contract Term Considerations for the Board</b> | <b>Explanation, Special Considerations, and Resources</b>                                                                                                                                                            |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                  | <ol style="list-style-type: none"> <li>1. The Superintendent Evaluation</li> <li>2. Goal setting</li> <li>3. Required notifications/actions by each party prior to termination of the employment contract</li> </ol> |
| Ongoing Monitoring of Each Party's Compliance with the Contract  | Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?                |
| Legislative Issues                                               | How might pending pension reform legislation or other trending legislation affect the employment contract?                                                                                                           |

DATED:

## **General School Administration**

### **Administrative Personnel Other Than the Superintendent**

#### **Duties and Authority**

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

#### **Qualifications**

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

#### **Evaluation**

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

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

#### **Administrative Work Year**

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

#### **Compensation and Benefits**

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

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

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

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.  
23 Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 5:30 (Hiring  
Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED:

Pending Adoption

## **General School Administration**

### **Administrative Responsibility of the Building Principal**

#### **Duties and Authority**

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

#### **Evaluation Plan**

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

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

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

LEGAL REF.: 10 ILCS 5/4-6.2.  
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.  
105 ILCS 127/.  
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leaves of Absence)

ADOPTED:

## **General School Administration**

### **Succession of Authority**

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and submitted to the School Board.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30  
(Chain of Command)

ADOPTED:

**DUPAGE HIGH SCHOOL DISTRICT 88 SCHOOL BOARD POLICY MANUAL**  
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*Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*



## **Operational Services**

### **Fiscal and Business Management**

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

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

### **Budget Planning**

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

### **Preliminary Adoption Procedures**

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

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

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

At the public hearing, the proposed budget shall be reviewed, and the public shall be invited to comment, question, or advise the Board.

### **Final Adoption Procedures**

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

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

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

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

#### Budget Amendments

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

#### Implementation

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

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

LEGAL REF.: 35 ILCS 200/18-55 et seq.  
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.  
23 Ill.Admin.Code Part 100.

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

ADOPTED:

## **Operational Services**

### **Identity Protection**

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence, and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

### **Treatment of Personally Identifiable Information Under Grant Awards**

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*, (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when

administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.: 2 C.F.R. §200.303(e).  
5 ILCS 179/, Identity Protection Act.  
30 ILCS 708/, Grant Accountability and Transparency Act  
50 ILCS 205/3, Local Records Act.  
105 ILCS 10/, Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340  
(Student Records)

ADOPTED:

## **Operational Services**

### **Fund Balances**

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money.

The School District seeks to maintain a June 30th year-end fund balance to expense ratio of no less than 30% using the cash basis method of accounting for the Operating Funds including Education, Operation & Maintenance, Transportation, IMRF/Social Security and Working Cash. Said calculation will exclude the June "early property tax collections" and any working cash bond proceeds assigned for capital projects or asset replacement.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED:

## **Operational Services**

### **Revenue and Investments**

#### **Revenue**

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

#### **Investments**

The Chief Financial Officer shall serve as the District's Chief Investment Officer. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

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

#### **Investment Objectives**

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

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

#### **Authorized Investments**

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than three years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short term obligations of corporations.
5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
6. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
7. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
8. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
9. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
10. The Illinois School District Liquid Asset Fund Plus.
11. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to “purchase” specified securities from a designated institution. The “custodial bank” is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank’s computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
- e. The security interest must be perfected.
- f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
- g. Agreements shall be for periods of 330 days or less.
- h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
- i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District’s claims to rights to those securities.
- j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
- k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.



12. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-10 and controls in the event of conflict.

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

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

#### Selection of Depositories, Investment Managers, Dealers, and Brokers

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

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

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

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

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

### Collateral Requirements

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

### Safekeeping and Custody Arrangements

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

### Controls and Report

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

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

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

### Ethics and Conflicts of Interest

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

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

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.  
30 ILCS 238/, Ill. Sustainable Investing Act.  
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

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

ADOPTED:

## **Operational Services**

### **Incurring Debt**

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

### **Bond Issue Obligations**

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from *gross income* for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.

LEGAL REF.: Securities Act of 1933, 15 U.S.C. §77a et seq.  
Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.  
17 C.F.R. §240.15c2-12.  
Bond Authorization Act, 30 ILCS 305/2.  
Bond Issue Notification Act, 30 ILCS 352/1.  
Local Government Debt Reform Act, 30 ILCS 350/.  
Tax Anticipation Note Act, 50 ILCS 420/.  
105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.: 4:10 (Fiscal and Business Management)

ADOPTED:

## **Operational Services**

### **Securities Disclosure**

All Disclosures pertaining to any bonds, notes, certificates or other obligations issued by the District shall be governed by this policy and the administrative procedures issued under the authority of this policy.

#### **Definitions.**

“Disclosure Officer” -- The Chief Financial Officer/Treasurer of the District, working under the supervision of the Superintendent.

“MSRB”-- Municipal Securities Rulemaking Board.

“EMMA”—MSRB’s Electronic Municipal Market Access system.

“Undertakings” -- continuing disclosure undertakings under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission’s statements in enforcement actions.

“Official Statements”-- preliminary and final official statements or offering circulars and any supplements or amendments thereto, disseminated by the District in connection with any bonds, notes, certificates or other obligations.

“Annual Financial Information” -- Annual Financial Information, as required by and defined in the Undertakings to be filed with EMMA.

“EMMA Notice”— any notice of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA.

“Disclosures” – Official Statements, Annual Financial Information, and EMMA Notices, collectively.

#### **General Principles**

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.
2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.
3. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be “speaking to the market.” When speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.
4. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and

recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.

5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

**Official Statements.** Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the administrative procedures to be issued by the Disclosure Officer consistent with this policy.

**Annual Financial Information.** The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to the administrative procedures to be issued by the Disclosure Officer consistent with this policy.

**EMMA Notices.** Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to the administrative procedures to be issued by the Disclosure Officer consistent with this policy.

**Additional Responsibilities of the Disclosure Officer.** The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;
2. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and
3. Making recommendations to the Board as to whether revisions or modifications to this Disclosure Policy are appropriate.

ADOPTED:

## **Operational Services**

### **Payment Procedures**

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the School Board in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.  
23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts),  
4:80 (Accounting and Audits)

ADOPTED:

## **Operational Services**

### **Use of Credit and Procurement Cards**

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

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

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

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder will keep the Superintendent and or Chief Financial Officer aware of transactions on an ongoing basis. Purchases that may be unusual or unexpected would have the approval of the Superintendent/Chief Financial Officer.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. Accounting and monitoring the use of the district credit card will reside with the Business Office. A Credit Card Usage Report Form must be completed at the time of the order/purchase. The Credit Card Usage Report Form will be presented to the Board as part of the monthly credit card monitory report, along with official bank card statements.
6. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
7. All cardholders must sign a statement affirming that they are familiar with this policy.
8. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
9. Cardholders must submit the original, itemized receipt to document all purchases.
10. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.

11. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

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

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

ADOPTED:



## **Operational Services**

### **Purchases and Contracts**

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

#### **Standards for Purchasing and Contracting**

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of \$15,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not exceeding \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility are exempt from bidding under State law, 105 ILCS 5/10-20.21(a)(xi), but must comply with Board policy 4:150, *Facility Management and Building Programs*.
3. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
4. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 *et seq.*
5. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
6. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
7. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
8. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
9. Each contractor with the District is bound by each of the following:

- a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
- b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.

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

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

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

ADOPTED:

## **Operational Services**

### **Resource Conservation**

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

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

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

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

ADOPTED:

## Operational Services

### Accounting and Audits

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

### Annual Audit

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

### Annual Financial Report

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

### Inventories

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

### Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and the threshold for capital improvements to property/renovations will be set as \$10,000 **for all items** with an estimated useful life greater than one year.

### Disposition of District Property

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

shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

#### Taxable Fringe Benefits

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

#### Controls for Revolving Funds and Petty Cash

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

#### Control Requirements for Checks

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

#### Internal Controls

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

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

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

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

ADOPTED:

## **Operational Services**

### **Student Activity and Fiduciary Funds**

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

#### **Student Activity Funds**

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

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

#### **Fiduciary Funds**

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

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

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

ADOPTED:

## **Operational Services**

### **Insurance Management**

The Superintendent shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the Ill. High School Association that results in medical expenses in excess of \$50,000.
3. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
4. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

### **Student Insurance**

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parent(s)/guardian(s) and the company.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, Pub. L. 99-272, §10001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.  
105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, and 5/22-15.  
215 ILCS 5/, Ill. Insurance Code.  
750 ILCS 75/, Ill. Religious Freedom Protection and Civil Union Act.  
820 ILCS 305/, Workers' Compensation Act.

ADOPTED:



## **Operational Services**

### **Transportation**

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing, (b) *a course or pattern of criminal activity*, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/, or (c) pupils within the one and one-half (1 ½) mile limit may be granted permission to ride buses using regularly established routes provided space is available after accommodating students residing more than one and one-half miles from school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

### **Pre-Trip and Post-Trip Vehicle Inspection**

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and

(2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus. Each contract between the District and a private sector school bus company must require the company to have a pre- and post-trip inspection policy to ensure that no passenger is left behind or remains on the vehicle at the end of a route. The policy must contain, at a minimum, the requirements listed in this policy.

LEGAL REF.: 20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act.  
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
105 ILCS 5/10-22.22 and 5/29-1 et seq.  
105 ILCS 45/1-15 and /1-17.  
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813.1, 5/12-815, 5/12-816,  
5/12-821, and 5/13-109.  
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.  
92 Ill.Admin.Code Part 440.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics;  
Conduct; and Conflict of Interest), 5:280 (Educational Support Personnel -  
Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title  
I Programs), 7:220 (Bus Conduct)

ADOPTED:

## **Operational Services**

### **Food Services**

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

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

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

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

LEGAL REF.:        Russell B. National School Lunch Act, 42 U.S.C. §1751 et seq.  
                         Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
                         7 C.F.R. Parts 210 and 220, Food and Nutrition Service.  
                         105 ILCS 125/  
                         23 Ill.Admin.Code Part 305, School Food Service.

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

ADOPTED:

## **Operational Services**

### **Free and Reduced-Price Food Services**

#### **Notice**

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

#### **Eligibility Criteria and Selection of Children**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education. From time to time, the income eligibility guidelines and standards may not be necessary when reimbursements for students' free breakfasts and lunches are claimed through the U.S. Depts. of Agriculture and Education's Community Eligibility Provision (CEP). When claiming the CEP, the District will follow its requirements.

#### **Notification**

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

#### **Nondiscrimination Assurance**

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

#### **Appeal**

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.  
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.  
105 ILCS 125/ and 126/.  
23 Ill.Admin.Code §305.10 et seq.

ADOPTED:

Pending Adoption

## **Operational Services**

### **Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications**

*On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars*

Date:

To: Parents/Guardians, Students, and Staff

Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services* and 4:140, *Waiver of Student Fees*. For more information, see [www.fns.usda.gov/school-meals/unpaid-meal-charges](http://www.fns.usda.gov/school-meals/unpaid-meal-charges), and/or contact the Building Principal or designee.

#### **Free and Reduced-Price Food Services Eligibility**

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

#### **Meal Charges for Meals Provided by the District**

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30<sup>th</sup>.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/, added by P.A. 100-1092). The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [*or insert lower amount*]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

LEGAL REF.: Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).  
7 C.F.R. §245.5.  
105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.  
23 Ill.Admin.Code Part 305, School Food Service.

DATED:

Pending Adoption

## **Operational Services**

### **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 for the loss of or damage to school books or other school-owned materials.

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

### **Notification**

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

### **Eligibility Criteria**

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

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

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

### **Verification**

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

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

### **Determination and Appeal**

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall



include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.  
23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services)

ADOPTED:

Pending Adoption

## **Operational Services**

### **Facility Management and Building Programs**

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

#### **Standards for Managing Buildings and Grounds**

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$10,000, including the cost equivalent of staff time. Once Board approval has been obtained, contracts for such work that do not exceed \$50,000 will be obtained using an RFP or RFQ process, where practicable; contracts for such work that exceed \$50,000 will be obtained in compliance with State law bidding procedure, 105 ILCS 5/10-20.21, unless otherwise specifically exempted. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

#### **Standards for Green Cleaning**

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

#### **Standards for Facility Construction and Building Programs**

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

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

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

### Memorials

The Board is proud and appreciative of its students, employees and others who serve the School District. It desires to make appropriate recognition for outstanding achievement and long, faithful service. Recognition may take any of several forms. However, the Board does not intend to approve the naming of any buildings (or part thereof) or grounds for individual. Memorials generally should take the form of Certificates of Recognition, Scholarships, Plaques, Portraits or other approved appropriate forms.

### Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

The committee will:

1. Encourage input from the community, staff members, and students.
2. Give consideration to names of local communities, neighborhoods, streets, landmarks, history of the area, and individuals who have made a contribution to the District, community, State, or nation.
3. Ensure that the name will not duplicate or cause confusion with the names of existing facilities in the District.

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

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

ADOPTED:

## **Operational Services**

### **Environmental Quality of Buildings and Grounds**

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

LEGAL REF.:        29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).  
                         29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.  
                         20 ILCS 3130/, Green Buildings Act.  
                         105 ILCS 5/10-20.17a; 5/10-20.48.  
                         105 ILCS 135/, Toxic Art Supplies in Schools Act.  
                         105 ILCS 140/, Green Cleaning School Act.  
                         225 ILCS 235/, Structural Pest Control Act.  
                         415 ILCS 65/, Lawn Care Products Application and Notice Act.  
                         820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)  
                         23 Ill.Admin.Code §1.330.

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

ADOPTED:

## **Operational Services**

### **Safety**

#### **Safety and Security**

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

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

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

#### **School Safety Drill Plan**

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

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

### Annual Review

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

### Automated External Defibrillator (AED)

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

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

### Carbon Monoxide Alarms

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

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

### Soccer Goal Safety

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

### Unsafe School Choice Option

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

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

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

### Lead Testing in Water

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

### Emergency Closing

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

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.  
105 ILCS 128/, School Safety Drill Act, implemented by 29 Ill.Admin.Code Part 1500.  
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.  
225 ILCS 320/35.5, Ill. Plumbing License Law.

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

ADOPTED:

## **Operational Services**

### **Convicted Child Sex Offender; Screening; Notifications**

#### **Persons Prohibited on School Property without Prior Permission**

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

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

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

#### **Screening**

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

#### **Notification to Parents/Guardians**

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



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

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

ADOPTED:

Pending Adoption

## **Operational Services**

### **Pandemic Preparedness; Management; and Recovery**

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably.

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

#### **Emergency School Closing**

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education.

During an emergency school closing, the Board President and the Superintendent may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic.

#### **Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video**

A disaster declaration related to a public health emergency may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

#### **Payment of Employee Salaries During Emergency School Closures**

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

#### **Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)**

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote*

*Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan (Plan) that:

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic;
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.  
5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.  
20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).  
20 ILCS 3305/, Ill. Emergency Management Agency Act.  
115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:

**DUPAGE HIGH SCHOOL DISTRICT 88 SCHOOL BOARD POLICY MANUAL**  
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*Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*

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*Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*

## **General Personnel**

### **Equal Employment Opportunity and Minority Recruitment**

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

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

#### **Administrative Implementation**

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

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

#### **Nondiscrimination Coordinator:**

Dr. Raquel Wilson

Name

2 Friendship Plaza, Addison, IL 60101

Address

rwilson@dupage88.net

Email

630-782-3005

Telephone

### Complaint Managers:

Dr. Raquel Wilson

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Michael Bolden

Name

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mbolden@dupage88.net

Email

630-530-3985

Telephone

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

### Minority Recruitment

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

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.  
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.  
29 U.S.C. §206(d), Equal Pay Act.  
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.  
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.  
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).  
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.  
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.  
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.  
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.  
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.  
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.  
Ill. Constitution, Art. I, §§17, 18, and 19.  
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.  
410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.  
410 ILCS 513/25, Genetic Information Privacy Act.  
740 ILCS 174/, Ill. Whistleblower Act.  
775 ILCS 5/1-103, 5/2-102, 103, 103.1, and 5/6-101, Ill. Human Rights Act.  
775 ILCS 35/, Religious Freedom Restoration Act.  
820 ILCS 55/10, Right to Privacy in the Workplace Act.  
820 ILCS 70/, Employee Credit Privacy Act.  
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.  
820 ILCS 112/, Ill. Equal Pay Act of 2003.  
820 ILCS 180/30, Victims' Economic Security and Safety Act.

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

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

ADOPTED:



## **General Personnel**

### **Workplace Harassment Prohibited**

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

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

### **Sexual Harassment Prohibited**

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

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

### **Making a Report or Complaint**

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

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

#### Whom to Contact with a Report or Complaint

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

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

#### **Nondiscrimination Coordinator:**

Dr. Raquel Wilson

Name

2 Friendship Plaza, Addison, IL 60101

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630-530-3985

Telephone

#### Investigation Process

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

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

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

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

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

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

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

#### Enforcement

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

#### Retaliation Prohibited

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

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

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

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

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

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

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.; 29 C.F.R. §1604.11.  
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106.  
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2.  
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.  
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).  
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).  
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
Harris v. Forklift Systems, 510 U.S. 17 (1993).  
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).  
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
Oncale v. Sundowner Offshore Services, 523 U.S. 75 (1998).  
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).  
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).  
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

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

ADOPTED:

## **General Personnel**

### **Exhibit - Resolution to Prohibit Sexual Harassment**

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A.s 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Education of [insert name], [insert county] County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Attested by: \_\_\_\_\_, Board President

Attested by: \_\_\_\_\_, Board Secretary

## **General Personnel**

### **Hiring Process and Criteria**

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

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

### **Job Descriptions**

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

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

### **Investigations**

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

#### Physical Examinations

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

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

#### Orientation Program

**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.: 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.  
20 ILCS 2630/3.3, Criminal Identification Act.  
820 ILCS 55/, Right to Privacy in the Workplace Act.  
820 ILCS 70/, Employee Credit Privacy Act.  
Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.  
Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),  
*aff'd in part and remanded* 115 Ill.2d 482(Ill. 1987).  
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).  
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

ADOPTED:



## **General Personnel**

### **Compliance with the Fair Labor Standards Act**

#### **Job Classifications**

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.” “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

#### **Workweek and Compensation**

The workweek for District employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. “Overtime” is time worked in excess of 40 hours in a single workweek.

#### **Overtime**

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

#### **For employees not covered by a current applicable bargaining agreement:**

A non-exempt employee shall not work overtime without his or her supervisor’s express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee’s written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

#### **Suspension Without Pay**

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

#### **Implementation**

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.: 820 ILCS 105/4a.  
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548,  
553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310  
(Compensatory Time-Off)

ADOPTED:

Pending Adoption

## **General Personnel**

### **Communicable and Chronic Infectious Disease**

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12101 et seq.; 29 C.F.R. §1630.1 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325.  
Rehabilitation Act of 1973, 29 U.S.C. §791; 34 C.F.R. §104.1 et seq.  
Department of Public Health Act, 20 ILCS 2305/6.  
105 ILCS 5/24-5.  
Personnel Record Review Act, 820 ILCS 40/.  
Control of Communicable Diseases, 77 Ill.Admin.Code Part 690.

CROSS REF.: 2:150 (Committees), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED:

## **General Personnel**

### **Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition**

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

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

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

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 CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

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

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

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

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

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

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

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

*Cannabis* shall have 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.: Americans With Disabilities Act, 42 U.S.C. §12114.  
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.  
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.  
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.  
30 ILCS 580/, Drug-Free Workplace Act.  
105 ILCS 5/10-20.5b.  
410 ILCS 82/, Smoke Free Illinois Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.  
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age  
and Sale and Distribution of Tobacco Products Act.  
820 ILCS 55/, Right to Privacy in the Workplace Act.  
21 C.F.R. Parts 1100, 1140, and 1143.  
23 Ill.Admin.Code §22.20.

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

ADOPTED:

## **General Personnel**

### **Expenses**

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

**For employees not covered by a current applicable bargaining agreement:**

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

### **Advancements**

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

### **Reimbursements and Purchase Orders**

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

#### Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

#### Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

#### Registration

When possible, registration fees will be paid by the District in advance.

#### Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.



### Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

### Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

### Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

### Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official travel status for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.

8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.: 2 C.F.R. §200.474.  
30 ILCS 708/130, Grant Accountability and Transparency Act.  
50 ILCS 150/, Local Government Travel Expense Control Act.  
105 ILCS 5/10-22.32.  
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

ADOPTED:

## General Personnel

### Exhibit - Employee Expense Reimbursement Form

*Submit to the Superintendent. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print and attach receipts for all expenditures.*

Name: \_\_\_\_\_

Title/Office: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

☐ **Receipts attached**

Request Date: \_\_\_\_\_

☐ **Estimated expenses attached** (Completed 5:60-E2, Employee Estimated Expense Approval Form)(pre-approval is required for federal and state grants).

☐ **Approved expense advancement (voucher) attached, if applicable\*** (Completed 5:60-E2, Employee Estimated Expense Approval Form.)

#### Actual Expense Report

\*Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. 105 ILCS 5/10-22.32. For federal and State grants, employees will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 5:60, Expenses.

Auto Travel Allowance: \_\_\_\_\_ per mile

| Date                                                                 | Auto             |      | Transp.<br>Expenses | Lodging | Meals or Per Diem |       |        | Other |      | Daily<br>Total |
|----------------------------------------------------------------------|------------------|------|---------------------|---------|-------------------|-------|--------|-------|------|----------------|
|                                                                      | Mileage<br>Miles | Cost |                     |         | Bkfst             | Lunch | Dinner | Item  | Cost |                |
|                                                                      |                  |      |                     |         |                   |       |        |       |      |                |
|                                                                      |                  |      |                     |         |                   |       |        |       |      |                |
|                                                                      |                  |      |                     |         |                   |       |        |       |      |                |
|                                                                      |                  |      |                     |         |                   |       |        |       |      |                |
|                                                                      |                  |      |                     |         |                   |       |        |       |      |                |
| <b>Subtotal</b>                                                      |                  |      |                     |         |                   |       |        |       |      |                |
| <b>Advances</b>                                                      |                  |      |                     |         |                   |       |        |       | -    |                |
| <b>TOTAL</b> (A negative amount indicates refund due from employee.) |                  |      |                     |         |                   |       |        |       | \$   |                |

**Superintendent or Designee:**  
(below maximum allowable amount)

☐ **Approved** ☐ **Denied**  
☐ **Approved in Part**  
☐ **Grant Funding Source** (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Superintendent or Designee Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**School Board Action** (exceeds maximum allowable amount):

☐ **Approved** ☐ **Denied**  
☐ **Approved in Part**  
☐ **Grant Funding Source** (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

DATED:

## General Personnel

### Exhibit - Employee Estimated Expense Approval Form

Submit to the Superintendent. Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act. Please print.

Name: \_\_\_\_\_

Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

☐ **Estimated Expenses Approval Requested** (50 ILCS 150/20 or grant expenditure)

☐ **Travel is grant-related\*** (specify grant): \_\_\_\_\_

☐ **Purchase Order Requested**

Purchase Order #: \_\_\_\_\_

☐ **Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)

Voucher Amount: \_\_\_\_\_

#### Estimated Expense Report

Departure date: \_\_\_\_\_

Return date: \_\_\_\_\_

Auto Travel Allowance: \_\_\_\_\_ per mile

**\*Grant-related travel only:** Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.

| Date         | Auto Mileage |      | Transp. Expenses | Lodging | Meals or Per Diem |       |        | Other Item | Cost | Daily Total |
|--------------|--------------|------|------------------|---------|-------------------|-------|--------|------------|------|-------------|
|              | Miles        | Cost |                  |         | Bkfst             | Lunch | Dinner |            |      |             |
|              |              |      |                  |         |                   |       |        |            |      |             |
|              |              |      |                  |         |                   |       |        |            |      |             |
|              |              |      |                  |         |                   |       |        |            |      |             |
|              |              |      |                  |         |                   |       |        |            |      |             |
|              |              |      |                  |         |                   |       |        |            |      |             |
|              |              |      |                  |         |                   |       |        |            |      |             |
| <b>Total</b> |              |      |                  |         |                   |       |        |            |      | \$          |

**Superintendent or Designee**  
(below maximum allowable amount):

☐ **Approved** ☐ **Denied**  
☐ **Approved in Part**  
☐ **Grant Funding Source** (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Superintendent or Designee Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**School Board Action** (exceeds maximum allowable amount):

☐ **Approved** ☐ **Denied**  
☐ **Approved in Part**  
☐ **Grant Funding Source** (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

DATED:

## **General Personnel**

### **Religious Holidays**

The Superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least five days' prior notice and the absence does not cause an undue hardship.

Employees may use earned vacation time or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee.

LEGAL REF.: Religious Freedom Restoration Act, 775 ILCS 35/15.  
Illinois Human Rights Act, 775 ILCS 5/2-101 and 5/2-102.

ADOPTED:

## **General Personnel**

### **Court Duty**

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

**For employees not covered by a current applicable bargaining agreement:**

The District will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least five days' prior notice of pending court duty to the District.

LEGAL REF.: 105 ILCS 5/10-20.7.

ADOPTED:



## **General Personnel**

### **Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

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

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

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

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

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

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.

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

### Alleged Incidents of Sexual Abuse: Investigations

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

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

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

### Special Superintendent Responsibilities

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

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

### Special School Board Member Responsibilities

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

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

LEGAL REF.: 105 ILCS 5/10-21.9.  
20 ILCS 1305/1-1 *et seq.*, Department of Human Services Act.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED:

## **General Personnel**

### **Staff Development Program**

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

**For employees not covered by a current applicable bargaining agreement:**

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

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

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

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.  
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.  
105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.  
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.  
105 ILCS 150/25, Seizure Smart School Act.  
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.  
325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
745 ILCS 49/, Good Samaritan Act.  
775 ILCS 5/2-109, Ill. Human Rights Act.  
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.  
77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED:

## **General Personnel**

### **Recognition for Service**

The School Board will periodically recognize those District employees who contribute significantly to the educational programs and welfare of the students.

ADOPTED:

Pending Adoption

## **General Personnel**

### **Employee Ethics; Conduct; and Conflict of Interest**

#### **Professional and Appropriate Conduct**

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

#### **Statement of Economic Interests**

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

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

#### **Ethics and Gift Ban**

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

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

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

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

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

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

#### Outside Employment

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

#### Incorporated

by reference: 5:120-E (Code of Ethics for Illinois Educators)

#### LEGAL REF.:

U.S. Constitution, First Amendment.  
 2 C.F.R. §200.318(c)(1).  
 5 ILCS 420/4A-101, Ill. Governmental Ethics Act.  
 5 ILCS 430/, State Officials and Employee Ethics Act.  
 30 ILCS 708/, Grant Accountability and Transparency Act.  
 50 ILCS 135/, Local Governmental Employees Political Rights Act.  
 105 ILCS 5/10-22.39 and 5/22-5.  
 325 ILCS 5/, Abused and Neglected Child Reporting Act.  
 775 ILCS 5/5A-102, Ill. Human Rights Act.  
 23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).  
Garcetti v. Ceballos, 547 U.S. 410 (2006).

#### CROSS REF.:

2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct)

#### ADOPTED:

## **General Personnel**

### **Personal Technology and Social Media; Usage and Conduct**

#### **Definitions**

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

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

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

#### **Usage and Conduct**

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.



7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.  
 Ill. Human Rights Act, 775 ILCS 5/5A-102.  
 Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.  
Garcetti v. Ceballos, 547 U.S. 410 (2006).  
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).  
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

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

ADOPTED:

## **General Personnel**

### **Responsibilities Concerning Internal Information**

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.:      Family Educational and Privacy Rights Act, 20 U.S.C. §1232g.  
                         Uses and Disclosures of Protected Health Information; General Rules, 45 C.F.R.  
                         §164.502.  
                         Ill. Freedom of Information Act, 5 ILCS 140/.  
                         Local Records Act, 50 ILCS 205/.  
                         105 ILCS 10/.  
                         Personnel Record Review Act, 820 ILCS 40/.

CROSS REF.:      2:140 (Communications To and From the Board), 2:250 (Access to District  
                         Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED:

## **General Personnel**

### **Solicitations By or From Staff**

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent/designee.

CROSS REF.: 8:90 (Parent Organizations and Booster Clubs)

ADOPTED:

Pending Adoption

## **General Personnel**

### **Personnel Records**

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

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

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

**For employees not covered by a current applicable bargaining agreement:**

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

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.: 325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
745 ILCS 46/10, Employment Record Disclosure Act.  
820 ILCS 40/, Personal Record Review Act.  
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 7:340 (Student Records)

ADOPTED:

## **General Personnel**

### **Copyright**

#### **Works Made for Hire**

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

#### **Copyright Compliance**

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

#### **Copyright Infringement; Designation of District Digital Millennium Copyright Act (DMCA) Agent**

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

#### **District DMCA Agent:**

Dr. Aaron Lenaghan, Director of Technology,  
Teaching and Learning

Name

2 Friendship Plaza, Addison, IL 60101

Address

alenaghan@dupage88.net

Email

630.782.3133

Telephone

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. §101 et seq.  
105 ILCS 5/10-23.10.

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

ADOPTED:

## **General Personnel**

### **Temporary Illness or Temporary Incapacity**

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

**For employees not covered by a current applicable bargaining agreement:**

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The School Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of his or her gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, 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 if the examination is job-related and consistent with business necessity.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act.  
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.  
Elder v. School Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).  
School District No. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED:

## **General Personnel**

### **Family and Medical Leave**

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

**For employees not covered by a current applicable bargaining agreement:**

#### **Leave Description**

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

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

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered service member (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered service member begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided by federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

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

### Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

### Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original



certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

#### Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

#### Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

#### Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

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

#### Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

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

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED:

## **General Personnel**

### **Retirement Benefits**

Employees covered by an applicable collective bargaining agreement or individual employment contract or benefit plan will adhere to retirement benefits of said agreement (i.e., Teacher, Teacher Aide, Custodial/Maintenance and Classified).

- I. Non-Certified Administrators hired no later than December 31, 2011 – In order to qualify for this retirement benefit, an employee must:
  - a. have at least eight (8) years of continuous service with the District;
  - b. be at least fifty-five (55) years of age on their effective retirement date;
  - c. not retire under circumstances which will result in a penalty or require the Board's payment of any additional or one time contribution to IMRF;
  - d. submit an irrevocable notice of retirement to the Board, equivalent to the timeline for retirement notice specified in the certified teacher's collective bargaining agreement.

A qualifying employee shall receive an increase equivalent to the retirement benefit specified in the certified teacher's collective bargaining agreement. Any unused, uncompensated sick leave will be reported to IMRF toward additional service credit. Employees shall be entitled to continue participation in the District health insurance plan, at full cost to the employee, until the employee reaches age sixty-five (65).

- II. Non-Certified Professionals hired no later than December 31, 2011 – In order to qualify for this retirement benefit, an employee must:
  - a. have at least ten (10) years of continuous service with the District;
  - b. be at least fifty-five (55) years of age on their effective retirement date;
  - c. not retire under circumstances which will result in a penalty or require the Board's payment of any additional or one time contribution to IMRF;
  - d. submit an irrevocable notice of retirement to the Board with at least six (6) months' notice.

A qualifying employee shall receive an increase equivalent to the retirement benefit specified in the classified collective bargaining agreement. Remaining unused, uncompensated sick leave will be reported to IMRF toward additional service credit. Payment for retirement benefits will be spread among the employee's last six (6) months of salary. Employees shall be entitled to continue participation in the District health insurance plan, at full cost to the employee, until the employee reaches age sixty-five (65).

- III. Non-Certified Administrators hired on or after January 1, 2012 – In order to qualify for this retirement benefit, an employee must:
  - a. have at least eight (8) years of continuous service with the District;
  - b. be at least fifty-five (55) years of age on their effective retirement date;
  - c. not retire under circumstances which will result in a penalty or require the Board's payment of any additional or one time contribution to IMRF;
  - d. submit an irrevocable notice of retirement to the Board, equivalent to the timeline for retirement notice specified in the certified teacher's collective bargaining agreement.

A qualifying employee shall receive an increase equivalent to the retirement benefit specified in the certified teacher's collective bargaining agreement. The annual base salary increase will not exceed the percentage increase specified in the certified teacher's collective bargaining agreement, six percent (6%), or the maximum amount which would not require the payment of any employer or employee contribution, penalty or other payment to any State pension or retirement system or the State of Illinois, whichever is less. These increases shall be paid to the employee for the time period specified in the certified teacher's collective bargaining agreement. The increases set forth in this paragraph are inclusive of all payouts to the employee due to retirement (i.e., vacation, comp time, etc.). Such increase will be contingent upon continuing to work the same position and work schedule during the final year of employment before retirement. Remaining unused, uncompensated sick leave will be reported to IMRF toward additional service credit. Employees shall be entitled to continue participation in the District health insurance plan, at full cost to the employee, until the employee reaches age sixty-five (65).

- IV. Non-Certified Professionals hired on or after January 1, 2012 – In order to qualify for this retirement benefit, an employee must:
- a. have at least ten (10) years of continuous service with the District;
  - b. be at least fifty-five (55) years of age on their effective retirement date;
  - c. not retire under circumstances which will result in a penalty or require the Board's payment of any additional or one time contribution to IMRF;
  - d. submit an irrevocable notice of retirement to the Board with at least fourteen (14) months' notice.

A qualifying employee shall receive a base salary or wage rate increase of six percent (6%), or the maximum amount which would not require the payment of any employer or employee contribution, penalty or other payment to any State pension or retirement system or the State of Illinois, whichever is less, for the employee's final year of employment before retirement. The increase set forth in this paragraph is inclusive of all payouts to the employee due to retirement (i.e., vacation, comp time, etc.). Such increase will be contingent upon continuing to work the same position and work schedule during the final year of employment before retirement. Remaining unused, uncompensated sick leave will be reported to IMRF toward additional service credit. Employees shall be entitled to continue participation in the District health insurance plan, at full cost to the employee, until the employee reaches age sixty-five (65).

The following conditions apply to all retirement benefits under this policy:

- I. In no event shall the Board provide any increase or make any payment to an employee that will require the Board to make any payment to IMRF in addition to the amount paid to the employee.
- II. Retirement notices must be submitted in writing to the Superintendent or designee, and are not effective until they are acted on by the Board of Education. Once approved by the Board, the retirement notice is irrevocable. The Board may permit revocations to a retirement notice in its sole discretion, in the event of a significant change in the employee's personal situation.
- III. This policy creates no vested right to benefits or contract of employment. The Board of Education reserves the right to modify, amend, change or terminate this policy at any time for employees who have not given notice of retirement.

- IV. If the employee resigns, retires, is terminated, or is removed from his or her position prior to the retirement date specified in the employee's notice of retirement, then the employee shall not be eligible to receive any further benefits provided above. The Board may permit exceptions to this rule in its sole discretion, in the event of a significant change in the employee's personal situation.
- V. Nothing authorizes or requires the Board to ensure, insure, guarantee, establish, represent or predict that any benefit provided for in this policy will be "creditable earnings" or that any particular level of benefits will be received by any employee from IMRF or the State of Illinois. The Board does not warrant to individual employees that any payments made pursuant to this policy will be considered creditable earnings for IMRF purposes.

ADOPTED:

## **Professional Personnel**

### **Teacher Qualifications**

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

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

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF.: 20 U.S.C. §6312(e)(1)(A).  
105 ILCS 5/10-20.15, 5/21-11.4, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.  
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

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

ADOPTED:

## **Professional Personnel**

### **Terms and Conditions of Employment and Dismissal**

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

#### **School Year and Day, Salary, Assignments and Transfers, Dismissal, Evaluation**

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

#### **Duty-Free Lunch**

Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

#### **Nursing Mothers**

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

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

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

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.  
820 ILCS 260/1 et seq.  
23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).  
Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532(1985).

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

ADOPTED:

## **Professional Personnel**

### **Substitute Teachers**

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

### **Short-Term Substitute Teachers**

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

### **Emergency Situations**

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).  
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED:

Pending Adoption



## **Professional Personnel**

### **Maintaining Student Discipline**

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated employees, and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.  
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED:

## **Professional Personnel**

### **Suspension**

#### **Suspension Without Pay**

The School Board or Superintendent or designee may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

#### **Suspension With Pay**

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

#### **Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)**

Upon receipt of a DCFS recommendation that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
  - a. A suspension with pay; or

- b. A suspension without pay.

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to the District all compensation and the value of all benefits received by him or her during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430/5-60(b).  
105 ILCS 5/24-12.  
325 ILCS 5/7.4(c-10).  
Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985).  
Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill., 1975).  
Massie v. East St. Louis Sch. District No.189, 203 Ill.App.3d 965 (5th Dist. 1990).

CROSS REF.: 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

ADOPTED:

## **Professional Personnel**

### **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, Paid Emergency/ Personal Leave, Unpaid Personal Leave of Absence, Parental Leave for Child-Rearing, Military Leave, Unpaid Advanced Study, Foreign Teachers, Exploratory Leaves, Leave with Limited Pay to Pursue an Approved Project

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

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

### **Child Bereavement Leave**

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

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

### **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.

### 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, or Gender Violence

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

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

Leaves to Serve as an Officer or Trustee 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) 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, and (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.

LEGAL REF.: 10 ILCS 5/13-2.5  
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.  
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
820 ILCS 147/, School Visitation Rights Act.  
820 ILCS 154/, Child Bereavement Leave Act.  
820 ILCS 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:

## **Professional Personnel**

### **Student Teachers**

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

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

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

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

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

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

### **Assignment**

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

LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.  
Uniform Conviction Information Act, 20 ILCS 2635/1.  
105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

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

ADOPTED:

Pending Adoption



## **Educational Support Personnel**

### **Employment At-Will, Compensation, and Assignment**

#### **Employment At-Will**

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

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

#### **Compensation**

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

#### **For employees not covered by a current applicable bargaining agreement:**

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

#### **Assignment**

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

#### **For employees not covered by a current applicable bargaining agreement:**

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

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

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

ADOPTED:

## **Educational Support Personnel**

### **Duties and Qualifications**

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

#### **Paraprofessionals**

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

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

#### **Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties**

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

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

#### **Coaches and Athletic Trainers**

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

#### **Bus Drivers**

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.: 34 C.F.R. §200.58.  
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
625 ILCS 5/6-104 and 5/6-106.1.  
23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

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

ADOPTED:

## **Educational Support Personnel**

### **Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers**

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Superintendent or designee manages a program to implement State and federal law defining the circumstances and procedures for the testing.

LEGAL REF.: 625 ILCS 5/6-106.1 and 5/6-106.1c.  
49 U.S.C. §31306, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991, P.L. 102-143).  
49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled Substance and Alcohol Use and Testing), and 395 (Hours of Service of Drivers).

CROSS REF.: 4:110 (Transportation), 5:30 (Hiring Process and Criteria), 5:280 (Duties and Qualifications)

ADOPTED:

## **Educational Support Personnel**

### **Employment Termination and Suspensions**

#### **Resignation**

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

**For employees not covered by a current applicable bargaining agreement:**

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given.

#### **Retirement**

An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

#### **Non-RIF Dismissal**

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

#### **Reduction in Force and Recall**

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

**For employees not covered by a current applicable bargaining agreement:**

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

#### **Final Paycheck**

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due

to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

### Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
  - a. A suspension with pay; or
  - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 et seq.  
105 ILCS 5/10-22.34c and 5/10-23.5.  
325 ILCS 5/7.4(c-10).  
820 ILCS 105/4a.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED:

## **Educational Support Personnel**

### **Schedules and Employment Year**

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, School Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

### **Breaks**

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

**For employees not covered by a current applicable bargaining agreement:**

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday.

### **Nursing Mothers**

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

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.  
105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.  
740 ILCS 137/, Right to Breastfeed Act.  
820 ILCS 105/, Minimum Wage Law.  
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act)

ADOPTED:

## **Educational Support Personnel**

### **Compensatory Time-Off**

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

### **Implementation**

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §201 et seq.; 29 C.F.R. Part 553.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED:



## **Educational Support Personnel**

### **Evaluation**

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in School Board policies as well as in compliance with State law.

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

**For employees not covered by a current applicable bargaining agreement:**

The standards for the evaluation program shall include, but not be limited to:

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

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

ADOPTED:

## **Educational Support Personnel**

### **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**

Educational support personnel are granted sick and bereavement leave days as defined in each group's collective bargaining agreement.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

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

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

#### **Vacation**

Twelve-month employees shall be granted vacation days as defined in the educational support personnel collective bargaining agreements.

#### **Holidays**

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

|                                   |                   |
|-----------------------------------|-------------------|
| New Year's Day                    | Labor Day         |
| Martin Luther King Jr.'s Birthday | Columbus Day      |
| Abraham Lincoln's Birthday        | 2020 Election Day |
| Memorial Day                      | Thanksgiving Day  |
| Independence Day                  | Christmas 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

Educational support personnel are granted personal leave days as defined in each group's collective bargaining agreement.

### Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

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

### Other Leaves

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

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

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.  
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
820 ILCS 147, School Visitation Rights Act.  
820 ILCS 154/, Child Bereavement Leave Act.  
820 ILCS 180/, Victims' Economic Security and Safety Act.  
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist.  
No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

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

ADOPTED:

**DUPAGE HIGH SCHOOL DISTRICT 88 SCHOOL BOARD POLICY MANUAL**  
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*Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*

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*Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*

## **Instruction**

### **Educational Philosophy and Objectives**

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. School programs and services should prepare students for their future, emphasizing academic, career and life skills. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.
6. Analysis of performance data and recommendations associated with the data trends.
7. Updates on achieving the goals for all "target" populations including Advance Placement students.

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

ADOPTED:

## **Instruction**

### **School Accountability**

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

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

### **Quality Assurance**

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

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 9 through 12 and teachers.

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-21.3a, and 5/27-1.  
23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

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

ADOPTED:

## **Instruction**

### **School Year Calendar and Day**

#### **School Calendar**

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

#### **Commemorative Holidays**

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

#### **School Day**

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

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1. 10 ILCS 5/11-4.1.  
23 Ill.Admin.Code §1.420(f).  
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

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

ADOPTED:



## **Instruction**

### **Organization of Instruction**

The School District has instructional levels for grades 9 through 12. The Superintendent shall annually present to the School Board a plan for organizing instructional levels and assigning them to school facilities in order to:

1. Support the District's educational program,
2. Maximize facility usage without undue overcrowding, and
3. Provide substantially comparable instructional programs across the District.

Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

LEGAL REF.: 105 ILCS 5/10-20.19a, 5/10-20.37, and 5/10-22.18.  
23 Ill.Admin.Code §1.420.

CROSS REF.: 6:40 (Curriculum Development), 6:170 (Title I Programs), 7:30 (Student Assignment and Intra-District Transfer), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED:

## **Instruction**

### **Curriculum Development**

#### **Adoption**

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

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

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

#### **Experimental Educational Programs and Pilot Projects**

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

#### **Development**

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

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

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

### Curriculum Guides and Course Outlines

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

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

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 6:180 (Extended Instructional Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

ADOPTED:

## **Instruction**

### **School Wellness**

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

The Superintendent will ensure:

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

### **Goals for Nutrition Education and Nutrition Promotion**

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

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

### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

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

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

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

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

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and

3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

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

#### Exempted Fundraising Day (EFD) Requests

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

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

#### Guidelines for Reimbursable School Meals

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

#### Monitoring

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

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

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

#### Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

#### Recordkeeping

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

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, Pub. L. 108-265, Sec. 204.  
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
National School Lunch Act, 42 U.S.C. §1751 et seq.  
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.  
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.  
Local Records Act, 50 ILCS 205/.  
105 ILCS 5/2-3.139.  
23 Ill.Admin.Code Part 305, Food Program.  
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240  
(Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development  
Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical  
Education), 8:10 (Connection with the Community)

ADOPTED:

## **Instruction**

### **Curriculum Content**

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

1. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

2. In each grade, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In each grade, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In each grade, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.

7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
10. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
12. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, and (g) Illinois history.

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



13. In all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
17. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
18. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.  
 Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.  
 47 C.F.R. §54.520  
 5 ILCS 465/3 and 465/3a.  
 20 ILCS 2605/2605-480.  
 105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-24.2, 435/, and 110/3.  
 625 ILCS 5/6-408.5.  
 23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

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

ADOPTED:

## **Instruction**

### **Student Social and Emotional Development**

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

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

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

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

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

about school climate, students' social and emotional development, and academic performance.

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

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:

## **Instruction**

### **Teaching About Religions**

The School District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religion, religious belief, or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

LEGAL REF.: School Dist. of Abington Twp v. Schempp, 374 U.S. 203 (1963).  
Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573 (1989).

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:255 (Assemblies and Ceremonies)

ADOPTED:

## **Instruction**

### **Teaching About Controversial Issues**

The Superintendent shall ensure that all school-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, are:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose.
- Informative and present a balanced view.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Not tolerant of profanity or slander.

The District specifically reserves its right to stop any school-sponsored activity that it determines violates this policy, is harmful to the District or the students, or violates State or federal law.

### **Academic Freedom**

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

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies)

ADOPTED:

## **Instruction**

### **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, 5/27-14, and 112/.

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED:

## **Instruction**

### **Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program**

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:

- 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.

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.66, 5/10-20.9a, 5/13B, 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.

CROSS REF.: 6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

ADOPTED:

## **Instruction**

### **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 15 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), 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 disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.: 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.  
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.  
42 U.S.C. §12101 et seq., Americans With Disabilities Act.  
34 C.F.R. §300.  
105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.  
23 Ill.Admin.Code Part 226.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

ADOPTED:



## **Instruction**

### **Program for the Gifted**

The Superintendent or designee shall design an education program for gifted and talented students that is responsive to community needs while complying with Section 14A-30 of The School Code in order to qualify for State funding, should such funding become available.

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented learner.

In order to allow the School Board to monitor this policy, the Superintendent or designee shall report at least annually on the status of the District's gifted program.

LEGAL REF.: 105 ILCS 5/14A.  
23 Ill.Admin.Code Part 227.

CROSS REF.: 6:135 (Accelerated Placement Program)

ADOPTED:

## **Instruction**

### **Accelerated Placement Program**

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; and (b) other grade-level acceleration. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: 105 ILCS 5/14A.  
23 Ill.Admin.Code Part 227, Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted),  
7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student  
Transfers To and From Non-District Schools)

ADOPTED:

## **Instruction**

### **Education of Homeless Children**

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. A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance 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.

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 shall, 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.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Ill. Education for Homeless Children Act, 105 ILCS 45/.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED:

## **Instruction**

### **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 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.
5. 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:

## **Instruction**

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.: 105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.  
23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED:

## **Instruction**

### **English Learners**

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency. .
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (a) the reasons for their child's identification, (b) their child's level of English proficiency, (c) the method of instruction to be used, (d) how the program will meet their child's needs, (e) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (f) specific exit requirements of the program, (g) how the program will meet their child's individualized education program, if applicable, and (h) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

### **Parent Involvement**

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

LEGAL REF.: 20 U.S.C. §§6312, 6314, 6315, and 6318.  
20 U.S.C. §6801 et seq.  
34 C.F.R. Part 200.  
105 ILCS 5/14C-1 et seq.  
23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED:

Pending Adoption

## **Instruction**

### **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.

#### ***District-Level Parent and Family Engagement Compact***

The Superintendent or designee shall develop a *District-Level Parent and Family Engagement Compact* according to Title I requirements. The *District-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 *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

#### ***School-Level Parent and Family Engagement Compact***

Each Building Principal or designee shall develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. This *School-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 *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 Compact) and  
6:170-AP1, E2 (School-Level Parent and Family Engagement Compact)

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

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), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations;  
Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED:

## **Instruction**

### **Extended Instructional Programs**

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Child care and training center for pre-school children and for students whose parents work.
2. Tutorial program.
3. Adult education program.
4. Outdoor education program.
5. Summer school, whether for credit or not.
6. Independent study, whether for credit or not.
7. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
8. Activities to address intergroup conflict.
9. Volunteer service credit program.
10. Vocational academy.
11. Advanced vocational training and/or career education program.

LEGAL REF.: 105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6, 110/3, and 433/.

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

ADOPTED:

## **Instruction**

### **Remote Educational Program**

The Superintendent shall develop, maintain, and supervise a remote educational program consistent with 105 ILCS 5/10-29. The remote educational program shall provide an opportunity for qualifying students to participate in an educational program delivered by the District in a location outside of a school.

The remote educational program shall:

1. Align its curriculum with the Ill. Learning Standards and Board policies 6:10, *Educational Philosophy and Objectives* and 6:15, *School Accountability*.
2. Offer instruction and educational experiences consistent with those given to students at the same grade level in the District through compliance with Board policies 6:30, *Organization of Instruction* and 6:300, *Graduation Requirements*.
3. Provide instructors that meet the teacher qualifications in Board policy 5:190, *Teacher Qualifications*. Instructors are responsible for the following elements of the program:
  - a. Planning instruction,
  - b. Diagnosing learning needs,
  - c. Prescribing content delivery through class activities,
  - d. Assessing learning,
  - e. Reporting outcomes to administrators and parents/guardians, and
  - f. Evaluating the effects of instruction.
4. Provide a remote educational program anytime during the period of time from and including the opening date to the closing date of the District's regular school term. It may operate on any calendar day, notwithstanding whether it is a student attendance day or institute day on the District's calendar or any other provision of law restricting instruction on that day. The District's regular school term is established by Board policies 2:20, *Powers and Duties of the School Board; Indemnification*, and 6:20, *School Year Calendar and Day*. The remote educational program may be offered outside of the regular school term as part of any authorized summer school program.
5. Establish a system to determine student participation in instruction in alignment with Board policy 6:20, *School Year Calendar and Day*.
6. Approval of students in the program will be on a space-available basis.
7. Authorize the Superintendent or designee to approve students for participation in the program when the student shows evidence of:
  - a. Enrollment in the District pursuant to Board policies 7:60, *Residence* and 7:30, *Student Assignment*.
  - b. Prior approval from their individualized educational program (IEP) team, if applicable.
  - c. How the remote educational program best serves the student's individual learning needs.
  - d. A consistent, appropriate attendance record, no disciplinary record, and a 2.5 minimum grade point average.

8. Include a process for developing and approving a written remote educational plan for each student participating in the program.
9. Require students to complete their participation in the program within 12 months, unless the student's participation is extended by the District.
10. Require students to participate in all assessments administered by the District pursuant to State and federal law and Board policy 6:340, *Student Testing and Assessment Program*.
11. Align with the requirements of Board policy 7:340, *Student Records*.
12. Comply with other State and federal laws and align with all applicable Board policies. This includes the Superintendent submitting a copy of this policy to the Ill. State Board of Education along with any amendments to it and any data on student participation.
13. Be monitored by the Board pursuant to Board policy 2:240, *Board Policy Development*, and included as a topic for discussion in the annual report required by Board policy 6:10, *Educational Philosophy and Objectives*. It shall include a discussion of the process for renewal of the program when applicable.

LEGAL REF.: 105 ILCS 5/10-29.  
23 Ill.Admin.Code §226.360.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 2:240 (Board Policy Development), 5:190 (Teacher Qualifications), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:30 (Organization of Instruction), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:30 (Student Assignment and Intra-District Transfer), 7:60 (Residence), 7:340 (Student Records)

ADOPTED:

## **Instruction**

### **Extracurricular and Co-Curricular Activities**

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Non-school sponsored student groups are governed by School Board policy, 7:330, *Student Use of Buildings - Equal Access*.

#### **Academic Criteria for Participation**

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. To be eligible to represent the school in interscholastic contests, students must be passing 5 academic classes per week during the season and must have passed 5 academic classes the semester prior to participation. Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript. Any student who fails to meet the academic criteria stated above will be ineligible for interscholastic competition for the following week beginning Monday through Saturday of that week. Any student ruled ineligible for not meeting the academic criteria stated must be passing 5 academic classes at the end of the ineligible week or the ineligibility will continue for another week.

LEGAL REF.: 105 ILCS 5/10-20.30 and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities)

ADOPTED:

## **Instruction**

### **Instructional Materials**

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the School Board. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

### **Instructional Materials Selection and Adoption**

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.: 105 ILCS 5/10-20.8 and 5/28-19.1.

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 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), 8:110 (Public Suggestions and Concerns)

ADOPTED:

## **Instruction**

### **Library Media Program**

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Ill. State Board of Education (ISBE) rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

LEGAL REF.: 23 Ill.Admin.Code §1.420(o).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials)

ADOPTED:

## **Instruction**

### **Access to Electronic Networks**

#### **Access to the Internet**

The global electronic community, commonly referred to as the “Information Superhighway” or the “Internet,” is a very valuable resource for education. The Internet, (including, but not limited to, internet web sites, pages, files, e-mail, on-line services, and bulletin board systems) provides access to a vast array of resources, which can be used to support the curriculum by facilitating resource sharing, innovation, and communication.

Therefore, the Board’s goal is to include these Internet resources in the District’s instructional program, where appropriate, to increase learning and improve instruction. To this end, the Superintendent or his/her designee will develop an implementation plan for this policy, which will include administrative procedures for staff and student use of the Internet:

Internet use is a privilege, not a right, and therefore can be suspended or revoked. All use of the District’s connection to the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board, and be in compliance with and subject to District and building discipline codes.

Teachers may use the Internet throughout the curriculum. However, such Internet use must be consistent with the curriculum adopted by the District, as well as with the varied instructional needs, learning styles, abilities, and developmental levels of the students. Also, the selection of materials, sites, services, bulletin board systems, etc., from the Internet must comply with the Board’s selection policy for instructional materials and library-media-center-materials.

Further, the Internet may be used in a variety of formats, including, but not limited to: e-mail; teacher-selected material in a prescriptive setting; and “live” Internet interaction, in which material is not preselected.

In order to make the best, most appropriate use of the Internet, each teacher must sign the District’s User Agreement for Access to Electronic Network & Equipment as a condition of using the District’s Internet connection. A teacher may not use a live connection with students nor authorize such connections until his/her *Agreement* is signed.

For purposes of this policy, individual Board members and all District 88 staff, employees and contractors having Internet access, or using the Internet, will be subject to the same rules of conduct, behavior and communications as teachers, will be required to abide by the terms contained herein, and will be required to sign a User Agreement for Access to Electronic Network & Equipment.

Students may not make a live Internet connection without specific authorization from a faculty member; in any event such live connections are subject to this policy. Such live Internet connections must have a faculty member present.

Parents/guardians who do not want their child to use the Internet at school, or participate in Internet activities, must contact the school office and complete a form notifying the District of the intent to opt-out of such use and activities. This opt-out statement will remain in effect as long as the child is enrolled at that school.

General rules for behavior and communications, as stated in the District’s and schools’ codes of conducts, apply when using the Internet, whether the electronic connection is made at school or



remotely through school district network interfaces. Breaches of the code of conduct during use of the Internet will be treated as though they occurred “live”, that is, within the school.

The failure of any student or teacher to follow the terms of this policy or its administrative procedures, rules, or regulations will result in the loss of Internet privileges, disciplinary action, and/or appropriate legal action. However, due process will be given, commensurate with the seriousness of the offense. The District’s User Agreement for Access to Electronic Network & Equipment contains the appropriate uses, ethics, and protocol for the Internet.

Electronic communications and downloaded material may be monitored, read, edited, or traced by school officials.

### Filtering

In accordance with the requirements of the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (Neighborhood Act), the District will monitor the online activities of minors (individuals under the age of 17), and operate a technology protection measure (filtering), with respect to any of its computers with Internet access, that blocks or filters Internet access to visual depictions that are obscene (as that term is defined in Section 1460 of Title 18, United States Code), child pornography (as that term is defined in Section 2256 of Title 18, United States Code), or with respect to use of computers with Internet access by minors – harmful to minors.

For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact (as those terms are defined in Section 2246 of Title 18, United States Code), actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c) taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

The District will enforce the operation of the technology protection measure during any use of those computers by minors (individuals under the age of 17) and adults. However, an administrator, supervisor, or other person authorized by the District, may disable the technology protection measure concerned, during use by an adult, to enable access for bona fide research or other lawful purpose.

In carrying out these responsibilities, the District will ensure, through this policy and the administrative regulations related hereto:

- a) that minors are not provided with access to inappropriate matter on the Internet and World Wide Web. Determinations regarding what matter is inappropriate for minors will be made by the Board, using criteria it deems appropriate;
- b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c) that minors are prevented from gaining unauthorized access, including so-called hacking, and other unlawful activities, while online;

- d) that there is no unauthorized disclosure, use or dissemination of personal identification information regarding minors; and
- e) the use of appropriate measures designed to restrict minors' access to materials harmful to minors;

#### Internet Safety Curriculum

An age-appropriate curriculum for Internet safety shall be implemented once each school year to students in grades 9-12. The Board approved curriculum shall consist of topics identified in Illinois School Code such as, but not limited to, safe and responsible use of social networking websites, chat rooms, and electronic mail, risks of transmitting personal information on the Internet, and recognizing and reporting online harassment and cyber-bullying.

The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Though the District does provide and operate a technology protection measure (filtering), with respect to any of its computers with Internet access, it does not guarantee that all objectionable material will be restricted. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Users of School District 88 e-mail services are expressly required not to make defamatory statements and not to infringe or authorize any infringement of copyright or any other legal right by e-mail communications. Any such communication is contrary to District policy and outside the scope of the employment of the individual concerned. District 88 will not accept any liability with respect to such communication, and the employee responsible will be personally liable for any damages or other resulting liability. Employees who receive such an e-mail must notify their supervisor immediately.

LEGAL REF.: Consolidated Appropriations Act, 2001 (P.L. 106-554).  
Children's Internet Protection Act (P.L. 106-554, Sec. 1701, et seq.).  
Neighborhood Children's Internet Protection Act (P.L. 106-554, Sec. 1731, et seq.).  
Title III of the Elementary and Secondary Education Act of 1965 (20 U.S.C. Sec. 6801, et seq.).  
Section 254); 66 Fed. Reg. 19394 (April 16, 2001).

ADOPTED:

## **Instruction**

### **Field Trips**

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

ADOPTED:

## Instruction

### Community Resource Persons and Volunteers

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

Resource persons and volunteers may be used:

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

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

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
 720 ILCS 5/12C-50.1, Failure to Report Hazing.  
 730 ILCS 150/1 et seq., Sex Offender Registration Act.  
 730 ILCS 152/101 et seq., Sex Offender Community Notification Law.  
 730 ILCS 154/75 et seq., Murderer and Violent Offender Against Youth Community Notification Law.  
 730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

ADOPTED:

## **Instruction**

### **Assemblies and Ceremonies**

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

The District shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

LEGAL REF.: Lee v. Weisman, 505 U.S. 577 (1992).  
Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000).  
Jones v. Clear Creek Independent Sch. Dist., 930 F.2d 416 (5th Cir. 1991), *cert. granted, judgement vacated*, 505 U.S. 1215 (1992), *remand*, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5th Cir. 1992), and *cert. denied*, 508 U.S. 967 (1993).

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

ADOPTED:

## **Instruction**

### **Complaints About Curriculum, Instructional Materials, and Programs**

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

Persons who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy should file a complaint using Board policy 2:260, *Uniform Grievance Procedure*. Persons with all other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection* form. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection* form.

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

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

ADOPTED:

## **Instruction**

### **Guidance and Counseling Program**

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member.

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.  
23 Ill.Admin.Code §1.420(q).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

ADOPTED:

## **Instruction**

### **Grading and Promotion**

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

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

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

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

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

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

ADOPTED:



## **Instruction**

### **Homework**

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.
6. Shall not exceed 10% of student's overall grade.

ADOPTED:

## **Instruction**

### **Graduation Requirements**

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

### **Early Graduation**

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

### **Certificate of Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high

school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, and 5/27-22.10.  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
23 Ill.Admin.Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED:

## **Instruction**

### **High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students**

#### **Credit for Non-District Experiences**

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program
7. Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

#### **Substitutions for Required Courses**

**Vocational or technical education.** A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution(s) and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District.

**Registered Apprenticeship Program.** The Superintendent or designee will ensure that the District complies with State law requirements for registered apprenticeship programs. The opportunities and requirements for registered apprenticeship programs contained in this policy will be posted on the District's website, and parents/guardians and students will also be notified of such opportunities in the appropriate school handbook(s).

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website;
5. The Building Principal approves the substitution(s); and
6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

**Advanced placement computer science.** The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

**Substitutions for physical education.** 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 below. 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.

1. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

1. He or she (a) is in grades 9-12, (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.

#### Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses

2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.  
110 ILCS 27/, Dual Credit Quality Act.  
23 Ill.Admin.Code §§1.425(e), 1.440(f), 1.470(c), and Part 255.

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

ADOPTED:

## **Instruction**

### **High School Credit for Students in Grade 7 or 8**

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

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

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

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

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

ADOPTED:

## **Instruction**

### **High School Credit for Proficiency**

#### **Proficiency Credits**

Subject to the limitations in this policy and State law, the Superintendent or designee is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

LEGAL REF.: 105 ILCS 5/10-22.43, 5/10-22.43a, 5/27-22, and 5/27-24.3.  
23 Ill.Admin.Code Part 680.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8)

ADOPTED:



## **Instruction**

### **Achievement and Awards**

#### **Grade Point Average, Class Rank, and Class Honor Roll**

The Superintendent shall maintain a uniform process for secondary schools to calculate, on at least a yearly basis, each student's grade point average and class rank, as well as an honor roll for each class.

#### **Awards and Honors**

The Superintendent shall maintain a uniform process for presenting awards and honors for outstanding scholarship, achievement, and/or distinguished service in school activities in such a way as to minimize bias and promote fairness. The Superintendent shall supervise the selection of the recipient(s).

All donations for awards, honors, and scholarships must receive the School Board's prior approval.

ADOPTED:

## **Instruction**

### **Student Testing and Assessment Program**

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

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

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

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

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.  
105 ILCS 10/, Illinois School Student Records Act.  
105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

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

ADOPTED:

**DUPAGE HIGH SCHOOL DISTRICT 88 SCHOOL BOARD POLICY MANUAL**  
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*Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*

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*Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*



## **Students**

### **Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### **Sex Equity**

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the 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).

### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.  
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).  
Ill. Constitution, Art. I, §18.  
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60 (P.A.s 100-29 and 100-163, final citations pending), 5/10-22.5, and 5/27-1.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
775 ILCS 35/5, Religious Freedom Restoration Act.  
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED:

## **Students**

### **Exhibit - Equal Educational Opportunities Within the School Community**

The School District welcomes diversity in its schools. Policy 7:10, *Equal Educational Opportunities* cites the many civil rights laws that guarantee equal education opportunities to all students. In addition, the policies below address the equal educational opportunities, health, safety, and general welfare of students within the District. These policies are not a complete list, and depending on the factual context, another policy not specifically listed may apply:

1. 2:260, *Uniform Grievance Procedure*, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
2. 6:65, *Student Social and Emotional Development*, requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
3. 7:10, *Equal Educational Opportunities*, requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
4. 7:20, *Harassment of Students Prohibited*, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
5. 7:130, *Student Rights and Responsibilities*, recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
6. 7:160, *Student Appearance*, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.
7. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the comprehensive structure for the District's bullying prevention program.
8. 7:250, *Student Support Services*, directs the Superintendent to develop protocols for responding to students' social, emotional, or mental health needs that impact learning.
9. 7:330, *Student Use of Buildings - Equal Access*, grants student-initiated groups or clubs the free use of school premises for their meetings, under specified conditions.
10. 7:340, *Student Records*, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

DATED:

## **Students**

### **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 School 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.

#### **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 program.

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 (20 U.S.C. §1400 *et seq.*).
3. Is otherwise authorized by Board policy.

#### Selling or Marketing 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 expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given 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.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Act.  
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.  
105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities)

ADOPTED:

## **Students**

### **Harassment of Students Prohibited**

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

### **Nondiscrimination Coordinator:**

Dr. Raquel Wilson

Name

2 Friendship Plaza, Addison, IL 60101

Address

[rwilson@dupage88.net](mailto:rwilson@dupage88.net)

Email

630-782-3005

Telephone

### Complaint Managers:

Dr. Raquel Wilson

Name

2 Friendship Plaza, Addison, IL 60101

Address

[rwilson@dupage88.net](mailto:rwilson@dupage88.net)

Email

630-782-3005

Telephone

Michael Bolden

Name

2 Friendship Plaza, Addison, IL 60101

Address

[mbolden@dupage88.net](mailto:mbolden@dupage88.net)

Email

630-530-3985

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 or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

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

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

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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



### Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

### Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).  
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).  
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED:

## **Students**

### **Student Assignment and Intra-District Transfer**

#### **Attendance Areas**

The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the School Board. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6:140, Education of Homeless Children.

#### **Class Assignments**

The Superintendent or designee shall assign students to classes.

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

ADOPTED:

## **Students**

### **Nonpublic School Students, Including Parochial and Home-Schooled Students**

#### **Part-Time Attendance**

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

#### **Students with a Disability**

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's Individualized Educational Program on the basis of the child's disabling condition or as the special education program location may require.

#### **Extracurricular Activities, Including Interscholastic Competition**

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

#### **Assignment When Enrolling Full-Time in a District School**

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to School Board policy 7:30, *Student Assignment*, as well as administrative procedures implementing this policy.

LEGAL REF.: 105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (High School Credit for Proficiency), 7:30 (Student Assignment and Intra-District Transfer), 7:300 (Extracurricular Athletics)

ADOPTED:

## **Students**

### **School Admissions and Student Transfers To and From Non-District Schools**

#### **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 when enrolling in or changing schools.

### 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.

### 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, Illegal Immigrant and Immigrant Responsibility Act of 1996.  
20 U.S.C. §1232, 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, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1,  
105 ILCS 10/8.1, Ill. School Student Records Act.  
105 ILCS 45/, Education for Homeless Children Act.  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
325 ILCS 50/, Missing Children Records Act.  
325 ILCS 55/, Missing Children Registration Law.  
410 ILCS 315/2e, Communicable Disease Prevention Act.  
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.  
23 Ill.Admin.Code Part 226, Special Education.  
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 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:

## **Students**

### **Residence**

#### **Resident Students**

Only students who are residents of the District may attend a District school except as provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

#### **Requests for Nonresident Student Admission to the District 88 Virtual Academy ("Academy")**

A nonresident student may attend the Academy upon the Superintendent's approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. A nonresident student may also attend the Academy upon the Superintendent's approval of a request for nonresident admission submitted by the school district in which the student resides at the time the request is made, with the permission of the student's parent(s)/guardian(s). The Superintendent may approve a request subject to the following:

1. The student will attend the Academy on a year-to-year basis. Approval for any one school year is not authorization to attend in a subsequent school year.
2. The student will be accepted to the Academy only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the tuition amount allowed by State law, if the request was made by the student's parent(s)/guardian(s).
4. The school district in which the student resides at the time the request is made will be charged the tuition amount allowed by State law, if the request is made by said school district.
5. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.



### Homeless Children

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

### Challenging a Student's Residence Status

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.  
105 ILCS 45/ and 70/.  
23 Ill.Admin.Code §1.240.  
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School  
Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).  
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650  
(Ill.App.1, 1997).  
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student  
Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED:

## **Students**

### **Attendance and Truancy**

#### **Compulsory School Attendance**

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades, 9 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 his or her religion forbids secular activity on a particular 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, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, Release During School Hours (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.

#### **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. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 9 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 identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
5. 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.
6. 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.*

7. 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.
8. 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.
9. 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.
10. An acknowledgement 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.
11. 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.
12. 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*.
13. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 16.  
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.  
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED:

## **Students**

### **Release Time for Religious Instruction/Observance**

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.: Religious Freedom Restoration Act, 775 ILCS 35/  
105 ILCS 5/26-1 and 5/26-2b.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED:

## **Students**

### **Release During School Hours**

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

### **Early Dismissal Announcement**

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

### **Voting**

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.: 10 ILCS 5/7-42(b) and 5/17-15(b), Election Code.

CROSS REF.: 4:170 (Safety)

ADOPTED:

## **Students**

### **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 the ninth grade; and
2. 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 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. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

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

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

### Eye Examination

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

Parents/guardians of students entering 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 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 ninth grade 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 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.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act  
105 ILCS 5/27-8.1 and 45/1-20.  
410 ILCS 45/7.1 and 315/2e.  
23 Ill.Admin.Code §1.530.  
77 Ill.Admin.Code Part 665.  
77 Ill.Admin.Code Part 690.

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

ADOPTED:



## **Students**

### **Student Rights and Responsibilities**

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. §7904.  
105 ILCS 20/5.  
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED:

## **Students**

### **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.

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

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

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.

#### **Students**

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.

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.

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

#### **Seizure of Property**

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

#### **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.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.  
Right to Privacy in the School Setting Act, 105 ILCS 75/.  
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).  
People v. Dilworth, 169 Ill.2d 195 (1996), *cert. denied*, 116 S.Ct. 1692 (1996).  
People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).  
T.L.O. v. New Jersey, 469 U.S. 325 (1985).  
Vernonia School Dist. 47J v. Acton, 515 U.S. 646 (1995).  
Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

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

ADOPTED:

## **Students**

### **Agency and Police Interviews**

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
  - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
  - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.: 105 ILCS 5/10-20.64, 5/22-85 (final citation pending)  
55 ILCS 80/, Children's Advocacy Center Act.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.  
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

ADOPTED:

## **Students**

### **Student Appearance**

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/10-22.25b.  
Tinker v. Des Moines Independent School Dist., 89 S.Ct. 733 (1969).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED:

## **Students**

### **Vandalism**

The School Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.: 740 ILCS 115/.

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED:

## **Students**

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by 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;
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.

*Cyberbullying* 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, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

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.



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4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of 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**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. 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. The Superintendent or designee must post the information developed as a result of the policy 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.

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 Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.

- c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. 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.
- e. 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.
- f. 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).
- g. 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.
- h. 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.
- i. 7:315, *Restrictions on Publications; High Schools*. This policy prohibits students from and provides 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.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:315 (Restrictions on Publications; High Schools)

ADOPTED:

## **Students**

### **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.

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 School Board, 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 Sexual Harassment Grievance Procedure*. This policy prohibits any person 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 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, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 9 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, Dean of Students, 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 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment 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:

## **Students**

### **Student Behavior**

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

### **When and Where Conduct Rules Apply**

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

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

### **Prohibited Student Conduct**

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

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

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

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

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



21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

#### Disciplinary Measures

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

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

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

#### 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 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

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

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

#### Re-Engagement of Returning Students

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

#### Required Notices

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

#### Delegation of Authority

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

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

#### Student Handbook

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

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

Incorporated  
by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994.  
20 U.S.C. §7961 et seq., Gun Free Schools Act.  
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,  
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-  
3, and 110/3.10.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.  
410 ILCS 647/, Powdered Caffeine Control and Education Act.  
430 ILCS 66/, Firearm Concealed Carry Act.  
23 Ill.Admin.Code §§1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining  
Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure  
and/or Dropping Out of School and Graduation Incentives Program), 7:70  
(Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140  
(Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student  
Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying,  
Intimidation, and Harassment ), 7:185 (Teen Dating Violence Prohibited), 7:200  
(Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct),  
7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for  
Participants in Extracurricular Activities), 7:270 (Administering Medicines to  
Students), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to  
and Conduct on School Property)

ADOPTED:

## **Students**

### **Suspension Procedures**

#### **In-School Suspension**

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

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

#### **Out-of-School Suspension**

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:

- a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
- b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
- c) That the student's continuing presence in school would either:
  - i) Pose a threat to the safety of other students, staff, or members of the school community, or
  - ii) Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

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

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

ADOPTED:

## **Students**

### **Expulsion Procedures**

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.

- c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

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

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

ADOPTED:



## **Students**

### **Bus Conduct**

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

### **School Bus Suspensions**

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

1. Prohibited student conduct as defined in 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.
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's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **Academic Credit for Missed Classes During School Bus Suspension**

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

### **Electronic Recordings on School Buses**

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

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

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

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

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

ADOPTED:

Pending Adoption

## **Students**

### **Misconduct by Students with Disabilities**

#### **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 children 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 special education students. 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.

LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.  
Gun-Free Schools Act, 20 U.S.C. §7151 et seq.  
34 C.F.R. §§300.101, 300.530 - 300.536.  
105 ILCS 5/10-22.6 and 5/14-8.05.  
23 Ill.Admin.Code §226.400.  
Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

ADOPTED:

## **Students**

### **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 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 removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

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 9 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*.

LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).

Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).

Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).

Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).

105 ILCS 5/24-24, 5/27-23.3, and 25/2.

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

ADOPTED:

## **Students**

### **Student Support Services**

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/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

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.

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

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act of 2003.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.  
105 ILCS 5/10-20.58.

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

ADOPTED:

## **Students**

### **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.

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 9-12, (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*.

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 5/27-6.  
225 ILCS 60/, Medical Practice Act.  
23 Ill.Admin.Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District  
Experiences; Course Substitutions; Re-Entering Students)

ADOPTED:

Pending Adoption

## **Students**

### **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 a 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 (SMA 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 this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

### **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 an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (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.

### **School District Supply of Undesignated Asthma Medication**

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized



as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

#### School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

#### Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;

- b. Copies of the registry identification cards are provided to the District;
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
  3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.  
105 ILCS 145/, Care of Students with Diabetes Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act, and  
scheduled to be repealed on July 1, 2020.  
720 ILCS 550/, Cannabis Control Act.  
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADOPTED:

## **Students**

### **Orders to Forgo Life-Sustaining Treatment**

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child must be signed by the student's physician and given to the Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act, 755 ILCS 40/.

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes:

1. The student, when appropriate;
2. The student's parent(s)/guardian(s);
3. Other medical professionals, e.g., licensed physician, physician's assistant, or nurse practitioner;
4. Local first responders for the building in which the student is assigned to attend school;
5. The school nurse;
6. Clergy, if requested by the student or his or her parent(s)/guardians(s);
7. Other individuals to provide support to the student or his or her parent(s)/guardian(s); and
8. School personnel designated by the Superintendent.

The team shall determine guidelines to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event.

The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

LEGAL REF.: Health Care Surrogate Act, 755 ILCS 40/.  
Cruzan v. Director, Missouri Dept. of Health, 497 U.S. 261 (1990).  
In re C.A., a minor, 236 Ill.App.3d 594 (1st Dist. 1992).

ADOPTED:

## Students

## Communicable and Chronic Infectious Disease

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.

LEGAL REF.: 105 ILCS 5/10-21.11.  
23 Ill.Admin.Code §§ 1.610 and 226.300.  
77 Ill.Admin.Code Part 690.  
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.  
29 U.S.C. §794(a), Rehabilitation Act of 1973, Section 504.

ADOPTED:

## **Students**

### **Food Allergy Management Program**

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: [www.isbe.net/Documents/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/Documents/food_allergy_guidelines.pdf).
3. Complies with State and federal law and is in alignment with Board policies.

LEGAL REF.: 105 ILCS 5/2-3.149 and 5/10-22.39.  
*Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines)*, jointly published by the State Board of Education and Ill. Dept. of Public Health.

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

ADOPTED:

## **Students**

### **Suicide and Depression Awareness and Prevention**

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

#### **Suicide and Depression Awareness and Prevention Program**

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

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
  - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
  - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);

- b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
  - c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, Student Support Services.
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, Guidance and Counseling Program, and Board policy 7:250, Student Support Services, in addition to other State and/or federal resources that address reporting procedures.
  6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

#### Illinois Suicide Prevention Strategic Planning Committee

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

#### Monitoring

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

#### Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

#### Implementation

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

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



beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: 105 ILCS 5/2-3.166, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.  
745 ILCS 10/.

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

ADOPTED:

## Students

### Extracurricular Athletics

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

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
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 student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
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, 5/10-20.54, 5/22-80, and 25/2.  
23 Ill.Admin.Code §1.530(b).

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

ADOPTED:

## **Students**

### **Student Athlete Concussions and Head Injuries**

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

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

- g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the IHSA video about concussions.
5. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.
9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

LEGAL REF.: 105 ILCS 5/22-80.  
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

ADOPTED:

Pending Adoption

## **Students**

### **Restrictions on Publications; High Schools**

#### **Definitions**

*School official* means a Building Principal or designee.

*School-sponsored media* means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

*Student journalist* means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

*Student media adviser* means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

#### **School-Sponsored Media**

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and the School Board policies. Student journalists may not use school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
  - a. Commit an unlawful act;
  - b. Violate any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development*, and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; or
  - c. Materially and substantially disrupt the orderly operation of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one (1) through four (4) above will not be tolerated and school officials and student media advisers may edit or delete such media material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

### Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, or invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

### Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7  
Speech Rights of Student Journalists Act, 105 ILCS 80/.  
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).  
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir.  
1993).  
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969)  
Morse v. Frederick, 551 U.S. 393 (2007).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives),  
6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic  
Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and  
Harassment), 8:25 (Advertising and Distributing Materials in School Provided by  
Non-School Related Entities)

ADOPTED:



## **Students**

### **Student Fundraising Activities**

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

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

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

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount, and door-to-door solicitations are discouraged.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property, e.g., tiles or bricks, or placement upon school property, e.g., posters or placards, must:
  - a. Develop viewpoint neutral guidelines for the creation of messages;
  - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
  - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

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

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

ADOPTED:

Pending Adoption

## **Students**

### **Student Use of Buildings - Equal Access**

Student groups or clubs that are not school sponsored are granted free use of school premises for a meeting or series of meetings under the following conditions:

1. The meeting is held during those non-instructional times identified by the Superintendent or designee for noncurricular student groups, clubs, or organizations to meet. *Non-instructional time* means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. *Non-curricular student groups* are those student groups, clubs, or organizations that do not directly relate to the curriculum.
2. All non-curriculum related student groups that are not District sponsored receive substantially the same treatment.
3. The meeting is student-initiated, meaning that the request is made by a student.
4. Attendance at the meeting is voluntary.
5. The school will not sponsor the meeting.
6. School employees are present at religious meetings only in a non-participatory capacity.
7. The meeting and/or any activities during the meeting do not materially or substantially interfere with the orderly conduct of educational activities.
8. Non-school persons do not direct, conduct, control, or regularly attend the meetings.
9. The school retains its authority to maintain order and discipline.
10. A school staff member or other responsible adult is present in a supervisory capacity.
11. The Superintendent or designee approves the meeting or series of meetings.

The Superintendent or designee shall develop administrative procedures to implement this policy.

LEGAL REF.: 20 U.S.C. §4071 et seq., Equal Access Act.  
Bd. of Ed. of Westside Community Sch. Dist. v. Mergens, 496 U.S. 226 (1990).  
Gernetzke v. Kenosha Unified Sch. Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), *cert. denied*, 535 U.S. 1017.

CROSS REF.: 7:10 (Equal Education Opportunities), 8:20 (Community Use of School Facilities)

ADOPTED:

## **Students**

### **Student Records**

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

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

### **Student Biometric Information Collection**

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18<sup>th</sup> birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.  
50 ILCS 205/7.  
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.  
105 ILCS 10/, Ill. School Student Records Act.  
105 ILCS 85/, Student Online Personal Protection Act.  
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.  
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.  
23 Ill.Admin.Code Parts 226 and 375.  
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).  
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

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

ADOPTED:

## **Students**

### **Use of Educational Technologies; Student Data Privacy and Security**

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

#### **Definitions**

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

#### **Operator Contracts**

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

#### **Security Standards**

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented  
by 34 C.F.R. Part 99.  
105 ILCS 10/, Ill. School Student Records Act.  
105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to  
Electronic Networks), 7:340 (Student Records)

ADOPTED:

**DUPAGE HIGH SCHOOL DISTRICT 88 SCHOOL BOARD POLICY MANUAL**  
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*Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*



## **Community Relations**

### **Connection with the Community**

#### **Public Relations**

The Board President or designee is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website using social media platforms, e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED:

## **Community Relations**

### **Community Use of School Facilities**

While local taxing bodies share facilities and create partnerships with District 88 that benefit the communities, the separation of facilities and programs between District 88 and other agencies is desirable. The use of school property is available as stated in the rental agreement and may become available through approved inter-governmental agreements.

Playgrounds, athletic fields, buildings or parts thereof owned by School District 88 are designed, maintained and operated for regular school service. When not in use for such service, it shall be the policy of the Board to make the physical facilities of the schools available for community service insofar as such service shall not interfere with the school program or be detrimental to the school properties.

Community service, as used in this article, shall mean meetings and entertainment open to the public; meetings of outside groups that are not under the control of school officers. The purpose and conduct of such meetings must not be inconsistent with the purposes of public education nor be detrimental to school properties.

The use of school buildings and other facilities by any organization operated for private gain or any purpose involving private gain shall be permitted if:

1. Such use is sponsored by some local community organization which is not operated for private gain; and/or
2. An educational, civic or charitable purpose will be served.

Privately sponsored instructional programs or schools shall not use District facilities.

A fee shall be charged for the use of school facilities pursuant to published regulations.

The Superintendent may grant the use of appropriate facilities, without rental charge, to organizations closely related to school activities. Organizations presently included in this category are the District 88 parent-teacher organizations, Booster Clubs, etc.

The Superintendent may approve limited modification of the adopted rental charges for high school facilities when requested by cooperating elementary school districts that are a part of the District 88 attendance area. Such modification would be considered primarily for those elementary school programs or activities that stem from the basic curricular work of the school. Elementary schools that propose use of high school facilities for activities which have fund raising as a primary objective would be expected to pay the regular rental charges as stipulated in the rental schedule.

School buildings and other facilities shall be made available for use of community groups on Sundays only when such use is in the interest of District residents.

The Principal of each school has the responsibility for complete supervision of the building and facilities requested and used by any non-school group/organization.

LEGAL REF.: Boy Scouts of America Equal Access Act, 20 U.S.C. §7905.  
10 ILCS 5/19-2.2.  
105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.  
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).  
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141  
(1993).  
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and  
Distributing Materials in Schools Provided by Non-School Related Entities), 8:30  
(Visitors to and Conduct on School Property)

ADOPTED:

## **Community Relations**

### **Advertising and Distributing Materials in Schools Provided by Non-School Related Entities**

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

#### **Community, Educational, Charitable, or Recreational Organizations**

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

LEGAL REF.:      Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993).  
                         Berger v. Rensselaer Central Sch. Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).  
                         Sherman v. Community Consolidated Sch. Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 8 F.3d 1160 (1994).  
                         Hedges v. Wauconda Community Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).  
                         Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011).  
                         DiLoreto v. Downey Unified Sch. Dist., 196 F.3d 958 (9th Cir. 1999).

CROSS REF.:      7:325 (Student Fundraising Activities), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED:

## **Community Relations**

### **Visitors to and Conduct on School Property**

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.

10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Convicted Child Sex Offender

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

#### Exclusive Bargaining Representative Agent

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

**For employees whose collective bargaining agreement does not address this subject:**

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

#### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).  
20 U.S.C. §7181 et seq., Pro-Children Act of 1994.  
105 ILCS 5/10-20.5b, 5/22-33, 5/24-25, and 5/27-23.7(a).  
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
430 ILCS 66/, Firearm Concealed Carry Act.  
410 ILCS 705/, Cannabis Tax and Regulation Act.  
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED:

## **Community Relations**

### **Spectator Conduct at School Events**

Any individual, including an adult, who behaves in an unsportsmanlike or disruptive manner during any school event or meeting, including School Board meetings, may be ejected from the event or meeting. The individual is also subject to being denied admission to school events or meetings for up to one calendar year, provided the procedures contained in this policy are followed. Examples of unsportsmanlike or disruptive conduct includes, but are not limited to:

- Using vulgar or obscene language
- Possessing or being under the influence of any alcoholic beverage or illegal substance
- Possessing a weapon, or any object that can reasonably be considered, or looks like, a weapon
- Fighting or otherwise striking or threatening another person
- Failing to obey the instructions of a security officer or School District employee
- Engaging in any activity that is illegal or disruptive

### **Procedures to Deny Future Admission to School Events or Meetings**

Before any individual may be denied admission to school events or meetings as provided in this policy, the individual has a right to a hearing before the Board. The Superintendent or designee must provide the individual with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the unsportsmanlike or disruptive conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).  
105 ILCS 5/24-24.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

ADOPTED:



## **Community Relations**

### **Accommodating Individuals with Disabilities**

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 aids, 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 useable 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:

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.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.  
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).  
105 ILCS 5/10-20.51.  
410 ILCS 25/, Environmental Barriers Act.  
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

ADOPTED:

## **Community Relations**

### **Gifts to the District**

The School Board appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programing, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34 C.F.R. Part 106.  
105 ILCS 5/16-1.  
23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED:

## **Community Relations**

### **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 policy, the School Board 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:

## **Community Relations**

### **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 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.

The Superintendent shall periodically report to the School Board on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED:

## **Community Relations**

### **Relations with Other Organizations and Agencies**

The District shall cooperate with other organizations and agencies, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED:

## **Community Relations**

### **Public Suggestions and Concerns**

The School Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF.: 115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTED:



**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** November 10, 2021

**FROM:** Mr. Ryan Domeracki

**RE:** **List of Bills – Vendor Payments from October 14 – November 10, 2021**

Attached for approval to release is a list of payments to vendors for the period of October 14 – November 10, 2021 in the total amount of \$2,544,852.21.

**Suggested Motion:**

Move that the Board of Education approve the list of payments to vendors for the period of October 14 – November 10, 2021 in the total amount of \$2,544,852.21.

**Cc:** Mr. Edward Hoster





**Vendors over \$0.00**  
 10-14-2021 to 11-10-2021  
 Generated on 11-10-2021 at 6:47 PM  
 Total Results: 355

|                                           |                       |             |                    |
|-------------------------------------------|-----------------------|-------------|--------------------|
| <b>1000BULBS.COM (53736)</b>              |                       |             | <b>\$3,347.54</b>  |
| 11-04-2021 Regular - Check #: 560705      |                       |             | \$82.14            |
| SUPPLIES AT MAINTENANCE                   | O & M Fund            | \$82.14     |                    |
| 11-10-2021 Regular - Check #: 560809      |                       |             | \$705.40           |
| SUPPLIES WB MAINTENANCE                   | O & M Fund            | \$705.40    |                    |
| 11-10-2021 Regular - Check #: 560810      |                       |             | \$2,560.00         |
| SUPPLIES AT MAINTENANCE                   | O & M Fund            | \$2,560.00  |                    |
| <b>4IMPRINT (42575)</b>                   |                       |             | <b>\$313.66</b>    |
| 10-27-2021 Regular - Check #: 4555        |                       |             | \$313.66           |
| AT BEST BUDDIES CLUB                      | Activity Fund         | \$313.66    |                    |
| <b>AARON LENAGHAN (54222)</b>             |                       |             | <b>\$50.00</b>     |
| 10-27-2021 Regular - Check #: 4556        |                       |             | \$50.00            |
| DIST WELLNESS INITIATIVE                  | Activity Fund         | \$50.00     |                    |
| <b>ABLE ACADEMY (58410)</b>               |                       |             | <b>\$11,500.47</b> |
| 11-10-2021 Regular - Check #: 560882      |                       |             | \$11,500.47        |
| SPED PRIVATE TUITION ATHS                 | Education Fund        | \$11,500.47 |                    |
| <b>ACACIA ACADEMY (42126)</b>             |                       |             | <b>\$11,406.40</b> |
| 10-27-2021 Regular - Check #: 560625      |                       |             | \$5,988.36         |
| SPED PRIVATE TUITION WBHS                 | Education Fund        | \$5,988.36  |                    |
| 11-10-2021 Regular - Check #: 560883      |                       |             | \$5,418.04         |
| SPED PRIVATE TUITION WBHS                 | Education Fund        | \$5,418.04  |                    |
| <b>ACCESS ONE INC. (55660)</b>            |                       |             | <b>\$2,544.99</b>  |
| 10-21-2021 Regular - Check #: 560539      |                       |             | \$2,544.99         |
| MEDIA SERVICE                             | O & M Fund            | \$2,544.99  |                    |
| <b>ACCURATE OFFICE SUPPLY CO. (15633)</b> |                       |             | <b>\$317.21</b>    |
| 11-04-2021 Regular - Check #: 560706      |                       |             | \$88.31            |
| SUPPLIES CENT SUPPORT SER                 | Education Fund        | \$88.31     |                    |
| 11-10-2021 Regular - Check #: 560812      |                       |             | \$228.90           |
| SUPPLIES CENT SUPPORT SER                 | 553<br>Education Fund | \$6.44      |                    |
| SUPPLIES CENT SUPPORT SER                 | Education Fund        | \$75.52     |                    |

|                                            |                |                    |
|--------------------------------------------|----------------|--------------------|
| SUPPLIES CENT SUPPORT SER                  | Education Fund | \$146.94           |
| <b>ADA BADMINTON &amp; TENNIS (45886)</b>  |                | <b>\$633.00</b>    |
| 10-21-2021 Regular - Check #: 560490       |                | \$633.00           |
| SUPPLIES WB PE                             | Education Fund | \$633.00           |
| <b>ADDISON KIWANIS CLUB (28036)</b>        |                | <b>\$300.00</b>    |
| 11-04-2021 Regular - Check #: 560660       |                | \$300.00           |
| SUPPLIES AT PRIN OFF                       | Education Fund | \$300.00           |
| <b>ADDISON SCHOOL DISTRICT 4 (43340)</b>   |                | <b>\$19,381.00</b> |
| 11-04-2021 Regular - Check #: 560661       |                | \$19,381.00        |
| AT TUITION OTHER/GOV                       | Education Fund | \$19,381.00        |
| <b>ADORAMA CAMERA, INC. (48295)</b>        |                | <b>\$7,254.50</b>  |
| 11-04-2021 Regular - Check #: 560707       |                | \$7,254.50         |
| DIST TECH MATERIALS                        | Education Fund | \$321.00           |
| DIST TECH MATERIALS                        | Education Fund | \$659.50           |
| DIST NON CAP TECH                          | Education Fund | \$3,826.50         |
| DIST TECH MATERIALS                        | Education Fund | \$516.00           |
| DIST TECH MATERIALS                        | Education Fund | \$945.50           |
| DIST TECH MATERIALS                        | Education Fund | \$986.00           |
| <b>AHW LLC (49602)</b>                     |                | <b>\$101.09</b>    |
| 11-04-2021 Regular - Check #: 560708       |                | \$101.09           |
| SUPPLIES WB MAINTENANCE                    | O & M Fund     | \$101.09           |
| <b>ALBERTSON COMPANIES (49303)</b>         |                | <b>\$2,943.19</b>  |
| 11-10-2021 Regular - Check #: 560884       |                | \$2,943.19         |
| SUPPLIES IDEA B                            | Education Fund | \$2,268.93         |
| SUPPLIES WB FAM CONS                       | Education Fund | \$367.48           |
| SUPPLIES AT SPED                           | Education Fund | \$205.71           |
| SUPPLIES AT SPED                           | Education Fund | \$73.91            |
| SUPPLIES AT SPED                           | Education Fund | \$27.16            |
| <b>ALBOUM TRANSLATION SERVICES (54149)</b> |                | <b>\$73.20</b>     |
| 11-10-2021 Regular - Check #: 560885       |                | \$73.20            |
| TITLE 1 PS WB PAR OUTREAC                  | Education Fund | \$36.60            |
| TITLE 1 PS AT PAR OUTREAC                  | Education Fund | \$36.60            |
| <b>ALEXANDER J HOLOD (53355)</b>           |                | <b>\$290.15</b>    |
| 10-21-2021 Regular - Check #: 4526         |                | \$290.15           |
| THEATER DRAMA                              | Activity Fund  | \$290.15           |
| <b>ALEXANDRA MILLER (58487)</b>            | 554            | <b>\$18.35</b>     |
| 11-10-2021 Regular - Check #: 560886       |                | \$18.35            |
| SUPPLIES AT PE                             | Education Fund | \$18.35            |

|                                                     |                           |            |                   |
|-----------------------------------------------------|---------------------------|------------|-------------------|
| <b>ALL STAR CUSTOM AWARDS (47500)</b>               |                           |            | <b>\$67.00</b>    |
| 10-21-2021                                          | Regular - Check #: 4527   |            | \$67.00           |
| WB ATH RES ACT 2014                                 | Activity Fund             | \$67.00    |                   |
| <b>ALLIANCE PAPER &amp; FOODSERVICE INC (55203)</b> |                           |            | <b>\$149.48</b>   |
| 11-10-2021                                          | Regular - Check #: 560813 |            | \$83.57           |
| SUPPLIES AT FOOD SERVICES                           | Education Fund            | \$43.94    |                   |
| SUPPLIES AT FOOD SERVICES                           | Education Fund            | \$19.63    |                   |
| SUPPLIES AT FOOD SERVICES                           | Education Fund            | \$20.00    |                   |
| 11-10-2021                                          | Regular - Check #: 560814 |            | \$65.91           |
| SUPPLIES AT FOOD SERVICES                           | Education Fund            | \$65.91    |                   |
| <b>ALLSTATE ARENA (54329)</b>                       |                           |            | <b>\$250.00</b>   |
| 10-27-2021                                          | Regular - Check #: 4557   |            | \$250.00          |
| AT BEST BUDDIES CLUB                                | Activity Fund             | \$250.00   |                   |
| <b>AMAZON CAPITAL SERVICES (58120)</b>              |                           |            | <b>\$5,762.96</b> |
| 10-27-2021                                          | Regular - Check #: 560648 |            | \$4,486.32        |
| SUPPLIES TITLE II                                   | Education Fund            | \$3,326.00 |                   |
| SUPPLIES TITLE II                                   | Education Fund            | \$663.04   |                   |
| SUPPLIES TITLE II                                   | Education Fund            | \$497.28   |                   |
| 11-04-2021                                          | Regular - Check #: 560710 |            | \$60.50           |
| DIST TECH MATERIALS                                 | Education Fund            | \$60.50    |                   |
| 11-10-2021                                          | Regular - Check #: 560815 |            | \$1,216.14        |
| DIST TECH MATERIALS                                 | Education Fund            | \$399.00   |                   |
| DIST TECH MATERIALS                                 | Education Fund            | \$399.00   |                   |
| DIST TECH MATERIALS                                 | Education Fund            | \$399.00   |                   |
| DIST TECH MATERIALS                                 | Education Fund            | \$6.38     |                   |
| DIST TECH MATERIALS                                 | Education Fund            | \$6.38     |                   |
| DIST TECH MATERIALS                                 | Education Fund            | \$6.38     |                   |
| <b>AMERICAN BUTTON MACHINES (57966)</b>             |                           |            | <b>\$461.32</b>   |
| 11-04-2021                                          | Regular - Check #: 560711 |            | \$461.32          |
| SUPPLIES WB LIBRARY                                 | Education Fund            | \$230.66   |                   |
| SUPPLIES AT LIBRARY                                 | Education Fund            | \$230.66   |                   |
| <b>AMERICAN SEALCOATING (57660)</b>                 |                           |            | <b>\$5,800.00</b> |
| 11-10-2021                                          | Regular - Check #: 560887 |            | \$5,800.00        |
| PUR SVC WB MAINTENANCE                              | O & M Fund                | \$5,800.00 |                   |
| <b>AMERITAS (52853)</b>                             |                           |            | <b>\$238.00</b>   |
| 10-27-2021                                          | Regular - Check #: 560613 | 555        | \$119.00          |
| EDUCATION FUND                                      | Education Fund            | \$119.00   |                   |
| 11-10-2021                                          | Regular - Check #: 560933 |            | \$119.00          |

|                                            |                   |            |                   |
|--------------------------------------------|-------------------|------------|-------------------|
| EDUCATION FUND                             | Education Fund    | \$119.00   |                   |
| <b>AMY LYNNE NOWAK (40590)</b>             |                   |            | <b>\$605.68</b>   |
| 10-21-2021 Regular - Check #: 560540       |                   |            | \$372.92          |
| SUPPLIES WB FAM CONS                       | Education Fund    | \$372.92   |                   |
| 11-04-2021 Regular - Check #: V300010      |                   |            | \$160.00          |
| R&M WB I&T                                 | Education Fund    | \$160.00   |                   |
| 11-10-2021 Regular - Check #: V4000022     |                   |            | \$72.76           |
| CATERING WB                                | Activity Fund     | \$72.76    |                   |
| <b>ANDREW WILHOIT (56810)</b>              |                   |            | <b>\$200.00</b>   |
| 10-21-2021 Regular - Check #: 560541       |                   |            | \$200.00          |
| TUITION REIMBURSEMENT                      | Education Fund    | \$200.00   |                   |
| <b>ANTHONY V BELTRANO (53490)</b>          |                   |            | <b>\$50.00</b>    |
| 10-27-2021 Regular - Check #: 4558         |                   |            | \$50.00           |
| DIST WELLNESS INITIATIVE                   | Activity Fund     | \$50.00    |                   |
| <b>APPAREL REDEFINED (50427)</b>           |                   |            | <b>\$3,082.81</b> |
| 11-10-2021 Regular - Check #: 560816       |                   |            | \$3,082.81        |
| SUPPLIES WB BOOKSTORE                      | Education Fund    | \$3,082.81 |                   |
| <b>ASE EDUCATION FOUNDATION (56882)</b>    |                   |            | <b>\$380.00</b>   |
| 11-10-2021 Regular - Check #: 560850       |                   |            | \$380.00          |
| ASSESS & TEST CTEIG                        | Education Fund    | \$380.00   |                   |
| <b>ASHLEY ANDERSON (56740)</b>             |                   |            | <b>\$979.27</b>   |
| 10-21-2021 Regular - Check #: 4528         |                   |            | \$605.75          |
| STUDENT COUNCIL                            | Activity Fund     | \$605.75   |                   |
| 11-10-2021 Regular - Check #: V4000015     |                   |            | \$373.52          |
| STUDENT COUNCIL                            | Activity Fund     | \$373.52   |                   |
| <b>ASSURED SOLUTIONS (58121)</b>           |                   |            | <b>\$8,370.60</b> |
| 11-04-2021 Regular - Check #: 560709       |                   |            | \$8,370.60        |
| SUPPLIES WB MAINTENANCE                    | O & M Fund        | \$8,370.60 |                   |
| <b>AT&amp;T (18491)</b>                    |                   |            | <b>\$5,685.73</b> |
| 10-21-2021 Regular - Check #: 560542       |                   |            | \$2,065.53        |
| MEDIA SERVICE                              | O & M Fund        | \$2,065.53 |                   |
| 11-10-2021 Regular - Check #: 560888       |                   |            | \$3,620.20        |
| MEDIA SERVICE                              | O & M Fund        | \$3,620.20 |                   |
| <b>ATLAS COPCO COMPRESSORS LLC (57077)</b> |                   |            | <b>\$418.12</b>   |
| 10-21-2021 Regular - Check #: 560491       |                   |            | \$213.47          |
| SUPPLIES WB MAINTENANCE                    | 556<br>O & M Fund | \$213.47   |                   |
| 11-04-2021 Regular - Check #: 560712       |                   |            | \$106.50          |

|                                            |                     |             |                    |
|--------------------------------------------|---------------------|-------------|--------------------|
| SUPPLIES WB MAINTENANCE                    | O & M Fund          | \$106.50    |                    |
| 11-10-2021 Regular - Check #: 560817       |                     |             | \$98.15            |
| SUPPLIES WB MAINTENANCE                    | O & M Fund          | \$98.15     |                    |
| <b>AURORA NAPER TRANSPORTATION (54285)</b> |                     |             | <b>\$45,290.00</b> |
| 11-04-2021 Regular - Check #: 560662       |                     |             | \$45,290.00        |
| SP ED TRANSPORTATION                       | Transportation Fund | \$45,290.00 |                    |
| <b>AVID CENTER (57258)</b>                 |                     |             | <b>\$75.00</b>     |
| 11-04-2021 Regular - Check #: 560713       |                     |             | \$75.00            |
| AT STAFF DEVELOPMENT                       | Education Fund      | \$75.00     |                    |
| <b>AXA EQUITABLE (7986)</b>                |                     |             | <b>\$44,689.22</b> |
| 10-27-2021 Regular - Check #: 560614       |                     |             | \$22,209.61        |
| EDUCATION FUND                             | Education Fund      | \$22,209.61 |                    |
| 11-10-2021 Regular - Check #: 560934       |                     |             | \$22,479.61        |
| EDUCATION FUND                             | Education Fund      | \$22,479.61 |                    |
| <b>AXESS TRANSPORTATION (57860)</b>        |                     |             | <b>\$1,980.00</b>  |
| 11-04-2021 Regular - Check #: 560663       |                     |             | \$1,980.00         |
| HOMELESS TRANSPORTATION                    | Transportation Fund | \$1,980.00  |                    |
| <b>B &amp; H PHOTO VIDEO (22440)</b>       |                     |             | <b>\$7,327.19</b>  |
| 10-21-2021 Regular - Check #: 560492       |                     |             | \$6,459.20         |
| NON-CAP CARL PERKINS                       | Education Fund      | \$6,459.20  |                    |
| 10-21-2021 Regular - Check #: 560493       |                     |             | \$415.80           |
| SUPPLIES WB TECH                           | Education Fund      | \$415.80    |                    |
| 10-27-2021 Regular - Check #: 560649       |                     |             | \$290.22           |
| SUPPLIES C&T ED IMP GRANT                  | Education Fund      | \$228.09    |                    |
| SUPPLIES C&T ED IMP GRANT                  | Education Fund      | \$44.96     |                    |
| SUPPLIES C&T ED IMP GRANT                  | Education Fund      | \$7.46      |                    |
| SUPPLIES C&T ED IMP GRANT                  | Education Fund      | \$9.71      |                    |
| 11-04-2021 Regular - Check #: 560714       |                     |             | \$66.95            |
| SUPPLIES AT MUSIC                          | Education Fund      | \$66.95     |                    |
| 11-10-2021 Regular - Check #: 560818       |                     |             | \$95.02            |
| SUPPLIES C&T ED IMP GRANT                  | Education Fund      | \$41.92     |                    |
| SUPPLIES C&T ED IMP GRANT                  | Education Fund      | \$53.10     |                    |
| <b>BANNERVILLE USA, INC. (51773)</b>       |                     |             | <b>\$25.00</b>     |
| 10-21-2021 Regular - Check #: 4529         |                     |             | \$25.00            |
| WB ATH RES ACT 2014                        | Activity Fund       | \$25.00     |                    |
| <b>BARNES AND NOBLE (27835)</b>            |                     |             | <b>\$733.50</b>    |
| 10-21-2021 Regular - Check #: 560494       | 557                 |             | \$733.50           |

|                                             |                |                    |
|---------------------------------------------|----------------|--------------------|
| TEXTBOOKS AT BOOKSTORE                      | Education Fund | \$733.50           |
| <b>BENJAMIN DEFILIPPIS (56670)</b>          |                | <b>\$50.00</b>     |
| 11-10-2021 Regular - Check #: V4000017      |                | \$50.00            |
| DIST WELLNESS INITIATIVE                    | Activity Fund  | \$50.00            |
| <b>BENJAMIN MAHER (57839)</b>               |                | <b>\$134.45</b>    |
| 10-21-2021 Regular - Check #: 560543        |                | \$134.45           |
| SUPPLIES WB PE                              | Education Fund | \$134.45           |
| <b>BIDD CONSULTING (53121)</b>              |                | <b>\$4,099.82</b>  |
| 10-21-2021 Regular - Check #: 560495        |                | \$4,099.82         |
| P.S.IMP INST TITLE II                       | Education Fund | \$4,099.82         |
| <b>BLUE CROSS AND BLUE SHIELD (51874)</b>   |                | <b>\$4,637.85</b>  |
| 11-10-2021 Regular - Check #: 560889        |                | \$4,637.85         |
| DIST MEDICAL INS-EDUC                       | Education Fund | \$4,143.81         |
| DIST MEDICAL INS-O&M                        | O & M Fund     | \$494.04           |
| <b>BLUE CROSS BLUE SHIELD OF IL (54931)</b> |                | <b>\$36,521.35</b> |
| 11-10-2021 Regular - Check #: 560904        |                | \$36,521.35        |
| DIST MEDICAL INS-EDUC                       | Education Fund | \$34,755.05        |
| DIST MEDICAL INS-O&M                        | O & M Fund     | \$1,766.30         |
| <b>BOOMERANG PROJECT (58482)</b>            |                | <b>\$18,270.00</b> |
| 11-04-2021 Regular - Check #: 560715        |                | \$18,270.00        |
| PS WB IMP INST TITLE I                      | Education Fund | \$9,135.00         |
| PS AT IMP INST TITLE I                      | Education Fund | \$9,135.00         |
| <b>BORNQUIST, INC. (40392)</b>              |                | <b>\$2,976.32</b>  |
| 11-04-2021 Regular - Check #: 560716        |                | \$1,655.00         |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$1,655.00         |
| 11-10-2021 Regular - Check #: 560819        |                | \$1,321.32         |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$1,321.32         |
| <b>BRADLEY SCHMIT (55409)</b>               |                | <b>\$67.96</b>     |
| 11-04-2021 Regular - Check #: V300012       |                | \$67.96            |
| SUPPLIES WB SCIENCE                         | Education Fund | \$67.96            |
| <b>BRANDON MURPHY (51441)</b>               |                | <b>\$90.87</b>     |
| 10-27-2021 Regular - Check #: 4559          |                | \$90.87            |
| WB ATH RES ACT 2014                         | Activity Fund  | \$90.87            |
| <b>BRIDGET COLLERAN (58469)</b>             |                | <b>\$301.51</b>    |
| 10-21-2021 Regular - Check #: 560544        |                | \$68.38            |
| SUPPLIES AT FAM CONS                        | Education Fund | \$29.94            |
| SUPPLIES AT FAM CONS                        | Education Fund | \$38.44            |

|                                       |                     |                    |
|---------------------------------------|---------------------|--------------------|
| 11-04-2021 Regular - Check #: V300005 |                     | \$166.66           |
| SUPPLIES AT FAM CONS                  | Education Fund      | \$115.16           |
| SUPPLIES AT FAM CONS                  | Education Fund      | \$16.93            |
| SUPPLIES AT FAM CONS                  | Education Fund      | \$34.57            |
| 11-10-2021 Regular - Check #: V300017 |                     | \$66.47            |
| SUPPLIES AT FAM CONS                  | Education Fund      | \$66.47            |
| <b>BRITE LIFT (58367)</b>             |                     | <b>\$61,950.85</b> |
| 10-21-2021 Regular - Check #: 560545  |                     | \$40,120.90        |
| SP ED TRANSPORTATION                  | Transportation Fund | \$40,120.90        |
| 11-04-2021 Regular - Check #: 560664  |                     | \$21,829.95        |
| SP ED TRANSPORTATION                  | Transportation Fund | \$17,396.45        |
| SP ED TRANSPORTATION                  | Transportation Fund | \$4,433.50         |
| <b>BROOK CATERING COMPANY (55795)</b> |                     | <b>\$651.38</b>    |
| 10-21-2021 Regular - Check #: 560496  |                     | \$651.38           |
| PUR SVC BOE OTHER                     | Education Fund      | \$651.38           |
| <b>BSN SPORTS LLC (3284)</b>          |                     | <b>\$4,806.49</b>  |
| 11-04-2021 Regular - Check #: 560717  |                     | \$2,538.49         |
| SUPPLIES AT ATH                       | Education Fund      | \$1,096.21         |
| SUPPLIES AT ATH                       | Education Fund      | \$681.75           |
| SUPPLIES AT ATH                       | Education Fund      | \$246.52           |
| SUPPLIES AT ATH                       | Education Fund      | \$514.01           |
| 11-04-2021 Regular - Check #: 4569    |                     | \$2,268.00         |
| VARSITY CLUB                          | Activity Fund       | \$2,268.00         |
| <b>C.J.C. AUTO PARTS (28491)</b>      |                     | <b>\$7,971.07</b>  |
| 10-21-2021 Regular - Check #: 560546  |                     | \$93.38            |
| SUPPLIES WB I&T                       | Education Fund      | \$93.38            |
| 10-21-2021 Regular - Check #: 4531    |                     | \$1,999.91         |
| AUTO SHOP                             | Activity Fund       | \$1,024.53         |
| AUTO SHOP                             | Activity Fund       | \$566.22           |
| AUTO REPAIR CLUB                      | Activity Fund       | \$409.16           |
| 11-10-2021 Regular - Check #: 560820  |                     | \$1,676.21         |
| SUPPLIES AT I&T                       | Education Fund      | \$1,015.73         |
| R&M AT I&T                            | Education Fund      | \$660.48           |
| 11-10-2021 Regular - Check #: 560890  |                     | \$74.73            |
| SUPPLIES WB I&T                       | Education Fund      | \$74.73            |
| 11-10-2021 Regular - Check #: 4584    | 559                 | \$3,651.30         |
| AUTO REPAIR CLUB                      | Activity Fund       | \$3,651.30         |
| 11-10-2021 Regular - Check #: 4585    |                     | \$475.54           |

|                                                |                   |            |                    |
|------------------------------------------------|-------------------|------------|--------------------|
| AUTO SHOP                                      | Activity Fund     | \$475.54   |                    |
| <b>C.O.R.E. ACADEMY (54810)</b>                |                   |            | <b>\$8,644.00</b>  |
| 11-10-2021 Regular - Check #: 560891           |                   |            | \$8,644.00         |
| SPED PRIVATE TUITION WBHS                      | Education Fund    | \$4,322.00 |                    |
| SPED PRIVATE TUITION ATHS                      | Education Fund    | \$4,322.00 |                    |
| <b>CAMELOT THERAPEUTIC SCHOOLS LLC (40802)</b> |                   |            | <b>\$20,567.18</b> |
| 10-27-2021 Regular - Check #: 560636           |                   |            | \$8,427.29         |
| SPED PRIVATE TUITION ATHS                      | Education Fund    | \$8,427.29 |                    |
| 11-04-2021 Regular - Check #: 560676           |                   |            | \$12,139.89        |
| SPED PRIVATE TUITION WBHS                      | Education Fund    | \$7,796.46 |                    |
| SPED PRIVATE TUITION ATHS                      | Education Fund    | \$4,343.43 |                    |
| <b>CAMPUS SOLUTIONS (53511)</b>                |                   |            | <b>\$1,346.50</b>  |
| 11-04-2021 Regular - Check #: 560718           |                   |            | \$1,346.50         |
| SUPPLIES AT STUDENT ACTIV                      | Education Fund    | \$1,346.50 |                    |
| <b>CANON FINANCIAL SERVICES (45470)</b>        |                   |            | <b>\$1,595.00</b>  |
| 11-10-2021 Regular - Check #: 560892           |                   |            | \$1,595.00         |
| AT CAPITAL LEAS-PRINCIPAL                      | Debt Service Fund | \$709.51   |                    |
| WB CAPITAL LEAS-PRINCIPAL                      | Debt Service Fund | \$709.51   |                    |
| DO CAPITAL LEAS-PRINCIPAL                      | Debt Service Fund | \$157.67   |                    |
| WB CAPITAL LEASE-INTEREST                      | Debt Service Fund | \$8.24     |                    |
| AT CAPITAL LEASE-INTEREST                      | Debt Service Fund | \$8.24     |                    |
| DO CAPITAL LEASE-INTEREST                      | Debt Service Fund | \$1.83     |                    |
| <b>CANON SOLUTIONS AMERICA (55867)</b>         |                   |            | <b>\$7,787.40</b>  |
| 11-10-2021 Regular - Check #: 560893           |                   |            | \$7,787.40         |
| DUPLICATING WB PRIN OFF                        | Education Fund    | \$1,680.81 |                    |
| DUPLICATING AT PRIN OFF                        | Education Fund    | \$1,604.40 |                    |
| DUPLICATING WB PRIN OFF                        | Education Fund    | \$1,680.81 |                    |
| DUPLICATING AT PRIN OFF                        | Education Fund    | \$1,604.40 |                    |
| DUPLICATING AT PRIN OFF                        | Education Fund    | \$663.80   |                    |
| DUPLICATING WB PRIN OFF                        | Education Fund    | \$518.98   |                    |
| SUPPLIES BUSINESS OFFICE                       | Education Fund    | \$34.20    |                    |
| <b>CAPITAL ONE TRADE CREDIT (55899)</b>        |                   |            | <b>\$154.45</b>    |
| 10-21-2021 Regular - Check #: 560536           |                   |            | \$154.45           |
| SUPPLIES WB FAM CONS                           | Education Fund    | \$154.45   |                    |
| <b>CAROLINA BIOLOGICAL SUPPLY CO. (240)</b>    |                   |            | <b>\$164.05</b>    |
| 11-04-2021 Regular - Check #: 560719           | 560               |            | \$164.05           |
| SUPPLIES WB SCIENCE                            | Education Fund    | \$164.05   |                    |
| <b>CASTLE PRINTECH (53306)</b>                 |                   |            | <b>\$620.00</b>    |



|                                                |                           |                |                     |
|------------------------------------------------|---------------------------|----------------|---------------------|
| 11-04-2021                                     | Regular - Check #: 560720 |                | \$620.00            |
|                                                | DUPLICATING AT PRIN OFF   | Education Fund | \$620.00            |
| <b>CATERING ENTERPRISES, LTD (54120)</b>       |                           |                | <b>\$2,612.50</b>   |
| 11-04-2021                                     | Regular - Check #: 560721 |                | \$191.25            |
|                                                | EXEC ADMIN STAFF TRAVEL   | Education Fund | \$191.25            |
| 11-10-2021                                     | Regular - Check #: 560821 |                | \$2,421.25          |
|                                                | PUR SVC BOE OTHER         | Education Fund | \$2,421.25          |
| <b>CDW GOVERNMENT, INC. (15858)</b>            |                           |                | <b>\$1,063.26</b>   |
| 10-21-2021                                     | Regular - Check #: 560497 |                | \$298.26            |
|                                                | DIST TECH MATERIALS       | Education Fund | \$218.50            |
|                                                | DIST TECH MATERIALS       | Education Fund | \$79.76             |
| 11-04-2021                                     | Regular - Check #: 560722 |                | \$765.00            |
|                                                | SUPPLIES WB TECH          | Education Fund | \$765.00            |
| <b>CENTURY SPRINGS (47088)</b>                 |                           |                | <b>\$55.49</b>      |
| 10-21-2021                                     | Regular - Check #: 560547 |                | \$30.41             |
|                                                | SUPPLIES WB GUIDANCE      | Education Fund | \$24.16             |
|                                                | SUPPLIES WB LIBRARY       | Education Fund | \$6.25              |
| 10-27-2021                                     | Regular - Check #: 4560   |                | \$6.79              |
|                                                | WB ATH RES ACT 2014       | Activity Fund  | \$6.79              |
| 11-10-2021                                     | Regular - Check #: 560822 |                | \$18.29             |
|                                                | SUPPLIES WB LIBRARY       | Education Fund | \$11.50             |
|                                                | SUPPLIES WB PRIN OFF      | Education Fund | \$6.79              |
| <b>CHARTWELLS DINING SERVICES (56108)</b>      |                           |                | <b>\$130,808.40</b> |
| 10-21-2021                                     | Regular - Check #: 560498 |                | \$178.13            |
|                                                | SUPPLIES AT PRIN OFF      | Education Fund | \$178.13            |
| 10-27-2021                                     | Regular - Check #: 560626 |                | \$130,445.80        |
|                                                | PUR SVC AT FOOD SERVICES  | Education Fund | \$67,372.73         |
|                                                | PUR SVC WB FOOD SERVICE   | Education Fund | \$63,073.07         |
| 11-10-2021                                     | Regular - Check #: 560823 |                | \$184.47            |
|                                                | SUPPLIES AT FAM CONS      | Education Fund | \$59.47             |
|                                                | SUPPLIES AT FAM CONS      | Education Fund | \$23.23             |
|                                                | SUPPLIES AT FAM CONS      | Education Fund | \$59.47             |
|                                                | SUPPLIES AT FAM CONS      | Education Fund | \$42.30             |
| <b>CHEROKEE ROSE EMBROIDERY INC (43374)</b>    |                           |                | <b>\$918.00</b>     |
| 11-04-2021                                     | Regular - Check #: 4570   |                | \$918.00            |
|                                                | VARSITY CLUB              | Activity Fund  | \$918.00            |
| <b>CHICAGO OFFICE TECHNOLOGY GROUP (48568)</b> |                           |                | <b>\$899.34</b>     |
| 10-27-2021                                     | Regular - Check #: 560627 |                | \$44.58             |

|                                                  |                |            |                   |
|--------------------------------------------------|----------------|------------|-------------------|
| SUPPLIES BUSINESS OFFICE                         | Education Fund | \$44.58    |                   |
| 11-10-2021 Regular - Check #: 560824             |                |            | \$854.76          |
| DUPLICATING AT PRIN OFF                          | Education Fund | \$228.15   |                   |
| SUPPLIES BUSINESS OFFICE                         | Education Fund | \$48.61    |                   |
| DUPLICATING AT PRIN OFF                          | Education Fund | \$345.85   |                   |
| DUPLICATING WB PRIN OFF                          | Education Fund | \$232.15   |                   |
| <b>CHICAGO TRIBUNE (1519)</b>                    |                |            | <b>\$79.50</b>    |
| 11-10-2021 Regular - Check #: 560825             |                |            | \$79.50           |
| SUPPLIES EXEC ADMIN                              | Education Fund | \$79.50    |                   |
| <b>CHICAGO TRIBUNE (2107)</b>                    |                |            | <b>\$71.50</b>    |
| 10-21-2021 Regular - Check #: 560548             |                |            | \$71.50           |
| PERIODICALS WB LIBRARY                           | Education Fund | \$71.50    |                   |
| <b>CHRISTOPHER DUNK (52087)</b>                  |                |            | <b>\$175.00</b>   |
| 10-21-2021 Regular - Check #: 560549             |                |            | \$175.00          |
| P.S.IMP INST TITLE II                            | Education Fund | \$175.00   |                   |
| <b>COLLEEN SMITH (52183)</b>                     |                |            | <b>\$23.42</b>    |
| 10-21-2021 Regular - Check #: 560550             |                |            | \$23.42           |
| SUPPLIES CENT SUPPORT SER                        | Education Fund | \$23.42    |                   |
| <b>COLLEGE OF DUPAGE (15817)</b>                 |                |            | <b>\$1,800.00</b> |
| 11-04-2021 Regular - Check #: 560665             |                |            | \$1,800.00        |
| RENTAL AT ATHLETICS                              | Education Fund | \$1,800.00 |                   |
| <b>COLLEY ELEVATOR COMPANY (51115)</b>           |                |            | <b>\$1,518.00</b> |
| 10-21-2021 Regular - Check #: 560551             |                |            | \$759.00          |
| PUR SVC WB OPERATIONS                            | O & M Fund     | \$344.00   |                   |
| PUR SVC AT OPERATIONS                            | O & M Fund     | \$291.00   |                   |
| PUR SVC DO OPERATION                             | O & M Fund     | \$124.00   |                   |
| 11-10-2021 Regular - Check #: 560826             |                |            | \$759.00          |
| PUR SVC WB OPERATIONS                            | O & M Fund     | \$344.00   |                   |
| PUR SVC AT OPERATIONS                            | O & M Fund     | \$291.00   |                   |
| PUR SVC DO OPERATION                             | O & M Fund     | \$124.00   |                   |
| <b>COLONIAL LIFE &amp; ACCIDENT INS. (15805)</b> |                |            | <b>\$726.95</b>   |
| 10-21-2021 Regular - Check #: 560552             |                |            | \$496.33          |
| EDUCATION FUND                                   | Education Fund | \$265.71   |                   |
| EDUCATION FUND                                   | Education Fund | \$230.62   |                   |
| 11-04-2021 Regular - Check #: 560666             |                |            | \$230.62          |
| EDUCATION FUND                                   | Education Fund | \$230.62   |                   |
| <b>COMCAST BUSINESS (51355)</b>                  |                |            | <b>\$23.08</b>    |
| 11-10-2021 Regular - Check #: 560894             |                |            | \$23.08           |

|                                          |                     |              |                     |
|------------------------------------------|---------------------|--------------|---------------------|
| MEDIA SERVICE                            | O & M Fund          | \$23.08      |                     |
| <b>COMED (1285)</b>                      |                     |              | <b>\$50.42</b>      |
| 10-21-2021 Regular - Check #: 560553     |                     |              | \$25.21             |
| ELECTRICITY DO                           | O & M Fund          | \$25.21      |                     |
| 11-10-2021 Regular - Check #: 560895     |                     |              | \$25.21             |
| ELECTRICITY DO                           | O & M Fund          | \$25.21      |                     |
| <b>COMMUNICATIONS DIRECT INC (20364)</b> |                     |              | <b>\$2,704.45</b>   |
| 10-21-2021 Regular - Check #: 560499     |                     |              | \$2,704.45          |
| SUPPLIES WB PRIN OFF                     | Education Fund      | \$1,803.25   |                     |
| SUPPLIES AT PRIN OFF                     | Education Fund      | \$623.70     |                     |
| SUPPLIES AT MAINTENANCE                  | O & M Fund          | \$277.50     |                     |
| <b>CONNECTIONS DAY SCHOOL (53579)</b>    |                     |              | <b>\$10,644.80</b>  |
| 11-10-2021 Regular - Check #: 560896     |                     |              | \$10,644.80         |
| SPED PRIVATE TUITION WBHS                | Education Fund      | \$5,322.40   |                     |
| SPED PRIVATE TUITION ATHS                | Education Fund      | \$5,322.40   |                     |
| <b>CONVERGINT TECHNOLOGIES (47010)</b>   |                     |              | <b>\$600.00</b>     |
| 10-21-2021 Regular - Check #: 560554     |                     |              | \$600.00            |
| PUR SVC WB OPERATIONS                    | O & M Fund          | \$300.00     |                     |
| PUR SVC AT OPERATIONS                    | O & M Fund          | \$300.00     |                     |
| <b>COTTAGE HILL OPERATING CO. (1670)</b> |                     |              | <b>\$116,483.26</b> |
| 10-21-2021 Regular - Check #: 560555     |                     |              | \$701.83            |
| SP ED TRANSPORTATION                     | Transportation Fund | \$230.45     |                     |
| SP ED TRANSPORTATION                     | Transportation Fund | \$125.70     |                     |
| SP ED TRANSPORTATION                     | Transportation Fund | \$94.28      |                     |
| SP ED TRANSPORTATION                     | Transportation Fund | \$83.80      |                     |
| SP ED TRANSPORTATION                     | Transportation Fund | \$83.80      |                     |
| SP ED TRANSPORTATION                     | Transportation Fund | \$83.80      |                     |
| 10-27-2021 Regular - Check #: 560628     |                     |              | \$1,353.10          |
| SP ED TRANSPORTATION                     | Transportation Fund | \$576.15     |                     |
| SP ED TRANSPORTATION                     | Transportation Fund | \$230.45     |                     |
| SP ED TRANSPORTATION                     | Transportation Fund | \$139.66     |                     |
| SP ED TRANSPORTATION                     | Transportation Fund | \$127.50     |                     |
| SP ED TRANSPORTATION                     | Transportation Fund | \$139.67     |                     |
| SP ED TRANSPORTATION                     | Transportation Fund | \$139.67     |                     |
| 11-04-2021 Regular - Check #: 560667     |                     |              | \$114,428.33        |
| SP ED TRANSPORTATION                     | Transportation Fund | \$114,428.33 |                     |
| <b>COTTAGE HILL OPERATING CO. (236)</b>  |                     |              | <b>\$88,395.38</b>  |
| 10-21-2021 Regular - Check #: 560556     |                     |              | \$1,194.15          |

|                                           |                     |             |                    |
|-------------------------------------------|---------------------|-------------|--------------------|
| FIELD TRIPS AT HOST                       | Transportation Fund | \$691.35    |                    |
| FIELD TRIPS AT HOST                       | Transportation Fund | \$502.80    |                    |
| 10-27-2021 Regular - Check #: 560629      |                     |             | \$14,019.83        |
| FIELD TRIPS AT ATHLETICS                  | Transportation Fund | \$13,768.43 |                    |
| FIELD TRIPS AT MUSIC                      | Transportation Fund | \$251.40    |                    |
| 11-04-2021 Regular - Check #: 560668      |                     |             | \$1,463.93         |
| FIELD TRIPS AT MUSIC                      | Transportation Fund | \$1,463.93  |                    |
| 11-10-2021 Regular - Check #: 560897      |                     |             | \$71,717.47        |
| PUR SVC TRANSPORTATION                    | Transportation Fund | \$71,487.02 |                    |
| FIELD TRIPS AT HOST                       | Transportation Fund | \$230.45    |                    |
| <b>COTTAGE HILL OPERATING CO. (14729)</b> |                     |             | <b>\$19,693.39</b> |
| 10-21-2021 Regular - Check #: 560557      |                     |             | \$851.96           |
| FIELD TRIPS WB SP ED                      | Transportation Fund | \$757.68    |                    |
| FIELD TRIPS WB HOST                       | Transportation Fund | \$94.28     |                    |
| 10-27-2021 Regular - Check #: 560630      |                     |             | \$569.19           |
| FIELD TRIPS WB SP ED                      | Transportation Fund | \$240.97    |                    |
| FIELD TRIPS WB SP ED                      | Transportation Fund | \$219.98    |                    |
| FIELD TRIPS WB SP ED                      | Transportation Fund | \$108.24    |                    |
| 11-04-2021 Regular - Check #: 560669      |                     |             | \$18,272.24        |
| FIELD TRIPS WB ATHLETICS                  | Transportation Fund | \$17,544.25 |                    |
| FIELD TRIPS WB SP ED                      | Transportation Fund | \$209.50    |                    |
| FIELD TRIPS WB HOST                       | Transportation Fund | \$199.03    |                    |
| FIELD TRIPS WB SP ED                      | Transportation Fund | \$162.33    |                    |
| FIELD TRIPS WB HOST                       | Transportation Fund | \$157.13    |                    |
| <b>CUSTOM BINDERY (45930)</b>             |                     |             | <b>\$2,106.40</b>  |
| 10-21-2021 Regular - Check #: 560500      |                     |             | \$173.00           |
| SUPPLIES WB PRIN OFF                      | Education Fund      | \$173.00    |                    |
| 11-04-2021 Regular - Check #: 560723      |                     |             | \$302.00           |
| SUPPLIES WB PRIN OFF                      | Education Fund      | \$302.00    |                    |
| 11-04-2021 Regular - Check #: 560724      |                     |             | \$810.40           |
| SUPPLIED CENTRAL - HR                     | Education Fund      | \$810.40    |                    |
| 11-10-2021 Regular - Check #: 560827      |                     |             | \$648.00           |
| SUPPLIES WB PRIN OFF                      | Education Fund      | \$648.00    |                    |
| 11-10-2021 Regular - Check #: 560828      |                     |             | \$173.00           |
| SUPPLIES WB PRIN OFF                      | Education Fund      | \$173.00    |                    |
| <b>DAILY HERALD (9987)</b>                |                     |             | <b>\$272.50</b>    |
| 10-21-2021 Regular - Check #: 560558      |                     |             | \$272.50           |
| PERIODICALS AT LIBRARY                    | Education Fund      | \$139.75    |                    |

|                                        |                |             |                    |
|----------------------------------------|----------------|-------------|--------------------|
| PERIODICALS WB LIBRARY                 | Education Fund | \$132.75    |                    |
| <b>DALILA RAMIREZ (58074)</b>          |                |             | <b>\$60.43</b>     |
| 10-21-2021 Regular - Check #: 560559   |                |             | \$60.43            |
| SUPPLIES WB STUDENT ACTIV              | Education Fund | \$60.43     |                    |
| <b>DANIEL D KRAUSE (46581)</b>         |                |             | <b>\$1,957.04</b>  |
| 10-21-2021 Regular - Check #: 560560   |                |             | \$1,486.89         |
| NON-CAP WB PRINCIPAL                   | Education Fund | \$1,199.80  |                    |
| SUPPLIES WB PRIN OFF                   | Education Fund | \$248.14    |                    |
| SUPPLIES WB HEALTH SVC                 | Education Fund | \$38.95     |                    |
| 11-04-2021 Regular - Check #: V4000006 |                |             | \$87.42            |
| RESERVE ACTIVITY FUND                  | Activity Fund  | \$87.42     |                    |
| 11-10-2021 Regular - Check #: V300024  |                |             | \$382.73           |
| SUPPLIES WB PRIN OFF                   | Education Fund | \$305.28    |                    |
| SUPPLIES WB HEALTH SVC                 | Education Fund | \$77.45     |                    |
| <b>DANIELA M ARIANO (47880)</b>        |                |             | <b>\$21.35</b>     |
| 10-21-2021 Regular - Check #: 560561   |                |             | \$21.35            |
| SUPPLIES CENT SUPPORT SER              | Education Fund | \$21.35     |                    |
| <b>DANIELLE BRINK (53771)</b>          |                |             | <b>\$462.41</b>    |
| 10-21-2021 Regular - Check #: 560562   |                |             | \$88.41            |
| INFO SERV SUPPLIES                     | Education Fund | \$50.00     |                    |
| PUR SVC BOE PUBLIC REL                 | Education Fund | \$38.41     |                    |
| 11-04-2021 Regular - Check #: V300004  |                |             | \$374.00           |
| PUR SVC BOE PUBLIC REL                 | Education Fund | \$374.00    |                    |
| <b>DAOES/TECHNOLOGY (29208)</b>        |                |             | <b>\$64,786.34</b> |
| 11-10-2021 Regular - Check #: 560829   |                |             | \$64,786.34        |
| TCD TUITION                            | Education Fund | \$53,420.34 |                    |
| IDEA-PMTS TO OTH GOV UNIT              | Education Fund | \$11,366.00 |                    |
| <b>DE MRKTPLCE (58472)</b>             |                |             | <b>\$2,459.70</b>  |
| 11-04-2021 Regular - Check #: 560725   |                |             | \$2,459.70         |
| SUPPLIES WB DRIVER ED                  | Education Fund | \$2,459.70  |                    |
| <b>DEBRA J MUHLENA (50745)</b>         |                |             | <b>\$16.00</b>     |
| 11-04-2021 Regular - Check #: V300009  |                |             | \$16.00            |
| SUPPLIES WB MAINTENANCE                | O & M Fund     | \$16.00     |                    |
| <b>DEKALB HIGH SCHOOL (58200)</b>      |                |             | <b>\$175.00</b>    |
| 10-27-2021 Regular - Check #: 560631   |                |             | \$175.00           |
| PUR SVC WB ATH                         | Education Fund | \$175.00    |                    |
| <b>DEMCO (1386)</b>                    |                |             | <b>\$535.61</b>    |

|                                                   |                |             |                     |
|---------------------------------------------------|----------------|-------------|---------------------|
| 10-21-2021 Regular - Check #: 560501              |                |             | \$414.94            |
| SUPPLIES WB LIBRARY                               | Education Fund | \$414.94    |                     |
| 11-10-2021 Regular - Check #: 560830              |                |             | \$120.67            |
| SUPPLIES AT LIBRARY                               | Education Fund | \$63.30     |                     |
| SUPPLIES AT READING LAB                           | Education Fund | \$57.37     |                     |
| <b>DESTINATION ATHLETE OF COOK/DUPAGE (58123)</b> |                |             | <b>\$7,857.75</b>   |
| 10-21-2021 Regular - Check #: 4536                |                |             | \$3,014.00          |
| POM PONS                                          | Activity Fund  | \$2,705.00  |                     |
| POM PONS                                          | Activity Fund  | \$309.00    |                     |
| 10-27-2021 Regular - Check #: 4561                |                |             | \$1,510.00          |
| CHEERLEADING                                      | Activity Fund  | \$1,510.00  |                     |
| 11-04-2021 Regular - Check #: 4571                |                |             | \$3,333.75          |
| VARSITY CLUB                                      | Activity Fund  | \$3,333.75  |                     |
| <b>DEVON HARRIS (58439)</b>                       |                |             | <b>\$90.00</b>      |
| 10-21-2021 Regular - Check #: 4537                |                |             | \$90.00             |
| TRANSITIONS PROGRAM                               | Activity Fund  | \$90.00     |                     |
| <b>DIRECT ENERGY BUSINESS (58253)</b>             |                |             | <b>\$141,835.64</b> |
| 10-21-2021 Regular - Check #: 560563              |                |             | \$51,500.79         |
| ELECTRICITY AT UTILITY                            | O & M Fund     | \$49,250.30 |                     |
| ELECTRICITY DO                                    | O & M Fund     | \$2,250.49  |                     |
| 11-04-2021 Regular - Check #: 560670              |                |             | \$45,528.64         |
| ELECTRICITY WB UTILITY                            | O & M Fund     | \$45,528.64 |                     |
| 11-10-2021 Regular - Check #: 560898              |                |             | \$2,027.83          |
| ELECTRICITY DO                                    | O & M Fund     | \$2,027.83  |                     |
| 11-10-2021 Regular - Check #: 560899              |                |             | \$42,778.38         |
| ELECTRICITY AT UTILITY                            | O & M Fund     | \$42,778.38 |                     |
| <b>DIRECTV (53560)</b>                            |                |             | <b>\$186.90</b>     |
| 10-27-2021 Regular - Check #: 560632              |                |             | \$130.90            |
| MEDIA SERVICE                                     | O & M Fund     | \$130.90    |                     |
| 11-10-2021 Regular - Check #: 560900              |                |             | \$56.00             |
| MEDIA SERVICE                                     | O & M Fund     | \$56.00     |                     |
| <b>DOMINICK'S PIZZA (50567)</b>                   |                |             | <b>\$91.67</b>      |
| 11-10-2021 Regular - Check #: 4586                |                |             | \$91.67             |
| CONCESSIONS                                       | Activity Fund  | \$91.67     |                     |
| <b>DR. LOURDES ALLEN (58467)</b>                  |                |             | <b>\$356.99</b>     |
| 10-21-2021 Regular - Check #: 560502              | 566            |             | \$356.99            |
| SUPPLIES CENT SUPPORT SER                         | Education Fund | \$267.00    |                     |

|                                                |                |                     |
|------------------------------------------------|----------------|---------------------|
| SUPPLIES CENT SUPPORT SER                      | Education Fund | \$89.99             |
| <b>DREISILKER ELECTRIC MOTORS (1324)</b>       |                | <b>\$1,583.92</b>   |
| 11-10-2021 Regular - Check #: 560831           |                | \$1,583.92          |
| SUPPLIES WB MAINTENANCE                        | O & M Fund     | \$1,583.92          |
| <b>DUPAGE DIST #88 COUNCIL (58128)</b>         |                | <b>\$63.00</b>      |
| 10-27-2021 Regular - Check #: 560615           |                | \$31.00             |
| EDUCATION FUND                                 | Education Fund | \$31.00             |
| 11-10-2021 Regular - Check #: 560935           |                | \$32.00             |
| EDUCATION FUND                                 | Education Fund | \$32.00             |
| <b>DUPAGE DISTRICT #88 COUNCIL (46995)</b>     |                | <b>\$1,128.74</b>   |
| 10-27-2021 Regular - Check #: 560616           |                | \$564.37            |
| EDUCATION FUND                                 | Education Fund | \$564.37            |
| 11-10-2021 Regular - Check #: 560936           |                | \$564.37            |
| EDUCATION FUND                                 | Education Fund | \$564.37            |
| <b>DUPAGE IASBO (57706)</b>                    |                | <b>\$20.00</b>      |
| 10-21-2021 Regular - Check #: 560564           |                | \$20.00             |
| STAFF TRAVEL BUS OFFICE                        | Education Fund | \$20.00             |
| <b>DUPAGE SECURITY SOLUTIONS INC (651)</b>     |                | <b>\$207.10</b>     |
| 10-21-2021 Regular - Check #: 560503           |                | \$110.88            |
| SUPPLIES WB PRIN OFF                           | Education Fund | \$110.88            |
| 11-04-2021 Regular - Check #: 560726           |                | \$54.58             |
| SUPPLIES AT MAINTENANCE                        | O & M Fund     | \$54.58             |
| 11-10-2021 Regular - Check #: 560806           |                | \$34.14             |
| SUPPLIES WB MAINTENANCE                        | O & M Fund     | \$34.14             |
| 11-10-2021 Regular - Check #: 560832           |                | \$7.50              |
| SUPPLIES WB PRIN OFF                           | Education Fund | \$7.50              |
| <b>ED HOY'S INTERNATIONAL (23066)</b>          |                | <b>\$147.87</b>     |
| 11-10-2021 Regular - Check #: 560833           |                | \$147.87            |
| SUPPLIES WB ART                                | Education Fund | \$147.87            |
| <b>EDUCATIONAL BENEFIT COOPERATIVE (52629)</b> |                | <b>\$633,950.88</b> |
| 11-10-2021 Regular - Check #: 560901           |                | \$633,950.88        |
| LIFE INSURANCE/LTD                             | Education Fund | \$3,489.65          |
| LIFE INSURANCE/LTD                             | Education Fund | \$400.00            |
| DIST MEDICAL INS-EDUC                          | Education Fund | \$327,383.60        |
| DIST MEDICAL INS-O&M                           | O & M Fund     | \$21,553.42         |
| RETIREE HEALTH INS-EDUC                        | Education Fund | \$13,477.78         |
| RETIREE HEALTH INS-O&M                         | O & M Fund     | \$1,624.37          |
| DIST MEDICAL INS-EDUC                          | Education Fund | \$221,599.25        |

|                                                    |                       |             |                   |
|----------------------------------------------------|-----------------------|-------------|-------------------|
| DIST MEDICAL INS-O&M                               | O & M Fund            | \$38,427.30 |                   |
| RETIREE HEALTH INS-EDUC                            | Education Fund        | \$5,409.68  |                   |
| RETIREE HEALTH INS-O&M                             | O & M Fund            | \$585.83    |                   |
| <b>EDWARD HOSTER (54881)</b>                       |                       |             | <b>\$50.00</b>    |
| 10-27-2021 Regular - Check #: V4000003             |                       |             | \$50.00           |
| DIST WELLNESS INITIATIVE                           | Activity Fund         | \$50.00     |                   |
| <b>EDYBURN CORPORATION (47491)</b>                 |                       |             | <b>\$3,848.00</b> |
| 10-21-2021 Regular - Check #: 560504               |                       |             | \$1,947.50        |
| SUPPLIES WB FAM CONS                               | Education Fund        | \$1,947.50  |                   |
| 10-27-2021 Regular - Check #: 4562                 |                       |             | \$512.00          |
| CHILD DEVELOPMENT                                  | Activity Fund         | \$512.00    |                   |
| 11-04-2021 Regular - Check #: 560727               |                       |             | \$402.00          |
| SUPPLIES WB PRIN OFF                               | Education Fund        | \$402.00    |                   |
| 11-04-2021 Regular - Check #: 4572                 |                       |             | \$484.00          |
| VARSITY CLUB                                       | Activity Fund         | \$484.00    |                   |
| 11-10-2021 Regular - Check #: 4587                 |                       |             | \$502.50          |
| NURSERY SCH CHILD DEV                              | Activity Fund         | \$502.50    |                   |
| <b>ELECTRONIX EXPRESS (54741)</b>                  |                       |             | <b>\$522.90</b>   |
| 10-21-2021 Regular - Check #: 560505               |                       |             | \$522.90          |
| SUPPLIES WB I&T                                    | Education Fund        | \$522.90    |                   |
| <b>ELIZABETH GUERRA (57343)</b>                    |                       |             | <b>\$6.47</b>     |
| 10-27-2021 Regular - Check #: 560633               |                       |             | \$6.47            |
| SUPPLIES BUSINESS OFFICE                           | Education Fund        | \$6.47      |                   |
| <b>EMMA NELSON (58080)</b>                         |                       |             | <b>\$1,200.00</b> |
| 10-21-2021 Regular - Check #: 560565               |                       |             | \$1,200.00        |
| TUITION REIMBURSEMENT                              | Education Fund        | \$600.00    |                   |
| TUITION REIMBURSEMENT                              | Education Fund        | \$600.00    |                   |
| <b>ENGINEERING CONSULTING SERVICES LTD (58435)</b> |                       |             | <b>\$4,565.00</b> |
| 11-04-2021 Regular - Check #: 560671               |                       |             | \$4,565.00        |
| A&E CONSTRUCTION SERVICE                           | Capital Projects Fund | \$4,565.00  |                   |
| <b>ERIC J NORBERG (49717)</b>                      |                       |             | <b>\$694.77</b>   |
| 10-21-2021 Regular - Check #: 560566               |                       |             | \$490.40          |
| PUR SVC AT ATH                                     | Education Fund        | \$271.00    |                   |
| SUPPLIES AT STUDENT ACTIV                          | Education Fund        | \$179.40    |                   |
| REG TRANSPORTATION SUPPLY                          | Transportation Fund   | \$40.00     |                   |
| 11-10-2021 Regular - Check #: V300025              | 568                   |             | \$54.49           |
| PUR SVC AT ATH                                     | Education Fund        | \$54.49     |                   |



|                                               |                     |                    |
|-----------------------------------------------|---------------------|--------------------|
| 11-10-2021 Regular - Check #: V4000021        |                     | \$149.88           |
| ATHLETIC SPECIAL PROJECTS                     | Activity Fund       | \$149.88           |
| <b>ESTHER MARTIN DELGADO (50600)</b>          |                     | <b>\$654.82</b>    |
| 10-21-2021 Regular - Check #: 560567          |                     | \$27.70            |
| PUR SVC SPED TRANSITIONS                      | Education Fund      | \$27.70            |
| 10-21-2021 Regular - Check #: 4538            |                     | \$527.12           |
| INT'L DANCE CLUB                              | Activity Fund       | \$342.12           |
| TRANSITIONS PROGRAM                           | Activity Fund       | \$124.22           |
| CLASSIFIED MEDICAL REIMB                      | Activity Fund       | \$60.78            |
| 11-04-2021 Regular - Check #: V4000005        |                     | \$100.00           |
| TRANSITIONS PROGRAM                           | Activity Fund       | \$100.00           |
| <b>FEDEX (21654)</b>                          |                     | <b>\$70.21</b>     |
| 10-21-2021 Regular - Check #: 560568          |                     | \$66.24            |
| SUPPLIES AT PRIN OFF                          | Education Fund      | \$66.24            |
| 11-10-2021 Regular - Check #: 560834          |                     | \$3.97             |
| SUPPLIES AT PRIN OFF                          | Education Fund      | \$3.97             |
| <b>FEECE OIL COMPANY (1328)</b>               |                     | <b>\$21,532.98</b> |
| 10-27-2021 Regular - Check #: 560634          |                     | \$21,532.98        |
| REG TRANSPORTATION SUPPLY                     | Transportation Fund | \$21,532.98        |
| <b>FLAGS IMPORTER CORPORATION (58466)</b>     |                     | <b>\$746.50</b>    |
| 11-04-2021 Regular - Check #: 560728          |                     | \$746.50           |
| SUPPLIES AT PRIN OFF                          | Education Fund      | \$746.50           |
| <b>FLINN SCIENTIFIC, INC. (297)</b>           |                     | <b>\$302.43</b>    |
| 11-10-2021 Regular - Check #: 560835          |                     | \$302.43           |
| SUPPLIES WB SCIENCE                           | Education Fund      | \$302.43           |
| <b>FOLLETT SCHOOL SOLUTIONS, INC. (55010)</b> |                     | <b>\$10,474.17</b> |
| 10-21-2021 Regular - Check #: 560506          |                     | \$2,271.63         |
| TEXTBOOKS AT BOOKSTORE                        | Education Fund      | \$2,271.63         |
| 11-04-2021 Regular - Check #: 560729          |                     | \$1,764.80         |
| BOOKS WB LIBRARY                              | Education Fund      | \$1,571.57         |
| BOOKS WB LIBRARY                              | Education Fund      | \$193.23           |
| 11-04-2021 Regular - Check #: 560730          |                     | \$305.30           |
| BOOKS AT LIBRARY                              | Education Fund      | \$305.30           |
| 11-04-2021 Regular - Check #: 560731          |                     | \$589.32           |
| BOOKS AT LIBRARY                              | Education Fund      | \$589.32           |
| 11-04-2021 Regular - Check #: 560732          | 569                 | \$993.45           |
| BOOKS AT LIBRARY                              | Education Fund      | \$993.45           |

|                                              |                |            |                   |
|----------------------------------------------|----------------|------------|-------------------|
| 11-10-2021 Regular - Check #: 560836         |                |            | \$1,355.57        |
| BOOKS WB LIBRARY                             | Education Fund | \$1,086.93 |                   |
| BOOKS WB LIBRARY                             | Education Fund | \$268.64   |                   |
| 11-10-2021 Regular - Check #: 560837         |                |            | \$3,194.10        |
| BOOKS AT LIBRARY                             | Education Fund | \$3,194.10 |                   |
| <b>FOREST AWARDS &amp; ENGRAVING (47234)</b> |                |            | <b>\$13.75</b>    |
| 11-10-2021 Regular - Check #: 560838         |                |            | \$13.75           |
| PUR SVC BOE OTHER                            | Education Fund | \$13.75    |                   |
| <b>FOREST PRINTING (52462)</b>               |                |            | <b>\$426.54</b>   |
| 11-04-2021 Regular - Check #: 560733         |                |            | \$426.54          |
| SUPPLIES AT PRIN OFF                         | Education Fund | \$319.57   |                   |
| SUPPLIES AT PRIN OFF                         | Education Fund | \$106.97   |                   |
| <b>FOX TECH ACADEMY (44975)</b>              |                |            | <b>\$3,898.86</b> |
| 11-10-2021 Regular - Check #: 560902         |                |            | \$3,898.86        |
| SPED PRIVATE TUITION WBHS                    | Education Fund | \$3,898.86 |                   |
| <b>FRANCZEK (51822)</b>                      |                |            | <b>\$236.00</b>   |
| 10-21-2021 Regular - Check #: 560569         |                |            | \$236.00          |
| PUR SVC BOE OTHER                            | Education Fund | \$236.00   |                   |
| <b>FREE AP LLC (57701)</b>                   |                |            | <b>\$132.00</b>   |
| 11-04-2021 Regular - Check #: 560673         |                |            | \$132.00          |
| PUR SVC WB FOOD SERVICE                      | Education Fund | \$6.00     |                   |
| PUR SVC AT FOOD SERVICES                     | Education Fund | \$6.00     |                   |
| PUR SVC WB FOOD SERVICE                      | Education Fund | \$11.00    |                   |
| PUR SVC AT FOOD SERVICES                     | Education Fund | \$11.00    |                   |
| PUR SVC WB FOOD SERVICE                      | Education Fund | \$49.00    |                   |
| PUR SVC AT FOOD SERVICES                     | Education Fund | \$49.00    |                   |
| <b>FREMD HIGH SCHOOL (17335)</b>             |                |            | <b>\$200.00</b>   |
| 10-21-2021 Regular - Check #: 560570         |                |            | \$200.00          |
| PUR SVC WB ATH                               | Education Fund | \$200.00   |                   |
| <b>FRIENDLY FORD, INC. (55465)</b>           |                |            | <b>\$159.95</b>   |
| 11-04-2021 Regular - Check #: 560734         |                |            | \$159.95          |
| SUPPLIES AT DRIVER ED                        | Education Fund | \$159.95   |                   |
| <b>G. W. BERKHEIMER CO., INC. (1049)</b>     |                |            | <b>\$292.73</b>   |
| 11-04-2021 Regular - Check #: 560735         |                |            | \$292.73          |
| SUPPLIES WB MAINTENANCE                      | O & M Fund     | \$292.73   |                   |
| <b>GALIC DISBURSING COMPANY (25119)</b>      |                | 570        | <b>\$1,760.00</b> |
| 10-27-2021 Regular - Check #: 560617         |                |            | \$880.00          |

|                                               |                |             |                    |
|-----------------------------------------------|----------------|-------------|--------------------|
| EDUCATION FUND                                | Education Fund | \$880.00    |                    |
| 11-10-2021 Regular - Check #: 560937          |                |             | \$880.00           |
| EDUCATION FUND                                | Education Fund | \$880.00    |                    |
| <b>GARY WALKER (51734)</b>                    |                |             | <b>\$781.31</b>    |
| 10-21-2021 Regular - Check #: 4539            |                |             | \$51.00            |
| WB ATH RES ACT 2014                           | Activity Fund  | \$51.00     |                    |
| 10-27-2021 Regular - Check #: 560635          |                |             | \$313.32           |
| SUPPLIES WB ATHLETICS                         | Education Fund | \$313.32    |                    |
| 11-10-2021 Regular - Check #: V300028         |                |             | \$416.99           |
| PUR SVC WB ATH                                | Education Fund | \$416.99    |                    |
| <b>GFS (51484)</b>                            |                |             | <b>\$2,118.77</b>  |
| 10-21-2021 Regular - Check #: 560508          |                |             | \$1,187.66         |
| SUPPLIES WB FAM CONS                          | Education Fund | \$1,187.66  |                    |
| 11-04-2021 Regular - Check #: 560736          |                |             | \$931.11           |
| SUPPLIES WB FAM CONS                          | Education Fund | \$675.16    |                    |
| SUPPLIES WB FAM CONS                          | Education Fund | \$189.17    |                    |
| SUPPLIES WB FAM CONS                          | Education Fund | \$66.78     |                    |
| <b>GIANT STEPS ILLINOIS INC. (51506)</b>      |                |             | <b>\$13,596.40</b> |
| 11-04-2021 Regular - Check #: 560674          |                |             | \$13,596.40        |
| SPED PRIVATE TUITION WBHS                     | Education Fund | \$6,798.20  |                    |
| SPED PRIVATE TUITION ATHS                     | Education Fund | \$6,798.20  |                    |
| <b>GIPPER MEDIA INC (58164)</b>               |                |             | <b>\$450.00</b>    |
| 11-04-2021 Regular - Check #: 560737          |                |             | \$450.00           |
| PUR SVC WB ATH                                | Education Fund | \$450.00    |                    |
| <b>GLEN OAKS THERAPEUTIC DAY SCH. (22247)</b> |                |             | <b>\$24,811.92</b> |
| 10-21-2021 Regular - Check #: 560571          |                |             | \$24,811.92        |
| SPED PRIVATE TUITION ATHS                     | Education Fund | \$16,541.28 |                    |
| SPED PRIVATE TUITION WBHS                     | Education Fund | \$8,270.64  |                    |
| <b>GLOBAL INDUSTRIAL (49984)</b>              |                |             | <b>\$159.75</b>    |
| 11-10-2021 Regular - Check #: 560839          |                |             | \$159.75           |
| SUPPLIES AT CUSTODIAL                         | O & M Fund     | \$159.75    |                    |
| <b>GRAINGER, INC. (5777)</b>                  |                |             | <b>\$8,326.00</b>  |
| 10-21-2021 Regular - Check #: 560509          |                |             | \$258.38           |
| SUPPLIES AT MAINTENANCE                       | O & M Fund     | \$241.20    |                    |
| SUPPLIES WB MAINTENANCE                       | O & M Fund     | \$17.18     |                    |
| 10-27-2021 Regular - Check #: 560650          | 571            |             | \$80.51            |
| SUPPLIES WB MAINTENANCE                       | O & M Fund     | \$40.26     |                    |
| SUPPLIES AT MAINTENANCE                       | O & M Fund     | \$40.25     |                    |

|                                             |                |                    |
|---------------------------------------------|----------------|--------------------|
| 11-04-2021 Regular - Check #: 560738        |                | \$6,060.81         |
| SUPPLIES WB PE                              | Education Fund | \$2,579.32         |
| SUPPLIES WB MAINTENANCE                     | O & M Fund     | \$530.73           |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$422.48           |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$402.74           |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$402.38           |
| SUPPLIES AT FOOD SERVICES                   | Education Fund | \$384.48           |
| SUPPLIES WB MAINTENANCE                     | O & M Fund     | \$362.23           |
| SUPPLIES WB MAINTENANCE                     | O & M Fund     | \$283.68           |
| SUPPLIES WB MAINTENANCE                     | O & M Fund     | \$208.98           |
| SUPPLIES WB MAINTENANCE                     | O & M Fund     | \$167.36           |
| SUPPLIES WB MAINTENANCE                     | O & M Fund     | \$130.43           |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$48.89            |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$44.55            |
| SUPPLIES DO MAINTENANCE                     | O & M Fund     | \$42.56            |
| SUPPLIES WB MAINTENANCE                     | O & M Fund     | \$29.46            |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$18.06            |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$2.48             |
| 11-04-2021 Regular - Check #: 4573          |                | \$119.13           |
| ATHLETIC SPECIAL PROJECTS                   | Activity Fund  | \$119.13           |
| 11-10-2021 Regular - Check #: 560840        |                | \$1,807.17         |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$1,281.91         |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$244.34           |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$64.00            |
| SUPPLIES WB MAINTENANCE                     | O & M Fund     | \$54.12            |
| SUPPLIES WB MAINTENANCE                     | O & M Fund     | \$50.74            |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$48.06            |
| SUPPLIES WB MAINTENANCE                     | O & M Fund     | \$42.84            |
| SUPPLIES AT MAINTENANCE                     | O & M Fund     | \$21.16            |
| <b>GREAT LAKES COCA-COLA (55489)</b>        |                | <b>\$958.05</b>    |
| 11-04-2021 Regular - Check #: 560675        |                | \$958.05           |
| SUPPLIES AT PRIN OFF                        | Education Fund | \$333.00           |
| SUPPLIES AT PRIN OFF                        | Education Fund | \$625.05           |
| <b>GUIDING LIGHT AUTISM ACADEMY (58475)</b> |                | <b>\$10,621.22</b> |
| 11-10-2021 Regular - Check #: 560903        |                | \$10,621.22        |
| SPED PRIVATE TUITION WBHS                   | Education Fund | \$10,621.22        |
| <b>HAUSER, IZZO, PETRARCA, (51652)</b>      | 572            | <b>\$3,082.00</b>  |
| 10-21-2021 Regular - Check #: 560572        |                | \$3,082.00         |

|                                                       |                |            |                   |
|-------------------------------------------------------|----------------|------------|-------------------|
| PUR SVC BOE LEGAL SERVICE                             | Education Fund | \$3,082.00 |                   |
| <b>HIGHWAY SALES, INC. (9682)</b>                     |                |            | <b>\$543.90</b>   |
| 11-04-2021 Regular - Check #: 560739                  |                |            | \$543.90          |
| SUPPLIES AT MAINTENANCE                               | O & M Fund     | \$473.00   |                   |
| SUPPLIES WB MAINTENANCE                               | O & M Fund     | \$70.90    |                   |
| <b>HIMES, PETRARCA &amp; FESTER ATTORNEYS (58451)</b> |                |            | <b>\$1,944.00</b> |
| 10-21-2021 Regular - Check #: 560573                  |                |            | \$1,944.00        |
| PUR SVC BOE LEGAL SERVICE                             | Education Fund | \$1,944.00 |                   |
| <b>HINCKLEY SPRING WATER COMPANY (40179)</b>          |                |            | <b>\$173.68</b>   |
| 10-21-2021 Regular - Check #: 560574                  |                |            | \$70.84           |
| SUPPLIES AT PRIN OFF                                  | Education Fund | \$70.84    |                   |
| 11-04-2021 Regular - Check #: 560677                  |                |            | \$102.84          |
| SUPPLIES AT PRIN OFF                                  | Education Fund | \$102.84   |                   |
| <b>HINSDALE SOUTH HS ATHLETICS (43427)</b>            |                |            | <b>\$150.00</b>   |
| 10-21-2021 Regular - Check #: 560575                  |                |            | \$150.00          |
| PUR SVC AT ATH                                        | Education Fund | \$150.00   |                   |
| <b>HOFFMAN ESTATES HIGH SCHOOL (4213)</b>             |                |            | <b>\$260.00</b>   |
| 10-27-2021 Regular - Check #: 560637                  |                |            | \$260.00          |
| PUR SVC WB ATH                                        | Education Fund | \$260.00   |                   |
| <b>HOME DEPOT CREDIT SERVICES (28359)</b>             |                |            | <b>\$934.95</b>   |
| 10-21-2021 Regular - Check #: 560510                  |                |            | \$821.16          |
| SUPPLIES C&T ED IMP GRANT                             | Education Fund | \$457.73   |                   |
| SUPPLIES WB MAINTENANCE                               | O & M Fund     | \$172.46   |                   |
| SUPPLIES WB MAINTENANCE                               | O & M Fund     | \$164.50   |                   |
| SUPPLIES WB MAINTENANCE                               | O & M Fund     | \$26.47    |                   |
| 11-04-2021 Regular - Check #: 560740                  |                |            | \$113.79          |
| SUPPLIES WB MAINTENANCE                               | O & M Fund     | \$113.79   |                   |
| <b>IASB (28285)</b>                                   |                |            | <b>\$3,900.00</b> |
| 10-21-2021 Regular - Check #: 560576                  |                |            | \$3,900.00        |
| PUR SVC BOE OTHER                                     | Education Fund | \$3,900.00 |                   |
| <b>IASBO (27259)</b>                                  |                |            | <b>\$137.50</b>   |
| 11-04-2021 Regular - Check #: 560741                  |                |            | \$137.50          |
| STAFF TRAVEL BUS OFFICE                               | Education Fund | \$137.50   |                   |
| <b>IDEAL CHARTER, LLC (56343)</b>                     |                |            | <b>\$6,187.00</b> |
| 11-04-2021 Regular - Check #: 560678                  |                |            | \$6,187.00        |
| PROM-WB STUDENT ACTIVITY                              | Education Fund | \$6,187.00 |                   |
| <b>ILLINOIS BED BUG DOG (47495)</b>                   |                |            | <b>\$760.00</b>   |

|                                          |                |            |                   |
|------------------------------------------|----------------|------------|-------------------|
| 10-21-2021 Regular - Check #: 560538     |                |            | \$380.00          |
| PUR SVC WB OPERATIONS                    | O & M Fund     | \$150.00   |                   |
| PUR SVC AT OPERATIONS                    | O & M Fund     | \$150.00   |                   |
| PUR SVC DO OPERATION                     | O & M Fund     | \$80.00    |                   |
| 11-10-2021 Regular - Check #: 560811     |                |            | \$380.00          |
| PUR SVC WB MAINTENANCE                   | O & M Fund     | \$150.00   |                   |
| PUR SVC AT MAINTENANCE                   | O & M Fund     | \$150.00   |                   |
| PUR SVC DO MAINTENANCE                   | O & M Fund     | \$80.00    |                   |
| <b>ILLINOIS OFFICE OF THE (50734)</b>    |                |            | <b>\$920.00</b>   |
| 10-21-2021 Regular - Check #: 560511     |                |            | \$400.00          |
| SUPPLIES AT MAINTENANCE                  | O & M Fund     | \$400.00   |                   |
| 11-04-2021 Regular - Check #: 560742     |                |            | \$520.00          |
| PUR SVC WB OPERATIONS                    | O & M Fund     | \$520.00   |                   |
| <b>ILMEA STATE OFFICE (54727)</b>        |                |            | <b>\$1,155.00</b> |
| 10-21-2021 Regular - Check #: 560577     |                |            | \$288.00          |
| SUPPLIES WB MUSIC                        | Education Fund | \$288.00   |                   |
| 10-27-2021 Regular - Check #: 560638     |                |            | \$525.00          |
| SUPPLIES WB MUSIC                        | Education Fund | \$525.00   |                   |
| 11-04-2021 Regular - Check #: 560679     |                |            | \$342.00          |
| SUPPLIES AT MUSIC                        | Education Fund | \$192.00   |                   |
| SUPPLIES AT MUSIC                        | Education Fund | \$150.00   |                   |
| <b>IMPACT APPLICATIONS INC. (53550)</b>  |                |            | <b>\$668.00</b>   |
| 11-04-2021 Regular - Check #: 560743     |                |            | \$668.00          |
| PUR SVC WB ATH                           | Education Fund | \$668.00   |                   |
| <b>IMPRESSIONS IN STONE (53772)</b>      |                |            | <b>\$361.80</b>   |
| 11-04-2021 Regular - Check #: 4574       |                |            | \$361.80          |
| RESERVE ACTIVITY FUND                    | Activity Fund  | \$361.80   |                   |
| <b>INDEPENDENT HARDWARE, INC (47792)</b> |                |            | <b>\$7,590.00</b> |
| 10-21-2021 Regular - Check #: 560512     |                |            | \$7,590.00        |
| SUPPLIES WB BOOKSTORE                    | Education Fund | \$7,590.00 |                   |
| <b>INDUSTRIAL APPRAISAL CO. (5712)</b>   |                |            | <b>\$990.00</b>   |
| 10-27-2021 Regular - Check #: 560651     |                |            | \$990.00          |
| PUR SVC BOE OTHER                        | Education Fund | \$990.00   |                   |
| <b>INSTITUTE FOR THERAPY (47367)</b>     |                |            | <b>\$5,725.00</b> |
| 10-21-2021 Regular - Check #: 560578     |                |            | \$5,725.00        |
| PS IDEA THERAPY SERVICES                 | Education Fund | \$4,725.00 |                   |
| PS IDEA THERAPY SERVICES                 | Education Fund | \$1,000.00 |                   |

|                                                  |                            |                     |                   |
|--------------------------------------------------|----------------------------|---------------------|-------------------|
| <b>INTELLIGENT SYSTEMS SERVICES, INC (47114)</b> |                            |                     | <b>\$556.00</b>   |
| 11-04-2021                                       | Regular - Check #: 560744  |                     | \$556.00          |
|                                                  | PUR SVC WB MAINTENANCE     | O & M Fund          | \$556.00          |
| <b>INTERSTATE ALL BATTERY CENTER (54456)</b>     |                            |                     | <b>\$780.75</b>   |
| 10-21-2021                                       | Regular - Check #: 560513  |                     | \$236.95          |
|                                                  | SUPPLIES AT MAINTENANCE    | O & M Fund          | \$236.95          |
| 11-04-2021                                       | Regular - Check #: 560745  |                     | \$543.80          |
|                                                  | SUPPLIES AT MAINTENANCE    | O & M Fund          | \$543.80          |
| <b>ISELA AQUINO (54569)</b>                      |                            |                     | <b>\$107.44</b>   |
| 11-10-2021                                       | Regular - Check #: V300015 |                     | \$107.44          |
|                                                  | SUPPLIES WB PRIN OFF       | Education Fund      | \$107.44          |
| <b>ISMAEL RODRIGUEZ (58198)</b>                  |                            |                     | <b>\$33.93</b>    |
| 10-21-2021                                       | Regular - Check #: 560579  |                     | \$33.93           |
|                                                  | STAFF TRAVEL AT MAINT      | O & M Fund          | \$33.93           |
| <b>ISSA DAOU (55783)</b>                         |                            |                     | <b>\$29.07</b>    |
| 11-10-2021                                       | Regular - Check #: V300018 |                     | \$29.07           |
|                                                  | STAFF TRAVEL WB MAINT      | O & M Fund          | \$29.07           |
| <b>ISTHA (53556)</b>                             |                            |                     | <b>\$400.00</b>   |
| 10-21-2021                                       | Regular - Check #: 560580  |                     | \$400.00          |
|                                                  | FIELD TRIPS WB ATHLETICS   | Transportation Fund | \$200.00          |
|                                                  | FIELD TRIPS AT ATHLETICS   | Transportation Fund | \$200.00          |
| <b>IT SAVVY LLC (56590)</b>                      |                            |                     | <b>\$8,294.00</b> |
| 10-27-2021                                       | Regular - Check #: 560652  |                     | \$8,294.00        |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$177.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$141.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$106.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$284.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$390.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$390.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$390.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$290.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$524.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$524.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$524.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$3,726.00        |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$468.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$173.00          |
|                                                  | DIST TECH MATERIALS        | Education Fund      | \$187.00          |

|                                          |                             |                    |                   |
|------------------------------------------|-----------------------------|--------------------|-------------------|
| <b>IVAN JIMENEZ (49701)</b>              |                             |                    | <b>\$50.00</b>    |
| 10-21-2021                               | Regular - Check #: 4540     |                    | \$50.00           |
|                                          | DIST WELLNESS INITIATIVE    | Activity Fund      | \$50.00           |
| <b>J.W. PEPPER AND SON, INC. (28697)</b> |                             |                    | <b>\$682.69</b>   |
| 11-04-2021                               | Regular - Check #: 560746   |                    | \$682.69          |
|                                          | SUPPLIES WB MUSIC           | Education Fund     | \$682.69          |
| <b>JAMES SMITH (55158)</b>               |                             |                    | <b>\$196.85</b>   |
| 11-10-2021                               | Regular - Check #: V4000025 |                    | \$196.85          |
|                                          | CLASSIFIED MEDICAL REIMB    | Activity Fund      | \$196.85          |
| <b>JANINE NACHT (24500)</b>              |                             |                    | <b>\$177.05</b>   |
| 10-21-2021                               | Regular - Check #: 4541     |                    | \$177.05          |
|                                          | CLASSIFIED MEDICAL REIMB    | Activity Fund      | \$177.05          |
| <b>JASON M BUGAJSKY (50758)</b>          |                             |                    | <b>\$194.16</b>   |
| 10-21-2021                               | Regular - Check #: 560581   |                    | \$194.16          |
|                                          | SUPPLIES AT MATH            | Education Fund     | \$194.16          |
| <b>JASON'S DELI (57069)</b>              |                             |                    | <b>\$4,075.05</b> |
| 11-04-2021                               | Regular - Check #: 560747   |                    | \$4,025.05        |
|                                          | SUPPLIES AT PRIN OFF        | Education Fund     | \$1,854.40        |
|                                          | SUPPLIES WB PRIN OFF        | Education Fund     | \$1,737.35        |
|                                          | SUPPLIES AT PRIN OFF        | Education Fund     | \$218.44          |
|                                          | SUPPLIES WB PRIN OFF        | Education Fund     | \$214.86          |
| 11-04-2021                               | Regular - Check #: 4583     |                    | \$50.00           |
|                                          | RESERVE ACTIVITY FUND       | Activity Fund      | \$50.00           |
| <b>JEAN N BARBANENTE (25657)</b>         |                             |                    | <b>\$365.12</b>   |
| 10-21-2021                               | Regular - Check #: 560582   |                    | \$365.12          |
|                                          | EXEC ADMIN STAFF TRAVEL     | Education Fund     | \$365.12          |
| <b>JEANIE M SMITH (58454)</b>            |                             |                    | <b>\$620.24</b>   |
| 11-10-2021                               | Regular - Check #: V4000026 |                    | \$620.24          |
|                                          | CLASSIFIED MEDICAL REIMB    | Activity Fund      | \$620.24          |
| <b>JENNIFER KOWALSKI (53669)</b>         |                             |                    | <b>\$3,424.58</b> |
| 10-21-2021                               | Regular - Check #: 560583   |                    | \$962.34          |
|                                          | SUPPLIES C&T ED IMP GRANT   | Education Fund     | \$485.98          |
|                                          | R&M AT I&T                  | Education Fund     | \$428.90          |
|                                          | SUPPLIES C&T ED IMP GRANT   | Education Fund     | \$47.46           |
| 10-27-2021                               | Regular - Check #: 560639   |                    | \$338.97          |
|                                          | SUPPLIES C&T ED IMP GRANT   | 576 Education Fund | \$258.00          |
|                                          | SUPPLIES AT FAM CONS        | Education Fund     | \$30.98           |



|                                              |                |          |                   |
|----------------------------------------------|----------------|----------|-------------------|
| SUPPLIES AT I&T                              | Education Fund | \$49.99  |                   |
| <b>11-04-2021 Regular - Check #: V300008</b> |                |          | <b>\$618.37</b>   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$528.90 |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$17.96  |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$16.99  |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$14.69  |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$17.98  |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$13.99  |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$7.86   |                   |
| <b>11-10-2021 Regular - Check #: V300023</b> |                |          | <b>\$1,504.90</b> |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$132.51 |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$119.50 |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$83.94  |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$41.37  |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$14.99  |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$8.99   |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$89.95  |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$35.86  |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$11.40  |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$6.99   |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$219.80 |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$14.68  |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$11.12  |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$7.14   |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$145.46 |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$17.66  |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$9.66   |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$90.31  |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$47.87  |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$35.68  |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$25.82  |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$4.99   |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$35.28  |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$10.68  |                   |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund | \$59.94  |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$39.99  |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$28.80  |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$29.72  |                   |
| SUPPLIES AT FAM CONS                         | Education Fund | \$17.80  |                   |

|                                           |                |             |                    |
|-------------------------------------------|----------------|-------------|--------------------|
| SUPPLIES AT FAM CONS                      | Education Fund | \$58.00     |                    |
| SUPPLY AT VOC ED I&T                      | Education Fund | \$49.00     |                    |
| <b>JOHN K EPPL (29232)</b>                |                |             | <b>\$310.00</b>    |
| 11-10-2021 Regular - Check #: V300019     |                |             | \$310.00           |
| SUPPLIES WB STUDENT ACTIV                 | Education Fund | \$310.00    |                    |
| <b>JOLIET WEST HIGH SCHOOL (57202)</b>    |                |             | <b>\$175.00</b>    |
| 10-21-2021 Regular - Check #: 560584      |                |             | \$175.00           |
| PUR SVC WB ATH                            | Education Fund | \$175.00    |                    |
| <b>JOSE HERNANDEZ (50614)</b>             |                |             | <b>\$1,875.00</b>  |
| 10-21-2021 Regular - Check #: 560585      |                |             | \$1,875.00         |
| TUITION REIMBURSEMENT                     | Education Fund | \$450.00    |                    |
| TUITION REIMBURSEMENT                     | Education Fund | \$475.00    |                    |
| TUITION REIMBURSEMENT                     | Education Fund | \$475.00    |                    |
| TUITION REIMBURSEMENT                     | Education Fund | \$475.00    |                    |
| <b>JOSTENS INC. (28090)</b>               |                |             | <b>\$11,349.36</b> |
| 10-21-2021 Regular - Check #: 4543        |                |             | \$11,243.77        |
| ATTRIBUTE                                 | Activity Fund  | \$11,243.77 |                    |
| 11-04-2021 Regular - Check #: 560748      |                |             | \$105.59           |
| SUPPLIES WB PRIN OFF                      | Education Fund | \$69.59     |                    |
| SUPPLIES AT PRIN OFF                      | Education Fund | \$15.30     |                    |
| SUPPLIES AT PRIN OFF                      | Education Fund | \$10.35     |                    |
| SUPPLIES AT PRIN OFF                      | Education Fund | \$10.35     |                    |
| <b>JULIE J NEUMANN (58428)</b>            |                |             | <b>\$2,604.50</b>  |
| 10-14-2021 Regular - Check #: V4000000    |                |             | \$2,604.50         |
| CLASSIFIED MEDICAL REIMB                  | Activity Fund  | \$2,604.50  |                    |
| <b>JUVERIYA MIR (56548)</b>               |                |             | <b>\$50.00</b>     |
| 11-10-2021 Regular - Check #: V4000019    |                |             | \$50.00            |
| DIST WELLNESS INITIATIVE                  | Activity Fund  | \$50.00     |                    |
| <b>KALLIE HANEY (45467)</b>               |                |             | <b>\$85.00</b>     |
| 10-21-2021 Regular - Check #: 560586      |                |             | \$85.00            |
| SUPPLIES AT PE                            | Education Fund | \$85.00     |                    |
| <b>KATHERINE E STRAND-CARROLL (47754)</b> |                |             | <b>\$1,032.64</b>  |
| 10-21-2021 Regular - Check #: 560587      |                |             | \$908.69           |
| SUPPLIES WB LANGUAGE                      | Education Fund | \$823.69    |                    |
| PUR SVC DIST TECH                         | Education Fund | \$85.00     |                    |
| 11-10-2021 Regular - Check #: V300027     | 578            |             | \$123.95           |
| SUPPLIES WB LANGUAGE                      | Education Fund | \$123.95    |                    |
| <b>KEITH MARSTON (54247)</b>              |                |             | <b>\$212.25</b>    |

|                                                |                   |                   |
|------------------------------------------------|-------------------|-------------------|
| 11-04-2021 Regular - Check #: V4000008         |                   | \$212.25          |
| STUDENT COUNCIL                                | Activity Fund     | \$212.25          |
| <b>KEVIN T REDDING (48846)</b>                 |                   | <b>\$77.93</b>    |
| 10-21-2021 Regular - Check #: 560588           |                   | \$27.93           |
| SUPPLIES AT GUIDANCE                           | Education Fund    | \$27.93           |
| 11-10-2021 Regular - Check #: V4000024         |                   | \$50.00           |
| DIST WELLNESS INITIATIVE                       | Activity Fund     | \$50.00           |
| <b>KEY CLUB INTERNATIONAL (27379)</b>          |                   | <b>\$1,392.00</b> |
| 11-04-2021 Regular - Check #: 4575             |                   | \$1,392.00        |
| KIWANIS KEY CLUB                               | Activity Fund     | \$1,392.00        |
| <b>KIMBERLY KEEHNER (56777)</b>                |                   | <b>\$20.16</b>    |
| 10-21-2021 Regular - Check #: 560589           |                   | \$20.16           |
| STAFF TRAVEL WB PRIN OFF                       | Education Fund    | \$20.16           |
| <b>KIMBERLY MIKESELL (49841)</b>               |                   | <b>\$1,200.00</b> |
| 10-21-2021 Regular - Check #: 560590           |                   | \$1,200.00        |
| TUITION REIMBURSEMENT                          | Education Fund    | \$600.00          |
| TUITION REIMBURSEMENT                          | Education Fund    | \$600.00          |
| <b>KONICA MINOLTA BUSINESS (55237)</b>         |                   | <b>\$1,055.92</b> |
| 11-10-2021 Regular - Check #: 560905           |                   | \$1,055.92        |
| SUPPLIES BUSINESS OFFICE                       | Education Fund    | \$420.00          |
| DUPLICATING WB PRIN OFF                        | Education Fund    | \$150.00          |
| DUPLICATING WB PRIN OFF                        | Education Fund    | \$150.00          |
| DUPLICATING AT PRIN OFF                        | Education Fund    | \$100.00          |
| DUPLICATING AT PRIN OFF                        | Education Fund    | \$100.00          |
| DUPLICATING AT PRIN OFF                        | Education Fund    | \$22.95           |
| DUPLICATING WB PRIN OFF                        | Education Fund    | \$112.97          |
| <b>KONICA MINOLTA PREMIER FINANCE (55096)</b>  |                   | <b>\$578.40</b>   |
| 11-10-2021 Regular - Check #: 560906           |                   | \$578.40          |
| DO CAPITAL LEAS-PRINCIPAL                      | Debt Service Fund | \$476.05          |
| DO CAPITAL LEASE-INTEREST                      | Debt Service Fund | \$102.35          |
| <b>KURT ECKWALL (48777)</b>                    |                   | <b>\$1,000.00</b> |
| 10-27-2021 Regular - Check #: 560653           |                   | \$1,000.00        |
| R&M WB MUSIC                                   | Education Fund    | \$910.00          |
| R&M WB HOST                                    | Education Fund    | \$90.00           |
| <b>LAKE-COOK DISTRIBUTORS, INC. (25487)</b>    |                   | <b>\$1,128.30</b> |
| 11-04-2021 Regular - Check #: 560681           | 579               | \$1,128.30        |
| SUPPLIES AT READING LAB                        | Education Fund    | \$1,128.30        |
| <b>LAKESHORE RECYCLING SYSTEMS LLC (58278)</b> |                   | <b>\$2,524.78</b> |

|                                                |                             |                |            |                   |
|------------------------------------------------|-----------------------------|----------------|------------|-------------------|
| 10-21-2021                                     | Regular - Check #: 560591   |                |            | \$540.00          |
|                                                | REFUSE DISPOSAL WB OPER     | O & M Fund     | \$540.00   |                   |
| 11-10-2021                                     | Regular - Check #: 560907   |                |            | \$1,984.78        |
|                                                | REFUSE DISPOSAL WB OPER     | O & M Fund     | \$1,620.00 |                   |
|                                                | REFUSE DISPOSAL WB OPER     | O & M Fund     | \$364.78   |                   |
| <b>LAMP RECYCLERS, INC. (41872)</b>            |                             |                |            | <b>\$786.82</b>   |
| 11-04-2021                                     | Regular - Check #: 560749   |                |            | \$786.82          |
|                                                | PUR SVC WB MAINTENANCE      | O & M Fund     | \$393.41   |                   |
|                                                | PUR SVC AT MAINTENANCE      | O & M Fund     | \$393.41   |                   |
| <b>LAURA WEINBRENNER (56411)</b>               |                             |                |            | <b>\$270.28</b>   |
| 10-21-2021                                     | Regular - Check #: 560592   |                |            | \$249.00          |
|                                                | P.S. IMP INST IDEA B        | Education Fund | \$249.00   |                   |
| 11-10-2021                                     | Regular - Check #: V300030  |                |            | \$21.28           |
|                                                | STAFF TRAVEL AT SPED        | Education Fund | \$13.83    |                   |
|                                                | STAFF TRAVEL AT SPED        | Education Fund | \$5.32     |                   |
|                                                | STAFF TRAVEL AT SPED        | Education Fund | \$2.13     |                   |
| <b>LEN'S ACE HARDWARE (114)</b>                |                             |                |            | <b>\$202.67</b>   |
| 11-10-2021                                     | Regular - Check #: 560841   |                |            | \$100.92          |
|                                                | SUPPLIES AT MAINTENANCE     | O & M Fund     | \$55.96    |                   |
|                                                | SUPPLIES DO MAINTENANCE     | O & M Fund     | \$44.96    |                   |
| 11-10-2021                                     | Regular - Check #: 560842   |                |            | \$61.91           |
|                                                | SUPPLIES DO MAINTENANCE     | O & M Fund     | \$61.91    |                   |
| 11-10-2021                                     | Regular - Check #: 560843   |                |            | \$39.84           |
|                                                | SUPPLIES AT PRIN OFF        | Education Fund | \$39.84    |                   |
| <b>LENOVO (UNITED STATES) INC. (55851)</b>     |                             |                |            | <b>\$313.59</b>   |
| 11-04-2021                                     | Regular - Check #: 560750   |                |            | \$313.59          |
|                                                | DIST TECH MATERIALS         | Education Fund | \$313.59   |                   |
| <b>LEVONNE CESCOLINI-BOYER (16576)</b>         |                             |                |            | <b>\$237.50</b>   |
| 10-21-2021                                     | Regular - Check #: 4544     |                |            | \$237.50          |
|                                                | ORCHESIS                    | Activity Fund  | \$206.55   |                   |
|                                                | ORCHESIS                    | Activity Fund  | \$30.95    |                   |
| <b>LIJA MARZEC (51688)</b>                     |                             |                |            | <b>\$86.47</b>    |
| 11-04-2021                                     | Regular - Check #: V4000009 |                |            | \$86.47           |
|                                                | NURSERY SCH CHILD DEV       | Activity Fund  | \$12.47    |                   |
|                                                | NURSERY SCH CHILD DEV       | Activity Fund  | \$14.92    |                   |
|                                                | NURSERY SCH CHILD DEV       | Activity Fund  | \$40.96    |                   |
|                                                | NURSERY SCH CHILD DEV       | Activity Fund  | \$18.12    |                   |
| <b>LINCOLN INVESTMENT PLANNING INC. (1241)</b> |                             |                |            | <b>\$8,845.30</b> |

|                                              |                            |            |                   |
|----------------------------------------------|----------------------------|------------|-------------------|
| 10-27-2021                                   | Regular - Check #: 560618  |            | \$4,422.65        |
| EDUCATION FUND                               | Education Fund             | \$4,422.65 |                   |
| 11-10-2021                                   | Regular - Check #: 560938  |            | \$4,422.65        |
| EDUCATION FUND                               | Education Fund             | \$4,422.65 |                   |
| <b>LINDEN OAKS TUTORING SERVICES (53238)</b> |                            |            | <b>\$1,599.18</b> |
| 11-10-2021                                   | Regular - Check #: 560908  |            | \$1,599.18        |
| WB HOME & HOSP TUTORING                      | Education Fund             | \$533.06   |                   |
| WB HOME & HOSP TUTORING                      | Education Fund             | \$484.60   |                   |
| WB HOME & HOSP TUTORING                      | Education Fund             | \$339.22   |                   |
| WB HOME & HOSP TUTORING                      | Education Fund             | \$242.30   |                   |
| <b>LITTLE FRIENDS, INC. (869)</b>            |                            |            | <b>\$9,276.94</b> |
| 11-10-2021                                   | Regular - Check #: 560909  |            | \$9,276.94        |
| SPED PRIVATE TUITION ATHS                    | Education Fund             | \$9,276.94 |                   |
| <b>LOCALGOVNEWS (54924)</b>                  |                            |            | <b>\$1,320.00</b> |
| 11-04-2021                                   | Regular - Check #: 560682  |            | \$1,320.00        |
| PURCH SVC BUSINESS OFFICE                    | Education Fund             | \$1,320.00 |                   |
| <b>LOMBARD ACE HARDWARE (116)</b>            |                            |            | <b>\$329.91</b>   |
| 11-04-2021                                   | Regular - Check #: 560751  |            | \$234.04          |
| SUPPLIES WB MAINTENANCE                      | O & M Fund                 | \$84.40    |                   |
| SUPPLIES WB MAINTENANCE                      | O & M Fund                 | \$81.09    |                   |
| SUPPLIES DO MAINTENANCE                      | O & M Fund                 | \$41.98    |                   |
| SUPPLIES DO MAINTENANCE                      | O & M Fund                 | \$16.99    |                   |
| SUPPLIES DO MAINTENANCE                      | O & M Fund                 | \$9.58     |                   |
| 11-10-2021                                   | Regular - Check #: 560845  |            | \$57.80           |
| SUPPLIES DO MAINTENANCE                      | O & M Fund                 | \$17.99    |                   |
| SUPPLIES DO MAINTENANCE                      | O & M Fund                 | \$16.98    |                   |
| SUPPLIES DO MAINTENANCE                      | O & M Fund                 | \$12.36    |                   |
| SUPPLIES DO MAINTENANCE                      | O & M Fund                 | \$10.47    |                   |
| 11-10-2021                                   | Regular - Check #: 560910  |            | \$38.07           |
| SUPPLIES AT MAINTENANCE                      | O & M Fund                 | \$33.48    |                   |
| SUPPLIES DO MAINTENANCE                      | O & M Fund                 | \$4.59     |                   |
| <b>LORI IRVIN (19985)</b>                    |                            |            | <b>\$151.46</b>   |
| 11-10-2021                                   | Regular - Check #: V300021 |            | \$151.46          |
| SUPPLIES AT PRIN OFF                         | Education Fund             | \$151.46   |                   |
| <b>LOURDES PINA (47288)</b>                  |                            |            | <b>\$500.00</b>   |
| 11-04-2021                                   | Regular - Check #: V300011 | 581        | \$500.00          |
| SUPPLIES WB GUIDANCE                         | Education Fund             | \$500.00   |                   |
| <b>LYNDA M JRAB (53074)</b>                  |                            |            | <b>\$50.00</b>    |

|                                                  |                |                   |
|--------------------------------------------------|----------------|-------------------|
| 10-21-2021 Regular - Check #: 4545               |                | \$50.00           |
| DIST WELLNESS INITIATIVE                         | Activity Fund  | \$50.00           |
| <b>M &amp; M SPORTS (48753)</b>                  |                | <b>\$760.00</b>   |
| 11-04-2021 Regular - Check #: 4576               |                | \$760.00          |
| ATHLETIC SPECIAL PROJECTS                        | Activity Fund  | \$760.00          |
| <b>MACGILL &amp; CO (16090)</b>                  |                | <b>\$392.80</b>   |
| 11-04-2021 Regular - Check #: 560805             |                | \$392.80          |
| SUPPLIES AT HEALTH SVC                           | Education Fund | \$392.80          |
| <b>MAD BOMBER FIREWORKS (53097)</b>              |                | <b>\$4,000.00</b> |
| 11-04-2021 Regular - Check #: 560752             |                | \$4,000.00        |
| SUPPLIES WB STUDENT ACTIV                        | Education Fund | \$4,000.00        |
| <b>MALCOLM ROSS (56684)</b>                      |                | <b>\$1,116.95</b> |
| 10-21-2021 Regular - Check #: 4546               |                | \$1,116.95        |
| STUDENT COUNCIL                                  | Activity Fund  | \$1,116.95        |
| <b>MARATHON SPORTSWEAR (53070)</b>               |                | <b>\$2,366.10</b> |
| 11-04-2021 Regular - Check #: 4577               |                | \$2,366.10        |
| BLUE CREW                                        | Activity Fund  | \$2,366.10        |
| <b>MARBERRY CLEANERS &amp; LAUNDERERS (2521)</b> |                | <b>\$2,199.15</b> |
| 11-10-2021 Regular - Check #: 560846             |                | \$2,199.15        |
| R&M WB MUSIC                                     | Education Fund | \$2,199.15        |
| <b>MARI E MINOR (57765)</b>                      |                | <b>\$560.18</b>   |
| 11-04-2021 Regular - Check #: V4000010           |                | \$560.18          |
| AUTO REPAIR CLUB                                 | Activity Fund  | \$560.18          |
| <b>MARKLUND (25087)</b>                          |                | <b>\$8,423.60</b> |
| 11-10-2021 Regular - Check #: 560911             |                | \$8,423.60        |
| SPED PRIVATE TUITION ATHS                        | Education Fund | \$8,423.60        |
| <b>MARQUEE EVENT RENTAL (57194)</b>              |                | <b>\$2,894.48</b> |
| 11-04-2021 Regular - Check #: 560753             |                | \$2,894.48        |
| SUPPLIES WB PRIN OFF                             | Education Fund | \$2,894.48        |
| <b>MARY BARNEY (54319)</b>                       |                | <b>\$48.68</b>    |
| 10-21-2021 Regular - Check #: 560593             |                | \$45.48           |
| SUPPLIES CARL PERKINS                            | Education Fund | \$45.48           |
| 10-21-2021 Regular - Check #: 4547               |                | \$3.20            |
| CATERING WB                                      | Activity Fund  | \$3.20            |
| <b>MATRIX TRUST COMPANY (56259)</b>              |                | <b>\$2,210.00</b> |
| 10-27-2021 Regular - Check #: 560619             | 582            | \$1,105.00        |
| EDUCATION FUND                                   | Education Fund | \$1,105.00        |

|                                                |                |                    |
|------------------------------------------------|----------------|--------------------|
| 11-10-2021 Regular - Check #: 560939           |                | \$1,105.00         |
| EDUCATION FUND                                 | Education Fund | \$1,105.00         |
| <b>MCMASTER CARR SUPPLY CO. (1034)</b>         |                | <b>\$791.64</b>    |
| 10-21-2021 Regular - Check #: 560514           |                | \$18.66            |
| SUPPLIES AT MAINTENANCE                        | O & M Fund     | \$18.66            |
| 11-04-2021 Regular - Check #: 560754           |                | \$55.23            |
| SUPPLIES AT MAINTENANCE                        | O & M Fund     | \$55.23            |
| 11-04-2021 Regular - Check #: 560755           |                | \$17.98            |
| SUPPLIES AT MAINTENANCE                        | O & M Fund     | \$17.98            |
| 11-10-2021 Regular - Check #: 560808           |                | \$385.93           |
| SUPPLIES AT MAINTENANCE                        | O & M Fund     | \$385.93           |
| 11-10-2021 Regular - Check #: 560847           |                | \$313.84           |
| SUPPLIES AT ATH                                | Education Fund | \$223.34           |
| SUPPLIES AT MAINTENANCE                        | O & M Fund     | \$90.50            |
| <b>MELISSA J MORALES (53015)</b>               |                | <b>\$250.00</b>    |
| 11-04-2021 Regular - Check #: V4000011         |                | \$250.00           |
| POM PONS                                       | Activity Fund  | \$250.00           |
| <b>MENARDS (18748)</b>                         |                | <b>\$825.82</b>    |
| 10-21-2021 Regular - Check #: 4549             |                | \$490.15           |
| THEATER DRAMA                                  | Activity Fund  | \$490.15           |
| 11-04-2021 Regular - Check #: 560756           |                | \$197.36           |
| SUPPLIES AT I&T                                | Education Fund | \$197.36           |
| 11-10-2021 Regular - Check #: 560848           |                | \$138.31           |
| SUPPLIES CARL PERKINS                          | Education Fund | \$138.31           |
| <b>MENTA ACADEMY HILLSIDE (55780)</b>          |                | <b>\$19,436.04</b> |
| 11-10-2021 Regular - Check #: 560912           |                | \$19,436.04        |
| SPED PRIVATE TUITION WBHS                      | Education Fund | \$13,289.60        |
| SPED PRIVATE TUITION ATHS                      | Education Fund | \$6,146.44         |
| <b>MENTA ACADEMY MIDWAY AND SPORTS (58477)</b> |                | <b>\$6,159.78</b>  |
| 10-21-2021 Regular - Check #: 560594           |                | \$2,536.38         |
| SPED PRIVATE TUITION WBHS                      | Education Fund | \$2,536.38         |
| 11-10-2021 Regular - Check #: 560913           |                | \$3,623.40         |
| SPED PRIVATE TUITION WBHS                      | Education Fund | \$3,623.40         |
| <b>METROPOLITAN LIFE INS. COMPANY (776)</b>    |                | <b>\$500.00</b>    |
| 10-27-2021 Regular - Check #: 560620           |                | \$250.00           |
| EDUCATION FUND                                 | Education Fund | \$250.00           |
| 11-10-2021 Regular - Check #: 560940           |                | \$250.00           |

|                                                      |                |                   |
|------------------------------------------------------|----------------|-------------------|
| EDUCATION FUND                                       | Education Fund | \$250.00          |
| <b>MICHAEL ANTHONY'S (51156)</b>                     |                | <b>\$74.50</b>    |
| 11-04-2021 Regular - Check #: 4578                   |                | \$74.50           |
| WB ATH RES ACT 2014                                  | Activity Fund  | \$74.50           |
| <b>MICHAEL BOLDEN (50730)</b>                        |                | <b>\$294.84</b>   |
| 11-04-2021 Regular - Check #: V300003                |                | \$294.84          |
| SUPPLIES AT PRIN OFF                                 | Education Fund | \$294.84          |
| <b>MICHAEL C HAUSSMANN (44255)</b>                   |                | <b>\$140.00</b>   |
| 11-10-2021 Regular - Check #: V300020                |                | \$140.00          |
| SUPPLIES WB PE                                       | Education Fund | \$140.00          |
| <b>MICHAEL G WARREN (47649)</b>                      |                | <b>\$428.95</b>   |
| 11-04-2021 Regular - Check #: V300014                |                | \$199.00          |
| P.S.IMP INST TITLE II                                | Education Fund | \$199.00          |
| 11-10-2021 Regular - Check #: V300029                |                | \$229.95          |
| P.S.IMP INST TITLE II                                | Education Fund | \$229.95          |
| <b>NAFME TRI-M MUSIC (54243)</b>                     |                | <b>\$100.00</b>   |
| 10-27-2021 Regular - Check #: 4563                   |                | \$100.00          |
| TRI M -WBHS                                          | Activity Fund  | \$100.00          |
| <b>NANCY J NESTER (12631)</b>                        |                | <b>\$390.24</b>   |
| 11-04-2021 Regular - Check #: 560683                 |                | \$390.24          |
| PUR SVC WB ATH                                       | Education Fund | \$390.24          |
| <b>NARDI'S PIZZA (17950)</b>                         |                | <b>\$1,673.00</b> |
| 11-04-2021 Regular - Check #: 560757                 |                | \$83.00           |
| SUPPLIES AT PRIN OFF                                 | Education Fund | \$83.00           |
| 11-04-2021 Regular - Check #: 4579                   |                | \$1,055.00        |
| GO PINK                                              | Activity Fund  | \$420.00          |
| ATHLETIC SPECIAL PROJECTS                            | Activity Fund  | \$365.00          |
| ATHLETIC SPECIAL PROJECTS                            | Activity Fund  | \$270.00          |
| 11-10-2021 Regular - Check #: 560849                 |                | \$535.00          |
| SUPPLIED CENTRAL - HR                                | Education Fund | \$535.00          |
| <b>NATIONAL PRODUCTS &amp; FACILITY SERV (57046)</b> |                | <b>\$625.00</b>   |
| 11-04-2021 Regular - Check #: 560758                 |                | \$625.00          |
| PUR SVC AT MAINTENANCE                               | O & M Fund     | \$625.00          |
| <b>NAVIGATE WELLNESS LLC (58440)</b>                 |                | <b>\$154.00</b>   |
| 10-21-2021 Regular - Check #: 4550                   |                | \$154.00          |
| DIST WELLNESS INITIATIVE                             | Activity Fund  | \$154.00          |
| <b>NCPERS GROUP LIFE INS (10653)</b>                 |                | <b>\$656.00</b>   |



|                                               |                |                   |
|-----------------------------------------------|----------------|-------------------|
| 11-04-2021 Regular - Check #: 560684          |                | \$656.00          |
| EDUCATION FUND                                | Education Fund | \$656.00          |
| <b>NEENAH FEDERICK (48543)</b>                |                | <b>\$17.98</b>    |
| 10-27-2021 Regular - Check #: 4564            |                | \$17.98           |
| CLASSIFIED MEDICAL REIMB                      | Activity Fund  | \$17.98           |
| <b>NEWPORT TRUST COMPANY FBO PLAN (56733)</b> |                | <b>\$9,845.00</b> |
| 10-27-2021 Regular - Check #: 560621          |                | \$4,797.50        |
| EDUCATION FUND                                | Education Fund | \$4,797.50        |
| 11-10-2021 Regular - Check #: 560941          |                | \$5,047.50        |
| EDUCATION FUND                                | Education Fund | \$5,047.50        |
| <b>NICOR GAS (1284)</b>                       |                | <b>\$2,990.75</b> |
| 10-21-2021 Regular - Check #: 560596          |                | \$2,990.75        |
| HEATING AT UTILITY                            | O & M Fund     | \$1,906.98        |
| HEATING WB UTILITY                            | O & M Fund     | \$898.35          |
| HEATING DO                                    | O & M Fund     | \$185.42          |
| <b>NILAY WOODBURY (55888)</b>                 |                | <b>\$121.52</b>   |
| 11-10-2021 Regular - Check #: V300031         |                | \$121.52          |
| STAFF TRAVEL OTH CENT SUP                     | Education Fund | \$90.16           |
| STAFF TRAVEL OTH CENT SUP                     | Education Fund | \$31.36           |
| <b>OFFICE DEPOT (26410)</b>                   |                | <b>\$4,253.90</b> |
| 10-21-2021 Regular - Check #: 560515          |                | \$89.57           |
| SUPPLIES AT BOOKSTORE                         | Education Fund | \$89.57           |
| 10-27-2021 Regular - Check #: 560654          |                | \$64.92           |
| SUPPLIES WB SCIENCE                           | Education Fund | \$64.92           |
| 10-27-2021 Regular - Check #: 560655          |                | \$507.88          |
| SUPPLIES WB SCIENCE                           | Education Fund | \$507.88          |
| 11-04-2021 Regular - Check #: 560760          |                | \$72.76           |
| SUPPLIES WB PRIN OFF                          | Education Fund | \$72.76           |
| 11-04-2021 Regular - Check #: 560761          |                | \$680.07          |
| SUPPLIES AT BOOKSTORE                         | Education Fund | \$680.07          |
| 11-04-2021 Regular - Check #: 560762          |                | \$63.13           |
| SUPPLIES AT BOOKSTORE                         | Education Fund | \$63.13           |
| 11-04-2021 Regular - Check #: 560763          |                | \$186.94          |
| SUPPLIES AT BOOKSTORE                         | Education Fund | \$186.94          |
| 11-04-2021 Regular - Check #: 560764          |                | \$83.99           |
| SUPPLIES WB BOOKSTORE                         | Education Fund | \$83.99           |
| 11-04-2021 Regular - Check #: 560765          |                | \$1,002.44        |

|                                                  |                |             |                    |
|--------------------------------------------------|----------------|-------------|--------------------|
| SUPPLIES AT BOOKSTORE                            | Education Fund | \$1,002.44  |                    |
| 11-10-2021 Regular - Check #: 560851             |                |             | \$103.36           |
| SUPPLIES AT SPED                                 | Education Fund | \$103.36    |                    |
| 11-10-2021 Regular - Check #: 560852             |                |             | \$65.33            |
| SUPPLIES AT LANGUAGE                             | Education Fund | \$65.33     |                    |
| 11-10-2021 Regular - Check #: 560853             |                |             | \$1,333.51         |
| SUPPLIES WB BOOKSTORE                            | Education Fund | \$1,333.51  |                    |
| <b>OMBUDSMAN EDUCATIONAL SERVICES LTD (874)</b>  |                |             | <b>\$11,385.00</b> |
| 10-27-2021 Regular - Check #: 560640             |                |             | \$11,385.00        |
| SPED PRIVATE TUITION ATHS                        | Education Fund | \$11,385.00 |                    |
| <b>P &amp; P AUTO &amp; TRUCK REPAIR (56075)</b> |                |             | <b>\$186.62</b>    |
| 10-21-2021 Regular - Check #: 560516             |                |             | \$186.62           |
| PUR SVC WB MAINTENANCE                           | O & M Fund     | \$186.62    |                    |
| <b>PACIFIC LIFE (43739)</b>                      |                |             | <b>\$3,260.00</b>  |
| 10-27-2021 Regular - Check #: 560622             |                |             | \$1,630.00         |
| EDUCATION FUND                                   | Education Fund | \$1,630.00  |                    |
| 11-10-2021 Regular - Check #: 560942             |                |             | \$1,630.00         |
| EDUCATION FUND                                   | Education Fund | \$1,630.00  |                    |
| <b>PADDOCK PUBLICATIONS, INC. (12849)</b>        |                |             | <b>\$147.00</b>    |
| 10-21-2021 Regular - Check #: 560598             |                |             | \$42.00            |
| PUR SVC BOE ADVERTISING                          | Education Fund | \$42.00     |                    |
| 11-04-2021 Regular - Check #: 560766             |                |             | \$42.00            |
| PUR SVC BOE ADVERTISING                          | Education Fund | \$21.00     |                    |
| PUR SVC BOE ADVERTISING                          | Education Fund | \$21.00     |                    |
| 11-10-2021 Regular - Check #: 560854             |                |             | \$63.00            |
| PUR SVC BOE ADVERTISING                          | Education Fund | \$42.00     |                    |
| PUR SVC BOE ADVERTISING                          | Education Fund | \$21.00     |                    |
| <b>PALOS SPORTS, INC. (395)</b>                  |                |             | <b>\$185.39</b>    |
| 10-21-2021 Regular - Check #: 560517             |                |             | \$185.39           |
| SUPPLIES AT PE                                   | Education Fund | \$185.39    |                    |
| <b>PARKLAND PREPARATORY ACADEMY (53162)</b>      |                |             | <b>\$154.35</b>    |
| 11-10-2021 Regular - Check #: 560915             |                |             | \$154.35           |
| SPED PRIVATE TUITION WBHS                        | Education Fund | \$154.35    |                    |
| <b>PEARSON EDUCATION, INC (40116)</b>            |                |             | <b>\$152.44</b>    |
| 10-21-2021 Regular - Check #: 560518             |                |             | \$152.44           |
| TEXTBOOKS WB BOOKSTORE                           | Education Fund | \$152.44    |                    |
| <b>PEOPLE CAB COMPANY (56797)</b>                |                |             | <b>\$4,104.00</b>  |

|                                                  |                     |            |                    |
|--------------------------------------------------|---------------------|------------|--------------------|
| 10-21-2021 Regular - Check #: 560599             |                     |            | \$2,109.00         |
| HOMELESS TRANSPORTATION                          | Transportation Fund | \$2,109.00 |                    |
| 11-10-2021 Regular - Check #: 560855             |                     |            | \$1,995.00         |
| HOMELESS TRANSPORTATION                          | Transportation Fund | \$1,995.00 |                    |
| <b>PEPSI-COLA (1234)</b>                         |                     |            | <b>\$411.18</b>    |
| 10-21-2021 Regular - Check #: 560600             |                     |            | \$411.18           |
| SUPPLIES - BOE                                   | Education Fund      | \$411.18   |                    |
| <b>PERFORMANCE CHEMICAL &amp; SUPPLY (55678)</b> |                     |            | <b>\$1,549.74</b>  |
| 10-21-2021 Regular - Check #: 560519             |                     |            | \$588.79           |
| SUPPLIES WB MAINTENANCE                          | O & M Fund          | \$403.88   |                    |
| SUPPLIES AT MAINTENANCE                          | O & M Fund          | \$184.91   |                    |
| 11-04-2021 Regular - Check #: 560767             |                     |            | \$820.03           |
| SUPPLIES AT MAINTENANCE                          | O & M Fund          | \$414.08   |                    |
| SUPPLIES WB MAINTENANCE                          | O & M Fund          | \$405.95   |                    |
| 11-10-2021 Regular - Check #: 560856             |                     |            | \$140.92           |
| SUPPLIES WB FAM CONS                             | Education Fund      | \$140.92   |                    |
| <b>PHYSICIANS IMMEDIATE CARE CHICAGO (58436)</b> |                     |            | <b>\$465.00</b>    |
| 11-04-2021 Regular - Check #: 560768             |                     |            | \$465.00           |
| SP ED TRANSPORTATION                             | Transportation Fund | \$120.00   |                    |
| SP ED TRANSPORTATION                             | Transportation Fund | \$225.00   |                    |
| SP ED TRANSPORTATION                             | Transportation Fund | \$120.00   |                    |
| <b>PHYSICS CLASSROOM, LLC (58478)</b>            |                     |            | <b>\$240.00</b>    |
| 10-21-2021 Regular - Check #: 560520             |                     |            | \$240.00           |
| PUR SVC DIST TECH                                | Education Fund      | \$240.00   |                    |
| <b>PIT STOP (57403)</b>                          |                     |            | <b>\$675.00</b>    |
| 11-04-2021 Regular - Check #: 560685             |                     |            | \$675.00           |
| RENTAL WB ATHLETICS                              | Education Fund      | \$675.00   |                    |
| <b>PITNEY BOWES (849)</b>                        |                     |            | <b>\$1,791.51</b>  |
| 11-04-2021 Regular - Check #: 560769             |                     |            | \$1,791.51         |
| LEASE PRINCIPAL                                  | Education Fund      | \$1,791.51 |                    |
| <b>PORTER PIPE &amp; SUPPLY CO. (46070)</b>      |                     |            | <b>\$97.28</b>     |
| 11-04-2021 Regular - Check #: 560770             |                     |            | \$97.28            |
| SUPPLIES DO MAINTENANCE                          | O & M Fund          | \$97.28    |                    |
| <b>POWERSCHOOL GROUP LLC (49183)</b>             |                     |            | <b>\$12,166.92</b> |
| 11-04-2021 Regular - Check #: 560771             |                     |            | \$11,873.42        |
| PUR SVC DATA PROCESSING                          | 587 Education Fund  | \$6,298.42 |                    |
| PUR SVC DATA PROCESSING                          | Education Fund      | \$5,575.00 |                    |

|                                           |                |                    |
|-------------------------------------------|----------------|--------------------|
| 11-04-2021 Regular - Check #: 560772      |                | \$293.50           |
| SUPPLIES BUSINESS OFFICE                  | Education Fund | \$293.50           |
| <b>PROJECT LEAD THE WAY, INC. (54465)</b> |                | <b>\$2,196.75</b>  |
| 10-21-2021 Regular - Check #: 560521      |                | \$470.25           |
| SUPPLIES C&T ED IMP GRANT                 | Education Fund | \$470.25           |
| 10-27-2021 Regular - Check #: 560656      |                | \$1,726.50         |
| NON CAP EQUIP CTEI                        | Education Fund | \$1,726.50         |
| <b>PROSOURCE DISTRIBUTORS (55586)</b>     |                | <b>\$479.80</b>    |
| 11-04-2021 Regular - Check #: 560773      |                | \$479.80           |
| SUPPLIES AT MAINTENANCE                   | O & M Fund     | \$479.80           |
| <b>QUADIENT LEASING USA INC (58116)</b>   |                | <b>\$32.20</b>     |
| 11-04-2021 Regular - Check #: 560686      |                | \$32.20            |
| PUR SVC BOE                               | Education Fund | \$32.20            |
| <b>QUENCH USA INC (58279)</b>             |                | <b>\$150.00</b>    |
| 11-04-2021 Regular - Check #: 560774      |                | \$150.00           |
| R&M WB I&T                                | Education Fund | \$150.00           |
| <b>QUINLAN AND FABISH (16088)</b>         |                | <b>\$807.73</b>    |
| 11-04-2021 Regular - Check #: 560775      |                | \$807.73           |
| R&M AT MUSIC                              | Education Fund | \$112.00           |
| SUPPLIES AT MUSIC                         | Education Fund | \$55.96            |
| SUPPLIES AT MUSIC                         | Education Fund | \$107.91           |
| R&M AT MUSIC                              | Education Fund | \$74.96            |
| SUPPLIES AT MUSIC                         | Education Fund | \$294.05           |
| R&M AT MUSIC                              | Education Fund | \$14.95            |
| R&M AT MUSIC                              | Education Fund | \$147.90           |
| <b>RAMROD DISTRIBUTORS (14417)</b>        |                | <b>\$11,011.84</b> |
| 10-21-2021 Regular - Check #: 560522      |                | \$2,347.00         |
| SUPPLIES WB CUSTODIAL                     | O & M Fund     | \$1,478.25         |
| SUPPLIES AT CUSTODIAL                     | O & M Fund     | \$868.75           |
| 10-21-2021 Regular - Check #: 560523      |                | \$4,071.65         |
| SUPPLIES AT CUSTODIAL                     | O & M Fund     | \$4,071.65         |
| 10-21-2021 Regular - Check #: 560524      |                | \$4,353.70         |
| SUPPLIES WB CUSTODIAL                     | O & M Fund     | \$4,353.70         |
| 11-04-2021 Regular - Check #: 560776      |                | \$239.49           |
| SUPPLIES DO CUSTODIAL                     | O & M Fund     | \$239.49           |
| <b>RAQUEL Y WILSON (58421)</b>            | 588            | <b>\$624.00</b>    |
| 10-14-2021 Regular - Check #: V4000001    |                | \$208.00           |
| CLASS CHILD CARE REIMB                    | Activity Fund  | \$208.00           |

|                                                    |                             |                |            |                   |
|----------------------------------------------------|-----------------------------|----------------|------------|-------------------|
| 10-27-2021                                         | Regular - Check #: 4568     |                |            | \$208.00          |
|                                                    | CLASS CHILD CARE REIMB      | Activity Fund  | \$208.00   |                   |
| 11-04-2021                                         | Regular - Check #: V4000014 |                |            | \$208.00          |
|                                                    | CLASS CHILD CARE REIMB      | Activity Fund  | \$208.00   |                   |
| <b>READY REFRESH BY NESTLE (50783)</b>             |                             |                |            | <b>\$100.28</b>   |
| 11-04-2021                                         | Regular - Check #: 560687   |                |            | \$49.99           |
|                                                    | SUPPLIES AT HEALTH SVC      | Education Fund | \$49.99    |                   |
| 11-10-2021                                         | Regular - Check #: 560857   |                |            | \$50.29           |
|                                                    | SUPPLIES AT LIBRARY         | Education Fund | \$50.29    |                   |
| <b>REAVIS HIGH SCHOOL (21645)</b>                  |                             |                |            | <b>\$660.00</b>   |
| 11-04-2021                                         | Regular - Check #: 560688   |                |            | \$660.00          |
|                                                    | SUPPLIES WB PRIN OFF        | Education Fund | \$660.00   |                   |
| <b>REBECCA BOISSE (56059)</b>                      |                             |                |            | <b>\$613.63</b>   |
| 11-04-2021                                         | Regular - Check #: V4000004 |                |            | \$172.30          |
|                                                    | THEATER DRAMA               | Activity Fund  | \$172.30   |                   |
| 11-10-2021                                         | Regular - Check #: V300016  |                |            | \$341.33          |
|                                                    | SUPPLIES AT MUSIC           | Education Fund | \$341.33   |                   |
| 11-10-2021                                         | Regular - Check #: V4000016 |                |            | \$100.00          |
|                                                    | TRI-M/MUSIC                 | Activity Fund  | \$100.00   |                   |
| <b>RELIANCE STANDARD LIFE INSURANCE CO (53237)</b> |                             |                |            | <b>\$5,371.14</b> |
| 11-10-2021                                         | Regular - Check #: 560916   |                |            | \$5,371.14        |
|                                                    | LIFE INSURANCE/LTD          | Education Fund | \$4,926.65 |                   |
|                                                    | EDUCATION FUND              | Education Fund | \$444.49   |                   |
| <b>REPUBLIC SERVICES #551 (55610)</b>              |                             |                |            | <b>\$3,135.52</b> |
| 10-21-2021                                         | Regular - Check #: 560601   |                |            | \$1,600.66        |
|                                                    | REFUSE DISPOSAL AT OPER     | O & M Fund     | \$1,240.09 |                   |
|                                                    | REFUSE DISPOSAL AT OPER     | O & M Fund     | \$252.05   |                   |
|                                                    | REFUSE DISPOSAL DO          | O & M Fund     | \$108.52   |                   |
| 11-10-2021                                         | Regular - Check #: 560917   |                |            | \$1,534.86        |
|                                                    | REFUSE DISPOSAL AT OPER     | O & M Fund     | \$1,534.86 |                   |
| <b>RICHARD ORTIZ (55782)</b>                       |                             |                |            | <b>\$800.00</b>   |
| 10-21-2021                                         | Regular - Check #: 560602   |                |            | \$800.00          |
|                                                    | TUITION REIMBURSEMENT       | Education Fund | \$200.00   |                   |
|                                                    | TUITION REIMBURSEMENT       | Education Fund | \$600.00   |                   |
| <b>RICOH USA, INC. (54304)</b>                     |                             |                |            | <b>\$41.00</b>    |
| 11-10-2021                                         | Regular - Check #: 560858   | 589            |            | \$41.00           |
|                                                    | DUPLICATING AT PRIN OFF     | Education Fund | \$41.00    |                   |

|                                                 |                            |                |                   |
|-------------------------------------------------|----------------------------|----------------|-------------------|
| <b>RIVEREDGE HOSPITAL (48074)</b>               |                            |                | <b>\$444.52</b>   |
| 11-04-2021                                      | Regular - Check #: 560689  |                | \$444.52          |
|                                                 | WB HOME & HOSP TUTORING    | Education Fund | \$444.52          |
| <b>ROBBINS SCHWARTZ (56056)</b>                 |                            |                | <b>\$3,507.28</b> |
| 11-04-2021                                      | Regular - Check #: 560777  |                | \$3,507.28        |
|                                                 | PUR SVC BOE LEGAL SERVICE  | Education Fund | \$1,973.98        |
|                                                 | PUR SVC BOE LEGAL SERVICE  | Education Fund | \$1,533.30        |
| <b>ROBERT J SCHADER (49972)</b>                 |                            |                | <b>\$168.00</b>   |
| 11-10-2021                                      | Regular - Check #: V300026 |                | \$168.00          |
|                                                 | SUPPLIES AT STUDENT ACTIV  | Education Fund | \$168.00          |
| <b>ROCKLER WOODWORKING AND HARDWARE (47308)</b> |                            |                | <b>\$2,385.95</b> |
| 10-21-2021                                      | Regular - Check #: 560525  |                | \$2,321.97        |
|                                                 | SUPPLIES CARL PERKINS      | Education Fund | \$1,822.22        |
|                                                 | NON-CAP CARL PERKINS       | Education Fund | \$499.75          |
| 11-10-2021                                      | Regular - Check #: 560859  |                | \$63.98           |
|                                                 | SUPPLIES CARL PERKINS      | Education Fund | \$63.98           |
| <b>ROE PROFESSIONAL SERVICES #19 (56489)</b>    |                            |                | <b>\$3,780.00</b> |
| 10-27-2021                                      | Regular - Check #: 560641  |                | \$3,780.00        |
|                                                 | TUITION-OTHR IN STATE-GOV  | Education Fund | \$3,380.00        |
|                                                 | TUITION-OTHR IN STATE-GOV  | Education Fund | \$100.00          |
|                                                 | TUITION-OTHR IN STATE-GOV  | Education Fund | \$300.00          |
| <b>ROSANA CALDERON ECKERT (58486)</b>           |                            |                | <b>\$32.50</b>    |
| 11-10-2021                                      | Regular - Check #: 4588    |                | \$32.50           |
|                                                 | CHOIR ACTIVITY             | Activity Fund  | \$32.50           |
| <b>ROSEANN JANUSZ (53037)</b>                   |                            |                | <b>\$563.34</b>   |
| 10-21-2021                                      | Regular - Check #: 560603  |                | \$381.88          |
|                                                 | SUPPLIES AT LIBRARY        | Education Fund | \$38.71           |
|                                                 | SUPPLIES AT LIBRARY        | Education Fund | \$31.98           |
|                                                 | BOOKS WB LIBRARY           | Education Fund | \$15.80           |
|                                                 | SUPPLIES WB LIBRARY        | Education Fund | \$8.99            |
|                                                 | BOOKS WB LIBRARY           | Education Fund | \$24.84           |
|                                                 | SUPPLIES AT LIBRARY        | Education Fund | \$20.50           |
|                                                 | BOOKS WB LIBRARY           | Education Fund | \$9.99            |
|                                                 | BOOKS AT LIBRARY           | Education Fund | \$9.99            |
|                                                 | BOOKS AT LIBRARY           | Education Fund | \$15.99           |
|                                                 | SUPPLIES AT LIBRARY        | Education Fund | \$11.99           |
|                                                 | BOOKS WB LIBRARY           | Education Fund | \$8.31            |
|                                                 | BOOKS WB LIBRARY           | Education Fund | \$13.49           |

|                                                       |                |          |                 |
|-------------------------------------------------------|----------------|----------|-----------------|
| SUPPLIES AT LIBRARY                                   | Education Fund | \$12.90  |                 |
| PERIODICALS AT LIBRARY                                | Education Fund | \$9.99   |                 |
| SUPPLIES AT LIBRARY                                   | Education Fund | \$76.54  |                 |
| BOOKS WB LIBRARY                                      | Education Fund | \$15.85  |                 |
| BOOKS AT LIBRARY                                      | Education Fund | \$15.85  |                 |
| PERIODICALS AT LIBRARY                                | Education Fund | \$14.99  |                 |
| SUPPLIES AT LIBRARY                                   | Education Fund | \$25.18  |                 |
| <b>11-04-2021 Regular - Check #: V300007</b>          |                |          | <b>\$11.75</b>  |
| BOOKS WB LIBRARY                                      | Education Fund | \$11.75  |                 |
| <b>11-10-2021 Regular - Check #: V300022</b>          |                |          | <b>\$169.71</b> |
| BOOKS WB LIBRARY                                      | Education Fund | \$84.56  |                 |
| SUPPLIES WB LIBRARY                                   | Education Fund | \$55.22  |                 |
| BOOKS WB LIBRARY                                      | Education Fund | \$16.96  |                 |
| BOOKS AT LIBRARY                                      | Education Fund | \$6.49   |                 |
| BOOKS WB LIBRARY                                      | Education Fund | \$6.48   |                 |
| <b>RUNCO OFFICE SUPPLY &amp; EQUIPMENT CO (57315)</b> |                |          | <b>\$930.31</b> |
| <b>10-21-2021 Regular - Check #: 560526</b>           |                |          | <b>\$14.39</b>  |
| SUPPLIES WB BUS ED                                    | Education Fund | \$14.39  |                 |
| <b>10-21-2021 Regular - Check #: 560527</b>           |                |          | <b>\$37.98</b>  |
| SUPPLIES WB SPED                                      | Education Fund | \$37.98  |                 |
| <b>11-04-2021 Regular - Check #: 560778</b>           |                |          | <b>\$20.98</b>  |
| SUPPLIES CENT SUPPORT SER                             | Education Fund | \$20.98  |                 |
| <b>11-04-2021 Regular - Check #: 560779</b>           |                |          | <b>\$30.75</b>  |
| SUPPLIES WB SPED                                      | Education Fund | \$30.75  |                 |
| <b>11-04-2021 Regular - Check #: 560780</b>           |                |          | <b>\$28.97</b>  |
| SUPPLIES WB PRIN OFF                                  | Education Fund | \$28.97  |                 |
| <b>11-04-2021 Regular - Check #: 560781</b>           |                |          | <b>\$208.99</b> |
| SUPPLIES WB BUS ED                                    | Education Fund | \$208.99 |                 |
| <b>11-04-2021 Regular - Check #: 560782</b>           |                |          | <b>\$73.76</b>  |
| SUPPLIES WB READING                                   | Education Fund | \$73.76  |                 |
| <b>11-04-2021 Regular - Check #: 560783</b>           |                |          | <b>\$27.99</b>  |
| SUPPLIES WB PRIN OFF                                  | Education Fund | \$27.99  |                 |
| <b>11-04-2021 Regular - Check #: 560784</b>           |                |          | <b>\$7.59</b>   |
| SUPPLIES WB SOC STUDIES                               | Education Fund | \$7.59   |                 |
| <b>11-10-2021 Regular - Check #: 560860</b>           |                |          | <b>\$199.67</b> |
| SUPPLIES WB ART                                       | Education Fund | \$199.67 |                 |
| <b>11-10-2021 Regular - Check #: 560861</b>           |                |          | <b>\$7.79</b>   |
| SUPPLIES WB MATH                                      | Education Fund | \$7.79   |                 |

|                                            |                            |                |             |                    |
|--------------------------------------------|----------------------------|----------------|-------------|--------------------|
| 11-10-2021                                 | Regular - Check #: 560862  |                |             | \$45.94            |
|                                            | SUPPLIES WB READING        | Education Fund | \$45.94     |                    |
| 11-10-2021                                 | Regular - Check #: 560863  |                |             | \$156.06           |
|                                            | SUPPLIES WB PRIN OFF       | Education Fund | \$156.06    |                    |
| 11-10-2021                                 | Regular - Check #: 560864  |                |             | \$30.01            |
|                                            | SUPPLIES WB SOC STUDIES    | Education Fund | \$30.01     |                    |
| 11-10-2021                                 | Regular - Check #: 560865  |                |             | \$34.65            |
|                                            | SUPPLIES WB PRIN OFF       | Education Fund | \$34.65     |                    |
| 11-10-2021                                 | Regular - Check #: 560866  |                |             | \$4.79             |
|                                            | SUPPLIES WB MATH           | Education Fund | \$4.79      |                    |
| <b>RUSH PHYSICAL THERAPY (54220)</b>       |                            |                |             | <b>\$11,222.50</b> |
| 10-21-2021                                 | Regular - Check #: 560597  |                |             | \$6,329.00         |
|                                            | WB SPORTS TRAINER          | Education Fund | \$6,329.00  |                    |
| 11-04-2021                                 | Regular - Check #: 560759  |                |             | \$4,893.50         |
|                                            | AT SPORTS TRAINER          | Education Fund | \$4,893.50  |                    |
| <b>RYAN DOMERACKI (57058)</b>              |                            |                |             | <b>\$83.94</b>     |
| 10-21-2021                                 | Regular - Check #: V300002 |                |             | \$83.94            |
|                                            | SUPPLIES BUSINESS OFFICE   | Education Fund | \$83.94     |                    |
| <b>S &amp; S ACTIVEWEAR LLC (16187)</b>    |                            |                |             | <b>\$769.57</b>    |
| 11-10-2021                                 | Regular - Check #: 560867  |                |             | \$769.57           |
|                                            | SUPPLIES WB I&T            | Education Fund | \$769.57    |                    |
| <b>S.E.A.L. OF ILLINOIS, INC. (48806)</b>  |                            |                |             | <b>\$25,741.27</b> |
| 11-10-2021                                 | Regular - Check #: 560918  |                |             | \$25,741.27        |
|                                            | SPED PRIVATE TUITION ATHS  | Education Fund | \$16,077.11 |                    |
|                                            | SPED PRIVATE TUITION WBHS  | Education Fund | \$9,664.16  |                    |
| <b>SALLY GARDUNO (57694)</b>               |                            |                |             | <b>\$180.00</b>    |
| 10-21-2021                                 | Regular - Check #: 560604  |                |             | \$180.00           |
|                                            | P.S.IMP INST TITLE II      | Education Fund | \$180.00    |                    |
| <b>SALT CREEK SANITARY DISTRICT (1238)</b> |                            |                |             | <b>\$5,483.06</b>  |
| 10-21-2021                                 | Regular - Check #: 560605  |                |             | \$5,483.06         |
|                                            | WATER WB UTILITY           | O & M Fund     | \$5,446.56  |                    |
|                                            | WATER WB UTILITY           | O & M Fund     | \$36.50     |                    |
| <b>SAM'S CLUB (50251)</b>                  |                            |                |             | <b>\$167.32</b>    |
| 10-27-2021                                 | Regular - Check #: 560642  |                |             | \$167.32           |
|                                            | SUPPLIES AT PRIN OFF       | Education Fund | \$131.56    |                    |
|                                            | SUPPLIES AT PRIN OFF       | Education Fund | \$35.76     |                    |
|                                            | SUPPLIES AT PRIN OFF       | Education Fund | (\$35.76)   |                    |



|                                             |                |              |                     |
|---------------------------------------------|----------------|--------------|---------------------|
| SUPPLIES AT PRIN OFF                        | Education Fund | (\$131.56)   |                     |
| 10-27-2021 Void - Check #: 560642           |                |              | (\$167.32)          |
| SUPPLIES AT PRIN OFF                        | Education Fund | \$131.56     |                     |
| SUPPLIES AT PRIN OFF                        | Education Fund | \$35.76      |                     |
| SUPPLIES AT PRIN OFF                        | Education Fund | (\$35.76)    |                     |
| SUPPLIES AT PRIN OFF                        | Education Fund | (\$131.56)   |                     |
| 10-27-2021 Regular - Check #: 560658        |                |              | \$35.76             |
| SUPPLIES AT PRIN OFF                        | Education Fund | \$35.76      |                     |
| 10-27-2021 Regular - Check #: 560659        |                |              | \$131.56            |
| SUPPLIES AT PRIN OFF                        | Education Fund | \$131.56     |                     |
| <b>SANDRA KRAUSE (55931)</b>                |                |              | <b>\$258.46</b>     |
| 11-04-2021 Regular - Check #: V4000007      |                |              | \$208.46            |
| CLASSIFIED MEDICAL REIMB                    | Activity Fund  | \$208.46     |                     |
| 11-10-2021 Regular - Check #: V4000018      |                |              | \$50.00             |
| DIST WELLNESS INITIATIVE                    | Activity Fund  | \$50.00      |                     |
| <b>SASED (853)</b>                          |                |              | <b>\$209,467.77</b> |
| 10-27-2021 Regular - Check #: 560643        |                |              | \$12,322.00         |
| WB SPED PRIV ESY TUITION                    | Education Fund | \$7,039.00   |                     |
| AT SPED PRIV ESY TUITION                    | Education Fund | \$5,283.00   |                     |
| 11-10-2021 Regular - Check #: 560868        |                |              | \$197,145.77        |
| PS IDEA OTHER GOV SERV                      | Education Fund | \$111,188.00 |                     |
| SASED ADMIN SVCS                            | Education Fund | \$49,350.00  |                     |
| IDEA-PMTS TO OTH GOV UNIT                   | Education Fund | \$11,113.00  |                     |
| WB ESY SPED TUIT-GOV                        | Education Fund | \$590.77     |                     |
| PUR SVC WB SPED                             | Education Fund | \$114.50     |                     |
| PUR SVC AT SPED                             | Education Fund | \$114.50     |                     |
| SASED PROF DEVELOP                          | Education Fund | \$24,675.00  |                     |
| <b>SAVVAS LEARNING COMPANY LLC (58010)</b>  |                |              | <b>\$169.06</b>     |
| 11-04-2021 Regular - Check #: 560785        |                |              | \$169.06            |
| SUPPLIES AT SCIENCE                         | Education Fund | \$169.06     |                     |
| <b>SAWCHUCK INDUSTRIES (48351)</b>          |                |              | <b>\$805.00</b>     |
| 11-04-2021 Regular - Check #: 560786        |                |              | \$805.00            |
| R&M WB I&T                                  | Education Fund | \$805.00     |                     |
| <b>SCHNEIDER ELECTRIC BUILDINGS (53258)</b> |                |              | <b>\$404.00</b>     |
| 11-04-2021 Regular - Check #: 560787        |                |              | \$404.00            |
| PUR SVC AT MAINTENANCE                      | G & M Fund     | \$202.00     |                     |
| SUPPLIES AT PRIN OFF                        | Education Fund | \$202.00     |                     |
| <b>SCHOLASTIC, INC. (450)</b>               |                |              | <b>\$1,396.17</b>   |

|                                            |                           |                |             |                    |
|--------------------------------------------|---------------------------|----------------|-------------|--------------------|
| 10-21-2021                                 | Regular - Check #: 560528 |                |             | \$1,089.61         |
|                                            | SUPPLIES AT READING LAB   | Education Fund | \$880.83    |                    |
|                                            | SUPPLIES AT LSC           | Education Fund | \$208.78    |                    |
| 11-04-2021                                 | Regular - Check #: 560788 |                |             | \$306.56           |
|                                            | SUPPLIES AT ART           | Education Fund | \$306.56    |                    |
| <b>SCHOOL HEALTH CORPORATION (452)</b>     |                           |                |             | <b>\$781.83</b>    |
| 10-21-2021                                 | Regular - Check #: 4551   |                |             | \$274.96           |
|                                            | CONCESSIONS               | Activity Fund  | \$274.96    |                    |
| 11-04-2021                                 | Regular - Check #: 560789 |                |             | \$461.55           |
|                                            | SUPPLIES WB HEALTH SVC    | Education Fund | \$461.55    |                    |
| 11-04-2021                                 | Regular - Check #: 560790 |                |             | \$45.32            |
|                                            | SUPPLIES WB HEALTH SVC    | Education Fund | \$45.32     |                    |
| <b>SCHOOL SPECIALTY (3129)</b>             |                           |                |             | <b>\$1,924.92</b>  |
| 10-21-2021                                 | Regular - Check #: 560507 |                |             | \$1,924.92         |
|                                            | SUPPLIES CARL PERKINS     | Education Fund | \$1,924.92  |                    |
| <b>SCHWARTZ EXCAVATING INC (58294)</b>     |                           |                |             | <b>\$14,459.49</b> |
| 11-04-2021                                 | Regular - Check #: 560690 |                |             | \$14,459.49        |
|                                            | BUILDING IMPROVEMENTS     | O & M Fund     | \$14,459.49 |                    |
| <b>SECURE PRODUCTS CORPORATION (41159)</b> |                           |                |             | <b>\$69.59</b>     |
| 11-04-2021                                 | Regular - Check #: 560791 |                |             | \$69.59            |
|                                            | SUPPLIES WB PRIN OFF      | Education Fund | \$69.59     |                    |
| <b>SEIU LOCAL 73 (1595)</b>                |                           |                |             | <b>\$2,029.82</b>  |
| 10-27-2021                                 | Regular - Check #: 560611 |                |             | \$1,014.91         |
|                                            | EDUCATION FUND            | Education Fund | \$1,014.91  |                    |
| 11-10-2021                                 | Regular - Check #: 560931 |                |             | \$1,014.91         |
|                                            | EDUCATION FUND            | Education Fund | \$1,014.91  |                    |
| <b>SERVICE SANITATION, INC (46465)</b>     |                           |                |             | <b>\$1,171.75</b>  |
| 11-04-2021                                 | Regular - Check #: 560792 |                |             | \$1,171.75         |
|                                            | PUR SVC DIST CARES        | O & M Fund     | \$1,171.75  |                    |
| <b>SHAMROCK GARDEN FLORIST LTD (15278)</b> |                           |                |             | <b>\$119.99</b>    |
| 10-21-2021                                 | Regular - Check #: 560529 |                |             | \$119.99           |
|                                            | SUPPLIES WB PRIN OFF      | Education Fund | \$119.99    |                    |
| <b>SHANNON GARCIA (57181)</b>              |                           |                |             | <b>\$401.85</b>    |
| 10-21-2021                                 | Regular - Check #: 560606 |                |             | \$401.85           |
|                                            | SUPPLIES CENT SUPPORT SER | Education Fund | \$401.85    |                    |
| <b>SHERWIN-WILLIAMS (53656)</b>            |                           |                |             | <b>\$917.34</b>    |
| 11-04-2021                                 | Regular - Check #: 560793 |                |             | \$818.54           |

|                                              |                     |            |                   |
|----------------------------------------------|---------------------|------------|-------------------|
| SUPPLIES AT I&T                              | Education Fund      | \$818.54   |                   |
| 11-10-2021 Regular - Check #: 560869         |                     |            | \$98.80           |
| SUPPLIES DO MAINTENANCE                      | O & M Fund          | \$98.80    |                   |
| <b>SITE ONE LANDSCAPE SUPPLY LLC (56039)</b> |                     |            | <b>\$450.14</b>   |
| 11-04-2021 Regular - Check #: 560794         |                     |            | \$450.14          |
| SHRUBBERY EXPENSE AT                         | O & M Fund          | \$450.14   |                   |
| <b>SNAP-ON INDUSTRIAL (42493)</b>            |                     |            | <b>\$452.65</b>   |
| 11-10-2021 Regular - Check #: 560870         |                     |            | \$452.65          |
| SUPPLIES C&T ED IMP GRANT                    | Education Fund      | \$452.65   |                   |
| <b>SOUTH SIDE CONTROL SUPPLY CO (12300)</b>  |                     |            | <b>\$2,143.92</b> |
| 10-21-2021 Regular - Check #: 560530         |                     |            | \$100.74          |
| SUPPLIES AT MAINTENANCE                      | O & M Fund          | \$100.74   |                   |
| 11-04-2021 Regular - Check #: 560795         |                     |            | \$2,043.18        |
| SUPPLIES WB MAINTENANCE                      | O & M Fund          | \$2,043.18 |                   |
| <b>SPECIAL EDUCATION SYSTEMS INC (43772)</b> |                     |            | <b>\$9,255.07</b> |
| 11-10-2021 Regular - Check #: 560871         |                     |            | \$9,255.07        |
| SP ED TRANSPORTATION                         | Transportation Fund | \$9,255.07 |                   |
| <b>SPORTS IMPORTS (44084)</b>                |                     |            | <b>\$850.20</b>   |
| 11-04-2021 Regular - Check #: 560796         |                     |            | \$850.20          |
| SUPPLIES WB PE                               | Education Fund      | \$850.20   |                   |
| <b>SPOT COOLERS (58099)</b>                  |                     |            | <b>\$950.00</b>   |
| 11-04-2021 Regular - Check #: 560691         |                     |            | \$950.00          |
| PUR SVC WB MAINTENANCE                       | O & M Fund          | \$950.00   |                   |
| <b>SRFAX (57531)</b>                         |                     |            | <b>\$20.85</b>    |
| 11-04-2021 Regular - Check #: 560797         |                     |            | \$20.85           |
| PUR SVC DIST TECH                            | Education Fund      | \$20.85    |                   |
| <b>ST. IGNATIUS COLLEGE PREP (47122)</b>     |                     |            | <b>\$400.00</b>   |
| 10-27-2021 Regular - Check #: 560644         |                     |            | \$400.00          |
| SUPPLIES WB PRIN OFF                         | Education Fund      | \$400.00   |                   |
| <b>STACEY PUCCINI (55112)</b>                |                     |            | <b>\$405.00</b>   |
| 11-04-2021 Regular - Check #: V4000012       |                     |            | \$405.00          |
| ATHLETIC SPECIAL PROJECTS                    | Activity Fund       | \$405.00   |                   |
| <b>STARDUST BOWL (44563)</b>                 |                     |            | <b>\$1,986.00</b> |
| 11-10-2021 Regular - Check #: 560872         |                     |            | \$1,986.00        |
| SUPPLIES AT PE                               | Education Fund      | \$1,986.00 |                   |
| <b>STEPHANIE NITKA (56055)</b>               | 595                 |            | <b>\$54.92</b>    |
| 10-21-2021 Regular - Check #: 4552           |                     |            | \$54.92           |

|                                            |                       |                     |
|--------------------------------------------|-----------------------|---------------------|
| TRANSITIONS PROGRAM                        | Activity Fund         | \$54.92             |
| <b>STREAMWOOD BEHAVIORAL (26271)</b>       |                       | <b>\$175.00</b>     |
| 11-04-2021 Regular - Check #: 560692       |                       | \$175.00            |
| WB HOME & HOSP TUTORING                    | Education Fund        | \$175.00            |
| <b>SUBURBAN DRIVE LINE, INC. (53281)</b>   |                       | <b>\$120.00</b>     |
| 11-04-2021 Regular - Check #: 560798       |                       | \$120.00            |
| SP ED TRANSPORTATION                       | Transportation Fund   | \$120.00            |
| <b>SUBURBAN DRIVELINE, INC. (45546)</b>    |                       | <b>\$160.00</b>     |
| 11-04-2021 Regular - Check #: 560799       |                       | \$160.00            |
| R&M WB DRIVER ED                           | Education Fund        | \$40.00             |
| R&M WB DRIVER ED                           | Education Fund        | \$40.00             |
| R&M WB DRIVER ED                           | Education Fund        | \$40.00             |
| R&M WB DRIVER ED                           | Education Fund        | \$40.00             |
| <b>SUBURBAN TIRE AUTO CARE CTR (51861)</b> |                       | <b>\$2,341.06</b>   |
| 11-04-2021 Regular - Check #: 4580         |                       | \$116.81            |
| AUTO REPAIR CLUB                           | Activity Fund         | \$116.81            |
| 11-10-2021 Regular - Check #: 560873       |                       | \$2,224.25          |
| PUR SVC WB MAINTENANCE                     | O & M Fund            | \$2,224.25          |
| <b>SUGAR CREEK GOLF COURSE (46996)</b>     |                       | <b>\$14,200.00</b>  |
| 11-04-2021 Regular - Check #: 560800       |                       | \$14,200.00         |
| PUR SVC WB ATH                             | Education Fund        | \$14,200.00         |
| <b>SUSAN E MORAN (24360)</b>               |                       | <b>\$50.00</b>      |
| 11-10-2021 Regular - Check #: V4000020     |                       | \$50.00             |
| DIST WELLNESS INITIATIVE                   | Activity Fund         | \$50.00             |
| <b>SWEETWATER MUSIC (44601)</b>            |                       | <b>\$108.39</b>     |
| 11-10-2021 Regular - Check #: 560874       |                       | \$108.39            |
| SUPPLIES AT PRIN OFF                       | Education Fund        | \$108.39            |
| <b>T-MOBILE (55927)</b>                    |                       | <b>\$115,200.00</b> |
| 11-04-2021 Regular - Check #: 560694       |                       | \$115,200.00        |
| PUR SVC TECH CRRSA                         | Education Fund        | \$115,200.00        |
| <b>TALX UC EXPRESS (47113)</b>             |                       | <b>\$450.00</b>     |
| 11-04-2021 Regular - Check #: 560672       |                       | \$450.00            |
| PUR SVC CENT - HR                          | Education Fund        | \$450.00            |
| <b>TEACHERS PAY TEACHERS (58484)</b>       |                       | <b>\$77.99</b>      |
| 11-10-2021 Regular - Check #: 560875       |                       | \$77.99             |
| SUPPLIES AT SPED                           | 596<br>Education Fund | \$77.99             |
| <b>TERRACE SUPPLY (485)</b>                |                       | <b>\$31.80</b>      |

|                                       |                |            |                   |
|---------------------------------------|----------------|------------|-------------------|
| 10-21-2021 Regular - Check #: 560531  |                |            | \$31.80           |
| SUPPLIES WB MAINTENANCE               | O & M Fund     | \$25.80    |                   |
| SUPPLIES AT MAINTENANCE               | O & M Fund     | \$6.00     |                   |
| <b>TFD UNLIMITED LLC (58159)</b>      |                |            | <b>\$125.00</b>   |
| 10-21-2021 Regular - Check #: 560532  |                |            | \$125.00          |
| DIST TECH MATERIALS                   | Education Fund | \$125.00   |                   |
| <b>THE BAND MANS COMPANY (49806)</b>  |                |            | <b>\$453.47</b>   |
| 10-27-2021 Regular - Check #: 4565    |                |            | \$453.47          |
| BAND ACTIVITY ACCOUNT                 | Activity Fund  | \$453.47   |                   |
| <b>THE CARLISLE (42745)</b>           |                |            | <b>\$1,000.00</b> |
| 11-04-2021 Regular - Check #: 4581    |                |            | \$1,000.00        |
| HALL OF FAME                          | Activity Fund  | \$1,000.00 |                   |
| <b>THE OMNI GROUP (55154)</b>         |                |            | <b>\$78.00</b>    |
| 11-10-2021 Regular - Check #: 560919  |                |            | \$78.00           |
| EDUCATION FUND                        | Education Fund | \$78.00    |                   |
| <b>THILLENS, INC (56787)</b>          |                |            | <b>\$265.80</b>   |
| 10-27-2021 Regular - Check #: 560645  |                |            | \$265.80          |
| PUR SVC WB PRIN OFF                   | Education Fund | \$132.90   |                   |
| PUR SVC AT PRIN OFF                   | Education Fund | \$132.90   |                   |
| <b>THOMSON REUTERS WEST (58182)</b>   |                |            | <b>\$2,058.00</b> |
| 10-21-2021 Regular - Check #: 560607  |                |            | \$1,029.00        |
| R&M WB ATT/SCHD                       | Education Fund | \$514.50   |                   |
| R&M AT ATT/SCHD                       | Education Fund | \$514.50   |                   |
| 11-10-2021 Regular - Check #: 560876  |                |            | \$1,029.00        |
| R&M WB ATT/SCHD                       | Education Fund | \$514.50   |                   |
| R&M AT ATT/SCHD                       | Education Fund | \$514.50   |                   |
| <b>TINA M GATSES (56314)</b>          |                |            | <b>\$37.44</b>    |
| 11-04-2021 Regular - Check #: V300006 |                |            | \$37.44           |
| SUPPLIES AT GUIDANCE                  | Education Fund | \$37.44    |                   |
| <b>TRANE (41146)</b>                  |                |            | <b>\$550.82</b>   |
| 10-21-2021 Regular - Check #: 560533  |                |            | \$231.53          |
| SUPPLIES WB MAINTENANCE               | O & M Fund     | \$231.53   |                   |
| 11-04-2021 Regular - Check #: 560801  |                |            | \$319.29          |
| SUPPLIES AT MAINTENANCE               | O & M Fund     | \$319.29   |                   |
| <b>TRYAD SOLUTIONS (55052)</b>        |                |            | <b>\$1,078.00</b> |
| 11-04-2021 Regular - Check #: 4582    | 597            |            | \$1,078.00        |
| THEATER DRAMA                         | Activity Fund  | \$1,078.00 |                   |

|                                              |                           |                     |                    |
|----------------------------------------------|---------------------------|---------------------|--------------------|
| <b>ULINE INC (50145)</b>                     |                           |                     | <b>\$2,449.50</b>  |
| 10-21-2021                                   | Regular - Check #: 560534 |                     | \$2,449.50         |
|                                              | NON CAP EQUIP CTEI        | Education Fund      | \$2,396.50         |
|                                              | SUPPLIES C&T ED IMP GRANT | Education Fund      | \$53.00            |
| <b>UMB BANK F/B/O AXA (57418)</b>            |                           |                     | <b>\$10,926.00</b> |
| 10-27-2021                                   | Regular - Check #: 560623 |                     | \$5,463.00         |
|                                              | EDUCATION FUND            | Education Fund      | \$5,463.00         |
| 11-10-2021                                   | Regular - Check #: 560943 |                     | \$5,463.00         |
|                                              | EDUCATION FUND            | Education Fund      | \$5,463.00         |
| <b>UNITED PARCEL SERVICE (6763)</b>          |                           |                     | <b>\$396.00</b>    |
| 11-04-2021                                   | Regular - Check #: 560696 |                     | \$66.00            |
|                                              | PUR SVC POSTAGE - WB      | Education Fund      | \$33.00            |
|                                              | PUR SVC POSTAGE - AT      | Education Fund      | \$33.00            |
| 11-04-2021                                   | Regular - Check #: 560697 |                     | \$99.00            |
|                                              | PUR SVC POSTAGE - WB      | Education Fund      | \$99.00            |
| 11-04-2021                                   | Regular - Check #: 560698 |                     | \$99.00            |
|                                              | PUR SVC POSTAGE - AT      | Education Fund      | \$99.00            |
| 11-10-2021                                   | Regular - Check #: 560921 |                     | \$33.00            |
|                                              | PUR SVC POSTAGE - WB      | Education Fund      | \$33.00            |
| 11-10-2021                                   | Regular - Check #: 560922 |                     | \$33.00            |
|                                              | PUR SVC POSTAGE - WB      | Education Fund      | \$33.00            |
| 11-10-2021                                   | Regular - Check #: 560923 |                     | \$33.00            |
|                                              | PUR SVC POSTAGE - AT      | Education Fund      | \$33.00            |
| 11-10-2021                                   | Regular - Check #: 560924 |                     | \$33.00            |
|                                              | PUR SVC POSTAGE - AT      | Education Fund      | \$33.00            |
| <b>UNIVERSAL TAXI DISPATCH, INC. (54647)</b> |                           |                     | <b>\$3,612.00</b>  |
| 10-21-2021                                   | Regular - Check #: 560608 |                     | \$944.00           |
|                                              | SP ED TRANSPORTATION      | Transportation Fund | \$944.00           |
| 11-04-2021                                   | Regular - Check #: 560695 |                     | \$1,375.00         |
|                                              | SP ED TRANSPORTATION      | Transportation Fund | \$814.00           |
|                                              | SP ED TRANSPORTATION      | Transportation Fund | \$561.00           |
| 11-10-2021                                   | Regular - Check #: 560877 |                     | \$1,293.00         |
|                                              | SP ED TRANSPORTATION      | Transportation Fund | \$664.00           |
|                                              | SP ED TRANSPORTATION      | Transportation Fund | \$629.00           |
| <b>UPBEAT, INC. (47989)</b>                  |                           |                     | <b>\$2,024.73</b>  |
| 11-10-2021                                   | Regular - Check #: 560878 | 598                 | \$2,024.73         |
|                                              | SHRUBBERY EXPENSE AT      | O & M Fund          | \$2,024.73         |

|                                             |                             |                |            |                   |
|---------------------------------------------|-----------------------------|----------------|------------|-------------------|
| <b>VALARIE HUMPHREY (58480)</b>             |                             |                |            | <b>\$2,862.13</b> |
| 10-27-2021                                  | Regular - Check #: 560657   |                |            | \$1,340.82        |
|                                             | CRRSA PROF DEVELOP PS       | Education Fund | \$1,340.82 |                   |
| 11-10-2021                                  | Regular - Check #: V300032  |                |            | \$1,521.31        |
|                                             | PS AT IMP INST TITLE I      | Education Fund | \$1,521.31 |                   |
| <b>VANCOUVER LAPTOP INC (56868)</b>         |                             |                |            | <b>\$2,594.50</b> |
| 11-04-2021                                  | Regular - Check #: 560802   |                |            | \$2,594.50        |
|                                             | DIST TECH MATERIALS         | Education Fund | \$2,594.50 |                   |
| <b>VANGUARD ENERGY SERVICES (49184)</b>     |                             |                |            | <b>\$2,237.24</b> |
| 11-04-2021                                  | Regular - Check #: 560699   |                |            | \$2,222.72        |
|                                             | HEATING AT UTILITY          | O & M Fund     | \$1,219.61 |                   |
|                                             | HEATING WB UTILITY          | O & M Fund     | \$1,003.11 |                   |
| 11-04-2021                                  | Regular - Check #: 560700   |                |            | \$14.52           |
|                                             | HEATING DO                  | O & M Fund     | \$14.52    |                   |
| <b>VARIABLE ANNUITY LIFE INS. CO. (772)</b> |                             |                |            | <b>\$5,816.00</b> |
| 10-27-2021                                  | Regular - Check #: 560624   |                |            | \$2,908.00        |
|                                             | EDUCATION FUND              | Education Fund | \$2,908.00 |                   |
| 11-10-2021                                  | Regular - Check #: 560944   |                |            | \$2,908.00        |
|                                             | EDUCATION FUND              | Education Fund | \$2,908.00 |                   |
| <b>VARSITY SPIRIT FASHIONS (46866)</b>      |                             |                |            | <b>\$1,032.40</b> |
| 10-21-2021                                  | Regular - Check #: 4553     |                |            | \$676.90          |
|                                             | POM PONS                    | Activity Fund  | \$676.90   |                   |
| 10-27-2021                                  | Regular - Check #: 4566     |                |            | \$355.50          |
|                                             | CHEERLEADING                | Activity Fund  | \$355.50   |                   |
| <b>VERONICA DIAZ (53604)</b>                |                             |                |            | <b>\$50.00</b>    |
| 10-27-2021                                  | Regular - Check #: 4567     |                |            | \$50.00           |
|                                             | DIST WELLNESS INITIATIVE    | Activity Fund  | \$50.00    |                   |
| <b>VERONICA NOYOLA (44962)</b>              |                             |                |            | <b>\$100.00</b>   |
| 11-10-2021                                  | Regular - Check #: V4000023 |                |            | \$100.00          |
|                                             | DIST WELLNESS INITIATIVE    | Activity Fund  | \$100.00   |                   |
| <b>VILLA PARK ELECTRICAL SUPPLY (19787)</b> |                             |                |            | <b>\$513.35</b>   |
| 11-10-2021                                  | Regular - Check #: 560879   |                |            | \$51.78           |
|                                             | SUPPLIES AT MAINTENANCE     | O & M Fund     | \$51.78    |                   |
| 11-10-2021                                  | Regular - Check #: 560925   |                |            | \$461.57          |
|                                             | SUPPLIES AT MAINTENANCE     | O & M Fund     | \$461.57   |                   |
| <b>VILLA PARK OFFICE EQUIPMENT (3959)</b>   |                             |                |            | <b>\$449.00</b>   |
| 11-10-2021                                  | Regular - Check #: 560880   | 599            |            | \$449.00          |

|                                                   |                     |             |                    |
|---------------------------------------------------|---------------------|-------------|--------------------|
| NON-CAP AT PRINCIPAL                              | Education Fund      | \$449.00    |                    |
| <b>VILLAGE OF ADDISON (136)</b>                   |                     |             | <b>\$20,047.38</b> |
| 10-27-2021 Regular - Check #: 560646              |                     |             | \$1,189.28         |
| SUPPLIES WB MAINTENANCE                           | O & M Fund          | \$436.94    |                    |
| SUPPLIES AT MAINTENANCE                           | O & M Fund          | \$299.45    |                    |
| SUPPLIES AT DRIVER ED                             | Education Fund      | \$158.90    |                    |
| REG TRANSPORTATION SUPPLY                         | Transportation Fund | \$150.70    |                    |
| SPED TRANSPRTATION SUPPLY                         | Transportation Fund | \$143.29    |                    |
| 11-10-2021 Regular - Check #: 560926              |                     |             | \$418.96           |
| WATER UTILITY DO                                  | O & M Fund          | \$418.96    |                    |
| 11-10-2021 Regular - Check #: 560927              |                     |             | \$18,340.68        |
| WATER AT UTILITY                                  | O & M Fund          | \$18,340.68 |                    |
| 11-10-2021 Regular - Check #: 560928              |                     |             | \$98.46            |
| WATER AT UTILITY                                  | O & M Fund          | \$98.46     |                    |
| <b>VILLAGE OF VILLA PARK (13137)</b>              |                     |             | <b>\$25,289.97</b> |
| 10-21-2021 Regular - Check #: 560609              |                     |             | \$6,414.17         |
| WATER WB UTILITY                                  | O & M Fund          | \$6,276.60  |                    |
| WATER WB UTILITY                                  | O & M Fund          | \$137.57    |                    |
| 10-27-2021 Regular - Check #: 560647              |                     |             | \$286.37           |
| SUPPLIES WB DRIVER ED                             | Education Fund      | \$286.37    |                    |
| 11-04-2021 Regular - Check #: 560701              |                     |             | \$2,547.02         |
| AUX POLICE SERVICES WBHS                          | Education Fund      | \$2,547.02  |                    |
| 11-04-2021 Regular - Check #: 560702              |                     |             | \$9,330.95         |
| AUX POLICE SERVICES WBHS                          | Education Fund      | \$9,330.95  |                    |
| 11-10-2021 Regular - Check #: 560929              |                     |             | \$6,616.52         |
| WATER WB UTILITY                                  | O & M Fund          | \$6,616.52  |                    |
| 11-10-2021 Regular - Check #: 560930              |                     |             | \$94.94            |
| WATER WB UTILITY                                  | O & M Fund          | \$94.94     |                    |
| <b>VINCENZA SPILOTRO (43377)</b>                  |                     |             | <b>\$800.00</b>    |
| 11-04-2021 Regular - Check #: V4000013            |                     |             | \$800.00           |
| POM PONS                                          | Activity Fund       | \$800.00    |                    |
| <b>VISTA HIGHER LEARNING (54681)</b>              |                     |             | <b>\$5,233.55</b>  |
| 10-21-2021 Regular - Check #: 560535              |                     |             | \$5,233.55         |
| TEXTBOOKS WB BOOKSTORE                            | Education Fund      | \$5,233.55  |                    |
| <b>WALKER, CLAIR, ROSE AND ASSOCIATES (58483)</b> |                     |             | <b>\$3,400.00</b>  |
| 11-10-2021 Regular - Check #: V300033             | 600                 |             | \$3,400.00         |
| P.S.IMP INST TITLE II                             | Education Fund      | \$1,700.00  |                    |
| P.S.IMP INST TITLE II                             | Education Fund      | \$1,700.00  |                    |



|                                            |                            |                       |                    |
|--------------------------------------------|----------------------------|-----------------------|--------------------|
| <b>WARD'S NATURAL SCIENCE (506)</b>        |                            |                       | <b>\$163.84</b>    |
| 11-10-2021                                 | Regular - Check #: 560881  |                       | \$163.84           |
|                                            | SUPPLIES WB SCIENCE        | Education Fund        | \$163.84           |
| <b>WEST SUBURBAN TEACHERS UNION (1594)</b> |                            |                       | <b>\$26,523.23</b> |
| 10-27-2021                                 | Regular - Check #: 560612  |                       | \$13,250.81        |
|                                            | EDUCATION FUND             | Education Fund        | \$13,250.81        |
| 11-10-2021                                 | Regular - Check #: 560932  |                       | \$13,272.42        |
|                                            | EDUCATION FUND             | Education Fund        | \$13,272.42        |
| <b>WESTERN REMAC INC. (52685)</b>          |                            |                       | <b>\$76.80</b>     |
| 11-04-2021                                 | Regular - Check #: 560803  |                       | \$76.80            |
|                                            | SUPPLIES AT PRIN OFF       | Education Fund        | \$76.80            |
| <b>WESTMONT PARK DISTRICT (52422)</b>      |                            |                       | <b>\$1,859.00</b>  |
| 11-04-2021                                 | Regular - Check #: 560804  |                       | \$1,859.00         |
|                                            | PUR SVC WB ATH             | Education Fund        | \$1,859.00         |
| <b>WIGHT &amp; COMPANY (511)</b>           |                            |                       | <b>\$3,340.94</b>  |
| 10-21-2021                                 | Regular - Check #: 560610  |                       | \$3,340.94         |
|                                            | CONSTRUCT SVCS-CRRSA       | O & M Fund            | \$824.42           |
|                                            | CONSTRUCTION SERVICES      | O & M Fund            | \$1,500.00         |
|                                            | A&E CONSTRUCTION SERVICE   | Capital Projects Fund | \$1,016.52         |
| <b>WOODSHOP REPAIR LLC (57957)</b>         |                            |                       | <b>\$0.00</b>      |
| 11-04-2021                                 | Void - Check #: 560339     |                       | (\$3,903.00)       |
|                                            | R&M WB I&T                 | Education Fund        | \$3,903.00         |
|                                            | R&M WB I&T                 | Education Fund        | (\$3,903.00)       |
| 11-04-2021                                 | Regular - Check #: 560703  |                       | \$3,903.00         |
|                                            | R&M WB I&T                 | Education Fund        | \$3,903.00         |
| <b>WOODWORK CAREER ALLIANCE (55539)</b>    |                            |                       | <b>\$250.00</b>    |
| 11-04-2021                                 | Regular - Check #: 560704  |                       | \$250.00           |
|                                            | SUPPLIES AT I&T            | Education Fund        | \$250.00           |
| <b>XPERIENCE CHICAGO LLC (56546)</b>       |                            |                       | <b>\$2,200.00</b>  |
| 11-10-2021                                 | Regular - Check #: 4589    |                       | \$2,200.00         |
|                                            | AT CHEERLEADERS            | Activity Fund         | \$2,200.00         |
| <b>YVONNE TSAGALIS (50994)</b>             |                            |                       | <b>\$271.64</b>    |
| 11-04-2021                                 | Regular - Check #: V300013 |                       | \$271.64           |
|                                            | STAFF TRAVEL OTH CENT SUP  | Education Fund        | \$271.64           |
| <b>ZEPHYR GRAF-X INC (55411)</b>           |                            |                       | <b>\$1,324.54</b>  |
| 10-21-2021                                 | Regular - Check #: 4554    | 601                   | \$1,324.54         |
|                                            | ATHLETIC SPECIAL PROJECTS  | Activity Fund         | \$1,324.54         |



**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** October 19, 2021

**FROM:** Mr. Edward Hoster

**RE:** **Construction Project Final Pay Application – Culvert Replacement**

The administration is presenting the final pay application from Schwartz Excavating, Inc. for the culvert replacement work at Willowbrook in the amount of \$14,459.49. The pay application and associated lien waivers were reviewed and approved by Wight & Co. There were two change orders that were charged to the \$10,000 contingency allowance. The first was for the masonry grout repairs to the handrail and the second was for relocation of some contaminated soils found during the project. The remaining \$1,905.10 of unused allowance is credited back against the original contract bringing the net project cost to \$144,594.90. We will submit this to the insurance company for the final reimbursement reconciliation process.

**Suggested Motion:**

Move that the Board of Education approve the final pay application from Schwartz Excavating, Inc. in the amount of \$14,459.49.



November 01, 2021

Mr. Edward Hoster  
Chief Financial Officer  
DuPage High School District 88  
2 Friendship Plaza  
Addison, Illinois 60101

**DuPage HS District 88  
Willowbrook HS Double Culvert Replacement  
Project Number 200154**

RE: Letter of Recommendation – Second (FINAL) Pay Application.

Dear Mr. Hoster,

Enclosed please find the second pay application from Schwartz Excavating, Inc. for the removal and replacement of the Willowbrook HS Double Culvert. This is the FINAL pay application closing out the retainage to 0%. All scope and punch list items have been satisfactorily performed and addressed.

Concerning the \$2,500 vs \$1,800 for Homer Tree Service, Schwartz did not receive Homer's invoice until after pay app one. Schwartz estimated the cost of work at \$2,500 and since this was a low value they anticipated paying Homer Tree (minus the 10% retainage) with pay app one. When Schwartz finally received Homer's invoice it was closer to pay app two and Homer's exact value change to \$1,800. Thus, Schwartz incorporated into pay app two and requested Homer's Waiver.

I have reviewed this enclosed pay application and recommend the pay amount as noted below.

*Contractor:*

Schwartz Excavating, Inc.

*Contract Amount* *\$146,500.00*

*Net Change by Change Orders* *(\$1,905.10)*

*Contract Sum to Date* *\$144,594.90*

*Total Completed and Stored to Date* *\$144,594.90*

*Less Retainage (0%)* *\$0.00*

*Less Previous Certificates for Payment* *\$130,135.41*

***Recommended Payment Amount:*** ***\$14,459.49***

If you have any further questions or concerns regarding this recommendation, please do not hesitate to contact me.

Respectfully submitted,

Kyle Buck  
Project Manager  
Wight & Company

# APPLICATION and CERTIFICATE for PAYMENT

To: DuPage High School District 88  
2 Friendship Plaza  
Addison, IL 30101

From: Schwartz Excavating, Inc.  
7023 Willow Springs Rd, Suite 103  
Countryside, IL 60525

Project: DuPage High School District 88  
Willowbrook High School Double  
Culvert Replacement  
1250 S Ardmore Ave.  
Villa Park, IL 60181

Application No: 2

App. Date: October 1, 2021

Period to: October 1, 2021

Project Nos:

Contract Date:

Distribution to:

- ☐ OWNER  
☐ CONSTRUCTION MGR.  
☒ ARCHITECT  
☐ CONTRACTOR  
☐ OTHER

Contract For: Willowbrook High School

Via Architect: Wight & Company

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, G703, is attached.

|                                           |            |
|-------------------------------------------|------------|
| 1. ORIGINAL CONTRACT SUM                  | 146,500.00 |
| 2. Net Change By Change Orders            | -1,905.10  |
| 3. CONTRACT SUM TO DATE                   | 144,594.90 |
| 4. TOTAL COMPLETED AND STORED TO DATE     | 144,594.90 |
| 5. RETAINAGE:                             |            |
| a. 10% of Completed Work                  | 0.00       |
| b. of Stored Material                     | 0.00       |
| TOTAL RETAINAGE                           | 0.00       |
| 6. TOTAL EARNED LESS RETAINAGE            | 144,594.90 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT | 130,135.41 |
| 8. CURRENT PAYMENT DUE                    | 14,459.49  |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE | 0.00       |

| CHANGE ORDER SUMMARY                               | ADDITIONS    | DEDUCTIONS  |
|----------------------------------------------------|--------------|-------------|
| Total changes approved in previous months by Owner | 0.00         | 1,905.10    |
| Total approval this Month                          | 0.00         | 0.00        |
| TOTALS                                             | \$ 0.00      | \$ 1,905.10 |
| NET CHANGES by Change Order                        | -\$ 1,905.10 |             |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Schwartz Excavating, Inc.

By: Patricia Schwartz Date: October 1, 2021

State of: IL

County of: Cook

Subscribed and sworn before me this 1st day of October, 2021

The above personally appeared before me, the undersigned notary public, and provided satisfactory evidence of identification to be the person who signed this document in my presence and swore or affirmed to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.

Notary Public: [Signature] My Commission expires: 1/6/22

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

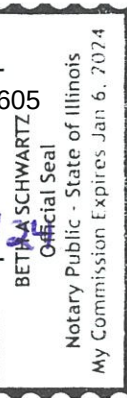
\$14,459.49

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: [Signature] Date: 10/18/21

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER: 2

APPLICATION DATE: October 1, 2021

Use Column I on Contracts where variable retainage for line items may apply.

PERIOD TO: October 1, 2021

PROJECT NUMBER:

| A      | B                                     | C               | D                            | E           | F                                       | G                                  |        | H                 | I         |
|--------|---------------------------------------|-----------------|------------------------------|-------------|-----------------------------------------|------------------------------------|--------|-------------------|-----------|
| Item # | Description of Work                   | Scheduled Value | Work Completed               |             | Materials Stored & Used Prior + Current | Total Completed and Stored To Date | %      | Balance to Finish | Retainage |
|        |                                       |                 | From Previous Application(s) | This Period |                                         |                                    |        |                   |           |
| 1      | Double Culvert Replacement            | 136,500.00      | 136,500.00                   | 0.00        |                                         | 136,500.00                         | 100.00 | 0.00              | 0.00      |
| 2      | CO1 Grout Repair                      | 1,641.20        | 1,641.20                     | 0.00        |                                         | 1,641.20                           | 100.00 | 0.00              | 0.00      |
| 3      | CO2 Haul,Grade,Restore Excess Soil on | 6,453.70        | 6,453.70                     | 0.00        |                                         | 6,453.70                           | 100.00 | 0.00              | 0.00      |
| 4      | Unused Allowance                      | -1,905.10       | 0.00                         | 0.00        |                                         | 0.00                               | 0.00   | -1,905.10         | 0.00      |
| 5      |                                       |                 |                              |             |                                         |                                    |        |                   |           |

|              |            |            |      |  |            |        |           |      |
|--------------|------------|------------|------|--|------------|--------|-----------|------|
| GRAND TOTAL: | 142,689.80 | 144,594.90 | 0.00 |  | 144,594.90 | 101.34 | -1,905.10 | 0.00 |
|--------------|------------|------------|------|--|------------|--------|-----------|------|

A=Line Item Number      B=Brief Item Description      C=Total Value of Item      D=Total 606 and E From Previous Application(s) (If Any)      E=Total Work Completed For This Application  
 F=Materials Purchased and Stored for Project      G=Total of All Work Completed and Materials Stored for Project      H=Remaining Balance of Amount to Finish      I=Amount Withheld from G



**FINAL WAIVER OF LIEN & BOND**STATE OF ILLINOIS  
COUNTY OF COOK

DRAW #2 - FINAL

TO WHOM IT MAY CONCERN:

**WHEREAS** the undersigned has been employed by DuPage High School District 88to furnish Double Culvert Improvements workfor the premises known as Willowbrook High School 1250 S. Ardmore Ave, Villa Park, ILof which DuPage High School District 88 is the owner.

THE undersigned, for and in consideration of Fourteen Thousand Four Hundred Fifty-Nine and 49/100  
 (\$ 14,459.49 ) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged,  
 do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with  
 respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and  
 on the money, funds or other considerations due or to become due from the owner, and all rights under the Illinois Public Construction Bond Act 30 ILCS  
 550/1 & 550/2 et seq. on account of all labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at  
 any time hereafter, by the undersigned for the above-described premises. INCLUDING EXTRAS\*

COMPANY NAME: Schwartz Excavating, Inc.DATE: October 1, 2021ADDRESS: 7023 Willow Springs Road, Suite 103, Countryside, IL 60525

SIGNATURE

TITLE President

607

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

**CONTRACTOR'S AFFIDAVIT**STATE OF ILLINOIS  
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

**THE** undersigned, Patricia A. Schwartz, being duly sworn, deposes and says that he or she is President  
 of Schwartz Excavating, Inc. who is the Contractor furnishing Double Culvert Improvements work on the  
 building located at Willowbrook High School 1250 S. Ardmore Ave, Villa Park, IL owned by DuPage High School District 88

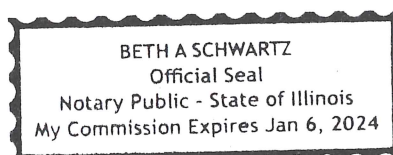
That the total amount of the contract including extras\* is \$ 144,594.90 on which he or she has received payment of \$ 130,135.41  
 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to  
 defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said  
 work and all parties having contracts or subcontracts for specific portions of said work or for material entering into the construction thereof and the  
 amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans  
 and specifications:

| NAMES                                                                                                                      | WHAT FOR                            | CONTRACT PRICE<br>INCLUDING EXTRAS* | AMOUNT<br>PAID | THIS<br>PAYMENT | BALANCE<br>DUE |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|----------------|-----------------|----------------|
| Schwartz Excavating, Inc.                                                                                                  | Double Culvert Replacement          | \$ 130,800.00                       | \$ 119,340.00  | \$ 11,460.00    | \$ 0.00        |
| Homer Tree Service                                                                                                         | Tree Removal                        | \$ 1,800.00                         | \$ -           | \$ 1,800.00     | \$ 0.00        |
| HDS, Inc.                                                                                                                  | Painting                            | \$ 3,900.00                         | \$ 3,510.00    | \$ 390.00       | \$ 0.00        |
| CO1 Grout Repair                                                                                                           | Grout Repair                        | \$ 1,641.20                         | \$ 1,477.08    | \$ 164.12       | \$ 0.00        |
| CO2                                                                                                                        | Haul, Grade, Restore Excess<br>Soil | \$ 6,453.70                         | \$ 5,808.33    | \$ 645.37       | \$ 0.00        |
| ALL MATERIALS TAKEN FROM OUR FULLY PAID STOCK AND DELIVERED IN<br>OUR OWN VEHICLES TO THE JOBSITE. ALL LABOR PAID IN FULL. |                                     |                                     |                |                 |                |
| TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.                                                                    |                                     | \$ 144,594.90                       | \$ 130,135.41  | \$ 14,459.49    | \$ 0.00        |

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work  
 of any kind done or to be done upon or in connection with said work other than above stated.

DATE: October 1, 2021SIGNATURE: Patricia A. SchwartzSUBSCRIBED AND SWORN TO BEFORE ME THIS 1st day of October, 2021\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE  
ORDERS. BOTH ORAL AND WRITTEN, TO THE CONTRACT.

NOTARY





STATE OF ILLINOIS

COUNTY OF WILL

**WAIVER OF LIEN TO DATE**

Gty #

Escrow #

**TO WHOM IT MAY CONCERN:**

WHEREAS the undersigned has been employed by Schwartz Excavating, Inc.  
to furnish Painting  
for the premises known as Willowbrook HS Double Culvert Replacement  
of which DuPage High School District 88 is the owner.

THE undersigned, for and in consideration of Three Thousand Five Hundred Ten and 00/100.  
(\$3,510.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)  
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics'  
liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or  
machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor,  
services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises,  
INCLUDING EXTRAS.\*

DATE 9/29/21 COMPANY NAME HDS Inc.

ADDRESS 21024 St. James Ct., Mokena, IL 60448

**SIGNATURE AND TITLE***Corporate Secretary*

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

**CONTRACTOR'S AFFIDAVIT**

STATE OF ILLINOIS

COUNTY OF WILL

**TO WHOM IT MAY CONCERN:**

THE UNDERSIGNED, (NAME) Chad Hack BEING DULY SWORN, DEPOSES  
AND SAYS THAT HE OR SHE IS (POSITION) Corporate Secretary OF  
(COMPANY NAME) HDS Inc. WHO IS THE  
CONTRACTOR FURNISHING Painting WORK ON THE BUILDING  
LOCATED AT 1250 Ardnore Ave., Villa Park, IL 60181  
OWNED BY DuPage High School District 88

That the total amount of the contract including extras\* is \$3,900.00 on which he or she has received payment of  
\$0.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that  
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all  
parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific  
portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the  
items mentioned include all labor and material required to complete said work according to plans and specifications:

| NAMES AND ADDRESSES                                     | WHAT FOR | CONTRACT PRICE<br>INCLDG EXTRAS* | AMOUNT<br>PAID | THIS<br>PAYMENT | BALANCE<br>DUE |
|---------------------------------------------------------|----------|----------------------------------|----------------|-----------------|----------------|
| HDS Inc                                                 | Painting | 3900.00                          | 0.00           | 3510.00         | 390.00         |
|                                                         |          |                                  |                |                 |                |
|                                                         |          |                                  |                |                 |                |
|                                                         |          |                                  |                |                 |                |
|                                                         |          |                                  |                |                 |                |
| TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE. |          | 3900.00                          | 0.00           | 3510.00         | 390.00         |

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material,  
labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 9/29/21SIGNATURE: *[Signature]*SUBSCRIBED AND SWORN TO BEFORE ME THIS 29thDAY OF September, 2021

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE  
ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

NOTARY PUBLIC

f.1722 R5/96

Provided by Chicago Title Insurance Company

**Official Seal**  
**Steve Hack**  
Notary Public State of Illinois  
My Commission Expires 7/12/2025





STATE OF ILLINOIS

COUNTY OF WILL

**FINAL WAIVER OF LIEN**

Gty #

Escrow #

**TO WHOM IT MAY CONCERN:**

WHEREAS the undersigned has been employed by Schwartz Excavating, Inc.  
to furnish Painting  
for the premises known as Willowbrook HS Double Culvert Replacement  
of which DuPage High School District 88 is the owner.

THE undersigned, for and in consideration of Three Hundred Ninety and 00/100.  
(\$390.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)  
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics'  
liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or  
machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor,  
services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the  
undersigned for the above-described premises, INCLUDING EXTRAS.\*

DATE 10/8/21 COMPANY NAME HDS Inc.

ADDRESS 21024 St. James Ct., Mokena, IL 60448

**SIGNATURE AND TITLE***Corporate Secretary*

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

**CONTRACTOR'S AFFIDAVIT**

STATE OF ILLINOIS

COUNTY OF WILL

**TO WHOM IT MAY CONCERN:**

THE UNDERSIGNED, (NAME) Chad Hack BEING DULY SWORN, DEPOSES  
AND SAYS THAT HE OR SHE IS (POSITION) Corporate Secretary OF  
(COMPANY NAME) HDS Inc. WHO IS THE  
CONTRACTOR FURNISHING Painting WORK ON THE BUILDING  
LOCATED AT 1250 Ardnore Ave., Villa Park, IL 60181  
OWNED BY DuPage High School District 88

That the total amount of the contract including extras\* is \$3,900.00 on which he or she has received payment of  
\$3,510.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that  
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all  
parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific  
portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the  
items mentioned include all labor and material required to complete said work according to plans and specifications:

| NAMES AND ADDRESSES                                     | WHAT FOR | CONTRACT PRICE<br>INCLD G EXTRAS* | AMOUNT<br>PAID | THIS<br>PAYMENT | BALANCE<br>DUE |
|---------------------------------------------------------|----------|-----------------------------------|----------------|-----------------|----------------|
| HDS Inc.                                                | Painting | 3900.00                           | 3510.00        | 390.00          | 0.00           |
|                                                         |          |                                   |                |                 |                |
|                                                         |          |                                   |                |                 |                |
|                                                         |          |                                   |                |                 |                |
|                                                         |          |                                   |                |                 |                |
| TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE. |          | 3900.00                           | 3510.00        | 390.00          | 0.00           |

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material,  
labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

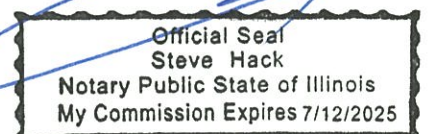
DATE 10/8/21

SIGNATURE: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS 8th DAY OF October, 2021

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE  
ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

NOTARY PUBLIC





# FINAL WAIVER

STATE OF ILLINOIS  
COUNTY OF WILL  
TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by SCHWARTZ EXCAVATING, INC.  
to furnish TREE REMOVAL  
for the premises known as WILLOWBROOK HIGH SCHOOL - DOUBLE CULVERT REPLACEMENT, 1250 ARDMORE AVE, VILLA PARK  
of which WILLOWBROOK HIGH SCHOOL is the owner.

The undersigned, for and in consideration of ONE THOUSAND EIGHT HUNDRED AND NO/100  
\$ 1,800.00 Dollars, and other good and valuable consideration, the receipt whereof is hereby acknowledged, do(es)  
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of ILLINOIS, relating to  
mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures,  
apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all  
labor services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for  
the above-described premises, INCLUDING EXTRAS.\*

DATE: 9/22/2021

COMPANY NAME: HOMER TREE SERVICE, INC.

ADDRESS: 16464 W. 143rd STREET, LOCKPORT, IL 60441

SIGNATURE AND TITLE

*Ronald Reposh*

PRESIDENT

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

## CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS } SS  
COUNTY OF WILL  
TO WHOM IT MAY CONCERN:

THE undersigned, being duly sworn, deposes and says that he is RONALD REPOSH  
PRESIDENT of the HOMER TREE SERVICE, INC.  
who is the contractor for the TREE REMOVAL work on the  
building located at WILLOWBROOK HIGH SCHOOL - DOUBLE CULVERT REPLACEMENT, 1250 ARDMORE AVE, VILLA PARK  
owned by WILLOWBROOK HIGH SCHOOL

That the total amount of the contract including extras\* is \$ 1,800.00 on which he has received payment of  
prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that  
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and address of all parties who have  
furnished or will furnish material or labor, or both, for said work and the amount due or to become due to each, and that the items mentioned include all labor  
and material required to complete said work according to plans and specifications:

| NAMES AND ADDRESSES                                    | WHAT FOR     | CONTRACT PRICE<br>INCLUDING<br>EXTRAS* | AMOUNT<br>PAID | THIS<br>PAYMENT | BALANCE<br>DUE |
|--------------------------------------------------------|--------------|----------------------------------------|----------------|-----------------|----------------|
| HOMER TREE SERVICE, INC.                               | TREE REMOVAL | \$ 1,800.00                            | \$ -           | \$ 1,800.00     | \$ -           |
| 16464 W. 143RD STREET                                  |              | \$ -                                   | \$ -           | \$ -            | \$ -           |
| LOCKPORT, IL 60441                                     |              | \$ -                                   | \$ -           | \$ -            | \$ -           |
| All labor fully paid.                                  |              | \$ -                                   | \$ -           | \$ -            | \$ -           |
| No subcontractors used.                                |              | \$ -                                   | \$ -           | \$ -            | \$ -           |
| All equipment is company owned.                        |              | \$ -                                   | \$ -           | \$ -            | \$ -           |
| TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE |              | \$ 1,800.00                            | \$ -           | \$ 1,800.00     | \$ -           |

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other  
work of any kind done or to be done upon or in connection with said work other than above stated. Additionally, the undersigned hereby waives and releases  
any and all of the undersigned's rights and claims under the Illinois Public Construction Bond Act to the same extent the undersigned waives and releases ar  
and all lien or claim of, or right to lien under the statutes of Illinois relating to mechanics liens.

DATE: 9/22/2021

SIGNATURE

*Ronald Reposh*

SUBSCRIBED AND SWORN TO BEFORE ME THIS

22ND

DAY OF

SEPTEMBER, 2021

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH  
ORAL AND WRITTEN, TO THE CONTRACT

*Sarah Semetulska*  
NOTARY PUBLIC





**TO:** Dr. Jean Barbanente  
Board of Education

**DATE:** November 3, 2021

**FROM:** Mr. Edward Hoster

**RE:** **Fundraiser(s) Exceeding \$1,000**

Attached is the information in regards to fundraiser(s) exceeding \$1,000. This information will be presented for board discussion and approval.

**Suggested Motion:**

Move that the Board of Education approve the fundraiser(s) exceeding \$1,000 as presented.

## **FUNDRAISER CONTRACT**

The following fundraiser with anticipated revenue in excess of \$1,000 has been proposed:

1. Willowbrook Girls Basketball will sell online coupons and gift cards. Proceeds will be used to fund the basketball program's annual overnight team camp and to purchase summer team garments.



## **DONATIONS**

In accordance with established Board Policy, it is recommended that the following donations be accepted for educational use only.

- Mr. and Mrs. Carl Ulrich of Addison donated a Kay double Bass Violin to the Addison Trail Music Department.
- \$2000 from the Collins Family Heritage Foundation to the Addison Trail Girls Golf team.
- \$1000 from a private donor to the Addison Trail Girls Golf team.

### **Suggested Motion:**

Move that the Board of Education accept the donations as presented.





## **PERSONNEL REPORT**

**November 15, 2021**

### **CERTIFIED STAFF APPOINTMENTS:**

It is recommended that the board approve the following certified staff appointments:

Jennifer Dowling  
Addison Trail Social Emotional Learning Interventionist  
Salary: Scale VII, Step 11 - \$65,959.41 (prorated from \$96,564.85)  
Effective: November 08, 2021

Shonte' Truitt  
Willowbrook Social Emotional Learning Interventionist  
Salary: Scale V, Step 6 - \$52,318.16 (prorated from \$76,593.48)  
Effective: November 08, 2021

### **CERTIFIED STAFF RESIGNATION:**

It is recommended that the board approve the following certified staff resignation:

Nyrisa Pawa  
Addison Trail Mathematics Teacher  
Effective: November 19, 2021

### **CLASSIFIED STAFF APPOINTMENTS:**

It is recommended that the board approve the following classified staff appointments:

Rolanda Collings  
Willowbrook Vocational Assistant  
Salary: \$14,475.30  
Effective: November 08, 2021

Alexander Holod  
Addison Trail Technical Support Specialist  
Salary: Level III, Step 1 \$26,197.41 (prorated from \$43,251.95)  
Effective: November 15, 2021

Carina Merino  
Addison Trail Dean's Office Secretary  
Salary: Level II, Step 1- \$21,960.00 (prorated from \$33,907.37)  
Effective: November 15, 2021

Andrew Richardson  
Willowbrook Buildings and Grounds 2nd Shift Maintenance  
Salary: \$33,580.30 (Prorated from \$55,093.43)  
Effective: November 15, 2021

Karen Venegas  
Addison Trail Students Attendance  
Salary: Level II, Step 1- \$20,730.24 (Prorated from \$33,907.37)  
Effective: November 29, 2021

**CLASSIFIED STAFF CHANGE IN STATUS:**

It is recommended that the board approve the following classified staff change in status:

Veronica Casimiro

From Addison Trail Students Attendance to Addison Trail Financial Office Secretary

Salary: Level III, Step 3- \$24,511.25 (prorated from \$37,845.81)

Effective: November 09, 2021

Maria Oplawski

From Addison Trail Dean's Office Secretary to Willowbrook Dean's Office Secretary

Salary: Level II, Step 9 \$42,150.09

Effective: November 18, 2021

**CLASSIFIED STAFF UNPAID LEAVE OF ABSENCE REQUEST:**

It is recommended that you approve the following classified staff unpaid leave of absence:

Mariel Lopez

Addison Trail Guidance Secretary

Effective: November 17, 2021 - June 7, 2022

**CLASSIFIED STAFF RESIGNATIONS:**

It is recommended that the board approve the following classified staff resignations:

Sydney Gutierrez

Willowbrook ACHIEVE Teacher Aide

Effective: November 19, 2021

**SUGGESTED MOTION**

Move that the Board of Education approve the Personnel Report.

O. Approve meeting minutes from September 13, 2021, through October 28, 2021.

**(All minutes will be approved with one motion unless requested otherwise).**

1) Minutes of the September 13, 2021, Closed Session Board meeting. **(Closed Session tab)**

2) Minutes of the September 20, 2021, Closed Session Board meeting. **(Closed Session tab)**

3) Minutes of the October 4, 2021, Board meeting.

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**Board of Education  
Board Meeting**

Monday, October 4, 2021  
District Administrative Offices Board Room  
2 Friendship Plaza  
Addison, Illinois 60101  
7:30 p.m.

**Minutes**

Attendance Taken at 7:32 p.m.

Donna Cain: Present  
Amy Finnegan: Present  
Lisa Knauf: Present  
Dan Olson: Present  
Chris Poirier: Present  
Diana Stout: Present  
Jean Taylor: Present

**1. Call To Order**

Mrs. Cain called the meeting to order at 7:32 p.m.

**2. Pledge of Allegiance**

**3. Roll Call**

Others present: Dr. Barbanente, Mr. Hoster, Mrs. Tsagalis, Mr. Bolden,  
Mr. Warren, Dr. Gourley, Dr. Lenaghan, Dr. Wilson, Mr. Domeracki, Ms. Brink, Mrs. Petrbok

**4. Petitions and Hearings**

No public comments.

**5. Educational Focus Item**

A. Social-Emotional Programs, Interventions and Supports

Dr. Raquel Wilson, Director of Student Services and Assistant Superintendent Michael Bolden provided an update and recommendation on current mental health and social-emotional supports at Addison Trail High School and Willowbrook High School.

Dr. Wilson and Mr. Bolden also shared future initiatives in these areas such as using ESSER funds to expand services. Dr. Wilson recommended to add an SEL Interventionist at each building to provide behavioral, mental health and academic support to students. Board member Lisa Knauf asked if current personnel are available to move into these positions, additionally how would we maintain these positions once ESSER funds are not available. Dr. Barbanente replied the ideal candidate would have a social work license,

additionally stating ESSER funds extend through next school year allowing for time to assess the needs of programs and support for the future. Ms. Knauf recommended looking into areas of support for college and career planning. Board President, Donna Cain asked how suicide hotline entities relay information to the district if they are contacted by a student using the hotline number on the student ID card and what training is staff provided to look for signs of suicide. Dr. Wilson said local departments and family notify related services and that staff and students are provided training in suicide prevention. Mrs. Cain asked how staff and students are informed of the newly implemented five mental health absentee days. Dr. Wilson said that the five mental health days are being monitored for appropriate use and follow-up meetings to assist any student with additional supports as needed. Dr. Barbanente added that staff participate in required school code training in suicide prevention every year with more education and awareness for staff and students moving forward in addition to outside supports when needed.

#### **6. Discussion Items Requiring No Action\***

##### **A. Shared Services Report**

Mr. Edward Hoster, Chief Financial Officer, recommended the Shared Services Report for the fiscal year ending June 30, 2021, to be approved.

##### **B. Fall 2021 Disposal List**

Mr. Ryan Domeracki, Director of Business Services, recommended the Fall Disposal 2021 List be approved.

#### **7. Separate Action Items**

##### **A. Thomson Reuters CLEAR – Investigative Information Services**

Move that the Board of Education approve the three-year subscription proposal from Thomson Reuters CLEAR-investigative information system through November 1, 2024. This motion, made by Amy Finnegan and seconded by Lisa Knauf, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

##### **B. Construction Project Pay Application #1 – Ejector Pump Project**

Move that the Board of Education approve the pay application #1 from Richmond Electric Co., Inc in the amount of \$49,500.00. This motion, made by Amy Finnegan and seconded by Lisa Knauf, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

##### **C. Fundraisers Exceeding \$1,000**

Move that the Board of Education approve the fundraiser(s) exceeding \$1,000 as presented.

1. Addison Trail Music Boosters will sell Gourmet Cheesecakes. Proceeds will be used for the upcoming music trip and other music related costs.

2. Addison Trail Orchesis will sell Christmas wreaths. Proceeds will be used towards the cost of lights and to purchase equipment for the annual spring show.

3. Willowbrook Wrestling will sell online coupon books. Proceeds will be used to lower

the costs of camp, spirit wear, uniforms and additional team costs.

This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### D. List of Bills- Vendor Payments from September 16 - 30, 2021

Move that the Board of Education approve the list of payments to vendors for the period of September 16-30, 2021 in the total amount of \$955,865.17. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### E. Fieldhouse Curtain Purchase

Move that the Board of Education accept the most competitive proposal from J&D Enterprises for the purchase and installation of three fold-up divider curtains and two lower panel replacement curtains for a total amount of \$24,894.00. This motion, made by Amy Finnegan and seconded by Dan Olson, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### F. Motorized Partition Wall Bid

Move that the Board of Education reject the bids received for the purchase of a motorized room partition wall for Addison Trail as they are not in our best interest at this time. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

Board Secretary, Amy Finnegan asked if the lack of bids is supply-related? Mr. Domeracki, Director of Business Services commented that there are ongoing shortages.

#### G. Personnel

Move that the Board of Education approve the Personnel Report. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### CERTIFIED STAFF APPOINTMENTS:

Pierre Pandy

District Office Remote Learning Academy Special Education Teacher

Salary: Scale III, Step 2 - \$48,987.49

Effective: October 05, 2021

#### CLASSIFIED STAFF APPOINTMENTS:

Marlene Razo

Willowbrook Part-time Student Supervisor

Salary: \$11,894.40

Effective: October 05, 2021

Renee Lavery

Willowbrook Special Education Teacher Assistant

Salary: \$15,209.60  
Effective: October 12, 2021  
Austin Zaagman  
Addison Trail Maintenance Worker  
Salary: \$37,606.40 (prorated from \$55,093.43)  
Effective: October 18, 2021

**CLASSIFIED STAFF RETIREMENTS:**

Jack Humphris  
Willowbrook Student Supervisor  
Effective: December 1, 2021 at which time Jack will have completed 11.5 years of service with District 88.

**H. Amended 2021-2022 School Calendar**

Move that the Board of Education approve the amended 2021-2022 School Calendar as presented. This motion, made by Amy Finnegan and seconded by Dan Olson, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

Late Start Day- Change Monday, November 22, 2021, from a Late Start Day to a full school day with no late start schedule.

**I. Approval of Board Policies (2nd Reading)-** 2:90, 2:110, 2:130, 2:190, 2:210, 2:240, 4:20, 4:30, 4:50, 4:70, 4:120, 4:130, 5:180, 5:290, 5:310, 6:145, 6:160, 6:260, 7:60, 7:305

Move that the Board of Education adopt the following updated Board Policies: 2:90, 2:110, 2:130, 2:190, 2:210, 2:240, 4:20, 4:30, 4:50, 4:70, 4:120, 4:130, 5:180, 5:290, 5:310, 6:145, 6:160, 6:260, 7:60, 7:305. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

**8. Information/Discussion Items**

**A. Working Cash bond Issuance Series 2021 Final Closing Results**

Mr. Hoster presented the working cash bond issuance series 2021 final closing results. The competitive bid sale approach successfully obtained the final lowest True Interest Cost (TIC) bid of 1.92%. Due to the lower interest cost, there is a slightly higher remaining capacity to borrow within our debt service extension base for the future. Net proceeds to the Working Cash Fund of \$4.0 million after all closing and issuance costs are reconciled and paid on October 19, 2021. The funds are intended to support capital improvements or bus replacement through at least the year 2025.

**B. Freedom of Information Request**

On September 15, 2021 DuPage High School District 88 received a request via email from Mr. Tom Kaberna for the following information through the Freedom of Information Act (FOIA):

- Hourly starting salaries for the following positions in your district: Hall Monitor, Classroom Aide, Principal Secretary, Maintenance Employee, Building Technology Employee

- Hourly salary after 15 years of the same groups from above.

FOIA request was sent to Mr. Tom Kaberna at tkaberna@hotmail.com on September 17, 2021.

On September 16, 2021 DuPage High School District 88 received a request via email from Mr. Vince Aspi from LocalLabs for the following information through the Freedom of Information Act (FOIA):

- A list of all materials in your district that fall under the 1619 project.

For reference, the 1619 project contains works with the following titles and authors: "America Wasn't a Democracy Until Black Americans Made It One", essay by Nikole Hannah-Jones

- "American Capitalism Is Brutal. You Can Trace That to the Plantation", essay by Matthew Desmond
- "How False Beliefs in Physical Racial Difference Still Live in Medicine Today", essay by Linda Villarosa
- "What the Reactionary Politics of 2019 Owe to the Politics of Slavery", essay by Jamelle Bouie
- "Why Is Everyone Always Stealing Black Music?", essay by Wesley Morris
- "How Segregation Caused Your Traffic Jam", essay by Kevin Kruse
- "Why Doesn't America Have Universal Healthcare? One Word: Race", essay by Jeneen Interlandi
- "Why American Prisons Owe Their Cruelty to Slavery", essay by Bryan Stevenson
- "The Barbaric History of Sugar in America", essay by Khalil Gibran Muhammad
- "How America's Vast Racial Wealth Gap Grew: By Plunder", essay by Trymaine Lee
- "Their Ancestors Were Enslaved by Law. Now They're Lawyers", photo essay by Djeneba Aduayom, with text from Nikole Hannah-Jones and Wadzanai Mhute
- "A New Literary Timeline of African-American History", a collection of original poems and stories

- o Clint Smith on the Middle Passage
- o Yusef Komunyakaa on Crispus Attucks
- o Eve L. Ewing on Phillis Wheatley
- o Reginald Dwayne Betts on the Fugitive Slave Act of 1793
- o Barry Jenkins on Gabriel's Rebellion
- o Jesmyn Ward on the Act Prohibiting Importation of Slaves
- o Tyehimba Jess on Black Seminoles
- o Darryl Pinckney on the Emancipation Proclamation of 1863
- o ZZ Packer on the New Orleans massacre of 1866
- o Yaa Gyasi on the Tuskegee syphilis experiment
- o Jacqueline Woodson on Sgt. Isaac Woodard
- o Joshua Bennett on the Black Panther Party
- o Lynn Nottage on the birth of hip-hop
- o Kiese Laymon on the Rev. Jesse Jackson's "rainbow coalition" speech
- o Clint Smith on the Superdome after Hurricane Katrina

- A list of all books written by authors Ibram X. Kendi (aka Henry Rogers) or Robin DiAngelo that are used in curriculum or libraries in your school district.



FOIA request was sent to Mr.Vince Espi at news@news.locallabs.com on September 21, 2021.

On September 16, 2021 DuPage High School District 88 received a request via email from Ms. Ruth-Eva Konno for the following information through the Freedom of Information Act (FOIA):

- Health Curriculum Documents for DuPage High School District 88 related to Illinois House Bill 818

FOIA request was sent to Ms. Ruth-Eva Konno at konnorutheva@gmail.com on September 21, 2021.

On September 22, 2021 DuPage High School District 88 received a request via email from Ms. Janie Jordan, Data Research Partners, for the following information through the Freedom of Information Act (FOIA):

- A listing of all DuPage High School District 88 employee's first and last names, e-mail address, title/position, and primary campus/department location.
- FOIA request was sent to Ms. Janie Jordan at janie@dataresearchpartners.com on September 28, 2021.

On September 28, 2021 DuPage High School District 88 received a request via email from Mr. Vince Espi, LocalLabs, for the following information through the Freedom of Information Act (FOIA):

- All data of any faculty or student with (a) COVID-19 positive test results, (b) COVID-19 like symptoms or (c) close contacts to a confirmed COVID-19 case that were reported to the local health department over the previous seven days.
  - Please provide all details that were provided to the local health department.
- FOIA request was sent to Mr. Vince Espi at news@news.locallabs.com on September 29, 2021.

## **9. School Recognition**

### **Addison Trail -Mr. Warren reported:**

- The Honor Roll Assembly took place this morning with Social Studies teacher, Claire Sychta as the guest speaker.
- Homecoming week is this week:

Monday, 10/4 - Wear Pajamas! - Variety Show @ 7 p.m.

Tuesday, 10/5 - Wear Neon!

Wednesday, 10/6 - Wear Class Color: Fr/Red, Soph/Yellow, Jr/Orange, Sr/Blazer Blue  
Blazer Bowl at 6 p.m. for Frosh/Soph and 7 p.m. for Juniors/Seniors

Thursday, 10/7 - Wear Jerseys!

Friday, 10/8 - Wear Blazer Blue! Pep Rally Assembly @ 1:45 p.m. –  
Football Game @ 7 p.m.

Saturday, 10/9 - Dance from 7 to 10 p.m. "A Night at the Mansion"

- On Tuesday, October 12, we will host our Student/Staff Blood Drive in the Fieldhouse from 7:45 a.m. to 1:45 p.m.
- Thursday, October 14, we will host parent-teacher conferences in a virtual format.

### **Athletics:**

- Boy's Golf - Went 5-1 in the conference for the season and captured 2nd place at the WSC meet on 9/21. The team had two golfers place in the top 10 at the

IHSA Regional and qualified for the IHSA Sectional competition being held today.

Congratulations to Frank Barges and Zack Morris.

- Girl's Cross Country -Went 5-1 in the conference for the regular season and took 2nd place for the first time in school history since joining the WSC in 1987. Congrats to all of the girls and Coach Olson and Coach Barnd.
- Girl's Tennis - They are 10-3 on the season and 4-2 in the conference (3rd place). They will compete in the WSC meet on Friday, 10/8 and Saturday, 10/9 at Downers Grove South.

#### **Willowbrook- Dr. Gourley reported:**

- Last week we celebrated Homecoming Week with a week full of school spirit and community. Students engaged in dress-up theme days and lunchtime competitions such as water balloon toss and pie-eating contests as well as karaoke.
- Wednesday, we hosted our pep assembly, powderpuff football game, and homecoming bonfire.
- Friday our school spirit and community support was on full display as our student groups and athletes proudly participated in our homecoming parade. We honored local dignitaries as we hosted Addison Trail for our homecoming football game and cross-town classic event.
- Our Homecoming dance was attended by over 1300 of our students who enjoyed dancing in the main gym, refreshments in the courtyards, games, and a photo booth.
- Art students experienced the Frida Kahlo exhibit at COD.
- Elmhurst College Algebra and English students in both buildings are traveling to Elmhurst University to tour the campus and take place in onsite college classes.
- Spanish Language classes are traveling to the National Mexican Museum of Art.
- Good luck to Penelope DeValle who is interviewing for a DECA state officer position next week; she qualified in round 1 last Saturday.
- This weekend Model UN went to their first in-person conference in over a year and a half.
- Wednesday of this week we will be providing all grade 11 students with the NMSQT/PSAT10 exam which allows students the opportunity to take a practice SAT as well as be qualified for the national merit program.
- Thursday of this week we will be hosting our first Outstanding Student Recognition event for the 2021-2022 school year.
- Parent-Teacher Conferences will take place via Zoom on Thursday, October 14.
- Other upcoming events include welcoming the Class of 2026 with parent meetings on October 12 at Willowbrook, October 14 at Jefferson Middle School, October 19 at Albright Middle School, and October 21 at Jackson Middle School.

#### **Athletics:**

- We are so proud of our three golfers, Emma Rattana, Vince Guajardo, and Brett Vandergriff who completed their season today at the IHSA regionals.
- Tomorrow our girls' volleyball teams and boys' soccer teams take on Hinsdale South away.
- Thursday girls' volleyball versus York at home, girls swimming competes at Proviso West, and boys' soccer teams versus Proviso West at home.
- Friday Football is away at Hinsdale South.

- Best of luck to our girl's tennis team at the West Suburban conference this weekend.

10. **Board Member Report(s) / Future Agenda Items:** No board reports.

11. **Public Comments:** No public comments.

12. **Announcements:**

Board of Education Meeting: Monday, October 18, 2021, 7:30 p.m., District Boardroom located at District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

Joint Board of Education Meeting: Thursday, October 28, 2021, 6:00 p.m., Medinah Signature Events located at 550 North Shriners Drive, Addison, IL 60101.

13. **Closed Session Meeting**

Move to enter the closed session. This motion, made by Lisa Knauf and seconded by Amy Finnegan, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

The Board moved to closed session at 8:52 p.m.

A. 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.

14. **Reconvene To Open Meeting**

The Board returned to open session at 9:19 p.m.

15. **Roll Call**

Attendance Taken at 9:19 p.m.

|                |         |
|----------------|---------|
| Donna Cain:    | Present |
| Amy Finnegan:  | Present |
| Lisa Knauf:    | Present |
| Dan Olson:     | Present |
| Chris Poirier: | Present |
| Diana Stout:   | Present |
| Jean Taylor:   | Present |

Others present: Dr. Barbanente, Mr. Hoster, Mr. Bolden, Mrs. Petrbook

16. **Action Necessitated By Closed Session**

There was no action necessitated.

17. **Adjournment**

Motion to adjourn. This motion, made by Lisa Knauf and seconded by Dan Olson, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

The Board meeting ended at 9:19 p.m.

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Secretary, Board of Education

Attest: \_\_\_\_\_  
Date

### **District 88 Strategic Plan**

Addison Trail High School, Willowbrook High School and DuPage High School District 88 will:

**Goal 1:** Develop plans to improve student performance, close the achievement gap and actively monitor the acquisition of college, career and cultural readiness skills.

**Goal 2:** Focus on learning programs aligned to local, state and national standards, incorporating critical thinking, applied learning, interdisciplinary curriculum, authentic career-connected programs and digital learning initiatives.

**Goal 3:** Provide time and resources for ongoing professional growth and development programs that focus on learning standards, diverse learners, assessment and data practices, instructional strategies, social-emotional learning and culturally responsive teaching.

**Goal 4:** Create inclusive school-community partnerships that develop life skills, foster social-emotional development, promote overall personal well-being and embrace learning and activity before, during and after school hours.

- 4) Minutes of the October 4, 2021, Closed Session Board meeting. (**Closed Session tab**)
- 5) Minutes of the October 5, 2021, Building & Grounds Committee meeting. 630

## **Buildings & Grounds Committee Meeting**

October 5, 2021, 6:30 PM  
Remote Meeting via ZOOM

### **Minutes**

Start Time - 6:35pm

Attendees: Ms. Donna Cain, Ms. Amy Finnegan, Ms. Christine Poirier, Mr. Dan Olson, Ms. Jean Taylor, Dr. Jean Barbanente, Dr. Dan Krause, Mr. Tom Manka, Mr. Ryan Domeracki, Mr. Ed Hoster, Mr. Jack Andrews, and Mr. Jim Smiley and Mr. Kyle Buck (Wight & Co.)

#### **1. Facility Project Planning**

Mr. Hoster reviewed the Building Improvement Project Recommendations for the 2022-23 school year. All budget estimates were reviewed and updated with the assistance from Wight & Co. There are two projects added to the list since the September committee meeting for the concession stand at Willowbrook and backstop corrective work at Addison Trail. Mr. Buck reviewed the concrete proposals for Phase I at each school and the revised budgets. At Willowbrook, he confirmed that the permit we have in place from the culvert work, which was completed this summer, allows us to remove and replace the curb line along that South West area of the parking lot. This permit is good for work through 12/31/2023. Mr. Buck also highlighted areas that are planned for Phase II at both schools and Phase III at Willowbrook HS. Mr. Smiley reviewed the option 3 design for the concession stand project as well as the updated budget. Discussion included the compromises and how we achieved the goals within the existing building footprint and not take any of the serving area space at the north end of the building. Mr. Hoster reviewed the concession stand concept budget as well as the options. The net budget increase is within \$23,392 from the prior option 2. In the review, Mr. Hoster explained that if we were to add this concession project, at a combined cost of \$578,590, we would need approximately \$100,000 more from the original amount of funds allocated for the 2022-23 projects. Mr. Smiley added that if we want this project completed for the start of school next August 2022, we will need to move quickly on a decision. Following further discussion with the committee there was

consensus to proceed with the design and bidding for this project with phase I being the renovation of the building and stormwater mitigation improvements. Phase II items for the portable restroom area, spiritwear/storage building and a few other items will be included as alternates in the bid process to firm up pricing and possibly consider awarding if pricing is under budget. Mr. Hoster summarized that we will proceed with the project list recommendation for the board at the upcoming October 18th board meeting.

## **2. Architect/Engineering Service Proposals**

Mr. Hoster reviewed the service proposals from Wight & Co. for the projects being recommended at the October 18th meeting. The proposals included the roofing replacement at Willowbrook (fee of a minimum \$26,000), the new science lab at Willowbrook (fee of \$29,000), CTE air conditioning at Addison Trail (fee of \$51,600), concrete pavement improvements at both Addison Trail and Willowbrook (fee of \$21,380). These proposals will be brought to the October 18th Board Meeting for approval.

## **3. Army Trail Nature Center Feasibility Study**

Mr. Hoster turned things over to Mr. Buck to discuss the fee proposal to conduct a feasibility study. The study would include boundary surveys, easement, utilities, topographic, tree studies, prior grant applications, any previous designs or maintenance plans on the parking lot, wetland delineations, and drainage capacities. We will work with the village and county to obtain as much information on this property as possible. The work would include 2-3 concepts for potential configurations at the site. If approved, the schedule is dependent on what information we obtain but would like to start the wetlands delineation right away. Wight and Co. propose a fee of \$19,650 to conduct this work. There may potentially be other services that we'd have to undertake depending on the information they are able to obtain for the boundary, topography and pond stormwater information.

## **4. Other items and Building Reports**

Dr. Krause brought forward the quotes that we received for some tree removal and trimming throughout the campus. The quotes that we received were within the budget set for this year. Dr. Krause also mentioned that with the removal, we'll be planting a couple of memorial trees but would also like to look at a longer-term plan for the tree replacement. Mr. Andrews brought forward a request to utilize removable, portable canvas to hold murals or art from students to help form a more inclusive and belonging school culture throughout the building. Dr. Barbanente

shared that the District Office is also considering incorporating more art, pictures, and logos to foster this culture of inclusiveness and belonging. Dr. Krause agreed this would be a welcome change that they too would like to incorporate.

Adjournment - 8:06pm

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Secretary, Board of Education

\_\_\_\_\_  
Attest:





## **Board of Education**

### **Board Meeting**

Monday, October 18, 2021  
District Administrative Offices Board Room  
2 Friendship Plaza  
Addison, Illinois 60101  
7:30 PM

### **Minutes**

Attendance Taken at 7:32 PM.

|                |         |
|----------------|---------|
| Donna Cain:    | Present |
| Amy Finnegan:  | Present |
| Lisa Knauf:    | Present |
| Dan Olson:     | Present |
| Chris Poirier: | Present |
| Diana Stout:   | Present |
| Jean Taylor:   | Present |

#### **1. Call To Order**

Mrs. Cain called the meeting to order at 7:32 p.m.

#### **2. Pledge of Allegiance**

#### **3. Roll Call**

Others present: Dr. Barbanente, Mr. Hoster, Mrs. Tsagalis, Mr. Bolden,  
Mr. Andrews, Dr. Krause, Dr. Lenaghan, Dr. Wilson, Mr. Domeracki, Ms. Brink, Mrs. Petrbok

Moved to amend the agenda and place item I before item D. This motion, made by Amy Finnegan and seconded by Dan Olson, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea,  
Diana Stout: Yea, Jean Taylor: Yea

#### **4. Recognition of District 88 Successes**

##### **A. 88's Best**

88's Best Students Madelyn Ford from Addison Trail and Penelope DelValle from Willowbrook were recognized for the month of October. The students were congratulated on their many accomplishments. The students thanked the Board, their teachers and their families for support.

Break at 8:00 p.m.

Mrs. Cain called the meeting to order at 8:18 p.m.

|                |         |
|----------------|---------|
| Donna Cain:    | Present |
| Amy Finnegan:  | Present |
| Lisa Knauf:    | Present |
| Dan Olson:     | Present |
| Chris Poirier: | Present |
| Diana Stout:   | Present |
| Jean Taylor:   | Present |

#### B. Principal's Month

District 88 administration and Board recognized principals, Dr. Daniel Krause of Willowbrook High School and Mr. Jack Andrews of Addison Trail High School, in honor of National Principals Month for their dedication and service to our community. The villages of Addison, Lombard and Villa Park, the State of Illinois and the Illinois Principals Association also presented proclamations to the principals.

### 5. **Petitions and Hearings**

Ruth Eva of Lombard addressed the board and administration.

### 6. **Motion To Establish Consent Agenda**

Moved to establish the consent agenda. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

A. Shared Services Report

B. Fall 2021 Disposal List

#### C. **Approve meeting minutes from September 7, 2021, through September 20, 2021.**

1) Minutes of the September 7, 2021, Building & Grounds meeting.

2) Minutes of the September 13, 2021 Board meeting.

3) Minutes of the September 14, 2021 Policy Committee meeting.

4) Minutes of the September 20, 2021 Board meeting.

### 7. **Motion To Approve Consent Agenda**

Moved to approve the consent agenda as presented. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

### 8. **Separate Action Items**

A. Treasurer's Report for September 2021

Move that the Board of Education approve the Treasurer's Report as presented. This motion, made by Amy Finnegan and seconded by Dan Olson, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### B. Budget Status Report as of September 2021

Move that the Board of Education approve the Budget Status Report as presented. This motion, made by Amy Finnegan and seconded by Lisa Knauf, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### C. Fundraisers Exceeding \$1,000

Move that the Board of Education approve the fundraiser(s) exceeding \$1,000 as presented. This motion, made by Amy Finnegan and seconded by Dan Olson, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

1. Addison Trail Wrestling will sell online coupon discount cards. Proceeds will be used to purchase new uniforms, wrestling equipment and statistics software.

2. Willowbrook Parent Organization will host a craft fair. Proceeds will be used for scholarships and to assist in paying for buses for prom.

3. Willowbrook Parent Organization will host a bake sale. Proceeds will be used for scholarships and to assist in paying for buses for prom.

#### D. List of Bills- September 2021

Move that the Board of Education approve the list of payroll and vendor transactions for the month of September 2021. This motion, made by Amy Finnegan and seconded by Lisa Knauf, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### E. List of Bills Vendor Payments- October 1- 13, 2021

Move that the Board of Education approve the list of payments to vendors for the period of October 1-13, 2021 in the total amount of \$1,514,142.23. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### F. Tree Trimming and Removal

Move that the Board of Education accept the most competitive proposal from Homer Tree Care Inc. for the trimming and removal of trees throughout the Willowbrook property in the total amount of \$13,200.00. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### G. Auditorium Curtains Purchase

Move that the Board of Education accept the most responsive and responsible bid from IWEISS Holdings LLC for the purchase of replacement auditorium curtains at Addison Trail HS in the total amount of \$31,000.00. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### H. Interpreter Equipment Purchase

Move that the Board of Education accept the most competitive proposal from Tripp Communications Systems for the purchase of interpretation equipment in the total amount of \$38,952.90. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### I. Building Improvement Project Recommendation for 2022-23

Move that the Board of Education authorize the building improvement budget for 2022-23 in the amount of \$2,092,152 including contingency and estimated architect/engineer fees as outlined in Exhibit A. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

Board member Lisa Knauf asked if only a few doors will be replaced each year. Mr. Hoster replied doors will be replaced based on wear and need each year as a rolling plan. Mrs. Cain added that process allows to obtain proposals rather than bids which may be more cost effective.

#### J. Architect/Engineer Service Proposal - Roof Replacement Project

Move that the Board of Education accept the proposal from Wight & Co. for architect and engineering services for the roof replacement work with a fee of 7.5% of the actual project cost and a minimum of \$26,000 plus reimbursable expenses. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### K. Architect/Engineer Service Proposal -Air Conditioning CTE Areas

Move that the Board of Education accept the proposal from Wight & Co. for architect/engineer services for the new science classroom work at a fee of \$44,200 plus reimbursable expenses. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### L. Architect/Engineer Service Proposal - Science Lab

Move that the Board of Education accept the proposal from Wight & Co. for architect/engineer services for the new science classroom work at a fee of \$29,000 plus reimbursable expenses. This motion, made by Amy Finnegan and seconded by Dan Olson, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### M. Architect/Engineer Service Proposal - Concession Stand Renovation

Move that the Board of Education accept the proposal from Wight & Co. for architect

and engineering services for the concession stand renovation project at Willowbrook with a fee of 72,000 plus reimbursable expenses. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### N. Civil Engineer Feasibility Study Proposal - Army Trail Nature Center

Move that the Board of Education accept the proposal from Wight & Co. civil engineering services for the Army Trail Nature Center feasibility study at a fee not to exceed \$36,050 plus reimbursable expenses. This motion, made by Amy Finnegan and seconded by Dan Olson, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### O. Construction Project Pay Application #3 – Tennis Courts

Move that the Board of Education approve the pay application #3 from M&J Asphalt Paving Co., Inc. in the amount of \$58,207.10. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### P. Construction Project Final Pay Application- Running Track

Move that the Board of Education approve the final pay application from Midwest Track Builders, Inc. in the amount of \$9,224.70. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

#### Q. Personnel

Move that the Board of Education approve the Personnel Report. This motion, made by Amy Finnegan and seconded by Chris Poirier, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

Revised copy walked in.

#### **CLASSIFIED STAFF APPOINTMENTS:**

Lauren Mueller

Willowbrook Literacy Teacher Aide Salary: \$16,017.75

Effective: October 20, 2021

Leonard Sklaney

District Office Part-time Vocational Coach Salary: \$6,763.05

Effective: October 19, 2021

Olga Farrowe

District Office Special Education Teacher Aide Salary: \$16,136.40

Effective: October 19, 2021

Precious Cardine

Addison Trail Assistant School Nurse Salary: \$33,781.44  
Effective: October 25, 2021

Aubrey Wise  
Willowbrook Literacy Aide Salary: \$14,340.48 Effective: October 25, 2021

Lisa Wagner  
Willowbrook Literacy Aide Salary: \$14,340.48 Effective: October 28, 2021

Steve Sajdak  
Willowbrook Buildings and Grounds 2nd Shift Custodian Salary: \$29,164.86 (Prorated from \$43,417.18)  
Effective: October 26, 2021

**CLASSIFIED STAFF CHANGE IN STATUS:**

Kimberly Keehner  
From Willowbrook CTE Teacher Aide to Willowbrook Literacy Aide Salary:\$21,149.73  
Effective: October 25, 2021

**CLASSIFIED STAFF INTERMITTENT UNPAID LEAVE OF ABSENCE:**

Tammy Bending  
Addison Trail Library Teacher Aide  
Effective: September 20, 2021 - May 27, 2022

**CLASSIFIED STAFF RESIGNATIONS:**

Ernesto Nubla Willowbrook Maintenance  
Effective: October 04, 2021

Cindy Salto  
Addison Trail Financial Secretary  
Effective: October 18, 2021

Alexis Cadena Bass  
Addison Trail Technology Specialists  
Effective: November 05, 2021

**9. Information/Discussion Items**

**A. Tax Levy 2021**

Mr. Edward Hoster, Chief Financial Officer, presented information regarding the tax levy process. The estimated tax levy will be presented to the Board of Education for discussion in November and subsequent approval in December.

Mrs. Cain commented that people need to be encouraged to understand their taxes as they often overpay and should contact their accessor if they have questions.

**B. Credit Card Summary**

Mr. Hoster reviewed the district's credit card use report for September 2021, as outlined

in Board Policy 4:55 Use of Credit and Procurement Cards.

#### C. ARP ESSER Spending Plan

Mrs. Yvonne Tsagalis, Assistant Superintendent for Curriculum and Instruction, shared the ARP ESSER spending plan and expenditures for DuPage High School District 88.

#### D. Freedom of Information Request

On October 11, 2021 DuPage High School District 88 received a request via email from Ms. Sheri Reid, SmartProcure, for the following information through the Freedom of Information Act (FOIA):

- Any and all purchasing records from 07/06/2021 (mm/dd/yyyy) to current.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

FOIA request was sent to Ms. Sheri Reid at sreid@smartprocure.com on October 12, 2021.

### 10. **School Recognition**

#### Addison Trail- Mr. Andrews reported:

- Parent-Teacher Conferences were held via Zoom last Thursday, October 14th.
- The School Update Meeting for parents and students will be held on Tuesday, October 19th via Zoom.
- The fall drama production, "The Trap" will be presented Thursday, October 21st through Saturday, October 23rd with shows at 7:00 p.m. and 2:00 p.m. (Sat. only)
- Italian Heritage Week is October 25th through October 29th.
- The Fine Arts Showcase is on October 27th.
- DECA will host a 3 on 3 tournament on October 28th.
- Falls sports will have their award night on November 8th.
- Music Recital-I is on November 11th at 7:30 p.m.
- International Fest Week will kick off on November 15th.
- Music Honor Recital II- is on November 18th at 7:30 p.m.
- The International Dance Show will be held on November 19th at 7:00 p.m.

#### Athletic Updates

- Girl's volleyball will be hosting regionals.
- Boy's soccer will play in their first regional game on Tuesday against Geneva High School.

#### Willowbrook- Dr. Krause reported:

- We will end Hispanic Heritage month by hosting a 5k run on October 30th.
- The class of 2026 will be taking their 8th-grade placement exam on Saturday, October 23rd.



- Over 400 students took the PSAT/NMSQT tests.
- Parent-Teacher conferences were last week with over 5,000 appointments scheduled.
- Music concerts returned live and in-person.
- The fall musical will be showcased on November 12th-14th.

#### Athletic Updates

- Conference tournaments have begun with the girl's volleyball team is hosting regional tournaments.
- The girl's volleyball team is ranked #1 in sectionals.
- Best of luck to all athletes as they conclude their season.

#### 11. **Board Member Report(s) / Future Agenda Items-** None.

#### 12. **Superintendent's Report**

Dr. Barbanente reported the following:

##### GENERAL/COVID

- Calendar amendment - November 22nd will be a full day of school, 7:45 start time.
- October 19th there will be a virtual District 88 School Update Parent/Guardian and Student meeting.
- District 88 will offer free, voluntary COVID-19 PCR testing onsite for District 88 students, staff, and volunteers. Testing will be conducted by Northshore Clinical from 2:45 to 4:15 p.m. every Tuesday at Addison Trail and Willowbrook.
- District 88 will host a Booster Clinic at Addison Trail on October 30th from 9:00 a.m. to 4:00 p.m. for those eligible.

##### CURRICULUM

- At the November 15th BOE meeting, Yvonne Tsagalis will bring new course proposals and any program changes for the next school year. - Focus on college experiences - AP, Dual Credit, Career Credentialing, Flexible Pathways, Fine Arts
- The Joint Leadership Team will be reading "Grading for Equity" in an effort to analyze our current practices and make recommendations for grading policy updates by the end of the year.

##### STUDENT SERVICES

- The Joint Leadership Team has embarked on a book study that will finish this month - "Belonging Through a Culture of Dignity"
- DRESS CODE  
For the past two years, the Behavior Interventions Committee has recommended that we review our dress code to ensure it is inclusive and equitable for all students. Dr. Wilson will be leading this review process and the timeline for the "Student Appearance Pilot" process.
- STUDENT FOCUS GROUPS  
The C.A.R.E. Team will be conducting student focus groups to gather student feedback related to their feelings about connectedness and belonging at school as well as other issues of culture and climate.
- SUICIDE PREVENTION  
We are working to implement additional suicide screening measures in order to identify students that may be in need of support. The Signs of Suicide (SOS) program teaches students how to identify signs of depression and suicide in

themselves and their peers, while training school professionals, parents, and community members to recognize at-risk students and take appropriate action.

#### SOCIAL-EMOTIONAL LEARNING INTERVENTIONIST

We appreciate the Board's support in the allocation of additional ESSR funds for more mental health support at each school. We are pursuing the hiring of an additional social worker at each school who would be assigned to support students in the general population (as opposed to being assigned to students in more intensive programs). This person would also help to implement the necessary support and procedures around this new legislation:

Public Act 102-321, effective January 1, 2022 (SB1577), Public Act 102-266, effective January 1, 2022 (HB0576) Action by 12/31/21: Prepare to accept excused absences for mental or behavioral health reasons for up to 5 days that do not need to be substantiated by a medical note and create a process to consider a referral of a student to school support personnel after the second mental health day used. Training for appropriate staff on the updated policies and procedures. Under amended Sections 26-1 and 26-2a of the School Code, a valid cause for a student's absence from school includes the mental or behavioral health of the student, up to 5 days, for which the student need not provide a medical note. The student must be given the opportunity to make up any schoolwork missed during the mental or behavioral health absence. After the second mental health day, the student may be referred to the appropriate school support personnel.

#### LEGISLATIVE UPDATE- REFERENCED IN SUPERINTENDENT'S REPORT

**Suicide Prevention:** Immediate Action: Provide contact information for the National Suicide Prevention Lifeline and the Crisis Text Line on the back of each student ID card. If this cannot be done or if all students do not receive ID cards, this information must be published on the District's website. Two separate bills will create new Sections 10-20.73 and 10-20.75 of the School Code requiring school districts to provide information about suicide prevention to students. Together, the bills provide that, effective immediately upon their 3 enactment, each school district must provide contact information for the National Suicide Prevention Lifeline, the Crisis Text Line, and for those students in grades 6-12 either the Safe2Help Illinois Helpline or a local suicide prevention hotline or both, on the back of each student identification card or published on the district's website, if the district does not issue student identification cards. Effective July 1, 2022, for those students in grades 6-12, the information must be included in the student handbook and student planner if either is printed by the district. Public Act 102-134, effective July 23, 2021 (HB0597) (HB1778)

**Mental/Behavioral Health Absence:** Action by 12/31/21: Prepare to accept excused absences for mental or behavioral health reasons for up to 5 days that do not need to be substantiated by a medical note and create a process to consider a referral a student to school support personnel after the second mental health day used. Training for appropriate staff on the updated policies and procedures. Under amended Sections 26-1 and 26-2a of the School Code, a valid cause for a student's absence from school includes the mental or behavioral health of the student, up to 5 days, for which the student need not provide a medical note. The student must be given the opportunity to make up any schoolwork missed during the mental or behavioral health absence. After the second mental health day, the student may be referred to the appropriate school support personnel. Public Act 102-321, effective January 1, 2022 (SB1577), Public Act 102-266, effective January 1, 2022 (HB0576)

**Amended Suicide Prevention Policy:** Section 2-3.166 of the School Code (a/k/a Ann Marie's Law) will be amended to provide that effective July 1, 2022, the ISBE model suicide prevention and awareness policy, and any policy adopted by a school board, must include methods of intervention for "students identified as being at increased risk of suicide," which now includes students who: suffer from a mental health disorder; suffer from a substance abuse disorder; engage in self-harm or have previously attempted suicide; reside in an out-of-home placement; are experiencing homelessness; are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); are bereaved by suicide; or have a medical condition or certain types of disabilities. Public Act 102-267, effective July 1, 2022 (HB0577)

13. **Public Comments-** None.

14. **Announcements:**

Joint Board of Education Meeting: Thursday, October 28, 2021, 6:00 p.m., Medinah Signature Events located at 550 North Shriners Drive, Addison, IL 60101.

Board of Education Meeting: Monday, November 15, 2021, 7:00 p.m., District Boardroom located at District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

15. **Adjournment**

Moved to adjourn. This motion, made by Lisa Knauf and seconded by Amy Finnegan, Passed.

Donna Cain: Yea, Amy Finnegan: Yea, Lisa Knauf: Yea, Dan Olson: Yea, Chris Poirier: Yea, Diana Stout: Yea, Jean Taylor: Yea

The board adjourned from the open session at 9:45 p.m.

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Secretary, Board of Education

Attest: \_\_\_\_\_  
Date

### **District 88 Strategic Plan**

Addison Trail High School, Willowbrook High School and DuPage High School District 88 will:

**Goal 1:** Develop plans to improve student performance, close the achievement gap and actively monitor the acquisition of college, career and cultural readiness skills.

**Goal 2:** Focus on learning programs aligned to local, state and national standards, incorporating critical thinking, applied learning, interdisciplinary curriculum, authentic career-connected programs and digital learning initiatives.

**Goal 3:** Provide time and resources for ongoing professional growth and development programs that focus on learning standards, diverse learners, assessment and data practices, instructional strategies, social-emotional learning and culturally responsive teaching.

**Goal 4:** Create inclusive school-community partnerships that develop life skills, foster social-emotional development, promote overall personal well-being and embrace learning and activity before, during and after school hours.





**Addison**  
School District **4**  
ADDISON | ILLINOIS | SINCE 1862



DUPAGE HIGH SCHOOL  
**DISTRICT 88** ADDISON TRAIL  
WILLOWBROOK  
*Building Futures*

**MINUTES OF THE JOINT SCHOOL BOARD MEETING  
OF THE BOARDS OF EDUCATION FROM  
SCHOOL DISTRICT 4, SCHOOL DISTRICT 45, SCHOOL DISTRICT 48, SCHOOL DISTRICT 88  
IN DUPAGE COUNTY, ILLINOIS  
ON THURSDAY, OCTOBER 28, 2021  
AT MEDINAH SHRINERS BANQUETS  
550 SHRINERS DRIVE  
ADDISON, ILLINOIS**

**Welcome**

Mr. John Langton, District 4 Superintendent, welcomed everyone attending the event.

**Call to Order**

The meeting was called to order at 7:21 p.m.

**Pledge of Allegiance**

Mr. Langton led the audience in the Pledge of Allegiance.

**Acknowledgement**

Mr. Langton shared memories of Dr. Scott Helton, District 88 Superintendent, and there was a moment of silence in his honor.

**Roll Call**

**Board Members Present**

District 4: Mr. Frangidakis, Mr. Lange, Mr. Ruffolo, Mr. Williams  
District 45: Mrs. Degnan, Mrs. Heneghan, Mrs. Klamecki, Mrs. Slinn, Mrs. May, Mrs. Shultz, Mrs. Taglia  
District 48: Mr. Blair, Mr. Cuny, Mr. Kielminski, Mrs. Rattana, Mr. Rattana  
District 88: Mrs. Craft Cain, Ms. Finnegan, Mr. Olson, Mrs. Poirier, Mrs. Stout, Mrs. Taylor

**Administration Present**

District 4: Mr. Langton, Dr. Lohse, Mrs. Haney, Mr. Keeley, Mrs. Purse  
District 45: Dr. Palmisano, Mr. Eagan, Dr. Graber, Dr. Melton  
District 48: Dr. Chung, Ms. Aulisa, Dr. Evans, Mrs. Ross, Dr. Martelli, Mrs. Sabourin  
District 88: Dr. Barbanente, Mr. Bolden, Mrs. Craig, Mr. Domeracki, Dr. Lenaghan, Mrs. Tsagalis, Dr. Wilson

**Community Relations Present**

District 4: Mr. Constantopoulos

District 88: Ms. Brink

**Administrative Assistants Present**

District 4: Mrs. Stelter

District 48: Mrs. Clarke

District 88: Mrs. Petrbok

**Program:** *Legislative Education Network of DuPage County (LEND) Update*

**Presenters:** Peg Agnos, Executive Director and Jen Figurelli, Director

- Peg and Jen shared information on what LEND's purpose is, what districts have members on their Executive Committee, and the process of how a bill is made.
- They shared Veto session updates.
- HB2778 (Belt/Yang-Rohr) COVID-19 Administrative Leave was still in session for the evening. This bill would establish unlimited administrative leave days and could impact the teacher/staff shortage. This bill would also take away local collective bargaining rights and invalidates those MOUs already in place. School Districts would need to return any sick leave that was used by an employee during the 2021-2022 school year as a result of COVID-19.
- HB1975 SA2- Faith's Law (Mussman) would instruct ISBE to develop and maintain a resource guide for services for sexual abuse victims. It defines sexual misconduct and requires developing an employee policy to prevent it. It also closes a gap that currently exists regarding grooming.
- HB3173 (Trailer Bill to HB3223) Ensuring Success in Schools (Lightford) is a trailer bill and HB3223 passed in May. Throughout the summer LEND has been in negotiations with the advocates and other education stakeholders and HB3173 is far better than before due to the good faith effort. This bill is held in the House until the spring session.
- HB594 (Lightford) Interfund Transfers is a clean up bill that extends the sunset of interfund transfers to June 30, 2024. The Congressional Maps were still in session that evening.
- LEND's spring priorities include Evidence Based Funding, the bus driver shortage, Tax Increment Financing (TIF), Invest in Kids Act, the TRS Supplemental Saving Plan, and teacher evaluations.

The Special Joint Board of Education meeting was adjourned at 8:04 p.m.

Certified to be correct:

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Secretary

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President

## 7. Information/Discussion Items

### A. Credit Card Summary

649



### **CREDIT CARD PAYMENT SUMMARY**

The attached usage report details the credit card transactions for the month of October. Total activity for the month is \$9,254.66.

This information is provided as outlined in Board Policy – 4:55

**DuPage High School District 88**  
**Credit Card Usage Report**

| Purchaser           | Vendor                 | Purchase Description     | Date Purchased | Amount           | Account Number |
|---------------------|------------------------|--------------------------|----------------|------------------|----------------|
| Jean Barbanente     | Double Tree            | Supt. Conference         | 10-1-21        | 448.77           | 52134          |
| Jean Barbanente     | Marinos                | DLT                      | 10-4-21        | 300.18           | 52140          |
| Jean Barbanente     | Panera                 | District meeting         | 10-6-21        | 98.72            | 52140          |
| Jean Barbanente     | Amazon                 | Office supplies          | 10-8-21        | 26.52            | 52140          |
| Jean Barbanente     | Amazon                 | Office supplies-Triple I | 10-11-21       | 31.10            | 4073P          |
| Jean Barbanente     | Mayor's Community Ball | Ticket- board member     | 10-12-21       | 100.00           | 4073P          |
| Jean Barbanente     | IASB                   | DuPage Division Mtg      | 10-12-21       | 192.00           | 4073P          |
| Jean Barbanente     | IASB                   | DuPage Division Mtg      | 10-18-21       | 96.00            | 4073P          |
| Jean Barbanente     | Mayor's Community Ball | Ticket- board member     | 10-19-21       | 100.00           | 4073P          |
| Jean Barbanente     | Green Thumb            | Staff- get well          | 10-21-21       | 63.60            | 52130          |
| Jean Barbanente     | Green Thumb            | Staff- get well          | 10-21-21       | 63.60            | 52130          |
| Jean Barbanente     | Office Depot           | Joint BOE mtg-supplies   | 10-22-21       | 24.32            | 4073P          |
| Jean Barbanente     | Panera                 | Bus Driver Appreciation  | 10-24-21       | 44.26            | 59040          |
|                     |                        |                          |                |                  |                |
| <b>TOTAL AMOUNT</b> |                        |                          |                | <b>\$1589.07</b> |                |

  
 Signature  
 11-10-21

# DuPage High School District 88 Credit Card Usage Report

To allow for timely processing of credit card billing, please submit to business office within 3 days of the purchase.

Purchase documentation must be attached to this form when submitted.

| Purchaser     | Vendor                    | Purchase description                 | Date Purchased | Purchase Amount | Budget Account (ASN) to be charged |
|---------------|---------------------------|--------------------------------------|----------------|-----------------|------------------------------------|
|               |                           |                                      |                |                 |                                    |
| Courtney Vala | Harbor Freight            | 30in. 5 Drawer Mechanic's Cart       | 10/12/2021     | \$346.93        | 47540                              |
| Julie Neumann | Aurora Training Advantage | W-9 & 1099 Accounts Payable Training | 10/26/2021     | \$298.00        | 52340                              |
|               |                           |                                      |                |                 |                                    |
|               |                           |                                      |                |                 |                                    |
|               |                           |                                      |                |                 |                                    |
|               |                           |                                      |                |                 |                                    |
|               |                           |                                      |                |                 |                                    |
|               |                           |                                      |                |                 |                                    |

**TOTAL**

**\$644.93**


  
 Signature

11/9/21
   
 Date

# DuPage High School District 88 Credit Card Usage Report

To allow for timely processing of credit card billing, please submit to business office within 3 days of the purchase.

Purchase documentation must be attached to this form when submitted.

| Purchaser | Vendor                      | Purchase description                       | Date Purchased | Purchase Amount | Budget Account (ASN) to be charged |
|-----------|-----------------------------|--------------------------------------------|----------------|-----------------|------------------------------------|
|           |                             |                                            |                |                 |                                    |
| Ed Hoster | A Bari-Professional Service | Charge for repairs - net of service charge | 10/16/2021     | \$1,817.00      | 22831                              |
|           |                             |                                            |                |                 |                                    |
|           |                             |                                            |                |                 |                                    |
|           |                             |                                            |                |                 |                                    |
|           |                             |                                            |                |                 |                                    |
|           |                             |                                            |                |                 |                                    |
|           |                             |                                            |                |                 |                                    |
|           |                             |                                            |                |                 |                                    |

**TOTAL**

**\$1,817.00**

 10/21/21  
Signature Date

# DuPage High School District 88 Credit Card Usage Report

To allow for timely processing of credit card billing, please submit to business office within 3 days of the purchase.

Purchase documentation must be attached to this form when submitted.

| Purchaser | Vendor             | Purchase description | Date Purchased | Purchase Amount | Budget Account (ASN) to be charged |
|-----------|--------------------|----------------------|----------------|-----------------|------------------------------------|
|           |                    |                      |                |                 |                                    |
| Ed Hoster | ASBO International | Annual Membership    | 10/1/2021      | \$240.00        | 52334                              |
|           |                    |                      |                |                 |                                    |
|           |                    |                      |                |                 |                                    |
|           |                    |                      |                |                 |                                    |
|           |                    |                      |                |                 |                                    |
|           |                    |                      |                |                 |                                    |
|           |                    |                      |                |                 |                                    |

TOTAL

\$240.00

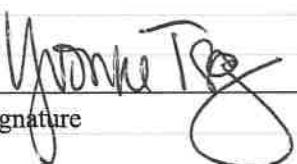
 10/1/21  
Signature Date

## DuPage High School District 88 Credit Card Usage Report

To allow for timely processing of credit card billing, please submit to business office within 3 days of the purchase.

Purchase documentation must be attached to this form when submitted.

| Purchaser                     | Vendor        | Purchase description                 | Date Purchased | Purchase Amount | Budget Account (ASN) to be charged |
|-------------------------------|---------------|--------------------------------------|----------------|-----------------|------------------------------------|
| RWilson/SGarduno/EDelgado     | Amazon        | Ipand covers                         | 10/1/21        | \$ 45.88        | 47140                              |
| ASerrano/EDelgado/YTsagalis   | Amazon        | Polish and Laos flags                | 9/29/21        | \$ 13.94        | 38422                              |
| ASerrano/EDelgado/YTsagalis   | Amazon        | white face masks                     | 9/30/21        | \$ 9.29         | 38422                              |
| ALenaghan/TKikos              | Go Daddy      | domain renewal                       | 10/1/2021      | \$ 817.46       | 55030                              |
| ALenaghan/TKikos              | Go Daddy      | domain registration                  | 10/1/2021      | \$ 319.17       | 55030                              |
| YTsagalis/TKikos              | AWS           | Amazon Web Services                  | 10/2/2021      | \$ 19.64        | 55030                              |
| YTsagalis/TKikos              | BER           | conference registration - Montini    | 10/4/2021      | \$ 279.00       | 4633BB                             |
| ALenaghan/TKikos              | Best Buy      | scanners                             | 10/5/2021      | \$ 99.99        | 30640                              |
| ALenaghan/TKikos              | Best Buy      | scanners                             | 10/5/2021      | \$ 99.99        | 30640                              |
| DHarris/EDelgado              | Amazon        | dry erase board                      | 10/5/2021      | \$ 253.20       | 58852                              |
| DHarris/EDelgado              | Amazon        | White board calendar magnets         | 10/5/2021      | \$ 25.49        | 58852                              |
| RWilson/SGarduno/EDelgado     | Pearson       | WAIS-IV-q global scoring subscriptin | 10/8/2021      | \$ 155.00       | 4714NN                             |
| YTsagalis/TKikos              | Authorize.net | Newberry refund                      | 10/8/2021      | \$ (60.00)      | 4633BB                             |
| YTsagalis/TKikos              | Eventbrite    | E Groth - conference registration    | 10/12/2021     | \$ 295.00       | 4633AA                             |
| ALenaghan/TKikos              | Grammarly     | subscription refund                  | 10/13/2021     | \$ (139.95)     | 55030                              |
| NHildreth/SKanara/EDeglado    | Amazon        | supplies                             | 10/14/2021     | \$ 73.24        | 29040                              |
| YTsagalis/TKikos              | Amazon        | book E Craig                         | 10/15/2021     | \$ 30.48        | 53740                              |
| RWilson/LWeinbrenner/EDelgado | ASHA events   | conference registration              | 10/14/2021     | \$ 249.00       | 4713AA                             |
| NHildreth/SKanara/EDeglado    | Amazon        | Therapy supplies                     | 10/20/2021     | \$ 53.82        | 47140                              |
| EHoster/YTsagalis             | A Bari        | repairs WB food lab                  | 10/16/2021     | \$ 630.00       | 22831                              |
| DHarris/EDelgado              | ROE           | CDL refresher course                 | 10/19/2021     | \$ 10.00        | 4713SE                             |
| DHarris/EDelgado              | ROE           | CDL refresher course                 | 10/19/2021     | \$ 100.00       | 4713SE                             |
| NHildreth/SKanara/EDeglado    | Amazon        | locks                                | 10/21/2021     | \$ 16.05        | 29040                              |
| JJohnson/JGarcia/EDelgado     | Amazon        | cups for students                    | 10/22/2021     | \$ 47.98        | 39040                              |
| ALenaghan/TKikos              | Best Buy      | Chromebook Duet                      | 10/25/2021     | \$ 299.00       | 55040                              |
| YTsagalis/TKikos              | ACE           | Trainer Plus study program           | 10/26/2021     | \$ 1,198.00     | 4633AA                             |
| JJohnson/JGarcia/EDelgado     | Amazon        | liquid chalk markers                 | 10/28/21       | \$ 22.99        | 39040                              |

|                                                                                   |         |  |       |    |                 |  |
|-----------------------------------------------------------------------------------|---------|--|-------|----|-----------------|--|
|                                                                                   |         |  | TOTAL | \$ | <u>4,963.66</u> |  |
|  | 11-9-21 |  |       |    |                 |  |
| Signature                                                                         | Date    |  |       |    |                 |  |





## FOIA REQUEST

On October 5, 2021 DuPage High School District 88 received a request via email from Ms. Katy Smyser, NBC5 Chicago, for the following information through the Freedom of Information Act (FOIA):

- First, I am requesting all documents, data, and/or spreadsheets sufficient to show all unclaimed funds under the control of DuPage High School District 88 which have NOT been reported or transferred to the Illinois State Treasurer for inclusion in the state's Unclaimed Property fund and database. This would include unclaimed money and property that is not yet old enough to be transferred to the Treasurer, including unclaimed refunds of any type; uncashed and/or "stale" checks or warrants; refunds or reimbursements for taxes, tuition, housing, incidentals, insurance payments, expenses, or any other type of refund or reimbursement; and all other unclaimed property and money which is currently under the control of your agency. For all documents, data or spreadsheets that contain information on these unclaimed funds, I am requesting all fields of data, including the specific amount of each unclaimed fund; the name and the address of each person or entity to which each fund is due; a description of what each piece of unclaimed property or money is; any control number or property number attached to each property; and any applicable dates connected with each piece of unclaimed property.
- Second, I am requesting documents, data, and/or spreadsheets showing all unclaimed property which your office HAS reported and/or transferred to the Illinois State Treasurer, in response to the requirements of Illinois' Revised Uniform Unclaimed Property Act, from January 1, 2016 to the present. I request that these documents, data and/or spreadsheets include all available fields, including the specific amount of each parcel of unclaimed property which was reported and/or transferred to the Illinois Treasurer's office; a description of what the property or cash is; the name and address of the person or entity due the property or cash; any date associated with each parcel of unclaimed property or cash; and any control number or other reference number for the property or cash.
- Third, I am requesting documents, data and/or spreadsheets showing all claims for unclaimed property DUE TO DuPage High School District 88 FROM the Illinois Treasurer's Unclaimed Property fund, for which you have submitted a claim or documentation to the Illinois Treasurer's Office, from January 1, 2016 to the present, including the amount of each property claimed; the date your office submitted the claim, the property ID number from the Illinois State Treasurer's Unclaimed Property database, and the current status of each claim you submitted (i.e., whether you received the property or money, or whether the claim is still pending).

FOIA request was sent to Ms. Katy Smyser at [Katy.Smyser@nbcuni.com](mailto:Katy.Smyser@nbcuni.com) on October 19, 2021.

On October 11, 2021 DuPage High School District 88 received a request via email from Mr. Franco D. Scocozza, CIT Contracting, for the following information through the Freedom of Information Act (FOIA):

- Copies of the following documents regarding the procurement and contract award for Language Interpretation and Translations Services from 01/01/2018 to 12/31/2020:
  1. Proposal of the awardee
  2. All documents relating to the evaluation of the bidders
  3. Scoring matrix for all bidders
  4. All resulting contract documents awarded

FOIA request was denied to Mr. Franco D. Scocozza at [pm@calinterpreting.com](mailto:pm@calinterpreting.com) on October 14, 2021 as there were no documents responsive to the request.

On October 21, 2021 DuPage High School District 88 received a request via email from Mr. Vince Espi, LocalLabs, for the following information through the Freedom of Information Act (FOIA):

- a copy of the signed contract with Panorama
- a list of all payments made to Panorama
- copies of all materials used by Panorama in training / curriculum per the contract
- a list of all teachers and classes (students) who have been exposed or instructed to Panorama materials

FOIA request was denied to Mr. Vince Espi at [news@news.locallabs.com](mailto:news@news.locallabs.com) on October 22, 2021, as there were no documents responsive to the request.



## **SOCIAL EMOTIONAL MENTAL HEALTH UPDATE**

At the November 15, 2021 Board of Education Meeting, Dr. Raquel Wilson, Director of Student Services, will provide an update on current mental health and social emotional support and programming at Addison Trail High School and Willowbrook High School.



## **NEW COURSE PROPOSALS**

Mrs. Yvonne Tsagalis, Assistant Superintendent for Curriculum and Instruction, will provide an update on District 88's new course proposals for the 2022-23 school year.



## **PROGRAM RECOMMENDATIONS FOR 2022-2023 SCHOOL YEAR**

Dr. Jean Barbanente, Superintendent, and Yvonne Tsagalis, Assistant Superintendent for Curriculum and Instruction, will present program recommendations for the 2022-23 school year.



8. **School Recognition**

9. **Board Member Report(s) / Future Agenda Items**

10. **Superintendent's Report**

11. **Public Comments:** Related to the discussion and/or actions of the board on the above agenda items, for and welcome comments and suggestions from the public. The School Board will allocate an overall minimum of 30 minutes for public participation. During public participation, there will be a 20-minute minimum total length of time for any one subject. The time for any one person to address the Board during public participation shall be limited to five minutes.

*To submit a public comment please use the provided link: [www.dupage88.net/BoardMeetingCard](http://www.dupage88.net/BoardMeetingCard)*

## **2:230 Public Participation at School Board Meetings and Petitions to the Board**

The School Board will allocate an overall minimum of 30 minutes for public participation (any person may comment to or ask questions of the School Board). The public participation session of the School Board meeting is subject to the reasonable constraints established and recorded in this policy's guidelines below. During public participation, there will be a 20-minute minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to five minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the person may be allowed to speak for more than five minutes.
3. Observe, when necessary and appropriate, the:
  - a. Shortening of the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak;
  - b. Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; and/or
  - c. Determination of procedural matters regarding public participation not otherwise covered in Board policy.
4. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

LEGAL REF.: 5 ILCS 120/2.06, Open Meetings Act.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (School Board Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

REVISED: 11.18.2019

### **8:30 Visitors to and Conduct on School Property**

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Convicted Child Sex Offender

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

#### Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent during duty free time in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

#### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

#### Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, 5/24-25, and 5/27-23.7(a).

115 ILCS 5/3(c), Ill. Educational Labor Relations Act.

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

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

Revised: 02.22.21

**12. Announcements:**

Board of Education Meeting: Monday, December 13, 2021, 7:00 p.m., District Boardroom located at District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

Board of Education Meeting: Monday, January 10, 2022, 7:30 p.m., District Boardroom located at District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

**13. Closed Session Meeting**

A. 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 this Act. 5 ILCS 120/2(c)(1).

B. 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).

**14. Reconvene To Open Meeting**

**15. Roll Call**

**16. Action Necessitated By Closed Session**

**17. Adjournment**

## **District 88 Strategic Plan**

Addison Trail High School, Willowbrook High School and DuPage High School District 88 will:

**Goal 1:** Develop plans to improve student performance, close the achievement gap and actively monitor the acquisition of college, career and cultural readiness skills.

**Goal 2:** Focus on learning programs aligned to local, state and national standards, incorporating critical thinking, applied learning, interdisciplinary curriculum, authentic career-connected programs and digital learning initiatives.

**Goal 3:** Provide time and resources for ongoing professional growth and development programs that focus on learning standards, diverse learners, assessment and data practices, instructional strategies, social-emotional learning and culturally responsive teaching.

**Goal 4:** Create inclusive school-community partnerships that develop life skills, foster social-emotional development, promote overall personal well-being and embrace learning and activity before, during and after school hours.