

Northwestern Illinois Association
<http://www.thenia.org>
Executive Board Meeting
Regular Board Meeting with Closed Session

Wednesday, May 21, 2025 4:00 PM Central
Ogle County Education Center, 417 N Colfax St, Byron, Illinois 61010

1. Call to Order	
1. Roll Call	
2. Approval of the Agenda	
3. Public Participation	
4. Acknowledgment of FOIA Requests	
5. Consent Agenda	
1. Approval of Open Session Minutes of March 19th, 2025	2
2. Approval and Ratification of Personnel Report for March, April and May 2025	16
3. Approval and Ratification of Accounts Payable Report for March and April 2025	19
4. Approval and Ratification of Contracts for March, April and May 2025	48
5. Approval and Ratification of Treasurer's Report for March and April 2025	51
6. Approval and Ratification of Health Plan Fund Report for March and April 2025	53
6. Chief Executive's Report	
7. Action Items	
1. Approval of the Ballots for the 2025 NIA Executive Board Election.	55
2. Approval of Policy Changes as presented in the draft attachment.	62
3. Approval of the CEO's Evaluation	153
4. Approval of the Tentative Budget for FY26	154
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8. Executive Board Announcements	
9. Adjournment	

Meeting Minutes
Northwestern Illinois Association

<http://www.thenia.org>

Executive Board Meeting

Regular Board Meeting

Wednesday, March 19, 2025 4:00 PM Central

Ogle County Education Center, 417 N Colfax St, Byron, Illinois 61010

Attendance Taken at 4:11 PM.

Tracy Dahl:	Present
Dennis Daly:	Absent
Francine Eggleston:	Present
Steve Fiorentino:	Absent
Daniel Holder:	Absent
Christine Lynde:	Present
Kimberly Maville:	Absent
Sarah Moore:	Present
Corena Steinmeyer:	Present
Crystal Swan-Gravatt:	Present
Mr. Steve Wilder:	Present
Matt Zilm:	Present

1. **Call to Order**

1.1. Roll Call

2. **Approval of the Agenda**

Action(s):

Agenda. This motion, made by Matt Zilm and seconded by Christine Lynde, Passed.

Voting Detail:

Tracy Dahl:	Yea
Dennis Daly:	Absent
Francine Eggleston:	Yea
Steve Fiorentino:	Absent
Daniel Holder (Member At Large):	Absent
Christine Lynde:	Yea
Kimberly Maville:	Absent
Sarah Moore:	Yea
Corena Steinmeyer:	Yea
Crystal Swan-Gravatt:	Yea
Mr. Steve Wilder:	Yea
Matt Zilm:	Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 4

3. **Public Participation**

Discussion: No public participation.

4. **Acknowledgment of FOIA Requests**

Discussion: FOIA Requests since the last meeting of the Executive Board - 2 requests were received and Malone provided documents to in both cases:

1. "Per the Illinois Freedom of Information Act, 5 ILCS 140, Equip for Equality is requesting the following information: All emails from you to NIA staff regarding the timeline of communications with Rockford Public School about Occupational Therapy services for the school year 2024-25." Mike Shea, Equip for Equality, January 12th by email.

2. "I'm requesting digital copies of any email correspondence from February 1, 2024 and October 1, 2024 between Jon Malone and Michael Ryia, as well as any email correspondence between Malone, Ryia, & Ehren Jarrett in that timeframe. I'm also requesting digital copies of any email correspondence from February 1, 2024 and October 1, 2024 between Jill Tabone and Michael Ryia, as well as any email correspondence between Rebecca Stegmair, Michael Ryia, and Brett Vosburgh." Mike Shea, Equip for Equality, January 13th by email

5. **Consent Agenda**

Action(s):

Consent Agenda. This motion, made by Matt Zilm and seconded by Christine Lynde, Passed.

Voting Detail:

Tracy Dahl:	Yea
Dennis Daly:	Absent
Francine Eggleston:	Yea
Steve Fiorentino:	Absent
Daniel Holder (Member At Large):	Absent
Christine Lynde:	Yea
Kimberly Maville:	Absent
Sarah Moore:	Yea
Corena Steinmeyer:	Yea
Crystal Swan-Gravatt:	Yea
Mr. Steve Wilder:	Yea
Matt Zilm:	Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 4

- 5.1. Approval of Open Session Minutes of January 15, 2025.
- 5.2. Approval of Closed Session Minutes of January 15, 2025.
- 5.3. Approval and Ratification of Personal Report for January and February 2025.
- 5.4. Approval and Ratification of Accounts Payable Report for January and February 2025.
- 5.5. Approval and Ratification of Contracts for January and February 2025.
- 5.6. Approval and Ratification of Treasurer's Report for January and February 2025.
- 5.7. Approval and Ratification of Health Plan Fund Report for January and February 2025.

6. **Chief Executive's Report**

Discussion: Chief Executive's Report

Malone gave a brief update on the recent network downtime and security incident. He did not entertain in-depth questions in open session, as the matter involves sensitive information that falls under attorney-client privilege. Further details will be addressed in

a closed session at a later date.

Malone shared that, following the initial phase of investigation, our contracted cybersecurity firm, Surefire, has confirmed that an unauthorized actor gained access to our network. This individual was able to view and extract certain files.

The next step in this process involves receiving a list of the compromised files. The investigative process includes validation techniques, such as requesting the actor to prove decryption capabilities for some of the files. Due to the nature of the breach, forensic evidence alone was insufficient to determine the full scope of access, so additional deductive methods are being used.

Malone states that NIA will be engaging a third-party data analysis vendor who specializes in identifying whether any personal information was compromised. This vendor will match the compromised files against our systems and help determine which individuals, if any, need to be notified.

Should student information be among the files, NIA will follow all legal requirements for notification. Malone has preliminary discussions on these requirements, though final steps will be determined based on the vendor's findings.

Notification responsibilities will be handled by a separate firm that specializes in this type of communication. All legal coordination and oversight is being managed by the law firm **Mullen Coughlin**, which the board has retained for this incident. This structure ensures that all communications and work remain protected under attorney-client privilege.

In the meantime, NIA has proactively offered credit monitoring services to its employees. This offer was extended even before Surefire completed their investigation, and reflects standard best practices in data breach responses.

Operationally, NIA has resumed all electronic system functions. However, it did suffer a data loss spanning approximately two weeks—the period between the most recent backup and the actual network shutdown. Fortunately, NIA was able to restore lost data from a two-week-old backup, which, while not ideal, is better than many organizations in similar situations.

This period is being referred to as the "data loss window," during which systems were still being used but not successfully backed up. NIA has since conducted a thorough review to identify data that needs to be recreated.

The initial indication of a problem came when off-site backup processes failed. That failure was an early signal of a deeper issue. In response, NIA has installed **SentinelOne** on all NIA computer systems—a cybersecurity platform that provides centralized, real-time threat detection and monitoring. This is a significant upgrade from its prior security measures, which relied on Windows Defender operating independently on each machine.

While the situation has been challenging, NIA has learned valuable lessons and is taking more robust measures to protect our systems moving forward.

At a future point—once notifications are ready to be sent—Malone will share an update with the board outlining the communication strategy and message content.

6.1. FY24 Financial Audit

Discussion:



FY24 Financial Audit: Results

Ending Fund Balance: \$6,053,538

Audited Financial Data	2021	2022	2023	2024
Net Change	149,060.16	(314,781)	225,678	(434,482)

Malone gave an update on the 2024 Financial Audit , which was completed with no major findings. NIA did end the last fiscal year with a **\$434,000 deficit**.

One item of note from the audit is that some of the year-over-year numbers may not align perfectly across different slides. This is due to a **restatement of the opening fund balance** in the FY24 financials, which involved shifting revenue between fiscal years.

Ostrom explained that the auditors issued a restatement of our opening fund balance in FY24. The purpose was to align **four full quarters of Medicaid billing** within the same fiscal year. In the past, there was a delay in when we received Medicaid dollars, which created a misalignment between when expenses were incurred and when revenue was recorded.

Historically, NIA matched revenue to expenses based on when it submitted claims (via PCG), but this created inconsistent year-end results. Now, instead of estimating or adjusting, NIA will follow the **HFS Q1-Q4 Medicaid report** directly, so that all Medicaid dollars are consistently reported in the same fiscal year, regardless of when they were earned.

This meant one quarter of revenue was removed from FY23, reducing that year’s surplus by approximately \$175,000, and decreasing the FY24 deficit by about \$175,000. There is no net change to NIA’s fund balance overall, since the shift only affected the timing of when the revenue was recorded.

6.2. FY26 Budget Factors

Malone shared that NIA uses audited data to reverse-engineer how our individual services performed against their daily rates. He explained that any services with green numbers performed above the board-approved rate, and anything in **red** performed below.

	FY24
04 - DHH Supervision	\$ 19,926.00
06 - Audiology	\$ 44,466.00
07 - Vision Supervision	\$ 29,520.00
09 - SLP	\$ (66,572.00)
10 - OT/PT	\$ (309,345.00)
11 - BCBA	\$ (32,858.00)
17 - Interpreter	\$ (15,448.00)
23 - DHH Teach	\$ 15,338.00
24 - Vision O&M	\$ (126,250.00)
29 - Autism	\$ 7,854.00
Student Activity Fund	\$ (1,113.00)
Net Deficit	\$ (434,482.00)

Malone explained that NIA's method of predicting the cost to provide services has become more accurate. This year Malone is recommending daily rates based on this method.



FY26 Daily Rate Recommendations

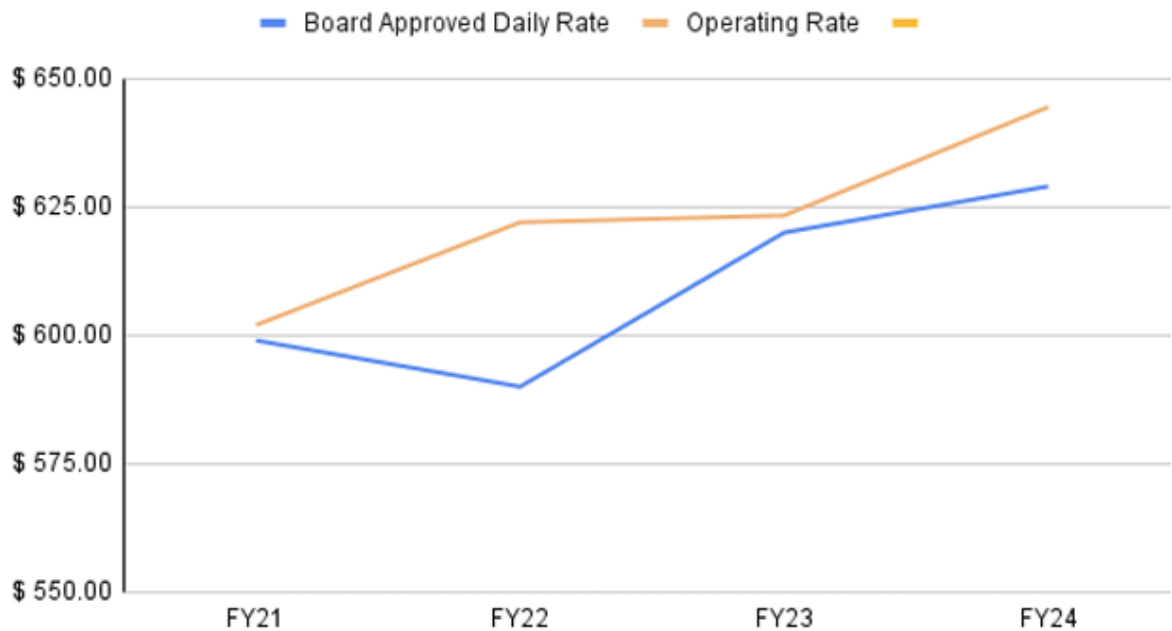
Predictions vs Actuals for OT/PT

	FY21	FY22	FY23	FY24	FY25	FY26
Sold At	\$ 599.00	\$ 590.00	\$ 620.00	\$ 629.00	\$ 638.00	
Actual Operating Rate	\$ 602.00	\$ 622.01	626.00	641.00	February Projection: \$667	
Daily Rate Prediction			\$624.00	\$638.00	\$661.00	\$670.00
Audited Surplus or Deficit	149,060.16	(314,781)	225,678	(434,479)		

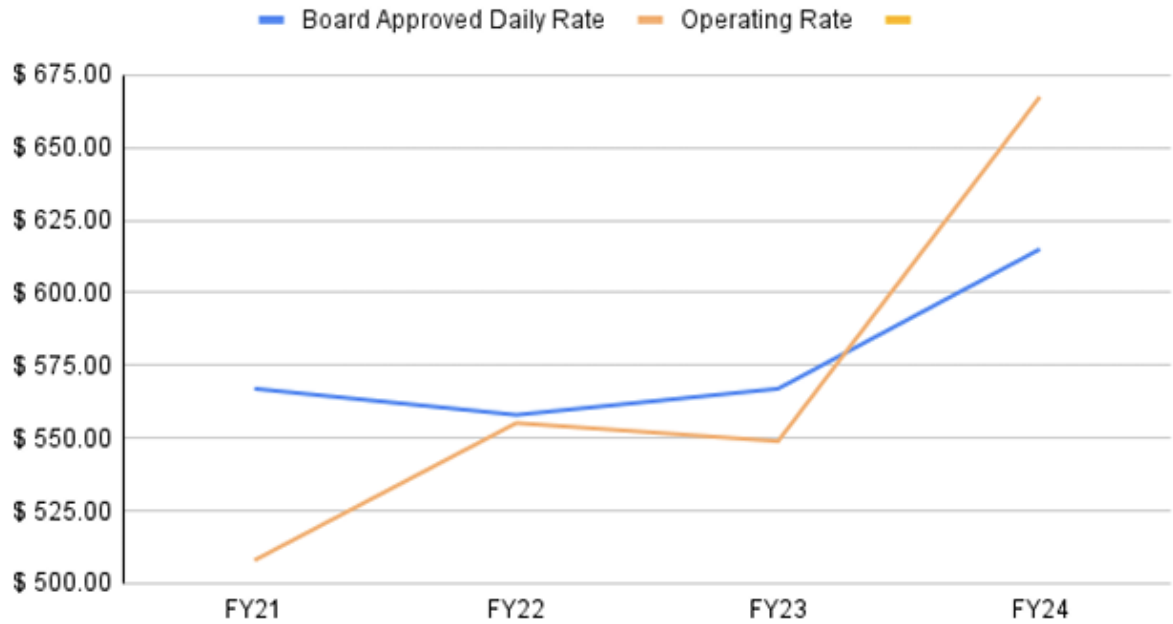
Malone explained that the strategy of starting with a deficit budget and hoping for a positive year-end swing was not necessary given the improvement in NIA's forecasting methods.

Malone discussed several data charts.

Therapy Daily Rate Vs. Operating Rate



Vision/ O&M Daily Rate vs. Operating Rate



At this time, NIA is projecting a **budget deficit of approximately \$524,000 for FY25.**

Projected Ending Fund Balance: \$5,528.928

FY25 Budget	Projected Deficit/Surplus
Daily Rate Budget	(589,843)
August Final Budget	(524,610)
February 2025 Projection	(524,610)

Malone stressed that having three months of reserve funding was necessary to have a buffer for managing cash flow and uncertainty. Projections indicate that NIA will finish FY25 with two months of cash in reserve.



FY24 Financial Audit: Fund Balance

Audit Year	Annual Expenditures
FY24	\$29,528,650
Est. Expenditures	31,873,150
Per Month	2,656,096
2 Month Reserve	5,392,192
3 Month Reserve	8,048,288

To maintain organizational health and stability, how many months of annual expenditures should we maintain in the Fund Balance?

Projected FY25 Fund Balance: \$5,528,928

Recommendation: Work toward having 3 months of funds in reserve (25%).

Malone states that over the next five years, he intends to recommend budgets small surpluses until such time that NIA has 3 months of cash in reserve.



FY26 Budget Parameters: O&M and Medicaid

Operations and Maintenance:

FY24 Final Budget: \$648,845
FY25 Final Budget: \$674,836 (Office Move)
FY25 Projected Spend: \$648,655
FY26 Daily Rate Budget: \$629,500

Medicaid Revenues:

FY23 Actual \$494,268
FY24 Actual \$640,675
FY25 Final Budget \$600,000
FY26 Daily Rate Budget \$640,000

With regard to Health insurance, NIA is currently running 26.9% over budget—a big jump from last year. NIA had 17 stop-loss claims so far this year, compared to 10 the year before, which significantly exceeded budget assumptions.

FY26 Budget Parameters: FY25 Health Insurance Update

	MEDICAL & RX CLAIMS, HSA DEPOSITS (PRORATED), & FIXED COST (BCBSIL)
July 2024	\$246,232.20
August 2024	\$291,284.58
September 2024	\$271,857.00
October 2024	\$302,321.13
November 2024	\$430,245.82
December 2024	\$428,901.51
January 2025	
February 2025	
March 2025	
April 2025	
May 2025	
June 2025	
Total	\$1,970,842
Minus Specific Reimbursements	<u>(\$264,197)</u>
Net Paid Medical & Rx Claims and Fixed Costs	\$1,706,645
Specific & Aggregate Reinsurance Cost	<u>\$457,816</u>
ACTUAL COSTS (CLAIMS & FIXED COSTS)	<u>\$2,164,461</u>
Budget Target (7/1/24 to 1/1/25)	\$1,705,151
Surplus/(Shortfall)	<i>(\$459,310)</i>
	<i>(26.9% over budget)</i>

MONTHLY EXPECTED MEDICAL EXPOSURE	\$279,128.89	\$312,065.62
ANNUAL EXPECTED MEDICAL EXPOSURE	\$3,349,546.68	\$3,744,787.44
		+11.8%
TOTAL EXPECTED	\$3,349,546.68	\$3,744,787.44
		+11.8%

Daily Rate Projection: 11.8% Increase

7. Action Items

- 7.1. Consideration and Approval of the Semi-Annual Review and Release of Closed Session Minutes: 9/25/2002 - 01/15/2025

Action(s):

I recommend that no additional closed session minutes be released at this time. This motion, made by Matt Zilm and seconded by Christine Lynde, Passed.

Voting Detail:

Tracy Dahl: Yea
 Dennis Daly: Absent
 Francine Eggleston: Yea

Steve Fiorentino:	Absent
Daniel Holder (Member At Larg):	Absent
Christine Lynde:	Yea
Kimberly Maville:	Absent
Sarah Moore:	Yea
Corena Steinmeyer:	Yea
Crystal Swan-Gravatt:	Yea
Mr. Steve Wilder:	Yea
Matt Zilm:	Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 4

7.2. Approval of the Recommendation for the Destruction of Audio Recordings of Past Closed Sessions - 18 months or older: 5/19/2023 and 6/21/2023.

Action(s):

des. This motion, made by Matt Zilm and seconded by Christine Lynde, Passed.

Voting Detail:

Tracy Dahl:	Yea
Dennis Daly:	Absent
Francine Eggleston:	Yea
Steve Fiorentino:	Absent
Daniel Holder (Member At Larg):	Absent
Christine Lynde:	Yea
Kimberly Maville:	Absent
Sarah Moore:	Yea
Corena Steinmeyer:	Yea
Crystal Swan-Gravatt:	Yea
Mr. Steve Wilder:	Yea
Matt Zilm:	Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 4

7.3. Approval of the Daily Rates for FY26

Action(s):

I recommend that the FY26 Daily Rates be approved as presented. This motion, made by Matt Zilm and seconded by Crystal Swan-Gravatt, Passed.

Voting Detail:

Tracy Dahl:	Yea
Dennis Daly:	Absent
Francine Eggleston:	Yea
Steve Fiorentino:	Absent
Daniel Holder (Member At Larg):	Absent
Christine Lynde:	Yea
Kimberly Maville:	Absent
Sarah Moore:	Yea

Corena Steinmeyer: Yea
 Crystal Swan-Gravatt: Yea
 Mr. Steve Wilder: Yea
 Matt Zilm: Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 4

Discussion:



Approval of the Daily Rates for FY26

Daily Rates	Approved	Recommended	% Change
Service	FY25	FY26	
DHH Supervision	\$795	\$795	0.00%
Audiological Support Services	\$747	\$795	6.43%
Hearing Assistive Technology Rep	\$750	\$795	6.00%
Vision Supervision	\$824	\$850	3.16%
Speech/Language Therapy	\$654	\$670	2.45%
Speech/Language Bilingual	\$670	\$675	0.75%
Speech Language Supervision	\$750	\$785	4.67%
Therapy (OT & PT)	\$638	\$670	5.02%
Therapy (OT & PT) Supervision	\$780	\$785	0.64%
BCBA	\$795	\$795	0.00%
Psych	\$795	\$800	0.63%
Social Work	\$795	\$800	0.63%
Interpreters	\$472	\$530	12.29%
DHH Teaching	\$640	\$670	4.69%
Vision Teaching	\$640	\$670	4.69%
Orientation & Mobility	\$640	\$670	4.69%
Autism	\$1,025	\$1,050	2.44%

Impacting Rates:

- Some services were being sold under their operation rate for FY24 and FY25, causing a deficit budget.
- 11.8% increase in the cost of health insurance.
- Compensation increase related to market conditions.
- Recruitment costs have increased.
- Additional large equipment purchase (Audiology)

Malone mentioned that the steep rise in the interpreter daily rate was related to a heavy reliance on costly outside agencies to meet interpreting needs. NIA needs to adjust the daily rate accordingly to reflect what we're actually paying for these services.

7.4. Approval of the FY26 Salary and Compensation Guide

Action(s):

I recommend that the FY26 Salary and Compensation Guide be approved. This motion, made by Matt Zilm and seconded by Christine Lynde, Passed.

Voting Detail:

Tracy Dahl: Yea
 Dennis Daly: Absent
 Francine Eggleston: Yea
 Steve Fiorentino: Absent
 Daniel Holder (Member At Larg): Absent
 Christine Lynde: Yea
 Kimberly Maville: Absent
 Sarah Moore: Yea
 Corena Steinmeyer: Yea
 Crystal Swan-Gravatt: Yea
 Mr. Steve Wilder: Yea

Matt Zilm:

Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 4

Malone summarized key changes from the previous Salary and Compensation Guide:

- Step Structure: Most NIA salary grids now include 25 steps, which aligns with regional trends.
- Salary Adjustments Based on Market Data: NIA collects salary information from our regional peers. For FY26, consideration was given to the 4.3% CPI increase (Chicago-Naperville index, January to January) as one of our data points to guide adjustments.
- Market adjustments were made to the sign language interpreter salary grid.
- Market adjustments were made to the paraprofessional salary grid.
- A new grid was created for bilingual office professionals, which is structurally similar to the previous one but separated out to acknowledge the specialized nature of bilingual work, especially in high-need areas like audiology clinics and parent communication.
- Market adjustments were made for substitute interpreters.
- Board Certified Behavior Analysts (BCBAs) were moved to a new grid modeled after the occupational therapy grid. This makes more sense structurally, given the specialized nature of their work. We currently have one direct hire but saw success this year with a small group, and we're preparing for future growth.
- We eliminated the HR Generalist grid and created an HR Manager grid, though no one currently fills that role. We're reassessing how we structure HR support moving forward.
- A new grid was created for Speech-Language Pathology (SLP) Assistants, modeled after our COTA (Certified Occupational Therapy Assistant) and PTA (Physical Therapy Assistant) grids. These are typically set at around 75% of the licensed OT grid. NIA currently have one SLP Assistant, and while the talent pool is limited, wants to prepare for ways to provide cost-effective speech services regionally.
- Assistant Coordinator position previously held by Jean Deptula, who has retired, was eliminated. Minimum Wage Adjustments:
- The Clerk salary range was updated to reflect minimum wage increases.
- A Cost-of-Living Adjustment of 1.5% increase to all existing salary grades was recommended.



Approval of the FY26 Salary and Compensation Guide

FY26 General Strategies

- Spread salary ranges out over **25 steps** to account for the length of careers for IMRF and TRS Tier 2 employees
- **January 2025 CPI Chicago-Naperville-Elgin is up 4.3% from January 2024**
- **Internal Needs Assessment and Market Research**
 - New or recreated grids/rates for:
 - Sign Language Interpreters -Market Adjustment
 - Paraprofessionals -Market Adjustment
 - Bilingual Office Professionals -New Grid
 - Substitute Interpreters -Market Adjustment
 - BCBA (modeled after OT/PT grid) -We have one teammate on this grid
 - HR Manager grid (eliminated HR Generalist Grid) -we have no employees currently in this position
 - SLP-Assistant (modeled after COTA/PTA grid)
 - Eliminated Assistant Coordinator position (was held by Jean Deptolla)
 - Clerk rate increased to minimum wage -no employees are currently in this position
- **Final recommendation is 1.5% on all existing grids**

8. Executive Board Announcements

Discussion:

Malone mentioned that the Board did not need to meet in April as there was nothing urgent on the agenda at this time. He was not aware of any major issues or disruptions in the workforce that would require action.

The next Board meeting will be in **May**. **Press Issue 118** should be released by then.

Malone will also bring the **board ballots** in May. He still need a representative for **Winnebago County**. That spot must be filled by a **public school board member**, similar to Christine’s position.

9. Adjournment

Action(s):

I moved to to adjourn the meeting. This motion, made by Matt Zilm and seconded by Christine Lynde, Passed.

Voting Detail:

Tracy Dahl:	Yea
Dennis Daly:	Absent
Francine Eggleston:	Yea
Steve Fiorentino:	Absent
Daniel Holder (Member At Larg):	Absent
Christine Lynde:	Yea
Kimberly Maville:	Absent
Sarah Moore:	Yea
Corena Steinmeyer:	Yea

Crystal Swan-Gravatt: Yea

Mr. Steve Wilder: Yea

Matt Zilm: Yea

Voting Summary: Yea: 8, Nay: 0, Absent: 4

**Northwestern Illinois Association
Personnel Report
March 2025**

RECOMMENDED FOR EMPLOYMENT FY25:

Kauffman, Heidi: Vision; RFC only

Knight, Kristin: DHH Supervisor: FY25 RFC only

FY25 AGENCY

Carpenter, Anna: OT: D300

Grogan, Yessica: SLP: Aurora East

Benitez, Adriana: SLP: Aurora East

Sarkozi, Chandler: OT: Dekalb 428

FY25 INDEPENDENT CONTRACTORS/TERMINATIONS

FY25 RESIGNATIONS/TERMINATIONS

Fishburn, Kelly: Paraprofessional; resignation 3/10/25 last day.

Tyrrell, Diane: Vision Supervisor; resignation; 6/30/25 last day.

FY25 TERMINATIONS - AGENCY

Retirements

Schmidt, Caron: Physical Therapist: Retire 6/30/2026 qualifies for 25% incentive.

FY25 Leaves of Absence

Fiorito, Christine: Annual recertification of Intermittent FMLA: Family member serious health condition.

Barber, Sarah: Continuous FMLA: Family member serious health condition, 3/31/25 - end of school year.

Burlison, Jodi: FMLA: Serious Health Condition: 3/14/25 - 4/7/25

Kruger, Rochelle: Continuous FMLA: change of ending date from 4/14/25 to 4/21/25.

**Northwestern Illinois Association
Personnel Report
APRIL 2025**

RECOMMENDED FOR EMPLOYMENT FY25:

Gabedanov, Alexis; Bilingual Office Professional; Education Department; 5/6/25 start date
Douglas, Brandon: Occupational Therapist; Substitute RFC only

FY25 AGENCY

Otis, Jessica: DHH paraprofessional; D300

FY25 RESIGNATIONS/TERMINATIONS - NIA

Russell, Ashley: Occupational Therapist; effective 6/30/25

FY25 TERMINATIONS - AGENCY

DeNeveu, Arieana: BCBA; effective 4/16/25
Sienkiewicz, Amanda; Occupational Therapist; effective 4/24/25
Luis, Geanina; Occupational Therapist, effective 4/25/25

Retirements

FY25 Leaves of Absence

Maier, Briana; Paraprofessional DHH program; Intermittent FMLA, Serious Health Condition - chronic;
4/7/25 - to renew yearly.
Fahrner, Kathryn; Physical Therapist; Continuous FMLA, Serious Health Condition: 5/8/25 - end of
school year.
Kruger, Rochelle: Continuous FMLA to Intermittent FMLA: until 2/26/26 or max out time.

**Northwestern Illinois Association
Personnel Report
May 2025**

RECOMMENDED FOR EMPLOYMENT FY25:

RECOMMENDED FOR EMPLOYMENT FY26:

Knight, Kristin: DHH Program Supervisor
MacKenzie, Kathleen: TVI
Thompson, Marissa: TVI
Milewski, Michelle: Occupational Therapist
Smith, Darius: Occupational Therapist
Simonvich, Leslie: Psychologist
Wolf, Cara: Psychologist
Peters, Allison: BCBA
Lazzaro, Catherine: Occupational Therapist
Montoya, Neri: COTA
Yakimec, Darina: Occupational Therapist
Gemmell, Courtney: DHH Teacher
Olivares, Andre: Occupational Therapist
Murray, Kristin: Occupational Therapist
Nekola, Kylie: BCBA

FY25 AGENCY

FY26 AGENCY

Ramsden, Megan: Occupational Therapist
Talbot, Benjamin: Occupational Therapist
Ellis, Chloe: Occupational Therapist
Sadikot, Zara: Occupational Therapist
Rodgers, Lynn: Physical Therapist
Wasson, Pooja: Physical Therapist
McGlynn, Kailyn: Occupational Therapist
Tyler, Emerald: Occupational Therapist
Corey, Deborah: COTA
Taylor, Tiffany: Occupational Therapist
Camara, Maria: Social Worker
Jacobs, Emma: Social Worker
Rivotto, Matti Jo: BCBA

FY25 RESIGNATIONS/TERMINATIONS - NIA

Metze, Sarah: Substitute Occupational Therapist; effective 5/12/23

FY25 TERMINATIONS - AGENCY

Otis, Jessica: DHH Paraprofessional; effective 5/3/25
Hall, Caitlyn: Occupational Therapist; effective 5/8/25

Retirements

FY25 Leaves of Absence

Morales, Martha; Intermittent: Family Serious Health Condition 5/5/25 - 5/23/25

**NORTHEASTERN ILLINOIS ASSOCIATION
MARCH CHECKS PAID**

CHECK #	DATE	PAYEE	AMOUNT
143786	03/11/2025	NCPERS GROUP LIFE INS.	\$ 240.00
143787	03/07/2025	AEQUOR HEALTHCARE SERVICES, LLC	\$ 2,912.00
143788	03/07/2025	AHS STAFFING LLC	\$ 23,656.91
143789	03/07/2025	AMN HEALTHCARE	\$ 15,092.50
143790	03/07/2025	ANTHROMED, LLC	\$ 5,987.97
143791	03/07/2025	BENJAMIN CONSULTING SERVICES LLC	\$ 6,250.00
143792	03/07/2025	BUTTERFIELD VILLAGE, LLC	\$ 4,920.73
143793	03/07/2025	COMMUNITY THERAPY CORP	\$ 24,037.50
143794	03/07/2025	COMPHEALTH	\$ 30,305.26
143795	03/07/2025	CORE MEDICAL GROUP	\$ 2,400.00
143796	03/07/2025	DEKALB COUNTY COMMUNITY FOUNDATION	\$ 50.00
143797	03/07/2025	HAGIE, WENDY	\$ 673.75
143798	03/07/2025	HODGES LOIZZI EISENHAMMER	\$ 1,446.90
143799	03/07/2025	IEP THERAPY	\$ 11,290.75
143800	03/07/2025	JACKSON THERAPY PARTNERS LLC	\$ 5,207.00
143801	03/07/2025	JENSEN, W THOMAS	\$ 1,778.00
143802	03/07/2025	KMK GLOBAL INVESTMENTS LLC	\$ 6,737.42
143803	03/07/2025	AMANDA MOORE	\$ 556.20
143804	03/07/2025	NATIONAL STAFFING SOLUTIONS, INC	\$ 5,137.50
143805	03/07/2025	PERSPECTIVES EAP	\$ 1,116.00
143806	03/07/2025	SONOVA USA INC	\$ 626.99
143807	03/07/2025	PRAIRIE PROFESSIONAL PARK, LLC	\$ 4,721.50
143808	03/07/2025	PROCARE THERAPY INC	\$ 11,797.40
143809	03/07/2025	PURI, SUNIL	\$ 7,884.25
143810	03/07/2025	EF fbo SELECT SAVVY, LLC	\$ 20,933.96
143811	03/07/2025	SIGN LANGUAGE INTERPRETERS INC	\$ 21,399.00
143812	03/07/2025	SOFT WATER CITY INC	\$ 240.00
143813	03/07/2025	SOLIANT HEALTH	\$ 18,056.50
143814	03/07/2025	STUDER EDUCATION, LLC	\$ 12,226.50
143815	03/07/2025	SUNBELT STAFFING	\$ 26,472.75
143816	03/07/2025	T MOBILE	\$ 241.94
143817	03/07/2025	THERAPY CARE	\$ 11,040.00
143818	03/07/2025	TRUST CLEANING CO.	\$ 774.00
143819	03/07/2025	UNIQUE CLEANING SERVICES	\$ 200.00
143820	03/07/2025	WESTONE LABORATORIES INC.	\$ 25.95
143821	03/21/2025	NCPERS GROUP LIFE INS.	\$ 240.00
143822	03/21/2025	AEQUOR HEALTHCARE SERVICES, LLC	\$ 3,640.00
143823	03/21/2025	AHS STAFFING LLC	\$ 30,173.80
143824	03/21/2025	AMN HEALTHCARE	\$ 16,580.00
143825	03/21/2025	ANTHROMED, LLC	\$ 5,987.97
143826	03/21/2025	BENJAMIN CONSULTING SERVICES LLC	\$ 2,500.00
143827	03/21/2025	BUDGET BLINDS	\$ 1,607.44
143828	03/21/2025	COMPHEALTH	\$ 16,528.13
143829	03/21/2025	CORE MEDICAL GROUP	\$ 8,400.00
143830	03/21/2025	FERRELL, MARGARET 19	\$ 821.25

**NORTHESTERN ILLINOIS ASSOCIATION
MARCH CHECKS PAID**

CHECK #	DATE	PAYEE	AMOUNT
143831	03/21/2025	FIRM SYSTEMS	\$ 116.00
143832	03/21/2025	GORDON FLESCH CO	\$ 4,034.82
143833	03/21/2025	E3 DIAGNOSTICS	\$ 1,226.60
143834	03/21/2025	IEP THERAPY	\$ 5,925.00
143835	03/21/2025	IMAGE ONE FACILITY SOLUTIONS	\$ 1,380.00
143836	03/21/2025	JACKSON THERAPY PARTNERS LLC	\$ 6,150.00
143837	03/21/2025	KMK GLOBAL INVESTMENTS LLC	\$ 515.77
143838	03/21/2025	MAGIC WAND CLEANING SERVICE	\$ 627.00
143839	03/21/2025	MCGRAW HILL EDUCATION	\$ 241.28
143840	03/21/2025	NATIONAL STAFFING SOLUTIONS, INC	\$ 9,712.50
143841	03/21/2025	NIU SPEECH LANGUAGE HEARING CLINIC	\$ 500.00
143842	03/21/2025	SONOVA USA INC	\$ 2,196.23
143843	03/21/2025	PROCARE THERAPY INC	\$ 12,399.51
143844	03/21/2025	EF fbo SELECT SAVVY, LLC	\$ 22,110.50
143845	03/21/2025	SOFT WATER CITY INC	\$ 72.00
143846	03/21/2025	SOLIANT HEALTH	\$ 15,677.50
143847	03/21/2025	STEPPING STONES GROUP, LLC	\$ 43,534.35
143848	03/21/2025	SUNBELT STAFFING	\$ 31,134.50
143849	03/21/2025	THERAPY CARE	\$ 23,614.00
143850	03/21/2025	UNIVERSITY OF CHICAGO HOSPIT	\$ 500.00
143851	03/21/2025	WESTONE LABORATORIES INC.	\$ 398.40
143852	03/31/2025	AURORA WEST #129 SPECIAL ED	\$ 193,383.64
143853	03/31/2025	BATAVIA DISTRICT 101	\$ 25,306.84
143854	03/31/2025	BYRON COMM UNIT SCH DIST 226	\$ 3,434.12
143855	03/31/2025	CENTRAL DISTRICT 301	\$ 8,609.66
143856	03/31/2025	CICERO DISTRICT #99	\$ 221,055.12
143857	03/31/2025	COMMUNITY UNIT SCHOOL DIST 300	\$ 409,148.11
143858	03/31/2025	EAST AURORA SCHOOL DISTRICT 131	\$ 92,490.04
143859	03/31/2025	GENEVA CUSD #304	\$ 22,160.59
143861	03/31/2025	HARLEM SPEC EDUCATION 122	\$ 99,850.70
143862	03/31/2025	HAWTHORN ASSOCIATES OF LAKE COUNTY LLC	\$ 109,188.86
143863	03/31/2025	INDIAN CREEK DIST 425	\$ 496.02
143864	03/31/2025	KANELAND DISTRICT #302	\$ 13,583.93
143865	03/31/2025	ROCKFORD SCHOOL DISTRICT 205	\$ 253,123.17
143866	03/31/2025	ST CHARLES SCHOOL DISTRICT 303	\$ 62,694.60
143867	03/31/2025	SYCAMORE CUSD #427	\$ 9,670.78
			\$ 2,079,177.86

**NORTHEASTERN ILLINOIS ASSOCIATION
MARCH 2025 ACH PAID**

CHECK #	DATE	PAYEE	AMOUNT
53793	03/11/2025	ANDERSON, REBECCA W	\$ 68.04
53794	03/11/2025	CORTELLASSI, NATALIE	\$ 110.74
53795	03/11/2025	CRITTENDEN, DEBORAH A	\$ 100.52
53796	03/11/2025	DEPTOLLA, JEAN M	\$ 433.72
53797	03/11/2025	DIETRICH, DIONNE G	\$ 24.50
53798	03/11/2025	ELSTON, CODY S	\$ 714.13
53799	03/11/2025	GRAEBNER, KATIE M	\$ 22.40
53800	03/11/2025	HARDBARGER, KELLY A	\$ 53.34
53801	03/11/2025	LITAVECZ, NATALIE A	\$ 68.53
53802	03/11/2025	LOEF, LAUREN C	\$ 12.60
53803	03/11/2025	MACHEN, TERESA A	\$ 203.12
53804	03/11/2025	MALONE, JON C	\$ 6,709.74
53805	03/11/2025	MARKS, SARAH T	\$ 23.24
53806	03/11/2025	MATHIS, MEGAN L	\$ 38.01
53807	03/11/2025	MELTON, JENNY	\$ 321.25
53808	03/11/2025	MUCHALA, EDWARD J	\$ 3,122.16
53809	03/11/2025	NAWRACAJ, CAROLE A	\$ 231.98
53810	03/11/2025	PACZKO, ELLEN H	\$ 227.08
53811	03/11/2025	PEARSON, DARLA LYNN	\$ 754.74
53812	03/11/2025	PERKINS, JENNIFER YESAITIS	\$ 223.86
53813	03/11/2025	PERRY, MICHELLE M	\$ 908.46
53814	03/11/2025	RAJSKY, AMY N	\$ 200.00
53815	03/11/2025	RUSSELL, ASHLEY AT	\$ 12.18
53816	03/11/2025	SCHMIDT, CARON T	\$ 73.15
53817	03/11/2025	SZUMNY, AMY L	\$ 865.56
53818	03/11/2025	TYRRELL, DIANE M	\$ 371.23
53819	03/21/2025	BROEGE, ANGELICA	\$ 1,605.67
53820	03/21/2025	BROSSO, DANA P	\$ 190.66
53821	03/21/2025	BRUDER, MELISSA A	\$ 107.80
53822	03/21/2025	CACCIATORE, LEANDRA	\$ 68.87
53823	03/21/2025	CLENNEY, KARLY A	\$ 330.22
53824	03/21/2025	CLOUSER, DENISE	\$ 64.18
53825	03/21/2025	COX, JESSICA L	\$ 13.79
53826	03/21/2025	CUEVAS, LISA C	\$ 215.60
53827	03/21/2025	DECONINCK, KARALYN M	\$ 834.62
53828	03/21/2025	DEPTOLLA, JEAN M	\$ 78.97
53829	03/21/2025	ELSTON, CODY S	\$ 80.00
53830	03/21/2025	ERDMANN, KIARA K	\$ 82.74

**NORTHEASTERN ILLINOIS ASSOCIATION
MARCH 2025 ACH PAID**

CHECK #	DATE	PAYEE	AMOUNT
53831	03/21/2025	ESPE, DIANE K	\$ 75.60
53832	03/21/2025	EUBANKS, JENNIFER M	\$ 314.00
53833	03/21/2025	FIORITO, CHRISTINE A	\$ 135.59
53834	03/21/2025	FROEHLING, ANNA C	\$ 317.87
53835	03/21/2025	GALLANO, MARIE ANN C	\$ 46.48
53836	03/21/2025	HUNSICKER, MEREDITH J	\$ 637.00
53837	03/21/2025	KANTOLA, CLAUDIA G	\$ 241.92
53838	03/21/2025	KEEGAN, ASHLEY A	\$ 862.59
53839	03/21/2025	LAGE, JENNIFER F	\$ 244.58
53840	03/21/2025	LEONARD, CORINNE N	\$ 79.80
53841	03/21/2025	LINDSEY, LAURA	\$ 214.10
53842	03/21/2025	MATHIS, MEGAN L	\$ 273.41
53843	03/21/2025	MCCUE, JILL M	\$ 16.80
53844	03/21/2025	MCLAIN, NATALI M	\$ 51.75
53845	03/21/2025	MOSKAL BUCKLEY, MARY E	\$ 187.81
53846	03/21/2025	OSTROM, KELLY M	\$ 51.40
53847	03/21/2025	OZEHOWSKI, TARA B	\$ 142.17
53848	03/21/2025	PEARSON, DARLA LYNN	\$ 248.42
53849	03/21/2025	ROSSIAKY, ELIZABETH	\$ 193.20
53850	03/21/2025	SAFRANEK, ABIGAIL A	\$ 12.60
53851	03/21/2025	SCHUTTROW, MEGAN E	\$ 23.10
53852	03/21/2025	SEWARD, TISHA M	\$ 279.00
53853	03/21/2025	STRAIT, HEATHER	\$ 575.89
53854	03/21/2025	SZEWEC, CAROLINE MARIKA	\$ 6.93
53855	03/21/2025	SZUMNY, AMY L	\$ 211.40
53856	03/21/2025	TAYLOR, MEHGAN C	\$ 119.99
53857	03/21/2025	THOMS, MEGAN E	\$ 305.00
53858	03/21/2025	TYRRELL, DIANE M	\$ 145.95
53859	03/21/2025	VENEZIA, PAUL D	\$ 90.51
53860	03/21/2025	WARREN, MICHELLE MARIE	\$ 9.38
53861	03/21/2025	WARREN, SEAN M	\$ 29.19
53862	03/21/2025	WELCH, MEGAN M	\$ 12.60
53863	03/21/2025	ZUTTER, STEPHANIE H	\$ 240.24
		71	\$ 25,963.67

**NORTHWESTERN ILLINOIS ASSOCIATION
MARCH 2025 HEALTH FUND EXPENDITURES**

DATE	TYPE	DESCRIPTION	AMOUNT
3/26/2025	WIRE	MUTUAL OF OMAHA MAR 2025 PREMIUM	\$ 2,756.23
3/26/2025	WIRE	MEDCOM PMT	\$ 205.80
3/26/2025	WIRE	BLUE CROSS CLAIMS FOR FEBRUARY	\$ 72,055.85
3/25/2025	WIRE	DELTA DENTAL CLAIMS FOR FEBRUARY	\$ 774.02
3/25/2025	WIRE	WIRE TO GROUP ADMINISTRATORS	\$ 230.00
3/26/2025	WIRE	BLUE CROSS CLAIMS FOR FEBRUARY	\$ 165,911.63
3/25/2025	WIRE	DELTA DENTAL CLAIMS FOR FEBRUARY	\$ 5,173.60
3/25/2025	WIRE	WIRE TO VSP FOR APRIL	\$ 21.27
3/25/2025	WIRE	WIRE TO VSP FOR APRIL	\$ 1,485.69
			\$ 248,614.09



Statement

Account Name:	ONE CARDS	Card Number:	xxxx-xxxx-xxxx-6852
Company Name:	THE NORTHWESTERN IL ASSOCIATION	Account Limit:	\$ 75,000.00
Employee ID:	BillingAccts	Available Credit:	\$ 60,528.37
Statement Date (MM/DD/YYYY):	03/05/2025	Currency:	US DOLLAR
Payment Due Date (MM/DD/YYYY):	04/01/2025		

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Previous Balance:	\$ 28,759.51
Payments:	\$ -28,754.70
Adjustments:	\$ 0.00
Net Purchases:	\$ 14,466.82
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 14,471.63

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
Card Number xxxx-xxxx-xxxx-6852 ONE CARDS					
02/12	02/12 575224371	AUTOMATIC PYMT RECEIVED	\$ -28,754.70	\$ 0.00	\$ -28,754.70

TOTAL CREDITS	xxxx-xxxx-xxxx-6852	\$ -28,754.70
TOTAL DEBITS	xxxx-xxxx-xxxx-6852	\$ 0.00

Card Number xxxx-xxxx-xxxx-1520 AGUSTIN, TIFFANY					
02/05	02/06 574278786	USPS.COM CLICKNSHIP 800-3447779 DC	\$ 5.00 048146	\$ 0.00	\$ 5.00
02/06	02/06 574278787	AMAZON MARK XF4162JH3 SEATTLE WA	\$ 584.92 087131	\$ 0.00	\$ 584.92
02/07	02/07 574572070	GOVEE TSUEN WAN	\$ -4.81 056374	\$ 0.00	\$ -4.81
02/10	02/11 575116528	CCSI EFAX 323-817-3205 CA	\$ 100.00 073386	\$ 0.00	\$ 100.00
02/11	02/12 575338696	DOCHUB SITE LICENSE BROOKLINE MA	\$ 200.00 034459	\$ 0.00	\$ 200.00
02/15	02/17 576029542	DOCHUB.COM: FAX LINE BROOKLINE MA	\$ 9.99 068358	\$ 0.00	\$ 9.99
02/17	02/18 576265097	MSFT E0100VCG79 MSBILL.INFO	\$ 166.50 011408	\$ 0.00	\$ 166.50
02/20	02/21 576839027	DOCHUB.COM: FAX LINE BROOKLINE MA	\$ 9.99 039533	\$ 0.00	\$ 9.99

02/20	02/21 576839026	DOCHUB.COM: FAX LINE BROOKLINE MA	\$ 9.99 061232	\$ 0.00	
02/20	02/21 576839028	DOCHUB.COM: FAX LINE BROOKLINE MA	\$ 9.99 061978	\$ 0.00	\$ 9.99
02/24	02/25 577477345	UBIQUITI INC. NEW YORK NY	\$ 99.00 068326	\$ 0.00	\$ 99.00
02/24	02/25 577477348	UBIQUITI INC. NEW YORK NY	\$ 99.00 092780	\$ 0.00	\$ 99.00
02/24	02/25 577477347	UBIQUITI INC. NEW YORK NY	\$ 99.00 027952	\$ 0.00	\$ 99.00
02/24	02/25 577477349	UBIQUITI INC. NEW YORK NY	\$ 99.00 084867	\$ 0.00	\$ 99.00
02/24	02/25 577477346	UBIQUITI INC. NEW YORK NY	\$ 99.00 085359	\$ 0.00	\$ 99.00
02/26	02/27 577831699	B&H PHOTO 800-606-696 NEW YORK NY	\$ 2,666.99 078711	\$ 2.94	\$ 2,669.93
02/28	02/28 577987489	AMAZON RETA H22BU14Y3 SEATTLE WA	\$ 32.43 055134	\$ 0.00	\$ 32.43
03/02	03/03 578641317	DOCHUB.COM: FAX LINE BROOKLINE MA	\$ 9.99 036110	\$ 0.00	\$ 9.99
03/03	03/04 578852147	CCSI EFAX 323-817-3205 CA	\$ 18.99 031240	\$ 0.00	\$ 18.99

TOTAL CREDITS xxxx-xxxx-xxxx-1520 **\$ -4.81**
TOTAL DEBITS xxxx-xxxx-xxxx-1520 **\$ 4,322.72**

Card Number xxxx-xxxx-xxxx-8172 CUEVAS, LISA

02/07	02/07 574572069	AMZN MKTP US Z77PR39H0 AMZN.COM/BILL WA	\$ 7.83 006870	\$ 0.00	\$ 7.83
02/08	02/10 574756977	AMAZON RETA Z75UL9KG1 SEATTLE WA	\$ 135.29 087393	\$ 0.00	\$ 135.29
02/09	02/10 574756978	AMAZON MARK 217PI3S43 SEATTLE WA	\$ 56.28 091206	\$ 0.00	\$ 56.28
02/09	02/10 574756979	AMAZON MARK U361M8CF3 SEATTLE WA	\$ 57.82 065258	\$ 0.00	\$ 57.82
02/10	02/10 574757055	AMAZON RETA ZY86I1OD1 SEATTLE WA	\$ 31.99 002056	\$ 0.00	\$ 31.99
02/11	02/11 575116527	AMAZON MARK UK8TB5AI3 SEATTLE WA	\$ 15.99 064763	\$ 0.00	\$ 15.99
02/11	02/12 575338619	AMAZON MARK 863F60SR3 SEATTLE WA	\$ 94.99 020807	\$ 0.00	\$ 94.99
02/13	02/14 575750078	AMAZON MARK CC6AE7T73 SEATTLE WA	\$ 39.99 047349	\$ 0.00	\$ 39.99
02/13	02/14 575750076	AMAZON MARK XD7FJ5QW3 SEATTLE WA	\$ 6.98 056042	\$ 0.00	\$ 6.98
02/13	02/14 575750077	AMAZON MARK 5A0VJ24N3 SEATTLE WA	\$ 30.27 049795	\$ 0.00	\$ 30.27
02/14	02/17 576029541	AMAZON RETA Z89WU2OI3 SEATTLE WA	\$ 1,820.28 082127	\$ 0.00	\$ 1,820.28
02/18	02/19 576318362	AMAZON MARK 5G4587PA3 SEATTLE WA	\$ 9.38 088663	\$ 0.00	\$ 9.38

02/18	02/19 576318361	AMAZON MARK 054FA6JN3 SEATTLE WA	\$ 29.69 042507	\$ 0.00	
02/20	02/21 576838950	AMAZON MKTPL O81LO1943 AMZN.COM/BILL WA	\$ 14.95 023140	\$ 0.00	\$ 14.95
02/21	02/21 576838952	AMAZON MARK YM9034JP3 SEATTLE WA	\$ 13.31 074151	\$ 0.00	\$ 13.31
02/21	02/21 576838951	AMAZON MARK 3Q87C6OR3 SEATTLE WA	\$ 116.57 004158	\$ 0.00	\$ 116.57
02/23	02/24 577178380	AMAZON MARK UM1OS37D3 SEATTLE WA	\$ 59.48 014590	\$ 0.00	\$ 59.48
02/27	02/28 577987488	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$ -25.74 000000	\$ 0.00	\$ -25.74
02/27	02/28 577987487	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$ -63.65 000000	\$ 0.00	\$ -63.65
02/28	03/03 578641243	SOCIETYFORHUMANRESOURC ALEXANDRIA VA	\$ 299.00 014093	\$ 0.00	\$ 299.00
03/03	03/04 578852072	AMAZON MARK AO5FS33B3 SEATTLE WA	\$ 69.08 084096	\$ 0.00	\$ 69.08
03/04	03/04 578852146	AMAZON RETA 6G7475Y13 SEATTLE WA	\$ 15.84 043916	\$ 0.00	\$ 15.84

TOTAL CREDITS xxxx-xxxx-xxxx-8172 **\$ -89.39**
TOTAL DEBITS xxxx-xxxx-xxxx-8172 **\$ 2,925.01**

Card Number xxxx-xxxx-xxxx-6275 EUBANKS, JENNIFER

02/05	02/06 574278788	IN EZ FULFILLMENT LLC 920-3422220 WI	\$ 45.00 084817	\$ 0.00	\$ 45.00
02/05	02/10 574757059	THERAPRO 508-872-9494 MA	\$ 37.50 012572	\$ 0.00	\$ 37.50
02/07	02/07 574572147	AWL PEARSON EDUCATION PRSONCS.COM NJ	\$ 2,118.60 021581	\$ 0.00	\$ 2,118.60
02/07	02/10 574757058	BROOKES PUBLISHING TOWSON MD	\$ 159.85 025815	\$ 9.59	\$ 169.44
02/07	02/10 574757057	OAKTREE 6365301664 MO	\$ 53.38 009111	\$ 4.27	\$ 57.65
02/12	02/12 575338698	AWL PEARSON EDUCATION PRSONCS.COM NJ	\$ 237.23 021798	\$ 0.00	\$ 237.23
03/03	03/04 578852148	JJ KELLER & ASSOCIATES NEENAH WI	\$ 170.47 072241	\$ 5.12	\$ 175.59

TOTAL CREDITS xxxx-xxxx-xxxx-6275 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-6275 **\$ 2,841.01**

Card Number xxxx-xxxx-xxxx-6510 MALONE, JON

02/18	02/19 576317173	OPENAI CHATGPT SUBSCR SAN FRANCISCO CA	\$ 20.00 007965	\$ 0.00	\$ 20.00
02/28	03/03 578641313	ZOOM.COM 888-799-9666 SAN JOSE CA	\$ 40.00 025017	\$ 0.00	\$ 40.00
03/04	03/05 579110397	JOBTARGET 8604400635 CT	\$ 1,500.00 084240	\$ 0.00	\$ 1,500.00

TOTAL CREDITS xxx-xxxx-xxxx-6510

\$ 0.00

TOTAL DEBITS xxx-xxxx-xxxx-6510

\$ 1,560.00

Card Number xxx-xxxx-xxxx-6806 MOODY, REBECCA

02/05	02/06 574278710	UBER TRIP 8005928996 CA	\$ 38.63 055994	\$ 0.00	\$ 38.63
02/05	02/06 574278707	UBER TRIP 8005928996 CA	\$ 24.29 035159	\$ 0.00	\$ 24.29
02/05	02/06 574278708	UBER TRIP 8005928996 CA	\$ 27.06 099836	\$ 0.00	\$ 27.06
02/05	02/06 574278709	UBER TRIP 8005928996 CA	\$ 2.35 061699	\$ 0.00	\$ 2.35
02/05	02/06 574278706	UBER TRIP 8005928996 CA	\$ 2.80 015070	\$ 0.00	\$ 2.80
02/05	02/06 574278631	UBER TRIP 8005928996 CA	\$ 4.06 047493	\$ 0.00	\$ 4.06
02/05	02/06 574278630	UBER TRIP HELP.UBER.C 8005928996 CA	\$ 15.69 035523	\$ 0.00	\$ 15.69
02/10	02/11 575116449	UBER TRIP 8005928996 CA	\$ 18.76 097895	\$ 0.00	\$ 18.76
02/10	02/11 575116447	UBER TRIP 8005928996 CA	\$ 34.88 005105	\$ 0.00	\$ 34.88
02/10	02/11 575116448	UBER TRIP 8005928996 CA	\$ 18.40 016641	\$ 0.00	\$ 18.40
02/10	02/11 575116526	UBER TRIP 8005928996 CA	\$ 2.76 010711	\$ 0.00	\$ 2.76
02/10	02/11 575116450	UBER TRIP 8005928996 CA	\$ 5.23 080037	\$ 0.00	\$ 5.23
02/11	02/12 575338541	UBER TRIP 8005928996 CA	\$ 1.00 012496	\$ 0.00	\$ 1.00
02/11	02/12 575338618	UBER TRIP 8005928996 CA	\$ 25.97 023585	\$ 0.00	\$ 25.97
02/11	02/12 575338616	UBER TRIP 8005928996 CA	\$ 1.69 065875	\$ 0.00	\$ 1.69
02/11	02/12 575338617	UBER TRIP 8005928996 CA	\$ 11.28 050913	\$ 0.00	\$ 11.28
02/11	02/12 575338540	UBER TRIP 8005928996 CA	\$ 13.18 030895	\$ 0.00	\$ 13.18
02/11	02/12 575338615	UBER TRIP 8005928996 CA	\$ 31.21 045394	\$ 0.00	\$ 31.21
02/12	02/13 575615525	UBER TRIP 8005928996 CA	\$ 33.89 043948	\$ 0.00	\$ 33.89
02/12	02/13 575615526	UBER TRIP 8005928996 CA	\$ 3.89 041793	\$ 0.00	\$ 3.89
02/13	02/14 575749999	UBER TRIP 8005928996 CA	\$ 20.03 043737	\$ 0.00	\$ 20.03
02/13	02/14 575749997	UBER TRIP 8005928996 CA	\$ 20.26 057936	\$ 0.00	\$ 20.26
02/13	02/14 575749998	UBER TRIP 8005928996 CA	\$ 18.54 012001	\$ 0.00	\$ 18.54

02/13	02/14 575750075	UBER TRIP 8005928996 CA	\$ 28.72 094417	\$ 0.00	
02/14	02/17 576029464	UBER TRIP 8005928996 CA	\$ 2.78 044283	\$ 0.00	\$ 2.78
02/14	02/17 576029540	UBER TRIP 8005928996 CA	\$ 2.83 026352	\$ 0.00	\$ 2.83
02/14	02/17 576029465	UBER TRIP 8005928996 CA	\$ 18.69 082294	\$ 0.00	\$ 18.69
02/18	02/19 576318358	UBER TRIP 8005928996 CA	\$ 12.86 069860	\$ 0.00	\$ 12.86
02/18	02/19 576318286	UBER TRIP 8005928996 CA	\$ 25.42 026303	\$ 0.00	\$ 25.42
02/18	02/19 576318284	UBER TRIP 8005928996 CA	\$ 11.30 019592	\$ 0.00	\$ 11.30
02/18	02/19 576318359	UBER TRIP 8005928996 CA	\$ 3.81 079159	\$ 0.00	\$ 3.81
02/18	02/19 576318360	UBER TRIP 8005928996 CA	\$ 1.69 017981	\$ 0.00	\$ 1.69
02/18	02/19 576318285	UBER TRIP 8005928996 CA	\$ 11.86 004270	\$ 0.00	\$ 11.86
02/19	02/20 576494832	UBER TRIP 8005928996 CA	\$ 5.02 097588	\$ 0.00	\$ 5.02
02/19	02/20 576494835	UBER TRIP 8005928996 CA	\$ 5.08 098882	\$ 0.00	\$ 5.08
02/19	02/20 576494834	UBER TRIP 8005928996 CA	\$ 2.36 091890	\$ 0.00	\$ 2.36
02/19	02/20 576494833	UBER TRIP 8005928996 CA	\$ 15.77 023347	\$ 0.00	\$ 15.77
02/19	02/20 576494912	UBER TRIP 8005928996 CA	\$ 5.35 052710	\$ 0.00	\$ 5.35
02/19	02/20 576494831	UBER TRIP 8005928996 CA	\$ 33.47 048431	\$ 0.00	\$ 33.47
02/19	02/20 576494915	UBER TRIP 8005928996 CA	\$ 35.70 002569	\$ 0.00	\$ 35.70
02/19	02/20 576494914	UBER TRIP 8005928996 CA	\$ 33.92 039430	\$ 0.00	\$ 33.92
02/19	02/20 576494913	UBER TRIP 8005928996 CA	\$ 17.82 091527	\$ 0.00	\$ 17.82
02/19	02/20 576494911	UBER TRIP 8005928996 CA	\$ 2.67 097298	\$ 0.00	\$ 2.67
02/19	02/21 576838872	HOBBY-LOBBY #0163 ELGIN IL	\$ 76.37 071137	\$ 0.00	\$ 76.37
02/20	02/21 576838873	UBER TRIP 8005928996 CA	\$ 21.27 039572	\$ 0.00	\$ 21.27
02/20	02/21 576838949	UBER TRIP 8005928996 CA	\$ 20.44 078201	\$ 0.00	\$ 20.44
02/20	02/21 576838948	UBER TRIP 8005928996 CA	\$ 20.78 080726	\$ 0.00	\$ 20.78
02/21	02/24 577178379	UBER TRIP 8005928996 CA	\$ 40.22 018238	\$ 0.00	\$ 40.22

02/24	02/25 577477266	UBER TRIP 8005928996 CA	\$ 21.68 054155	\$ 0.00	
02/24	02/25 577477265	UBER TRIP 8005928996 CA	\$ 29.02 005413	\$ 0.00	\$ 29.02
02/24	02/25 577477269	SYMPPLICITY CORP ARLINGTON VA	\$ 350.00 005132	\$ 0.00	\$ 350.00
02/24	02/25 577477267	UBER TRIP 8005928996 CA	\$ 19.58 081764	\$ 0.00	\$ 19.58
02/24	02/25 577477268	UBER TRIP 8005928996 CA	\$ 18.20 016373	\$ 0.00	\$ 18.20
02/25	02/26 577547625	UBER TRIP 8005928996 CA	\$ 10.94 090388	\$ 0.00	\$ 10.94
02/25	02/26 577547551	UBER TRIP 8005928996 CA	\$ 17.25 036049	\$ 0.00	\$ 17.25
02/25	02/26 577547550	UBER TRIP 8005928996 CA	\$ 31.53 017371	\$ 0.00	\$ 31.53
02/25	02/26 577547549	UBER TRIP 8005928996 CA	\$ 22.93 063192	\$ 0.00	\$ 22.93
02/26	02/27 577831621	UBER TRIP 8005928996 CA	\$ 28.81 010676	\$ 0.00	\$ 28.81
02/26	02/27 577831698	UBER TRIP 8005928996 CA	\$ 15.85 016073	\$ 0.00	\$ 15.85
02/26	02/27 577831622	UBER TRIP 8005928996 CA	\$ 28.66 097973	\$ 0.00	\$ 28.66
02/27	02/28 577987411	UBER TRIP 8005928996 CA	\$ 21.15 094098	\$ 0.00	\$ 21.15
02/27	02/28 577987412	UBER TRIP 8005928996 CA	\$ 22.13 053196	\$ 0.00	\$ 22.13
02/27	02/28 577987413	UBER TRIP 8005928996 CA	\$ 22.98 069874	\$ 0.00	\$ 22.98
02/28	03/03 578641242	WAL-MART #1898 ST. CHARLES IL	\$ 132.93 005944	\$ 0.00	\$ 132.93
03/03	03/04 578852070	UBER TRIP 8005928996 CA	\$ 37.36 017051	\$ 0.00	\$ 37.36
03/03	03/04 578852071	UBER TRIP 8005928996 CA	\$ 5.60 015972	\$ 0.00	\$ 5.60
03/04	03/05 579110320	UBER TRIP 8005928996 CA	\$ 26.88 070575	\$ 0.00	\$ 26.88
03/04	03/05 579110316	UBER TRIP 8005928996 CA	\$ 24.95 092542	\$ 0.00	\$ 24.95
03/04	03/05 579110317	UBER TRIP 8005928996 CA	\$ 3.74 051959	\$ 0.00	\$ 3.74
03/04	03/05 579110319	UBER TRIP 8005928996 CA	\$ 4.34 052653	\$ 0.00	\$ 4.34
03/04	03/05 579110396	UBER TRIP TRIP SAN FRANCISCO CA	\$ 15.20 041201	\$ 0.00	\$ 15.20
03/04	03/05 579110395	UBER TRIP 8005928996 CA	\$ 13.04 028175	\$ 0.00	\$ 13.04
03/04	03/05 579110318	UBER TRIP 8005928996 CA	\$ 2.28 017954	\$ 0.00	\$ 2.28

TOTAL CREDITS xxxx-xxxx-xxxx-6806 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-6806 **\$ 1,761.03**

Card Number xxxx-xxxx-xxxx-5143 **TAYLOR, MEHGAN**

02/11	02/12 575338695	CEUS OTG 8136796745 FL	\$ 110.60 097457	\$ 9.40	\$ 120.00
02/21	02/24 577178381	AOTA N BETHESDA MD	\$ 234.00 021868	\$ 0.00	\$ 234.00
02/28	03/03 578641314	MARRIOTT CHICAGO NAPER NAPERVILLE IL	\$ 159.45 028216	\$ 0.00	\$ 159.45
03/01	03/03 578641315	MARRIOTT CHICAGO NAPER NAPERVILLE IL	\$ 318.90 026463	\$ 0.00	\$ 318.90
03/01	03/03 578641316	MARRIOTT CHICAGO NAPER NAPERVILLE IL	\$ 318.90 094823	\$ 0.00	\$ 318.90

TOTAL CREDITS xxxx-xxxx-xxxx-5143 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-5143 **\$ 1,151.25**



Statement

Account Name:	DEPARTMENT CARDS	Card Number:	xxxx-xxxx-xxxx-6860
Company Name:	THE NORTHWESTERN IL ASSOCIATION	Account Limit:	\$ 75,000.00
Employee ID:	BillingAccts	Available Credit:	\$ 60,981.28
Statement Date (MM/DD/YYYY):	03/05/2025	Currency:	US DOLLAR
Payment Due Date (MM/DD/YYYY):	04/01/2025		

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Previous Balance:	\$ 13,351.18
Payments:	\$ -13,351.18
Adjustments:	\$ 0.00
Net Purchases:	\$ 14,018.72
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 14,018.72

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
Card Number xxxx-xxxx-xxxx-6860 DEPARTMENT CARDS					
02/12	02/12 575224372	AUTOMATIC PYMT RECEIVED	\$ -13,351.18	\$ 0.00	\$ -13,351.18

TOTAL CREDITS	xxxx-xxxx-xxxx-6860	\$ -13,351.18
TOTAL DEBITS	xxxx-xxxx-xxxx-6860	\$ 0.00

Card Number xxxx-xxxx-xxxx-5116 OFFICE, BUSINESS					
02/06	02/07 574572067	NICOR GAS BILL 866-383-1846 GA	\$ 174.00 062242	\$ 9.16	\$ 183.16
02/06	02/07 574572068	NICOR GAS BILL 866-383-1846 GA	\$ 119.09 042270	\$ 6.27	\$ 125.36
02/07	02/10 574756900	COMED PAYMENT 8003347661 IL	\$ 353.82 052891	\$ 0.00	\$ 353.82
02/07	02/10 574756976	COMED PAYMENT 8003347661 IL	\$ 179.76 001849	\$ 0.00	\$ 179.76
02/07	02/10 574756975	COMED PAYMENT 8003347661 IL	\$ 106.97 049174	\$ 0.00	\$ 106.97
02/07	02/10 574756899	NICOR GAS BILL 866-383-1846 GA	\$ 120.15 039117	\$ 6.32	\$ 126.47
02/10	02/11 575116446	ATT BILL PAYMENT 800-288-2020 TX	\$ 188.46 027743	\$ 0.00	\$ 188.46
02/12	02/13 575615524	CINTAS CORP MASON OH	\$ 98.96 033902	\$ 0.00	\$ 98.96

02/18	02/19 576318282	COMED PAYMENT 8003347661 IL	\$ 194.92 094797	\$ 0.00	
02/18	02/19 576318283	COMED PAYMENT 8003347661 IL	\$ 65.90 055097	\$ 0.00	\$ 65.90
02/20	02/21 576838870	NICOR GAS BILL 866-383-1846 GA	\$ 242.65 036217	\$ 12.77	\$ 255.42
02/20	02/21 576838871	ATT BILL PAYMENT DALLAS TX	\$ 10,776.16 039364	\$ 0.00	\$ 10,776.16
02/24	02/24 577178378	COMCAST CHICAGO 800-COMCAST IL	\$ 166.96 014246	\$ 0.00	\$ 166.96
02/26	02/27 577831620	WWP READY PEST CONTROL LOVES PARK IL	\$ 100.00 057936	\$ 0.00	\$ 100.00
02/28	03/03 578641240	NICOR GAS BILL 866-383-1846 GA	\$ 152.00 021647	\$ 8.00	\$ 160.00
03/03	03/03 578641241	COMCAST CHICAGO 800-COMCAST IL	\$ 263.85 086531	\$ 2.06	\$ 265.91
03/03	03/04 578852069	WCI AURORA 630-892-9294 IL	\$ 88.08 042453	\$ 0.09	\$ 88.17

TOTAL CREDITS xxxx-xxxx-xxxx-5116 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-5116 **\$ 13,436.40**

Card Number xxxx-xxxx-xxxx-9726 SANDOVAL, MARICELA

02/06	02/07 574572146	WM SUPERCENTER #4641 HUNTLEY IL	\$ 7.16 024938	\$ 0.00	\$ 7.16
02/07	02/10 574757056	USPS PO 1633970140 HAMPSHIRE IL	\$ 29.20 047971	\$ 0.00	\$ 29.20
02/11	02/12 575338697	CROSS-CULTURAL COMMUNI COLUMBIA MD	\$ 145.00 009668	\$ 0.00	\$ 145.00
02/21	02/24 577178382	WM SUPERCENTER #1814 ELGIN IL	\$ 400.96 005028	\$ 0.00	\$ 400.96

TOTAL CREDITS xxxx-xxxx-xxxx-9726 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-9726 **\$ 582.32**

NORTHEASTERN ILLINOIS ASSOCIATION
April 2025 CHECKS PAID

CHECK #	DATE	PAYEE	AMOUNT
143868	04/04/2025	AEQUOR HEALTHCARE SERVICES, LLC	\$ 3,640.00
143869	04/04/2025	AHS STAFFING LLC	\$ 29,912.54
143870	04/04/2025	AMN HEALTHCARE	\$ 12,200.00
143871	04/04/2025	ANTHROMED, LLC	\$ 6,653.30
143872	04/04/2025	AUTOMATIC FIRE SYSTEMS, INC	\$ 353.00
143873	04/04/2025	BUTTERFIELD VILLAGE, LLC	\$ 4,920.73
143874	04/04/2025	COMMUNITY THERAPY CORP	\$ 24,333.75
143875	04/04/2025	COMPHEALTH	\$ 18,193.45
143876	04/04/2025	CORE MEDICAL GROUP	\$ 3,000.00
143877	04/04/2025	GENOA KINGSTON DISTRICT 424	\$ 6,921.83
143878	04/04/2025	GROSS, KAREN	\$ 350.00
143879	04/04/2025	HAGIE, WENDY	\$ 467.50
143880	04/04/2025	HODGES LOIZZI EISENHAMMER	\$ 1,378.00
143881	04/04/2025	IMAGE ONE FACILITY SOLUTIONS	\$ 460.00
143882	04/04/2025	JACKSON THERAPY PARTNERS LLC	\$ 3,690.00
143883	04/04/2025	JENSEN, W THOMAS	\$ 1,778.00
143884	04/04/2025	KMK GLOBAL INVESTMENTS LLC	\$ 6,737.42
143885	04/04/2025	MONGAN, DEANNA	\$ 525.00
143886	04/04/2025	NATIONAL STAFFING SOLUTIONS, INC	\$ 16,462.50
143887	04/04/2025	PAPER RECOVERY SERVICE	\$ 25.00
143888	04/04/2025	SONOVA USA INC	\$ 3,638.95
143889	04/04/2025	PURI, SUNIL	\$ 7,884.25
143890	04/04/2025	SAVI SOLUTIONS PBC	\$ 30.00
143891	04/04/2025	EF fbo SELECT SAVVY, LLC	\$ 4,477.00
143892	04/04/2025	SIGN LANGUAGE INTERPRETERS INC	\$ 22,130.55
143893	04/04/2025	SOFT WATER CITY INC	\$ 102.00
143894	04/04/2025	SOLIANT HEALTH	\$ 10,595.00
143895	04/04/2025	STEPPING STONES GROUP, LLC	\$ 45,635.35
143896	04/04/2025	SUNBELT STAFFING	\$ 32,977.75
143897	04/04/2025	T MOBILE	\$ 241.94
143898	04/04/2025	TRUST CLEANING CO.	\$ 843.00
143899	04/04/2025	UNIQUE CLEANING SERVICES	\$ 300.00
143900	04/04/2025	WESTONE LABORATORIES INC.	\$ 100.94
143901	04/11/2025	KOHN LAW FIRM, S.C.	\$ 358.24
143902	04/11/2025	NCPERS GROUP LIFE INS.	\$ 240.00
143903	04/25/2025	KOHN LAW FIRM, S.C.	\$ 358.24
143904	04/25/2025	NCPERS GROUP LIFE INS.	\$ 240.00
143905	04/18/2025	AHS STAFFING LLC	\$ 16,246.27
143906	04/18/2025	AMN HEALTHCARE	\$ 1,200.00
143907	04/18/2025	ANTHROMED, LLC	\$ 3,326.65
143908	04/18/2025	COCHLEAR AMERICAS	\$ 23.00
143909	04/18/2025	COMPHEALTH	\$ 29,219.92
143910	04/18/2025	CORE MEDICAL GROUP	\$ 3,000.00
143911	04/18/2025	FIRM SYSTEMS	\$ 239.00
143912	04/18/2025	GORDON FLESCH CO	\$ 4,027.32

NORTHESTERN ILLINOIS ASSOCIATION
April 2025 CHECKS PAID

CHECK #	DATE	PAYEE	AMOUNT
143913	04/18/2025	IEP THERAPY	\$ 5,963.71
143914	04/18/2025	IMAGE ONE FACILITY SOLUTIONS	\$ 460.00
143915	04/18/2025	JACKSON THERAPY PARTNERS LLC	\$ 3,075.00
143916	04/18/2025	MAGIC WAND CLEANING SERVICE	\$ 750.00
143917	04/18/2025	MCGRAW HILL EDUCATION	\$ 50.75
143918	04/18/2025	n2y.com	\$ 5,489.89
143919	04/18/2025	NATIONAL STAFFING SOLUTIONS, INC	\$ 8,512.50
143920	04/18/2025	SONOVA USA INC	\$ 3,853.33
143921	04/18/2025	PHYSICIANS IMMEDIATE CARE	\$ 874.00
143922	04/18/2025	PRAIRIE PROFESSIONAL PARK, LLC	\$ 4,763.00
143923	04/18/2025	PROCARE THERAPY INC	\$ 17,638.03
143924	04/18/2025	EF fbo SELECT SAVVY, LLC	\$ 20,865.00
143925	04/18/2025	SIGN LANGUAGE INTERPRETERS INC	\$ 30,692.00
143926	04/18/2025	SOLIANT HEALTH	\$ 14,584.00
143927	04/18/2025	STEPPING STONES GROUP, LLC	\$ 13,761.38
143928	04/18/2025	SUNBELT STAFFING	\$ 27,504.00
143929	04/18/2025	THERAPY CARE	\$ 6,390.00
143930	04/18/2025	WESTONE LABORATORIES INC.	\$ 632.52

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\$ 495,296.50

NORTHEASTERN ILLINOIS ASSOCIATION
April 2025 ACH PAID

CHECK #	DATE	PAYEE	AMOUNT
53864	04/11/2025	ANDERSON, MICHELE	\$ 6,468.60
53865	04/11/2025	ANDERSON, REBECCA W	\$ 69.23
53866	04/11/2025	BEGUN, MARISSA L	\$ 233.11
53867	04/11/2025	BROEGE, ANGELICA	\$ 140.74
53868	04/11/2025	BROSSO, DANA P	\$ 1,185.17
53869	04/11/2025	CACCIATORE, LEANDRA	\$ 102.69
53870	04/11/2025	CARTER, BRITTNEY N	\$ 105.00
53871	04/11/2025	CASE-CARTER, ERIN	\$ 102.40
53872	04/11/2025	CLENNEY, KARLY A	\$ 206.85
53873	04/11/2025	CORTELLASSI, NATALIE	\$ 59.50
53874	04/11/2025	COX, JESSICA L	\$ 4.41
53875	04/11/2025	CRITTENDEN, DEBORAH A	\$ 166.81
53876	04/11/2025	CURTIS, STEPHANIE M	\$ 240.87
53877	04/11/2025	DAVENPORT, CHERYL L	\$ 29.68
53878	04/11/2025	DECONINCK, KARALYN M	\$ 835.03
53879	04/11/2025	ELSTON, CODY S	\$ 804.17
53880	04/11/2025	ERDMANN, KIARA K	\$ 64.05
53881	04/11/2025	EUBANKS, JENNIFER M	\$ 116.34
53882	04/11/2025	FIORITO, CHRISTINE A	\$ 144.76
53883	04/11/2025	FITZANKO, TARA M	\$ 93.10
53884	04/11/2025	FROEHLING, ANNA C	\$ 387.03
53885	04/11/2025	GALLANO, MARIE ANN C	\$ 75.60
53886	04/11/2025	GORICK, CARLY R	\$ 103.53
53887	04/11/2025	GRANT, HALEY M	\$ 11.20
53888	04/11/2025	HARBECK, KENDRA N	\$ 242.48
53889	04/11/2025	HARDBARGER, KELLY A	\$ 54.81
53890	04/11/2025	HERNANDEZ, NADINE	\$ 79.99
53891	04/11/2025	HUNSICKER, MEREDITH J	\$ 542.30
53892	04/11/2025	KANTOLA, CLAUDIA G	\$ 431.04
53893	04/11/2025	KEEGAN, ASHLEY A	\$ 841.57
53894	04/11/2025	KINCAIDE, JULIE T	\$ 59.36
53895	04/11/2025	KINNEY, HEIDI L	\$ 13.86
53896	04/11/2025	LASH, PAULA S	\$ 234.00
53897	04/11/2025	LEONARD, CORINNE N	\$ 70.28
53898	04/11/2025	LINDSEY, LAURA	\$ 139.93
53899	04/11/2025	LITAVECZ, NATALIE A	\$ 87.64
53900	04/11/2025	LOWRANCE, AMY M	\$ 1,294.67
53901	04/11/2025	MACHEN, TERESA A	\$ 332.30
53902	04/11/2025	MALONE, JON C	\$ 2,923.76
53903	04/11/2025	MARKS, SARAH T	\$ 41.79
53904	04/11/2025	MATHIS, MEGAN L	\$ 107.94

NORTHEASTERN ILLINOIS ASSOCIATION
April 2025 ACH PAID

CHECK #	DATE	PAYEE	AMOUNT
53905	04/11/2025	MCLAIN, NATALI M	\$ 161.98
53906	04/11/2025	MELTON, JENNY	\$ 321.25
53907	04/11/2025	MOSKAL BUCKLEY, MARY E	\$ 146.79
53908	04/11/2025	MOTT, EMILY R	\$ 402.51
53909	04/11/2025	MUCHALA, EDWARD J	\$ 2,751.55
53910	04/11/2025	MUGAVERO, SARAH L	\$ 44.66
53911	04/11/2025	NEW, NOELLE R	\$ 1,109.68
53912	04/11/2025	NICHOLSON, THERESA A	\$ 48.44
53913	04/11/2025	OSTROM, KELLY M	\$ 43.12
53914	04/11/2025	OTT, ERIC J	\$ 294.77
53915	04/11/2025	PACZKO, ELLEN H	\$ 258.65
53916	04/11/2025	PAHR, JULIE	\$ 2,222.50
53917	04/11/2025	PEARSON, DARLA LYNN	\$ 893.62
53918	04/11/2025	PEPLANSKY, KELLY A	\$ 117.81
53919	04/11/2025	PERRY, MICHELLE M	\$ 826.99
53920	04/11/2025	PINS, JULIE L	\$ 36.96
53921	04/11/2025	POEGEL, CYNTHIA K	\$ 1,237.40
53922	04/11/2025	RAJSKY, AMY N	\$ 88.95
53923	04/11/2025	ROSSIAKY, ELIZABETH	\$ 180.60
53924	04/11/2025	SCHMIDT, CARON T	\$ 105.98
53925	04/11/2025	SCHUTTROW, MEGAN E	\$ 75.04
53926	04/11/2025	SEWARD, TISHA M	\$ 211.20
53927	04/11/2025	SHIELDS, ROXANNE M	\$ 344.39
53928	04/11/2025	SMALL, ALAYNA D	\$ 157.68
53929	04/11/2025	STRAIT, HEATHER	\$ 272.51
53930	04/11/2025	SULLIVAN, DR. CHRIS	\$ 47.76
53931	04/11/2025	SZEWEC, CAROLINE MARIKA	\$ 41.44
53932	04/11/2025	SZUMNY, AMY L	\$ 913.95
53933	04/11/2025	TYRRELL, DIANE M	\$ 291.39
53934	04/11/2025	VENEZIA, PAUL D	\$ 76.30
53935	04/11/2025	WARREN, SEAN M	\$ 53.34
53936	04/11/2025	WILLIAMS, MELANIE D	\$ 62.44
53937	04/11/2025	ZINK, SARAH J	\$ 40.32
53938	04/25/2025	AGUSTIN, TIFFANY A	\$ 492.80
53939	04/25/2025	ANDREWS, JENNIFER	\$ 11.90
53940	04/25/2025	BAITMAN, KELLY C	\$ 57.40
53941	04/25/2025	BARTEL, ELIANA R	\$ 44.03
53942	04/25/2025	BROEGE, ANGELICA	\$ 637.06
53943	04/25/2025	BRUDER, MELISSA A	\$ 52.36
53944	04/25/2025	CIENFUEGOS, SABRINA	\$ 37.61
53945	04/25/2025	CORTELLASSI, NATALIA	\$ 213.01

NORTHESTERN ILLINOIS ASSOCIATION
April 2025 ACH PAID

CHECK #	DATE	PAYEE	AMOUNT
53946	04/25/2025	COX, JESSICA L	\$ 16.24
53947	04/25/2025	CUEVAS, LISA C	\$ 246.40
53948	04/25/2025	CURTIS, JENNIFER E	\$ 37.17
53949	04/25/2025	DAHL, TRACY	\$ 71.40
53950	04/25/2025	DEPTOLLA, JEAN M	\$ 297.09
53951	04/25/2025	ELSTON, CODY S	\$ 370.00
53952	04/25/2025	HERNANDEZ, NADINE	\$ 46.69
53953	04/25/2025	HUNSICKER, MEREDITH J	\$ 941.14
53954	04/25/2025	KANTOLA, CLAUDIA G	\$ 151.06
53955	04/25/2025	KENY, RENEE E	\$ 31.43
53956	04/25/2025	KINNEY, HEIDI L	\$ 14.42
53957	04/25/2025	LINDSAY, TIFFANY L	\$ 58.80
53958	04/25/2025	LINDSEY, LAURA	\$ 79.64
53959	04/25/2025	LINDSTROM, MELISSA D	\$ 23.14
53960	04/25/2025	LOEF, LAUREN C	\$ 11.90
53961	04/25/2025	MARIANI, WHITNEY E	\$ 57.64
53962	04/25/2025	MATHIS, MEGAN L	\$ 51.01
53963	04/25/2025	MCDANIEL, CHANDLER	\$ 859.07
53964	04/25/2025	MOORE, SARAH	\$ 49.70
53965	04/25/2025	OTT, ERIC J	\$ 346.64
53966	04/25/2025	RIDLER, SHARON C	\$ 67.55
53967	04/25/2025	RUSSELL, ASHLEY AT	\$ 11.90
53968	04/25/2025	SIMPSON, ANDREA K	\$ 148.40
53969	04/25/2025	SMALL, ALAYNA D	\$ 16.94
53970	04/25/2025	STEINMEYER, CORENA	\$ 32.20
53971	04/25/2025	SWAN GRAVATT, CRYSTAL	\$ 92.40
53972	04/25/2025	WELCH, MEGAN M	\$ 11.90
53973	04/25/2025	WILDER, STEPHEN	\$ 47.60
53974	04/25/2025	WILLIAMS, MELANIE D	\$ 290.36
		111	\$ 39,155.56

NORTHWESTERN ILLINOIS ASSOCIATION
April 2025 HEALTH FUND EXPENDITURES

DATE	TYPE	DESCRIPTION	AMOUNT
4/29/2025	WIRE	MUTUAL OF OMAHA APR 2025 PREMIUM	\$ 2,749.03
4/29/2025	WIRE	MEDCOM PMT	\$ 205.80
4/28/2025	WIRE	WIRE TO GROUP ADMINISTRATORS	\$ 230.00
4/28/2025	WIRE	BLUE CROSS CLAIMS FOR MARCH	\$ 68,394.85
4/28/2025	WIRE	DELTA DENTAL CLAIMS FOR MARCH	\$ 769.44
4/28/2025	WIRE	BLUE CROSS CLAIMS FOR MARCH	\$ 135,975.08
4/28/2025	WIRE	DELTA DENTAL CLAIMS FOR MARCH	\$ 6,063.60
4/28/2025	WIRE	WIRE TO VSP FOR MAY	\$ 21.27
4/28/2025	WIRE	WIRE TO VSP FOR MAY	\$ 1,465.44
			\$ 215,874.51



Statement

Account Name:	DEPARTMENT CARDS	Card Number:	xxxx-xxxx-xxxx-6860
Company Name:	THE NORTHWESTERN IL ASSOCIATION	Account Limit:	\$ 75,000.00
Employee ID:	BillingAccts	Available Credit:	\$ 61,183.81
Statement Date (MM/DD/YYYY):	04/05/2025	Currency:	U.S. DOLLAR
Payment Due Date (MM/DD/YYYY):	05/02/2025		

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Previous Balance:	\$ 14,018.72
Payments:	\$ -14,008.06
Adjustments:	\$ 0.00
Net Purchases:	\$ 13,805.53
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 13,816.19

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
Card Number xxxx-xxxx-xxxx-6860 DEPARTMENT CARDS					
03/12	03/12 580225955	AUTOMATIC PYMT RECEIVED	\$ -14,008.06	\$ 0.00	\$ -14,008.06
			TOTAL CREDITS		\$ -14,008.06
			TOTAL DEBITS		\$ 0.00
Card Number xxxx-xxxx-xxxx-5116 OFFICE, BUSINESS					
03/07	03/10 580049270	MENARDS SYCAMORE IL SYCAMORE IL	\$ -9.87 037564	\$ -0.79	\$ -10.66
03/08	03/10 580049271	ATT BILL PAYMENT 800-288-2020 TX	\$ 188.46 059217	\$ 0.00	\$ 188.46
03/10	03/11 580120030	NICOR GAS BILL 866-383-1846 GA	\$ 171.25 006723	\$ 9.01	\$ 180.26
03/10	03/11 580120031	NICOR GAS BILL 866-383-1846 GA	\$ 115.51 079921	\$ 6.08	\$ 121.59
03/11	03/12 580281686	NICOR GAS BILL 866-383-1846 GA	\$ 128.18 031221	\$ 6.75	\$ 134.93
03/11	03/12 580281687	ATT BILL PAYMENT 800-288-2020 TX	\$ 188.46 021175	\$ 0.00	\$ 188.46
03/12	03/13 580560810	CINTAS CORP MASON OH	\$ 128.72 045044	\$ 0.00	\$ 128.72
03/14	03/17 581079697	COMED PAYMENT 8003347661 IL	\$ 384.23 026097	\$ 0.00	\$ 384.23

03/14	03/17 581078506	COMED PAYMENT 8003347661 IL	\$ 118.01 073003	\$ 0.00	\$ 118.01
03/14	03/17 581078505	COMED PAYMENT 8003347661 IL	\$ 136.25 035714	\$ 0.00	\$ 136.25
03/17	03/18 581320072	COMED PAYMENT 8003347661 IL	\$ 188.78 017227	\$ 0.00	\$ 188.78
03/17	03/18 581320071	COMED PAYMENT 8003347661 IL	\$ 60.22 031612	\$ 0.00	\$ 60.22
03/18	03/19 581433908	SQ HAWKEN LOCKSMITH S SYCAMORE IL	\$ 136.12 098680	\$ 13.23	\$ 149.35
03/20	03/21 581867572	ATT BILL PAYMENT DALLAS TX	\$ 10,784.23 093006	\$ 0.00	\$ 10,784.23
03/24	03/24 582405079	COMCAST CHICAGO 800-COMCAST IL	\$ 166.96 075377	\$ 0.00	\$ 166.96
03/24	03/25 582517116	NICOR GAS BILL 866-383-1846 GA	\$ 264.64 089443	\$ 13.93	\$ 278.57
03/25	03/26 582694199	CULLIGAN OF DIXON DIXON IL	\$ 14.00 050172	\$ 0.00	\$ 14.00
03/25	03/26 582694124	CULLIGAN OF DIXON DIXON IL	\$ 37.10 094335	\$ 0.00	\$ 37.10
04/01	04/02 583955426	NICOR GAS BILL 866-383-1846 GA	\$ 140.89 023899	\$ 7.42	\$ 148.31
04/01	04/02 583955425	WCI AURORA 630-892-9294 IL	\$ 87.61 011461	\$ 0.09	\$ 87.70
04/03	04/03 584175908	COMCAST CHICAGO 800-COMCAST IL	\$ 265.91 006002	\$ 0.00	\$ 265.91

TOTAL CREDITS xxxx-xxxx-xxxx-5116 **\$ -10.66**
TOTAL DEBITS xxxx-xxxx-xxxx-5116 **\$ 13,762.04**

Card Number xxxx-xxxx-xxxx-9726 SANDOVAL, MARICELA

03/06	03/07 579609627	WM SUPERCENTER #4641 HUNTLEY IL	\$ 43.64 040336	\$ 0.00	\$ 43.64
03/19	03/20 581781874	WAL-MART #5060 ALGONQUIN IL	\$ 10.51 067639	\$ 0.00	\$ 10.51

TOTAL CREDITS xxxx-xxxx-xxxx-9726 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-9726 **\$ 54.15**



Statement

Account Name:	ONE CARDS	Card Number:	xxxx-xxxx-xxxx-6852
Company Name:	THE NORTHWESTERN IL ASSOCIATION	Account Limit:	\$ 75,000.00
Employee ID:	BillingAccts	Available Credit:	\$ 59,056.32
Statement Date (MM/DD/YYYY):	04/05/2025	Currency:	U.S. DOLLAR
Payment Due Date (MM/DD/YYYY):	05/02/2025		

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Previous Balance:	\$ 14,471.63
Payments:	\$ -14,471.63
Adjustments:	\$ 0.00
Net Purchases:	\$ 15,943.68
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 15,943.68

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
Card Number xxxx-xxxx-xxxx-6852 ONE CARDS					
03/12	03/12 580225954	AUTOMATIC PYMT RECEIVED	\$ -14,471.63	\$ 0.00	\$ -14,471.63

TOTAL CREDITS	xxxx-xxxx-xxxx-6852	\$ -14,471.63
TOTAL DEBITS	xxxx-xxxx-xxxx-6852	\$ 0.00

Card Number xxxx-xxxx-xxxx-1520 AGUSTIN, TIFFANY					
03/11	03/12 580281847	DOCHUB SITE LICENSE BROOKLINE MA	\$ 200.00 098639	\$ 0.00	\$ 200.00
03/13	03/17 581078509	ALLEGNT O9U8XT LAS VEGAS NV <small>Passenger Name Agustin Tiffany Ticket Number O9U8XT</small>	\$ 228.00 024680	\$ 0.00	\$ 228.00
03/15	03/17 581079380	DOCHUB.COM: FAX LINE BROOKLINE MA	\$ 9.99 073766	\$ 0.00	\$ 9.99
03/17	03/18 581320389	MSFT E0100VNTI4 MSBILL.INFO	\$ 166.50 049375	\$ 0.00	\$ 166.50
03/20	03/21 581867722	DOCHUB.COM: FAX LINE BROOKLINE MA	\$ 9.99 020534	\$ 0.00	\$ 9.99
03/20	03/21 581867723	DOCHUB.COM: FAX LINE BROOKLINE MA	\$ 9.99 035574	\$ 0.00	\$ 9.99
03/20	03/21 581867724	DOCHUB.COM: FAX LINE BROOKLINE MA	\$ 9.99 067175	\$ 0.00	\$ 9.99

03/28	03/31 583454117	PADDLE.NET COCOFAX ASTORIA NY	\$ 539.88 063290	\$ 47.24	
03/29	03/31 583454118	AMAZON MARK NL2RA16D3 SEATTLE WA	\$ 199.80 046062	\$ 0.00	\$ 199.80
04/01	04/02 583955502	CCSI EFAX 323-817-3205 CA	\$ 100.00 059158	\$ 0.00	\$ 100.00
04/02	04/03 584175909	DOCHUB.COM: FAX LINE BROOKLINE MA	\$ 9.99 002493	\$ 0.00	\$ 9.99
04/03	04/04 584255434	CCSI EFAX 323-817-3205 CA	\$ 18.99 072884	\$ 0.00	\$ 18.99

TOTAL CREDITS xxx-xxxx-xxxx-1520 **\$ 0.00**
TOTAL DEBITS xxx-xxxx-xxxx-1520 **\$ 1,550.36**

Card Number xxx-xxxx-xxxx-8172 CUEVAS, LISA

03/05	03/06 579394329	AMAZON MARK U68QS5GA3 SEATTLE WA	\$ 38.66 044582	\$ 0.00	\$ 38.66
03/07	03/07 579609626	AMAZON RETA U18LH9FM3 SEATTLE WA	\$ 22.26 081929	\$ 0.00	\$ 22.26
03/11	03/12 580281844	AMAZON RETA OC94B8973 SEATTLE WA	\$ 145.98 081631	\$ 0.00	\$ 145.98
03/11	03/12 580281766	AMAZON MARK VV3336BS3 SEATTLE WA	\$ 24.69 004867	\$ 0.00	\$ 24.69
03/11	03/12 580281767	AMAZON MARK 114V973M3 SEATTLE WA	\$ 146.41 045884	\$ 0.00	\$ 146.41
03/11	03/12 580281843	AMAZON MARK 968ZU6S73 SEATTLE WA	\$ 109.99 096253	\$ 0.00	\$ 109.99
03/12	03/12 580281846	AMAZON MARK NK2M38DL3 SEATTLE WA	\$ 23.53 094881	\$ 0.00	\$ 23.53
03/12	03/12 580281845	AMAZON MARK 494Z25OS3 SEATTLE WA	\$ 15.99 040080	\$ 0.00	\$ 15.99
03/12	03/13 580560889	AMAZON MKTPL UG1M66WS3 AMZN.COM/BILL WA	\$ 34.98 092289	\$ 0.00	\$ 34.98
03/12	03/13 580560890	AMAZON MARK VM0NI49L3 SEATTLE WA	\$ 17.65 062469	\$ 0.00	\$ 17.65
03/17	03/18 581320233	AMAZON MARK GO6P12EH3 SEATTLE WA	\$ 24.82 061615	\$ 0.00	\$ 24.82
03/17	03/18 581320232	AMAZON MARK Z68K14YY3 SEATTLE WA	\$ 13.99 060340	\$ 0.00	\$ 13.99
03/17	03/18 581320229	AMAZON MKTPL Z02TJ8YG3 AMZN.COM/BILL WA	\$ 145.74 039214	\$ 0.00	\$ 145.74
03/17	03/18 581320310	AMAZON RETA 897JO5FO3 SEATTLE WA	\$ 23.49 055213	\$ 0.00	\$ 23.49
03/17	03/18 581320231	AMAZON MARK IA6LI6HQ3 SEATTLE WA	\$ 24.99 065370	\$ 0.00	\$ 24.99
03/17	03/17 581078508	AMAZON RETA 2I50T8J33 SEATTLE WA	\$ 79.15 094607	\$ 0.00	\$ 79.15
03/17	03/18 581320311	AMAZON MARK BX7HD7B73 SEATTLE WA	\$ 6.99 035746	\$ 0.00	\$ 6.99
03/18	03/18 581320309	AMAZON MARK KQ1NE7EV3 SEATTLE WA	\$ 19.98 002391	\$ 0.00	\$ 19.98

03/18	03/18 581320230	AMAZON MKTPL QI0T95UK3 AMZN.COM/BILL WA	\$ 148.98 021287	\$ 0.00	
03/18	03/18 581320388	AMAZON RETA Z310U2PG3 SEATTLE WA	\$ 29.99 028292	\$ 0.00	\$ 29.99
03/18	03/18 581320312	AMAZON MARK D94AL5PK3 SEATTLE WA	\$ 28.28 069424	\$ 0.00	\$ 28.28
03/18	03/18 581320313	AMAZON MARK 6Q66I7YE3 SEATTLE WA	\$ 24.69 097547	\$ 0.00	\$ 24.69
03/18	03/19 581433988	AMAZON MARK 3G5EH6RK3 SEATTLE WA	\$ 164.18 002424	\$ 0.00	\$ 164.18
03/18	03/19 581433989	AMAZON MARK X91V697X3 SEATTLE WA	\$ 222.46 078850	\$ 0.00	\$ 222.46
03/18	03/19 581433987	AMAZON MKTPL WP22D6E83 AMZN.COM/BILL WA	\$ 99.99 064964	\$ 0.00	\$ 99.99
03/19	03/20 581781799	BEHAVIOR ANALYST CERTI 7204384321 CO	\$ 200.00 085041	\$ 0.00	\$ 200.00
03/20	03/21 581867650	AMAZON RETA M54TJ7A63 SEATTLE WA	\$ 18.29 067805	\$ 0.00	\$ 18.29
03/20	03/21 581867647	AMAZON MKTPL 5K3VY6XR3 AMZN.COM/BILL WA	\$ 34.99 070742	\$ 0.00	\$ 34.99
03/20	03/21 581867649	AMAZON MARK LI0DH4EA3 SEATTLE WA	\$ 15.99 085806	\$ 0.00	\$ 15.99
03/21	03/21 581867648	AMAZON MKTPL 0D0H671V3 AMZN.COM/BILL WA	\$ 91.53 063541	\$ 0.00	\$ 91.53
03/21	03/24 582405082	AMAZON MARK JU7F48033 SEATTLE WA	\$ 56.98 071372	\$ 0.00	\$ 56.98
03/21	03/24 582405081	AMAZON MARK AY7LU7F63 SEATTLE WA	\$ 108.48 056817	\$ 0.00	\$ 108.48
03/23	03/24 582405083	AMAZON MARK C21E63WK3 SEATTLE WA	\$ 42.95 027708	\$ 0.00	\$ 42.95
03/23	03/24 582405159	AMAZON MARK CG9OH1HU3 SEATTLE WA	\$ 29.99 099584	\$ 0.00	\$ 29.99

TOTAL CREDITS xxxx-xxxx-xxxx-8172 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-8172 **\$ 2,237.06**

Card Number xxxx-xxxx-xxxx-6275 EUBANKS, JENNIFER

03/11	03/12 580281921	LANGUAGEDYNAMICS GROUP VICTORIA TX	\$ 519.38 019995	\$ 0.00	\$ 519.38
03/12	03/12 580281920	ACADEMIC THERAPY PUBLI 800-422-7249 CA	\$ 32.26 075994	\$ 2.74	\$ 35.00
03/12	03/13 580560891	WESTERN PSYCHOLOGICAL TORRANCE CA	\$ 1,315.16 014372	\$ 0.00	\$ 1,315.16
03/12	03/13 580560968	LANGUAGE FIRST VERNON ROCKVI CT	\$ 210.00 045104	\$ 0.00	\$ 210.00
03/13	03/13 580560967	AWL PEARSON EDUCATION PRSONCS.COM NJ	\$ 21.00 062557	\$ 0.00	\$ 21.00
03/13	03/14 580842426	PAR, INC. LUTZ FL	\$ 406.08 067776	\$ 0.00	\$ 406.08
03/14	03/14 580842425	AWL PEARSON EDUCATION PRSONCS.COM NJ	\$ 125.20 033343	\$ 0.00	\$ 125.20

03/14	03/14 580842424	AMAZON MKTPL R58MI0PS3 AMZN.COM/BILL WA	\$ 17.95 043745	\$ 0.00	
03/14	03/17 581079382	SECOND PLATFORM LLC SCOTTSDALE AZ	\$ 8.33 031562	\$ 0.00	\$ 8.33
03/15	03/17 581079381	AWL PEARSON EDUCATION PRSONCS.COM NJ	\$ 290.00 083984	\$ 0.00	\$ 290.00
03/17	03/18 581320390	THERAPY SHOPPE CEDAR SPRINGS MI	\$ 23.98 076984	\$ 0.00	\$ 23.98
03/17	03/18 581320391	WAVE - LEARN PLAY TH ASHEVILLE NC	\$ 2,337.50 032855	\$ 412.50	\$ 2,750.00
03/17	03/19 581434067	EAR GEAR 2508018793 BC	\$ 44.95 024408	\$ 0.00	\$ 44.95
03/27	03/28 583182487	LEARNING WITHOUT TEARS CABIN JOHN MD	\$ 21.61 027667	\$ 0.00	\$ 21.61
04/02	04/03 584175911	SQ SPEECH CORNER GOSQ.COM AZ	\$ 169.51 089369	\$ 16.41	\$ 185.92
04/02	04/03 584175910	WESTERN PSYCHOLOGICAL TORRANCE CA	\$ 221.40 031915	\$ 0.00	\$ 221.40

TOTAL CREDITS xxx-xxxx-xxxx-6275 **\$ 0.00**
TOTAL DEBITS xxx-xxxx-xxxx-6275 **\$ 6,195.96**

Card Number xxx-xxxx-xxxx-6510 MALONE, JON

03/18	03/19 581433990	OPENAI CHATGPT SUBSCR SAN FRANCISCO CA	\$ 20.00 076575	\$ 0.00	\$ 20.00
03/29	03/31 583454116	SECOND PLATFORM WEB SCOTTSDALE AZ	\$ 660.00 022390	\$ 0.00	\$ 660.00
03/29	03/31 583454115	ZOOM.COM 888-799-9666 SAN JOSE CA	\$ 40.00 001040	\$ 0.00	\$ 40.00
04/02	04/02 583955501	JOBTARGET 8604400635 CT	\$ 1,500.00 065416	\$ 0.00	\$ 1,500.00

TOTAL CREDITS xxx-xxxx-xxxx-6510 **\$ 0.00**
TOTAL DEBITS xxx-xxxx-xxxx-6510 **\$ 2,220.00**

Card Number xxx-xxxx-xxxx-6806 MOODY, REBECCA

03/05	03/06 579394328	UBER TRIP 8005928996 CA	\$ 28.14 097615	\$ 0.00	\$ 28.14
03/05	03/06 579394252	UBER TRIP 8005928996 CA	\$ 27.04 002064	\$ 0.00	\$ 27.04
03/05	03/06 579394327	UBER TRIP 8005928996 CA	\$ 17.43 083065	\$ 0.00	\$ 17.43
03/06	03/07 579609624	UBER TRIP 8005928996 CA	\$ 34.40 062658	\$ 0.00	\$ 34.40
03/06	03/07 579609623	UBER TRIP 8005928996 CA	\$ 23.01 004785	\$ 0.00	\$ 23.01
03/06	03/07 579609625	UBER TRIP 8005928996 CA	\$ 20.05 077701	\$ 0.00	\$ 20.05
03/07	03/10 580049345	UBER TRIP 8005928996 CA	\$ 5.16 045400	\$ 0.00	\$ 5.16
03/07	03/10 580049272	UBER TRIP 8005928996 CA	\$ 34.99 025875	\$ 0.00	\$ 34.99

03/10	03/11 580120108	UBER TRIP 8005928996 CA	\$ 31.96 073143	\$ 0.00	\$ 31.96
03/10	03/11 580120107	UBER TRIP HELP.UBER.C 8005928996 CA	\$ 4.79 061918	\$ 0.00	\$ 4.79
03/11	03/12 580281765	UBER TRIP 8005928996 CA	\$ 31.56 096890	\$ 0.00	\$ 31.56
03/11	03/12 580281764	UBER TRIP 8005928996 CA	\$ 4.37 015511	\$ 0.00	\$ 4.37
03/11	03/12 580281763	UBER TRIP 8005928996 CA	\$ 27.18 076041	\$ 0.00	\$ 27.18
03/12	03/13 580560811	UBER TRIP 8005928996 CA	\$ 27.54 038013	\$ 0.00	\$ 27.54
03/12	03/13 580560888	UBER TRIP 8005928996 CA	\$ 35.12 065607	\$ 0.00	\$ 35.12
03/12	03/13 580560887	UBER TRIP 8005928996 CA	\$ 32.70 076768	\$ 0.00	\$ 32.70
03/13	03/14 580842273	UBER TRIP 8005928996 CA	\$ 20.81 066068	\$ 0.00	\$ 20.81
03/13	03/14 580842348	UBER TRIP 8005928996 CA	\$ 4.56 071060	\$ 0.00	\$ 4.56
03/13	03/14 580842274	UBER TRIP 8005928996 CA	\$ 30.38 012991	\$ 0.00	\$ 30.38
03/13	03/14 580842349	UBER TRIP 8005928996 CA	\$ 2.95 059702	\$ 0.00	\$ 2.95
03/13	03/14 580842347	UBER TRIP 8005928996 CA	\$ 19.72 055444	\$ 0.00	\$ 19.72
03/13	03/14 580842350	UBER TRIP 8005928996 CA	\$ 3.27 096938	\$ 0.00	\$ 3.27
03/13	03/14 580842351	UBER TRIP TRIP SAN FRANCISCO CA	\$ 3.12 077793	\$ 0.00	\$ 3.12
03/14	03/17 581078507	UBER TRIP 8005928996 CA	\$ 33.28 080647	\$ 0.00	\$ 33.28
03/17	03/18 581320073	UBER TRIP 8005928996 CA	\$ 4.99 034830	\$ 0.00	\$ 4.99
03/17	03/18 581320152	UBER TRIP 8005928996 CA	\$ 2.15 045881	\$ 0.00	\$ 2.15
03/17	03/18 581320153	UBER TRIP 8005928996 CA	\$ 2.29 001603	\$ 0.00	\$ 2.29
03/17	03/18 581320074	UBER TRIP 8005928996 CA	\$ 22.96 051052	\$ 0.00	\$ 22.96
03/17	03/18 581320154	UBER TRIP 8005928996 CA	\$ 3.44 001858	\$ 0.00	\$ 3.44
03/17	03/18 581320155	UBER TRIP 8005928996 CA	\$ 22.51 008021	\$ 0.00	\$ 22.51
03/17	03/18 581320151	UBER TRIP 8005928996 CA	\$ 21.53 053917	\$ 0.00	\$ 21.53
03/18	03/19 581433909	UBER TRIP 8005928996 CA	\$ 24.94 008997	\$ 0.00	\$ 24.94
03/18	03/19 581433910	UBER TRIP 8005928996 CA	\$ 14.64 004568	\$ 0.00	\$ 14.64

03/18	03/19 581433911	UBER TRIP 8005928996 CA	\$ 33.10 077186	\$ 0.00	
03/19	03/20 581781798	UBER TRIP 8005928996 CA	\$ 25.17 082865	\$ 0.00	\$ 25.17
03/19	03/20 581781797	UBER TRIP 8005928996 CA	\$ 26.32 078468	\$ 0.00	\$ 26.32
03/20	03/21 581867574	UBER TRIP 8005928996 CA	\$ 26.51 031163	\$ 0.00	\$ 26.51
03/20	03/21 581867573	UBER TRIP 8005928996 CA	\$ 24.25 066933	\$ 0.00	\$ 24.25
03/20	03/21 581867646	UBER TRIP 8005928996 CA	\$ 24.78 058241	\$ 0.00	\$ 24.78
03/21	03/24 582405080	UBER TRIP 8005928996 CA	\$ 40.78 083931	\$ 0.00	\$ 40.78
03/25	03/26 582694200	UBER TRIP 8005928996 CA	\$ 22.22 094886	\$ 0.00	\$ 22.22
03/25	03/26 582694280	UBER TRIP 8005928996 CA	\$ 13.98 069775	\$ 0.00	\$ 13.98
03/25	03/26 582694201	UBER TRIP 8005928996 CA	\$ 6.11 048004	\$ 0.00	\$ 6.11
03/25	03/26 582694203	UBER TRIP 8005928996 CA	\$ 22.26 043205	\$ 0.00	\$ 22.26
03/25	03/26 582694279	UBER TRIP 8005928996 CA	\$ 26.45 003395	\$ 0.00	\$ 26.45
03/25	03/26 582694202	UBER TRIP 8005928996 CA	\$ 3.97 056147	\$ 0.00	\$ 3.97
03/26	03/27 582898929	UBER TRIP 8005928996 CA	\$ 27.52 054942	\$ 0.00	\$ 27.52
03/26	03/27 582898853	UBER TRIP 8005928996 CA	\$ 26.57 078656	\$ 0.00	\$ 26.57
03/26	03/27 582898928	UBER TRIP 8005928996 CA	\$ 3.99 098685	\$ 0.00	\$ 3.99
03/26	03/27 582898852	UBER TRIP 8005928996 CA	\$ 31.41 077215	\$ 0.00	\$ 31.41
03/27	03/28 583182410	UBER TRIP 8005928996 CA	\$ 26.09 018875	\$ 0.00	\$ 26.09
03/27	03/28 583182411	UBER TRIP 8005928996 CA	\$ 25.96 023070	\$ 0.00	\$ 25.96
03/27	03/28 583182412	UBER TRIP 8005928996 CA	\$ 3.74 025972	\$ 0.00	\$ 3.74
03/27	03/28 583182409	UBER TRIP 8005928996 CA	\$ 4.13 039828	\$ 0.00	\$ 4.13
03/27	03/28 583182408	UBER TRIP 8005928996 CA	\$ 24.94 097333	\$ 0.00	\$ 24.94
03/28	03/31 583454040	UBER TRIP 8005928996 CA	\$ 11.99 032387	\$ 0.00	\$ 11.99
03/28	03/31 583454041	UBER TRIP 8005928996 CA	\$ 12.92 020074	\$ 0.00	\$ 12.92
03/31	03/31 583454039	TST MAXIMON - ATLAS R BALTIMORE MD	\$ 113.20 076734	\$ 0.00	\$ 113.20

04/03

04/04
584255433

OHARE PARK G LOT CHICAGO IL

\$ 80.00
033167

\$ 0.00

TOTAL CREDITS	xxxx-xxxx-xxxx-6806	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-6806	\$ 1,311.34

Card Number xxx-xxxx-xxxx-5143 TAYLOR, MEHGAN

03/17	03/19 581433991	HOLIDAY INN & SUITES C ELGIN IL	\$ 119.43 059364	\$ 0.00	\$ 119.43
03/21	03/24 582405160	ECC FACILITIES RENTAL ELGIN IL	\$ 2,167.50 018622	\$ 0.00	\$ 2,167.50
03/27	03/28 583182486	NIU BURSAR INTERNET DEKALB IL	\$ 142.03 018868	\$ 0.00	\$ 142.03

TOTAL CREDITS	xxxx-xxxx-xxxx-5143	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-5143	\$ 2,428.96

**FY25 Contract/Vendor Agreement Listing
May-25**

Company	Description	Beginning	End	Annual Cost
CUSD 300	Lease and Service Agreements	7/1/2025	6/30/2026	\$16.59/sq ft
IASB	PRESS PLUS	5/15/2025	5/15/2026	\$ 5,707.50
OPG-3 DocuSign Integration Subscription	Software for LF	5/30/2025	5/30/2026	\$ 24,103.50
iDEAL Hire	Agency	5/1/2025	continuous	

Northwestern Illinois Association							
Treasurers Report							
Mar-25							
Cash							
	Local-10	Vision Donation - 13	Grants - 14	DHH-Donation 16	licaid MAC-17	licaid FFS-18	Totals
Beginning Cash Balance	\$ 5,679,539	\$ 716	\$ 0	\$ 18,997	\$ -	\$ (0)	\$ 5,699,252
Deposits	\$ 3,019,581	\$ -	\$ -	\$ -	\$ -	\$ 1,528,956	\$ 4,548,537
Accounts Payable	\$ (1,432,388)	\$ -	\$ -	\$ -	\$ -	\$ (1,528,956)	\$ (2,961,344)
Payroll	\$ (897,672)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (897,672)
Investments Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments Redeemed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustments & Voids	\$ (29,100)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (29,100)
Ending Cash Balance	\$ 6,339,960	\$ 716	\$ 0	\$ 18,997	\$ -	\$ (0)	\$ 6,359,674
Investments							
	Local-10	Vision Donation - 13	Grants - 14	DHH-Donation 16	licaid MAC-17	licaid FFS-18	Totals
Beginning Investment Balance	\$ 1,469,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,469,765
Investments Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments Redeemed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Interest	\$ 910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 910
Ending Investment Balance	\$ 1,470,674	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,470,674
Cash & Investment Balance	\$ 7,810,635	\$ 716	\$ 0	\$ 18,997	\$ -	\$ (0)	\$ 7,830,348
Fund Balance							
	Local-10	Vision Donation - 13	Grants - 14	DHH-Donation 16	licaid MAC-17	licaid FFS-18	Totals
Fund Balance 7/1/24	\$ 5,364,092	\$ 716	\$ -	\$ 19,340	\$ -	\$ -	\$ 5,384,148
Revenues	\$ 27,670,446	\$ -	\$ 52,439	\$ -	\$ 321,751	\$ 6,884,967	\$ 34,929,603
Accounts Receivable	\$ (6,673,778)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (6,673,778)
Accrued Salaries	\$ (43,124)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (43,124)
Payables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Disbursements	\$ (18,507,001)	\$ -	\$ (52,439)	\$ (343)	\$ (321,751)	\$ (6,884,967)	\$ (25,766,502)
Fund Balance 3/31/25	\$ 7,810,635	\$ 716	\$ -	\$ 18,997	\$ -	\$ -	\$ 7,830,348

Northwestern Illinois Association

Treasurers Report

Apr-25

Cash

	<i>Local - 10 Vision Donation - 13</i>		<i>Grants - 14</i>		<i>DHH-Donation 16</i>		<i>Medicaid MAC-17</i>		<i>Medicaid FFS-18</i>		<i>Totals</i>
Beginning Cash Balance	\$ 6,339,960	\$ 716	\$ 0	\$ 18,997	\$ -	\$ (0)	\$ 6,359,674				\$ 6,359,674
Deposits	\$ 4,876,568	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,876,568				\$ 4,876,568
Accounts Payable	\$ (1,380,105)	\$ -	\$ -	\$ -	\$ -	\$ (6,922)	\$ (1,387,026)				\$ (1,387,026)
Payroll	\$ (906,020)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (906,020)				\$ (906,020)
Investments Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Investments Redeemed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Adjustments & Voids	\$ (30,624)	\$ -	\$ -	\$ -	\$ -	\$ 6,922	\$ (23,703)				\$ (23,703)
Ending Cash Balance	\$ 8,899,779	\$ 716	\$ 0	\$ 18,997	\$ -	\$ (0)	\$ 8,919,492				\$ 8,919,492

Investments

	<i>Local - 10 Vision Donation - 13</i>		<i>Grants - 14</i>		<i>DHH-Donation 16</i>		<i>Medicaid MAC-17</i>		<i>Medicaid FFS-18</i>		<i>Totals</i>
Beginning Investment Balance	\$ 1,470,674	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,470,674				\$ 1,470,674
Investments Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Investments Redeemed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Investment Interest	\$ 879	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 879				\$ 879
Ending Investment Balance	\$ 1,471,553	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,471,553				\$ 1,471,553

Cash & Investment Balance	\$ 10,371,332	\$ 716	\$ 0	\$ 18,997	\$ -	\$ (0)	\$ 10,391,046				\$ 10,391,046
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Fund Balance

	<i>Local - 10 Vision Donation - 13</i>		<i>Grants - 14</i>		<i>DHH-Donation 16</i>		<i>Medicaid MAC-17</i>		<i>Medicaid FFS-18</i>		<i>Totals</i>
Fund Balance 7/1/24	\$ 5,364,092	\$ 716	\$ -	\$ 19,340	\$ -	\$ -	\$ 5,384,148				\$ 5,384,148
Revenues	\$ 27,809,038	\$ -	\$ 52,439	\$ -	\$ 321,751	\$ 6,884,967	\$ 35,068,195				\$ 35,068,195
Accounts Receivable	\$ (1,933,468)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,933,468)				\$ (1,933,468)
Accrued Salaries	\$ (43,124)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (43,124)				\$ (43,124)
Payables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Disbursements	\$ (20,825,206)	\$ -	\$ (52,439)	\$ (343)	\$ (321,751)	\$ (6,884,967)	\$ (28,084,706)				\$ (28,084,706)
Fund Balance 4/30/25	\$ 10,371,332	\$ 716	\$ -	\$ 18,997	\$ -	\$ -	\$ 10,391,045				\$ 10,391,045

Northwestern Illinois Association - Health Plan
Treasurers Report
7/1/2024 to 6/30/2025

Cash

	July	August	September	October	November	December	January	February	March
Beginning Cash Balance	\$ 772,690	\$ 782,985	\$ 823,202	\$ 804,095	\$ 677,150	\$ 585,599	\$ 479,937	\$ 471,854	\$ 476,020
Deposits	\$ 290,034	\$ 288,658	\$ 299,958	\$ 285,024	\$ 287,972	\$ 292,277	\$ 295,712	\$ 293,734	\$ 293,055
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments Redeemed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
Adjustments & Voids	\$ (279,740)	\$ (248,440)	\$ (319,066)	\$ (411,968)	\$ (379,523)	\$ (397,938)	\$ (503,796)	\$ (289,567)	\$ (255,877)
Ending Cash Balance	\$ 782,985	\$ 823,202	\$ 804,095	\$ 677,150	\$ 585,599	\$ 479,937	\$ 471,854	\$ 476,020	\$ 513,198

Investments

	July	August	September	October	November	December	January	February	March
Beginning Investment Balance	\$ 519,296	\$ 527,457	\$ 535,620	\$ 543,764	\$ 551,902	\$ 562,720	\$ 573,536	\$ 384,341	\$ 393,838
Investments Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments Redeemed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
Investment Interest	\$ 379	\$ 380	\$ 362	\$ 356	\$ 337	\$ 335	\$ 324	\$ 287	\$ 316
Ending Investment Balance	\$ 519,675	\$ 527,837	\$ 535,982	\$ 544,120	\$ 552,239	\$ 563,055	\$ 373,860	\$ 384,628	\$ 394,154

Reimbursements	\$ 7,782	\$ 7,782	\$ 7,782	\$ 7,782	\$ 10,481	\$ 10,481	\$ 10,481	\$ 9,210	\$ 9,210
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Cash & Investment Balance	\$ 1,310,442	\$ 1,358,822	\$ 1,347,858	\$ 1,229,052	\$ 1,148,319	\$ 1,053,473	\$ 856,195	\$ 869,858	\$ 916,562
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Fund Balance

	July	August	September	October	November	December	January	February	March
Fund Balance 7/1/24	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042
Revenues	\$ 298,196	\$ 595,016	\$ 903,119	\$ 1,196,281	\$ 1,495,070	\$ 1,798,163	\$ 2,104,681	\$ 2,407,911	\$ 2,710,492
Disbursements	\$ (279,740)	\$ (528,180)	\$ (847,246)	\$ (1,259,214)	\$ (1,638,738)	\$ (2,036,676)	\$ (2,540,472)	\$ (2,830,039)	\$ (3,085,916)
Fund Balance	\$ 686,498	\$ 734,879	\$ 723,915	\$ 605,108	\$ 524,375	\$ 429,529	\$ 232,251	\$ 245,914	\$ 292,618

Northwestern Illinois Association - Health Plan

Treasurers Report

7/1/2024 to 6/30/2025

Cash

	July	August	September	October	November	December	January	February	March	April
Beginning Cash Balance	\$ 772,690	\$ 782,985	\$ 823,202	\$ 804,095	\$ 677,150	\$ 585,599	\$ 479,937	\$ 471,854	\$ 476,020	\$ 513,198
Deposits	\$ 290,034	\$ 288,658	\$ 299,958	\$ 285,024	\$ 287,972	\$ 292,277	\$ 295,712	\$ 293,734	\$ 293,055	\$ 295,447
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments Redeemed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -
Adjustments & Voids	\$ (279,740)	\$ (248,440)	\$ (319,066)	\$ (411,968)	\$ (379,523)	\$ (397,938)	\$ (503,796)	\$ (289,567)	\$ (255,877)	\$ (220,432)
Ending Cash Balance	\$ 782,985	\$ 823,202	\$ 804,095	\$ 677,150	\$ 585,599	\$ 479,937	\$ 471,854	\$ 476,020	\$ 513,198	\$ 588,213

Investments

	July	August	September	October	November	December	January	February	March	April
Beginning Investment Balance	\$ 519,296	\$ 527,457	\$ 535,620	\$ 543,764	\$ 551,902	\$ 562,720	\$ 573,536	\$ 384,341	\$ 393,838	\$ 403,364
Investments Purchased	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments Redeemed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -
Investment Interest	\$ 379	\$ 380	\$ 362	\$ 356	\$ 337	\$ 335	\$ 324	\$ 287	\$ 316	\$ 306
Ending Investment Balance	\$ 519,675	\$ 527,837	\$ 535,982	\$ 544,120	\$ 552,239	\$ 563,055	\$ 373,860	\$ 384,628	\$ 394,154	\$ 403,669

Reimbursements	\$ 7,782	\$ 7,782	\$ 7,782	\$ 7,782	\$ 10,481	\$ 10,481	\$ 10,481	\$ 9,210	\$ 9,210	\$ 5,244
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Cash & Investment Balance	\$ 1,310,442	\$ 1,358,822	\$ 1,347,858	\$ 1,229,052	\$ 1,148,319	\$ 1,053,473	\$ 856,195	\$ 869,858	\$ 916,562	\$ 997,123
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Fund Balance

	July	August	September	October	November	December	January	February	March	April
Fund Balance 7/1/24	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042	\$ 668,042
Revenues	\$ 298,196	\$ 595,016	\$ 903,119	\$ 1,196,281	\$ 1,495,070	\$ 1,798,163	\$ 2,104,681	\$ 2,407,911	\$ 2,710,492	\$ 3,011,485
Disbursements	\$ (279,740)	\$ (528,180)	\$ (847,246)	\$ (1,259,214)	\$ (1,638,738)	\$ (2,036,676)	\$ (2,540,472)	\$ (2,830,039)	\$ (3,085,916)	\$ (3,306,348)
Fund Balance	\$ 686,498	\$ 734,879	\$ 723,915	\$ 605,108	\$ 524,375	\$ 429,529	\$ 232,251	\$ 245,914	\$ 292,618	\$ 373,179

NORTHWESTERN ILLINOIS ASSOCIATION

SUBREGION I BALLOT

EXECUTIVE BOARD

BALLOT INSTRUCTIONS

According to the Articles of Agreement for the Northwestern Illinois Association, the District Administrator and the School Board Member shall be elected within each subregion by the Boards of Education of the member districts in odd numbered years.

Each Board of Education shall cast one (1) vote for District Administrator and one vote for School Board Member.

VOTE FOR ONE DISTRICT ADMINISTRATOR:

- Diane Tyrrell - Sandwich #430
District Administrator
- _____
WRITE IN - District Administrator

VOTE FOR ONE SCHOOL BOARD MEMBER:

- Steve Fiorentino - District #300
School Board Member
- _____
WRITE IN - School Board Member

NOTE: Ballots will be counted in the NIA Executive Board Recording Secretary.

PLEASE USE THE ENVELOPE PROVIDED TO RETURN THIS BALLOT BY
AUGUST 7, 2025

NORTHWESTERN ILLINOIS ASSOCIATION

SUBREGION II BALLOT

EXECUTIVE BOARD

BALLOT INSTRUCTIONS

According to the Articles of Agreement for the Northwestern Illinois Association, the District Administrator and the School Board Member shall be elected within each subregion by the Boards of Education of the member districts in odd numbered years.

Each Board of Education shall cast one (1) vote for District Administrator and one vote for School Board Member.

VOTE FOR ONE DISTRICT ADMINISTRATOR:

- Sarah Moore, Winnebago County Special Educ.
District Administrator

- _____
WRITE IN – District Administrator

VOTE FOR ONE MEMBER-AT-LARGE:

- Dave Lombardo - Rockton #140
School Board Member

- _____
WRITE IN – School Board Member

NOTE: Ballots will be counted in the NIA Executive Board Recording Secretary.

PLEASE USE THE ENVELOPE PROVIDED TO RETURN THIS BALLOT BY
AUGUST 7, 2025

NORTHWESTERN ILLINOIS ASSOCIATION

SUBREGION III BALLOT

EXECUTIVE BOARD

BALLOT INSTRUCTIONS

According to the Articles of Agreement for the Northwestern Illinois Association, the District Administrator and the School Board Member shall be elected within each subregion by the Boards of Education of the member districts in odd numbered years.

Each Board of Education shall cast one (1) vote for District Administrator and one vote for School Board Member.

VOTE FOR ONE DISTRICT ADMINISTRATOR:

- Tracy Dahl - Northwest Special Education
District Administrator
- _____
WRITE IN – District Administrator

VOTE FOR ONE SCHOOL BOARD MEMBER:

- Christine Lynde - Byron #226
School Board Member
- _____
WRITE IN – School Board Member

NOTE: Ballots will be counted in the NIA Executive Board Recording Secretary.

PLEASE USE THE ENVELOPE PROVIDED TO RETURN THIS BALLOT BY
AUGUST 7, 2025

NORTHWESTERN ILLINOIS ASSOCIATION

BIOGRAPHICAL SKETCH – EXECUTIVE BOARD CANDIDATE – SUBREGION I

DISTRICT ADMINISTRATOR

Diane Tyrrell is from Sycamore, Illinois. She has lived there most of her life. As for her career, her experiences have been diverse. Specifically, in her newest career development, Diane will be joining Sandwich CUSD#430 as the Director of Special Education in the upcoming 25-26 school year.

Other aspects of Diane's career include a long tenure with the Northwestern Illinois Association (NIA). In this role she has been a supervisor for vision services where she has been responsible for the oversight of vision services for students who are blind and visually impaired for 18 school districts/cooperatives within the NIA region. Prior to her career in public education, Diane was an Assistant Director for Human Resource Administration at NIU where she was responsible for a multitude of human resource functions. These experiences provided her with the unique opportunity to develop relationships with staff, students and families.

In addition to her education and experience, Diane served for 12 years on her local school board, two of which she was the board secretary. While on the board, Diane served on several committees to include search committees, curriculum committees and strategic planning committees to name a few. Diane believes that her board experience was paramount in that she understands how important it is to be fiscally responsible, accountable and transparent to all stakeholders and to meet the needs of every student in a school district with the resources that are afforded.

The reason Diane entered the special education arena was due to her greatest love, her daughter, who, due to severe prematurity, became blind at birth. Diane felt it necessary to not only learn everything she could to support her daughter through all of the stages of her education but also to share her knowledge and experience on a greater level with others who have children with special needs.

SCHOOL BOARD MEMBER

Steve Fiorentino – D300 Board of Education, Current Term Expires: April 2027

- Elected to the Board: April 2011 (currently serving 4th term)
- Board liaison to the Northwestern Illinois Assoc. (NIA)
- Served as Chair of the Facility Oversight Committee (CFOC): 2017-2023
- Member of the Finance Committee: 2017-2023
- Board Vice President: 2017-2019
- Board Secretary: 2014-2017
- Proposed and Chaired the Community Engagement Committee: 2014-2017
- Founder and Chair of Legislative and Government Affairs Committee: 2011-2015

An Algonquin resident since 1996, Steve and his wife, Robin, have one daughter (Stephanie) who graduated from HD Jacobs High School. Steve is very active in his community and church, Light of Christ in Algonquin. He is a past youth religious education teacher, care minister, leader of community outreach, created and coached in their sports ministry and led the church expansion team and a Eucharistic Minister. He has coached children of all ages in basketball and softball and has been active with the Algonquin Area Youth Organization (AAYO), Dundee Park District, and the Lake in the Hills Youth Athletic Association (LITH YAA). He was proudly named Algonquin coach of the year in 2005. Steve is one of the founding members of the Algonquin/Lake in the Hills Kiwanis organization and served on the board. He helped start the HD Jacobs Key Club (Student chapter of Kiwanis) and served as the chapter advisor. Steve and his family are passionate about serving in disaster relief. They have assisted post hurricane and tornado disasters in multiple places, including Illinois, New Jersey, and Haiti.

Steve received a Bachelor of Science degree in pharmacy from the University of South Carolina and has completed numerous executive management courses. Steve now works in the family's financial planning practice. He focuses on client acquisition and engagement, and guides clients in transition, especially with healthcare related decisions. Steve is also founder and owner of Fiorentino Consulting, LLC, which helps companies with business plan development, strategic planning, key client acquisition, and hiring and retention of top employees. Prior to launching his consulting practice, Steve held several sales and marketing leadership positions in the pharmaceutical and biotechnology industries over the course of his 20-plus year career. He built a sales and medical team of 100 people for a start-up bio-tech company and managed an operating budget of 300 million dollars. He has effectively recruited, hired, trained, and retained more than 200 high performing employees in the pharmaceutical and healthcare sectors.

In addition to school board service, the following are boards Steve has served (or is currently serving):

- Northwestern Illinois Association (NIA)
- U of South Carolina Alumni Association, Chicago Area Chapter
- Algonquin/LITH Kiwanis Chapter (Charter Board Member)
- Jordan Lake Rehab and Protection District (JLRPD)-Lake District Secretary
- U of South Carolina Pharmacy Alumni Association Board

During his free time, Steve enjoys and is blessed to spend time with family and friends, planning family excursions and adventure travel, camping, fishing, boating, golf (especially with his daughter), cooking, and watching baseball (Go Cubbies) and football.

NORTHWESTERN ILLINOIS ASSOCIATION

BIOGRAPHICAL SKETCH – EXECUTIVE BOARD CANDIDATE – SUBREGION II

DISTRICT ADMINISTRATOR

Sarah Moore is an experienced Administrator with a demonstrated history of working in the primary/secondary education industry. She is currently working as the Executive Director of the Winnebago County Special Education Cooperative, a position she has held since July, 2019. She previously worked as a Special Education Supervisor for the Winnebago County Special Education Cooperative, as an Assistant Principal of Student Services for the Hononegah School District, and as a Program Supervisor for the Northwest Special Education Cooperative. Sarah started her career as a Special Education Teacher, where she served students in various settings and grade levels for eight years. She earned her Master of Arts Degree in Teaching from Rockford University and earned her Master of Science Degree with a focus in Educational Administration from Northern Illinois University.

SCHOOL BOARD MEMBER

David Lombardo and his wife, Hilaree, have two children who both attend Rockton schools. David is completing his eighteenth in education and first year as principal of Durand JH/HS. Before that, he was an assistant principal at Hononegah for eight years. His career began in 2007 at Putnam County Junior High, teaching until he became an administrator in 2015. David also currently serves on the Rockton School District 140 Board of Education and is a member of the Rockton Elementary Educational Foundation.

NORTHWESTERN ILLINOIS ASSOCIATION

BIOGRAPHICAL SKETCH – EXECUTIVE CANDIDATE – SUBREGION III

DISTRICT ADMINISTRATOR

Tracy Dahl is currently the Director of Special Education for Northwest Special Education in Elizabeth, IL. She earned her M.S. in Educational Leadership from Northern Illinois University, her M.S.W. in School Social Work from Aurora University and her B.S.W. in Social Work from Illinois State University. During Tracy's 26 years of professional education service for Northwest Special Education Cooperative, she has served in a variety of social work and administrative experiences, including School Social Work, Special Education Supervisor, and Director.

Tracy enjoys volunteering in her community, serving as a Religious Education teacher for nine years at St. Joseph Catholic Church, Lena, Illinois, a Big Sister with Big Brothers/Big Sisters, and Co-Founder of Lena Area Church Cooperative. Tracy is a member of the Illinois Alliance of Administrators of Special Education and the Illinois Association of School Administrators.

SCHOOL BOARD MEMBER

Christine Lynde moved to Byron about 19 years ago with her husband and three children. She has been an active member of the community serving in many volunteer roles including Cub Scout Den Leader and Pack Master, Religious Education Teacher, classroom volunteer, Art room volunteer, Byron Middle School Store Coordinator, Byron Music Booster Association President and Byron Board of Education Member. She has a degree in Early Childhood Education from the University of Illinois Champaign-Urbana. She taught preschool and third grade in Pennsylvania before her children were born. She has always enjoyed the process of learning and using knowledge as an instrument for positive change. She truly believes that education has the capacity to directly impact the future of our society and she is willing to volunteer my time to help make that happen.

Document Status: Draft Update - New

2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

New/Unpublished Section

Discrimination and harassment on the basis of race, color, or national origin [PRESSPlus1](#) negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of Prohibited Conduct [PRESSPlus2](#)

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process [PRESSPlus3](#)

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy 2:260, *Uniform Grievance Procedure*.

Any District employee who receives a report or complaint of discrimination or 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 discrimination or 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.

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure.

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. [PRESSPlus4](#) To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which: [PRESSPlus5](#)

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Policy Posting and Distribution

This policy shall be posted on the District's website. [PRESSPlus6](#) The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, employee handbook, staff intranet site, [PRESSPlus7](#) and/or in other areas where policies and rules of conduct are made available to staff. The Superintendent shall annually inform students and their parents/guardians of this policy by posting it on the District's website [PRESSPlus8](#) and including an age-appropriate summary of the policy in the student handbook(s). [PRESSPlus9](#)

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, *Student Behavior*.

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 person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

105 ILCS 5/22-95 (final citation pending).

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

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), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

PRESSPlus Comments

PRESSPlus 1. This policy is created in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, the Racism-Free Schools Law (RFSL). The law requires school districts to have a written policy (or policies) in place that prohibit discrimination and harassment based on race, color, and national origin, as well as retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts.

Like other non-discrimination and harassment policies in the PRM, this new policy utilizes the existing complaint process in sample policy 2:260, *Uniform Grievance Procedure*.

The policy must contain the following: (1) descriptions of various forms of discrimination and harassment based on race, color, and national origin, including examples; (2) the district's internal process for filing a complaint regarding a violation of the policy; (3) an overview of the district's prevention and response program that includes procedures for responding to complaints of discrimination and harassment based on race, color, and national origin and retaliation; (4) potential remedies for a violation of the policy; (5) a prohibition on retaliation for making a complaint or participating in the complaint process; (6) the legal recourse available to the Ill. Dept. of Human Rights (IDHR) and federal agencies if a district fails to take corrective action; and (7) directions on how to contact IDHR.

For more information, see the PRESS Issue 114 Update Memo and the footnotes of sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 2. Required by 105 ILCS 5/22-95(b)(1)⁶⁴(A), added by P.A. 103-472. The examples of

discrimination and harassment under this subhead are based on definitions provided by the U.S. Dept. of Education's Office for Civil Rights, see www2.ed.gov/about/offices/list/ocr/frontpage/faq/race-origin.html#racehar1 and www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-shared-ancestry-202301.pdf, and the U.S. Equal Opportunity Employment Commission, see www.eeoc.gov/racecolor-discrimination. **Issue 118, April 2025**

PRESSPlus 3. Required by 105 ILCS 5/22-95(b)(1)(B), added by P.A. 103-472. **Issue 118, April 2025**

PRESSPlus 4. Required by 105 ILCS 5/22-95(b)(1)(F). **Issue 118, April 2025**

PRESSPlus 5. Items 1-6 must be addressed in a district's procedures for responding to complaints of discrimination and harassment based on race, color, and national origin. See sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 6. 105 ILCS 5/22-95(b)(3) (final citation pending), added by P.A. 103-472, requires districts to post this policy in their website if one exists. If the district does not maintain a website, strike this sentence, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 7. 105 ILCS 5/22-95(b)(2), added by P.A. 103-472, requires this policy to be "posted in a prominent and accessible location and distributed in such a manner as to ensure notice of the policy to all employees." A district website or staff intranet site qualifies as a prominent and accessible location. If a district does not maintain a website and/or staff intranet, delete ~~District website and/or staff intranet site~~ from this sentence, as applicable, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 8. If the district does not maintain a website, delete ~~posting it on the District's website~~ and from the sentence, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 9. 105 ILCS 5/22-95(b)(3), added by P.A. 103-472, requires districts to publish the policy in student handbook(s). The law also requires a district to annually distribute a "summary of the policy in accessible, age-appropriate language" to students and parents/guardians. The summary may, but does not have to be, included in a student handbook to satisfy the annual distribution requirement. For ease of administration, this sample policy refers to inclusion in the student handbook(s). Districts may find it cumbersome to include both the policy and an age-appropriate summary of the same policy in a handbook. Consult the board attorney for guidance if the district would like to include a hyperlink to the policy, rather than the full text of the policy in the handbook. The Ill. Principals Association maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/msh. **Issue 118, April 2025**

Document Status: Draft Update - New

7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

New/Unpublished Section

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, [PRESSPlus1](#) or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A). [PRESSPlus2](#)

The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year. [PRESSPlus3](#)
2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35. [PRESSPlus4](#)
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person. [PRESSPlus5](#)
4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1).
5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45. [PRESSPlus6](#)
6. Provides Article 26A Students with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40. [PRESSPlus7](#)
7. Ensures the prompt and equitable resolution of all Article 26A complaints through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25. [PRESSPlus8](#)
8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f). [PRESSPlus9](#) Confidentiality procedures will: [PRESSPlus10](#)
 - a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and
 - b. Comply with the requirements of 105 ILCS 5/26A-30.
9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A-

20(c). [PRESSPlus11](#)

10. Complies with State and federal law and aligns with Board policies. [PRESSPlus12](#)

Requesting Support Services

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus13](#) a Complaint Manager, or any employee with whom the person is comfortable speaking. [PRESSPlus14](#)

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. [PRESSPlus15](#)

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Title IX Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc.

This policy does not increase or diminish the ability of the District or the parties to exercise any other

rights under existing law.

Policy Review [PRESSPlus16](#)

At least once every two years, pursuant to 105 ILCS 5/26A-20 and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

Retaliation Prohibited [PRESSPlus17](#)

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity 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 or expulsion, with regard to students.

LEGAL REF.:

105 ILCS 5/26A.

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

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

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

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

23 Ill.Admin.Code §1.240 and Part 200.

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), 6:120 (Education of Children with Disabilities), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:250 (Student Support Services), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. An *expectant parent* is a student who (i) is pregnant and (ii) has not yet received a diploma for completion of a secondary education as defined in 105 ILCS 5/22-22. **Issue 118, April 2025**

PRESSPlus 2. This policy is created in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring school districts to ensure they have policies, procedures, and

resources in place to ensure that Article 26A Students are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma. Consult the Board Attorney regarding this law's application to entities other than school districts.

105 ILCS 5/2-3.147, added by P.A. 95-558 and repealed by P.A. 99-30, created the first Ensuring Success in School (ESS) Task Force. Supervised by the Ill. State Board of Education (ISBE), it developed policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence; the goal was to encourage these students to stay in school, stay safe while in school, and successfully complete their education. The June 2010 report of the first ESS Task Force is available here: www.isbe.net/Documents/ess-task-force-final-report0610.pdf.

105 ILCS 5/26A-15, added by P.A. 102-466 (a/k/a *ESS Law*) and scheduled to be repealed on 12-1-25, created a second ESS Task Force supervised by ISBE, also focused on the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The second ESS Task Force was to: (1) draft and publish model policies and intergovernmental agreements for inter-district transfers, (2) draft and publish model complaint resolution procedures, and (3) identify current mandatory and new staff trainings needed.

Issue 118, April 2025

PRESSPlus 3. 105 ILCS 5/26A-20(d), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 4. See footnote 25 in sample policy 5:100, *Staff Development Program*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com, for further information about training requirements. **Issue 118, April 2025**

PRESSPlus 5. 105 ILCS 5/26A-40(e), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Agents* is not defined and who is considered an agent for the district is fact-specific; consult the board attorney for guidance. **Issue 118, April 2025**

PRESSPlus 6. 105 ILCS 5/26A-45, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See detailed verification requirements and restrictions in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 7. 105 ILCS 5/26A-40, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Providing accommodations to ensure equal educational opportunities for students who are parents and expectant parents is also required by federal regulations implementing Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 et seq.) and ISBE sex equity regulations. 34 C.F.R. §106.40 and 49 C.F.R. §25.445; 23 Ill.Admin.Code §200.50. See policy 7:10, *Equal Educational Opportunities*, and sample administrative procedure 7:10-AP2, *Accommodating Breastfeeding Students*, available at PRESS Online by logging in at www.iasb.com. Reasonable accommodations for breastfeeding students are also required by 105 ILCS 5/10-20.60. **Issue 118, April 2025**

PRESSPlus 8. 105 ILCS 5/26A-25 and 5/26A-20(c), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, list the basic requirements for a complaint resolution procedure. Live hearings are not required but may be offered as part of the complaint resolution procedure. **Consult the board attorney if the board wants the district to use a live hearing in its complaint resolution procedure.** For an Article 26A complaint resolution procedure, see sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. See also sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. Sample administrative procedures are available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 9. 105 ILCS 5/26A-45(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. The ESS Law amended the definition of *student temporary record* in the Ill. School Student Records Act (ISSRA) (105 ILCS 10/) to include information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A. **Issue 118, April 2025**

PRESSPlus 10. Required by 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

The policy text is based on recommendations of the second ESS Task Force. See p. 14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. The phrase "including any other employee" comes directly from 105 ILCS 5/26A-30(a) and is confusing because it is unclear whose employee is being referenced. The Ill. School Student Records Act (ISSRA) permits student records to be disclosed to any district employees with a "current demonstrable educational or administrative interest" in a student if disclosure is "in furtherance of such interest." 105 ILCS 10/6(a)(2). **Consult the board attorney for guidance. Issue 118, April 2025**

PRESSPlus 11. 105 ILCS 5/26A-20(c)(1)-(6), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, states elements that must be in a district's "policy on the procedures" that a student or their parent/guardian may follow if he or she chooses to report an incident of alleged domestic or sexual violence. Having a "policy on the procedures" is a misnomer because the board does not adopt procedures but rather, through policy, directs the superintendent to establish procedures to implement policy. Only the required element at 105 ILCS 5/26A-20(c)(6), to establish a complaint resolution procedure, appears in this policy's text because the remaining elements are not board work and therefore inappropriate to include in board policy. Instead, required elements from 105 ILCS 5/26A-20(c)(1)-(5) appear in sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 12. See sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com, for a list of board policies implicated by the ESS Law and that may interact with this policy. **Issue 118, April 2025**

PRESSPlus 13. If the district does not employ a ⁷⁰Assistant Building Principal and/or Dean of

Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 14. By including “any employee” in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 118, April 2025**

PRESSPlus 15. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. **Issue 118, April 2025**

PRESSPlus 16. 105 ILCS 5/26A-20(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. This provision also requires districts to review and revise any procedures that act as a barrier to Article 26A Students. Since procedure review and revision is administrator work and not board work, this requirement is addressed in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 17. 105 ILCS 5/26A-50, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

Document Status: Draft Update - Rewritten

2:265 Title IX 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) [PRESSPlus1](#) 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 when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

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

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

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 as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus2](#) or a Complaint Manager.
3. Notifies applicants for employment, [PRESSPlus3](#) 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 grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, [PRESSPlus4](#) a Complaint Manager, or any employee with whom the person is comfortable speaking.

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. [PRESSPlus5](#)

Title IX Coordinator:

Name

Address

Email

Telephone

Processing and Reviewing a Report

Upon receipt of a report made under this Title IX grievance procedure, the Title IX Coordinator and/or designee will promptly contact the Complainant to: ⁷³ discuss the availability of supportive measures,

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

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

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training [PRESSPlus6](#) 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. [PRESSPlus7](#)
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

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

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

Retaliation Prohibited

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

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

LEGAL REF.:

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents,

or Victims of Domestic or Sexual Violence)

PRESSPlus Comments

PRESSPlus 1. Rewritten in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. See the sample policy 2:265's footnotes, available at PRESS Online by logging in at www.iasb.com, for more information. **Issue 118, April 2025**

PRESSPlus 2. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 3. If your district is covered by Subpart C of Title IX, which "applies only to institutions of vocational education, professional education, graduate higher education, and public institutions of undergraduate higher education," amend this to state "applicants for admission or employment," and use the Save Status "Adopted with Additional District Edits." 34 C.F.R. §106.15(d). **Issue 118, April 2025**

PRESSPlus 4. If the district does not employ an Assistant Building Principal and/or Dean of Students, strike the title(s) that do not apply, and use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 5. While the name and contact information is required by law to be listed, it is not part of the adopted policy and does not require board action. It is important for the updated name and contact information to be inserted into this policy and regularly monitored. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. If the district has more than one Title IX Coordinator, it should designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations. The Title IX Coordinator with ultimate oversight should be listed in this policy.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 6. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney** if the board wants the district to use a live hearing in its grievance process.

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on any technology to be used at a live hearing and 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." After inserting the underscored text, use the Save Status "Adopted with Additional District Edits." **Issue 118, April 2025**

PRESSPlus 7. 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of proof it will use to determine responsibility of the respondent. The standard of proof selected must be applied “consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee.” 85 Fed. Reg. 30373. *Preponderance of evidence* is a standard of proof used in civil cases. It means “the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force.” See *Black’s Law Dictionary, 11th ed. 2019*. *Preponderance of evidence* is the standard of proof used in sample policy 2:260, *Uniform Grievance Procedure*.

Clear and convincing is a higher standard of proof, requiring more than *preponderance of evidence* but less than proof beyond a reasonable doubt. It means “evidence indicating that the thing to be proved is highly probable or reasonably certain.” See *Black’s Law Dictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard of proof for the district, as well as implications if a different standard of proof is used in this policy than in 2:260, *Uniform Grievance Procedure*.** For boards that choose the *clear and convincing evidence* standard of proof, delete “~~*preponderance of*~~” and insert “*clear and convincing*.” Ensure the same standard of proof is used in 2:265-AP2, *Formal Title IX Complaint Grievance Process*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

Document Status: Draft Update

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any Cooperative Complaint Manager if he or she believes that the Executive 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 has a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101](#) et seq.
2. [Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX complaints governed by Board policy 2:265, Title IX Grievance Procedure](#)[PRESSPlus1](#)
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) et seq.
4. [Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. \(see Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#)[PRESSPlus2](#)
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Grievance Procedure)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) et seq.
16. Employee Credit Privacy Act, [820 ILCS 70/](#)

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

the accused's parent(s)/guardian(s)); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the Cooperative 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 Cooperative'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 Cooperative Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint under Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, ~~or~~⁷⁹(3) as authorized by the Complainant.

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

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

The Director will keep the Board informed of all complaints.

If a complaint contains allegations involving the Director 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 Director shall provide his or her written decision to the Complainant and the accused as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Director or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Director or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers [PRESSPlus3](#)

The Director shall appoint a Nondiscrimination Coordinator to manage the Cooperative'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 Cooperative's~~ Director shall appoint a Title IX Coordinator to coordinate the Cooperative's efforts to comply with Title IX. [PRESSPlus4](#)

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

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

Nondiscrimination Coordinator:

Jon Malone

2060 Aberdeen Court, Ste B,
Sycamore, IL 60178

jmalone@thenia.org

815-763-2975

Complaint Managers:

Jill Tabone

245 W. Exchange St, Ste 4,
Sycamore, IL 60178

jtabone@thenia.org

779-475-1817

Steve Wilder

245 W. Exchange St, Ste 4,
Sycamore, IL 60178

swilder@syc427.org

815-899-8100

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1232g](#), Family Education Rights Privacy Act.

[20 U.S.C. §1400](#), The Individuals with Disabilities Education Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973.

[29 U.S.C. §2612](#), Family and Medical Leave Act.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

[42 U.S.C. §2000e](#) et seq., Title VII of the Civil Rights Act of 1964.

[42 U.S.C. §2000ff](#) et seq., Genetic Information Nondiscrimination Act.

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act.

[42 U.S.C. §12101](#) et seq., Americans With Disabilities Act; [28 C.F.R. Part 35](#).

[105 ILCS 5/2-3.8](#), [5/3-10](#), [5/10-20](#), [5/10-20.5](#), [5/10-20.7a](#), [5/10-20.60](#), [5/10-20.69](#), [5/10-20.75](#), [5/10-22.5](#), [5/22-19](#), [5/22-95](#) (final citation pending), [5/24-4](#), [5/27-1](#), [5/27-23.7](#), and [45/1-15](#).

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

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

[410 ILCS 513/](#), Ill. Genetic Information Privacy Act.

[740 ILCS 174/](#), Whistleblower Act.

[740 ILCS 175/](#), Ill. False Claims Act.

[775 ILCS 5/](#), Ill. Human Rights Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 112/](#), Equal Pay Act of 2003.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act; [56 Ill.Admin.Code Part 280](#).

[23 Ill.Admin.Code §§1.240](#), [200.40](#), [226.50](#), and [226.570](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), [2:270](#) (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

PRESSPlus 2. 105 ILCS 5/22-95(b)(1)(B), added by P.A. 103-472, requires a school district to have an internal process for filing a complaint regarding a violation of its policy (or policies) prohibiting discrimination and harassment on the basis of race, color, national origin, and retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts.

Sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, utilizes this policy as an internal complaint process. See also sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at www.iasb.com, which includes additional procedures to be followed when responding to complaints of discrimination and harassment on the basis of race, color, and national origin. **Issue 118, April 2025**

PRESSPlus 3. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 4. A district must prominently display its Title IX nondiscrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and policy 2:265, *Title IX Grievance Procedure*) and contact information for its Title IX Coordinator on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

Document Status: Draft Update

4:15 Identity Protection

The collection, storage, use, and disclosure of social security numbers by the Cooperative shall be consistent with State and federal laws. The goals for managing the Cooperative'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 Cooperative from unauthorized disclosure.

The Director is responsible for ensuring that the Cooperative 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 Cooperative 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 Cooperative employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Director. An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The Cooperative 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 Director ensures that the Cooperative takes reasonable cybersecurity and other measures to safeguard information including. [PRESSPlus1](#) (1) ⁸⁴ *protected personally identifiable information*, (2) other

types of information that a federal awarding agency, pass-through agency entity, or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the Cooperative 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 Director shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Director shall ensure that employees and contractors responsible for the administration of a federal or State award for the Cooperative 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 Cooperative Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 2 C.F.R Part 200, amended by 89 Fed. Reg 30046, addressing the safeguarding of information under grant awards and updating the definitions for *personally identifiable information* and *protected personally identifiable information*.

Personally Identifiable Information (PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some PII is available in public sources such as telephone books and websites. This was previously defined as *public personally identifiable information* (Public PII), but 2024 revisions to 2 C.F.R. Part 200 have deleted Public PII as a definition. The definition of PII is not attached to any single category of information or technology. Instead, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that could be used to identify an individual when combined with other available information. 2 C.F.R. §200.1.

Protected personally identifiable information (Protected PII) means PII, except for certain types of PII that must be disclosed by law. 2024 revisions to 2 C.F.R. Part 200 eliminated examples of Protected PII and instead only list examples of PII within the definition of Protected PII at 2 C.F.R. §200.1, which may indicate broadening of the definition of Protected PII. See 89 Fed. Reg. 79732. Before the 2024 revisions, examples of Protected PII contained in the regulation included, but were not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, and educational transcripts. 2 C.F.R. §200.1. Consult the board attorney for guidance in this area. See sample administrative procedure 4:15-AP2, *Treatment of Personally Identifiable Information Under*

Grant Awards, available at PRESS Online by logging in at www.iasb.com. Protected PII is similar to, but broader than, the definition of *personal information* under PIPA. **Issue 118, April 2025**

Document Status: Draft Update

4:80 Accounting and Audits

The Cooperative'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 Director, in addition to other assigned financial responsibilities, shall report monthly on the Cooperative'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 Director shall arrange an audit of the Cooperative 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 Director. The Director 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 Director or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Director shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Director 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 Cooperative 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 Director shall establish procedures for the management of property acquired by the Cooperative 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 \$10,000 ^{PRESSPlus1} and have an estimated useful life greater than one year.

Disposition of Cooperative Property

The Director or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) Cooperative 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 Director or designee may

unilaterally dispose of personal property of a diminutive value. The Director shall establish procedures for the disposition and, when permitted by the terms and conditions of the award, the retention [PRESSPlus2](#) of property acquired by the Cooperative under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Director or designee shall: (1) require that all use of Cooperative property or equipment by employees is for the Cooperative'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 Cooperative 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 Director 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. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Director consistent with the annual budget. 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 Director 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 Administrative District must approve all bank accounts opened or established on behalf of the Cooperative or a or with the Cooperative's Federal Employer Identification Number. All checks issued by the Cooperative must be signed by the Assistant Superintendent for Business Services for Sycamore CUSD 427, except those checks from accounts containing fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls

The Director is primarily responsible for establishing and implementing a system of internal controls for safeguarding the Cooperative'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 Cooperative's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. Cooperative assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.

8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

The Director or designee shall annually audit the Cooperative'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)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046. A minimum threshold of \$10,000, or a lesser amount established by the board, and useful life greater than one year complies with the definition of *equipment* under federal grant rules. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046. **Issue 118, April 2025**

Document Status: Draft Update

5:10 Equal Employment Opportunity and Minority Recruitment

The Cooperative shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; gender identity; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of 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; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. *Age*, as used in this policy, means the age of a person who is at least 40 years old. *Handicap* and *disability*, as used in this policy, excludes persons:

1. Currently using illegal drugs;
2. Having a currently contagious disease or infection and who by reason of such disease or infection, would constitute a direct threat to the health and safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
3. Whose current alcohol use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.

Persons who have successfully completed or are participating in a drug rehabilitation program are considered *disabled*.

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 under policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.^{PRESSPlus1} 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 Director shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the Cooperative's nondiscrimination efforts. The Nondiscrimination Coordinator may be

the Director or a Complaint Manager under policy 2:260, *Uniform Grievance Procedure*. ~~The Nondiscrimination Coordinator also serves as the Cooperative's Title IX Coordinator.~~

The Director shall appoint a Title IX Coordinator to coordinate the Cooperative's efforts to comply with Title IX. [PRESSPlus2](#)

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

Nondiscrimination Coordinator:

Emily Reiss

245 W. Exchange St, Ste 4,
Sycamore, IL 60178

ereiss@thenia.org

815-763-2974

Complaint Managers:

Jill Tabone

Steve Wilder

245 W. Exchange St, Ste 4,
Sycamore, IL 60178

245 W. Exchange St, Ste 4,
Sycamore, IL 60178

jtabone@thenia.org

swilder@syc427.org

779-475-1817

815-899-8100

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

Minority Recruitment

The Cooperative 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 Cooperative 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. §218d](#), Fair Labor Standards 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. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[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. §2000gg](#) *et seq.*, Pregnant Workers Fairness Act; [29 C.F.R. Part 1636](#).

[42 U.S.C. §2000e](#)(k), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[Ill. Constitution, Art. I](#), §§17, 18, and 19.

[105 ILCS 5/10-20.7](#), [5/10-20.7a](#), [5/10-21.1](#), [5/10-22.4](#), [5/10-23.5](#), [5/22-19](#), [5/24-4](#), [5/24-4.1](#), and [5/24-7](#).

[410 ILCS 130/40](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 513/25](#), Genetic Information Privacy Act.

[740 ILCS 174/](#), Ill. Whistleblower Act.

[775 ILCS 5/1-103](#), [5/2-101](#), [5/2-102](#), [5/2-103](#), [5/2-103.1](#), [5/2-104](#)(D) and [5/6-101](#), Ill. Human Rights Act.

[775 ILCS 35/](#), Religious Freedom Restoration Act.

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

[820 ILCS 112/](#), Ill. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95, added by P.A. 103-472, requiring a school district's board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

PRESSPlus 2. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

Document Status: Draft Update

5:20 Workplace Harassment Prohibited

The Cooperative expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. Cooperative employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, pregnancy, marital status, family responsibilities, reproductive health decisions, 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 Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; [PRESSPlus1](#) 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 Cooperative will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The Cooperative 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 Cooperative provides annual sexual harassment prevention training in accordance with State law.

Cooperative 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 Cooperative pursuant to a contract with the Cooperative, 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, Title IX Coordinator, and/or a Complaint Manager.

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

The Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the Cooperative's current Nondiscrimination Coordinator, Title IX Coordinator, PRESSPlus2 and Complaint Managers. ~~The Nondiscrimination Coordinator also serves as the Cooperative's Title IX Coordinator.~~

Nondiscrimination Coordinator:

Emily Reiss

245 W. Exchange St, Ste 4,
Sycamore, IL 60178

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815-763-2974

Complaint Managers:

Jill Tabone

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Steve Wilder

245 W. Exchange St, Ste 4,
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swilder@syc427.org

815-899-8100

Investigation Process

Any Cooperative employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee who fails to promptly 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 Cooperative'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-based [PRESSPlus3](#) harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the [Nondiscrimination Title IX](#) Coordinator or designee shall consider whether action under policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional 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 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 Cooperative, e.g., vendor, parent/guardian, 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 policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), 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/or 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 Cooperative 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 Director shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the Cooperative website and/or making this policy available in the Cooperative's administrative office and including this policy in the appropriate handbooks.

LEGAL REF.:

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

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

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

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

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Vance v. Ball State Univ.](#), 570 U.S. 421 (2013).

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

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

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

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

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

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

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

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

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

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

[Berry v. Delta Airlines](#), 260 F.3d 803 (7th Cir. 2004).

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95, added by P.A. 103-472, requiring a school district's board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

PRESSPlus 2. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

5:60 Expenses

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 Cooperative 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 Cooperative'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 Director may advance expenses to 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 Director or designee on the Cooperative's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the Cooperative's standardized expense reimbursement form and submit to the Director: (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 Cooperative. 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 Director 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

Cooperative'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 Cooperative'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 Cooperative 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 Cooperative will be reimbursed for meal costs and tips up to \$50 per day. 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 Director 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 Cooperative funds consistent with this policy.

2 C.F.R. §200.4754. [PRESSPlus1](#)

[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: June 21, 2023~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 118, April 2025**

Document Status: Draft Update

5:100 Staff Development Program

The Director or designee shall implement a staff development program. The goal of the 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.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

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

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all Cooperative staff who work with pupils on:

1. Health conditions of students, including but not limited to training on:
 - a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
 - b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
 - c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
 - d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
 - e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
 - f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency, including but not limited to understanding and reducing implicit

- bias, including *implicit racial bias* as defined in [105 ILCS 5/10-20.61](#) (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in [105 ILCS 5/2-3.166](#) (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in [105 ILCS 5/3-11](#).
 5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
 - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
 - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
 - c. Implementing the Cooperative's policies and procedures regarding such youth, including confidentiality; and
 - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in [105 ILCS 110/3.10](#) (see Board policy 7:185, *Teen Dating Violence Prohibited*).
 6. Protections and accommodations for students, including but not limited to training on:
 - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b. Homelessness.
 7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
 - a. Teacher-student conduct;
 - b. School employee-student conduct; and
 - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in [105 ILCS 5/10-23.13](#) (*Erin's Law*).
 8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of [105 ILCS 5/27-23.4](#) (violence prevention and conflict resolution education).

Additional Training Requirements

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

1. Ongoing professional development for ~~teachers, administrators,~~ all school personnel and school resource officers, and staff regarding on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b). PRESSPlus1 the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.
3. All high school coaching personnel, including the head and assistant coaches, and athletic

directors must obtain online concussion certification by completing online concussion awareness training in accordance with [105 ILCS 25/1.15](#). Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.

4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with [105 ILCS 150/](#), the Seizure Smart School Act.
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with [105 ILCS 145/](#), the Care of Students with Diabetes Act.
8. For all Cooperative staff, annual sexual harassment prevention training.
9. Title IX requirements for training in accordance with 34 C.F.R. [§Part 106-8\(d\)](#) (see Board policy 2:265, *Title IX Grievance Procedure*).
10. Training for all Cooperative employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*). [PRESSPlus2](#)

The Director 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](#), [5/2-3.166](#), [5/3-11](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/10-23.13](#), [5/22-80\(h\)](#), [5/22-95](#), [and 5/24-5](#), and [5/26A](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[105 ILCS 145/25](#), Care of Students with Diabetes 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](#) and [5/5A-103](#), 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 Grievance Procedure), 3:40 (Director), 3:50 (Administrative Personnel Other Than the Director), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 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), [7:250 \(Student Support Services\)](#), [7:255 \(Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence\)](#), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/26A-25 and 26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, which requires each designated Article 26A Resource Person to either (1) be trained to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence, including training in the subjects set forth in 105 ILCS 5/26A-35(b)(i), or (2) have participated in an in-service training program under 105 ILCS 5/10-22.39(d) that includes training on the rights of minors to consent to counseling services and psychotherapy under the Mental Health and Developmental Disabilities Code within 12 months prior to designation. However, 105 ILCS 5/10-22.39(d) was deleted by P.A. 103-542 and its training contents are in 105 ILCS 5/10-22.39(b-25). Consult the Board Attorney regarding this law's application to entities other than school districts.

105 ILCS 5/26A-25(b)(1), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requires employees whose duties include resolution of Article 26A complaints to initially complete at least eight hours of training on issues related to domestic and sexual violence and how to conduct the district's complaint resolution procedure, and to complete six hours of training annually thereafter. Such training must be conducted by individual(s) with expertise in domestic or sexual violence in youth and expertise in developmentally appropriate communications with elementary and secondary students regarding topics of a sexual, violent, or sensitive nature. See sample administrative procedures 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

See pp. 28-30 of the June 2024 report of the second ESS Task Force for existing training requirements that may be suitable to fulfill Article 26A training requirements, at:

www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. **Issue 118, April 2025**

Document Status: Draft Update

6:235 Access to Electronic Networks

Electronic networks are a part of the Cooperative's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of the Cooperative's technology resources, including, but not limited to:

1. The Cooperative's local-area and wide-area networks, including wireless networks (Wi-Fi), Cooperative-issued Wi-Fi hotspots, and any Cooperative servers or other networking infrastructure;
2. Access to the Internet or other online resources via the Cooperative's networks or to any Cooperative-issued online account from any computer or device, regardless of location;
3. Cooperative-owned or Cooperative-issued computers, laptops, tablets, phones, or similar devices.

The Director shall develop an implementation plan for this policy and appoint system administrator(s).

The Cooperative is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the Cooperative will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the Cooperative's electronic networks shall: (1) be consistent with the curriculum adopted by the Cooperative as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Director's implementation plan, use the Internet throughout the curriculum.

The Cooperative's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the Cooperative's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the Cooperative's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the Cooperative's electronic networks. General rules for behavior and communications apply when using electronic networks. The Cooperative's administrative procedure, *Acceptable Use of the Cooperative's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each Cooperative computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Director or designee. The Director or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Director or system administrator. The Director or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Use of Artificial Intelligence (AI)-Enabled Tools [PRESSPlus1](#)

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the Cooperative shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, Cooperative Philosophy, and 7:345, Use of Educational Technologies; Student Data Privacy and Security.

To implement the use of AI-enabled tools in the Cooperative, the Director or designee shall:

1. Develop a Cooperative-wide AI Plan that addresses the Cooperative's approach to the integration of AI;
2. Based on the Cooperative-wide AI Plan, establish AI Responsible Use Guidelines to address the responsible use of AI in the Cooperative by students and staff;
3. Ensure that AI-enabled tools comply with State and federal law;
4. Ensure that staff receive training and students receive instruction on the use of AI, as appropriate; and
5. Review the Cooperative's AI Plan and AI Responsible Use Guidelines on an annual basis and update them as needed.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the Cooperative's Electronic Networks* as a condition for using the Cooperative's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

Confidentiality

All users of the Cooperative's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the Cooperative's administrative procedure, *Acceptable Use of the Cooperative's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:

[20 U.S.C. §7131](#), Elementary and Secondary Education Act.

[47 U.S.C. §254](#)(h) and (l), Children's Internet Protection Act.

[47 C.F.R. Part 54, Subpart F](#), Universal Service Support for Schools and Libraries.

[115 ILCS 5/14](#)(c-5), Ill. Educational Labor Relations Act.

[720 ILCS 5/26.5](#).

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED: June 21, 2023

PRESSPlus Comments

PRESSPlus 1. Optional. Artificial intelligence is a rapidly evolving and complex technology that implicates many unsettled legal and ethical issues. This content contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

A Statewide Generative AI and Natural Language Processing Taskforce issued a report to the General Assembly in December 2024 (<https://doit.illinois.gov/content/dam/soi/en/web/doit/meetings/ai-taskforce/reports/2024-gen-ai-task-force-report.pdf>) that recommended the Ill. State Board of Education provide guidance on the use of AI in schools, best practices, and educator training. The U.S. Dept. of Education released a toolkit to assist education leaders with the safe, ethical, and equitable integration of AI within education systems, available at: http://downloads.microscribepub.com/il/press/federal_resources/FINAL-ED-OET-EdLeaders-AI-Toolkit-10.29.24_20250221.pdf. Note: This resource may no longer be available on a federal government website but is being maintained at PRESS Online to provide consistent subscriber access.

Adopting policy language that addresses AI provides (a) a way for boards to monitor how this technology is being used in the district, and (b) an opportunity for the board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Before adoption of this subhead, the board may want to have a conversation with the superintendent to determine how local conditions, resources, and current practices will support the full implementation of a policy that addresses AI and its goals. The use of AI will be most effective when the policy reflects local conditions and circumstances. Consult the Board Attorney about these issues. See sample administrative procedure 6:235-AP3, *Development of Artificial Intelligence (AI) Plan*

and AI Responsible Use Guidelines, available at PRESS Online by logging in at www.iasb.com, for a suggested framework for developing an AI plan and guidelines. **Issue 118, April 2025**

Document Status: Draft Update

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity (whether or not traditionally associated with the student's sex assigned at birth), gender expression, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. Further, the Cooperative 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. Any student may file a discrimination complaint by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.^{PRESSPlus1}

Sex Equity

No student shall, based on sex, sexual orientation, gender identity, or gender expression 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](#)).

Any student may file a sexual harassment^{PRESSPlus2} discrimination complaint by using Board policy 2:265, *Title IX Grievance Procedure*.

Administrative Implementation

The Director shall appoint a Nondiscrimination Coordinator, who also serves as the Cooperative's and a Title IX Coordinator. The Director 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; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act.

[Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

[Ill. Constitution, Art. I, §18.](#)

[105 ILCS 5/3.25b](#), [5/3.25d\(b\)](#), [5/10-20.12](#), [5/10-20.60](#), [5/10-20.63](#), [5/10-22.5](#), [5/26A](#), 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 Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 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), [7:255 \(Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence\)](#), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95, added by P.A. 103-472, requiring a school district's board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

7:20 Harassment of Students Prohibited

No person, including a Cooperative employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity (whether or not traditionally associated with the student's sex assigned at birth); gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The Cooperative 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 Cooperative 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 Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, 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.~~ [PRESSPlus1](#)

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator, [Title IX Coordinator](#), [PRESSPlus2](#) and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure. The Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the Cooperative's current Nondiscrimination Coordinator, [Title IX Coordinator](#), and Complaint Managers. ~~The Nondiscrimination Coordinator also serves as the Cooperative's Title IX Coordinator.~~

Nondiscrimination Coordinator:

Emily Reiss

245 W. Exchange St, Ste 4,

Sycamore, IL 6017

ereiss@thenia.org

815-763-2974

Complaint Managers:

Jill Tabone

Steve Wilder

245 W. Exchange St, Ste 4,

245 W. Exchange St, Ste 4,

Sycamore, IL 60178

Sycamore, IL 60178

jtabone@thenia.org

swilder@syc427.org

779-475-1817

815-899-8100

The Director 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 Cooperative's student handbook(s), on the Cooperative'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 Cooperative employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the Cooperative'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-based PRESSPlus3 harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Title IX Coordinator or designee shall consider whether action under policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. PRESSPlus4

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under 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 Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any Cooperative 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 Cooperative, e.g., vendor, parent/guardian, invitee, etc. Any Cooperative 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 Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[105 ILCS 5/10-20.12](#), [5/10-22.5](#), [5/10-23.13](#), [5/26A](#), [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 Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), [7:255 \(Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence\)](#)

PRESSPlus Comments

PRESSPlus 1. This sentence is stricken because the preceding sentence already states that students are encouraged to report to any employee with whom the student is comfortable speaking. **Issue 118, April 2025**

PRESSPlus 2. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

PRESSPlus 4. Updated in response to 105 ILCS 5/22-95, added by P.A. 103-472, requiring a school district's board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

Document Status: Draft Update

7:70 Attendance and Truancy

Compulsory School Attendance

NIA works directly with the home district and the IEP process to address attendance and truancy issues on an individual student basis.

Monitoring/Updating

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

LEGAL REF.:

[105 ILCS 5/22-92](#) and [5/26-1 through 5/26-3](#), [5/26-5 through 5/26-16](#), ~~and 5/26-18~~, and [5/26A](#). [PRESSPlus1](#)

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242](#) and [Part 207](#).

CROSS REF.: 5:100 (Staff Development Program), 7:10 (Equal Educational Opportunities), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), [7:255 \(Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence\)](#), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-2a, amended by P.A. 102-466, *a/k/a Ensuring Success in School (ESS) Law*, eff. 7-1-25. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

Document Status: Draft Update

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

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

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, 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 Cooperative 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.

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

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, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a Cooperative, including without limitation school and Cooperative administrators, teachers, 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 Director or designee shall develop and maintain a bullying prevention and response plan that advances the Cooperative's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. The Cooperative uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this Cooperative. However, nothing in the Cooperative'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, [Title IX Coordinator](#), [PRESSPlus1](#) Building Principal, 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 Cooperative named officials or any staff member. The Cooperative named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

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4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Director 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 Director or designee shall investigate whether a reported incident of bullying is within the permissible scope of the Cooperative's jurisdiction and shall require that the Cooperative provide the victim with information regarding services that are available within the Cooperative

and community, such as counseling, support services, and other programs.

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

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

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

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

September 30.

12. The Director or designee shall fully implement the Board policies, including without limitation, the following:
- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sexual harassment ~~discrimination~~ [PRESSPlus2](#) in violation of Title IX of the Education Amendments of 1972.
 - c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act. [PRESSPlus3](#)
 - d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the Cooperative's educational program as required by State law.
 - f. 6:235, *Access to Electronic Networks*. This policy states that the use of the Cooperative's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - j. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

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

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

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

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

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title

IX Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), [PRESSPlus4](#) 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), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

PRESSPlus Comments

PRESSPlus 1. Please [click here to submit the name and contact information](#) that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

PRESSPlus 3. Consult the Board Attorney regarding this policy's application to entities other than school districts. **Issue 118, April 2025**

PRESSPlus 4. Consult the Board Attorney regarding this policy's application to entities other than school districts. **Issue 118, April 2025**

Document Status: Draft Update

7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student 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 Director 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 Executive 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 Grievance Procedure*. This policy prohibits a Cooperative employee, agent, or student from engaging in sexual discrimination, including sex-based harassment, [PRESSPlus1](#) in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a Cooperative employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the Cooperative's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the Cooperative's comprehensive health education program in Board policy 6:60, *Curriculum*

Content. This includes incorporating student social and emotional development into the Cooperative'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, 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 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)

PRESSPlus Comments

PRESSPlus 1. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed

practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device.
- 6. 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.~~ [PRESSPlus1](#) Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered off or silenced 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) or Section 504 plan; (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.
- 7. Sexting, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually

explicit digitized depictions, as defined in State law. [PRESSPlus2](#)

8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a Cooperative staff member's request to stop, present school identification, or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
11. 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.
12. 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.
13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. 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.
17. Being absent without a recognized excuse; State law and Executive Board policy regarding truancy control will be used with chronic and habitual truants.
18. 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.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
21. 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.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Director or designee.
23. 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 Director 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 Cooperative will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two

calendar years. 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 Cooperative 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 in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. [PRESSPlus3](#) It includes 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 permitted by 105 ILCS 5/10-20.33 ~~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 Cooperative's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or firearm as defined in Section 24-1 of the Criminal Code of 2012 ([720 ILCS 5/24-1](#)).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Director, and the Director's determination may be modified by the Board on a case-by-case basis. The Director 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 apply¹³¹ 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 Director 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 or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Director or designee and, if a student is reportedly in possession of a firearm, also any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Director or designee shall immediately notify local law enforcement. The Director or designee shall also report ~~these incidents involving battery against staff members~~ to ~~the Ill. State Board of Education~~ ISBE through its web-based School Incident Reporting System as they occur during the year and no later than ~~August 1~~ July 31 PRESSPlus4 for the preceding school year.

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 any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33 PRESSPlus5 ~~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 Director, Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

Northwestern Illinois Association uses the host district's student handbook.

Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

[20 U.S.C. §7971](#), Pro-Children Act of 2004.

[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](#), [5/22-100](#), [5/24-24](#), [5/26-12](#), [5/27-23.7](#), and [5/31-3](#).

[105 ILCS 110/3.10](#), Critical Health Problems and Comprehensive Health Education Act.

[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), 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), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. This text is moved to #7, below. **Issue 118, April 2025**

PRESSPlus 2. This definition of sexting is adapted from Merriam-Webster's definition at www.merriam-webster.com/dictionary/sexting, and it incorporates offenses under State law that address the dissemination of explicit images. A district may wish to use another definition or create its own with the board attorney. See sample administrative procedure 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, available at PRESS Online by logging in at www.iasb.com, for definitions of the italicized terms in this paragraph and their accompanying citations. See also sample administrative procedure 7:190-AP5, *Student Handbook - Electronic Devices*. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-100, added by P.A. 103-806. **Issue 118, April 2025**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-27.1A and 10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling). **Issue 118, April 2025**

PRESSPlus 5. Updated in response to 105 ILCS 5/24-24, amended by P.A. 103-806. **Issue 118,**
April 2025

Document Status: Draft Update

7:200 Suspension Procedures

In-School Suspension

The Director 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 Director or designee, in collaboration with an administrator from the student's district of residence, is authorized to suspend a student and 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.
 - d) ~~Of For a suspension of 4 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining~~ what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension, as determined by the Director or designee. [PRESSPlus1](#)
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board of Education of the student's district of residence by the Director or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the student's district of residence, whose relevant policies and procedures will govern.

LEGAL REF.:

[Goss v. Lopez](#), 419 U.S. 565 (1975).

[105 ILCS 5/10-20.14](#), [5/10-22.6](#).

[23 Ill.Admin.Code §1.280](#).

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 118, April 2025**

Document Status: Draft Update

7:250 Student Support Services

The District of residence shall provide 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 within the Cooperative.

The following student support services may be provided by the Cooperative:

1. Health services supervised by a qualified school nurse. The Director 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. The Director or designee shall annually inform all school personnel and students 12 years of age and older, in writing, of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550. [PRESSPlus1](#)

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

Erin's Law Counseling Options, Assistance, and Intervention

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

Article 26A Domestic or Sexual Violence and Parenting Resource Personnel [PRESSPlus2](#)

The Director or designee will ensure that at least one staff member in each school building is designated as a resource person (Article 26A Resource Person) for students who are parents, expectant parents, or victims of domestic or sexual violence and offers those services required by 105 ILCS 5/26A. See Board policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. The Article 26A Resource Person may be a member of the building's Student Support Committee.

The Director shall ensure that 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., and that it is respectful of student privacy, including that student records are maintained and their confidentiality protected in accordance with Board policy and Cooperative procedures. [PRESSPlus3](#)

LEGAL REF.:

105 ILCS 5/10-23.13(b), 5/10-20.59, ~~and 5/21B-25(G)~~, and 5/26A.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

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

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

CROSS REF.: 6:65 (Student Social and Emotional Development), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

~~ADOPTED: June 21, 2023~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/26A-40(h), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

PRESSPlus 2. Required by 105 ILCS 5/26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Consult the Board Attorney regarding this law's application to entities other than school districts. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 3. This policy text is based on recommendations of the second ESS Task Force. See pp. 13-14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. **Issue 118, April 2025**

Document Status: Draft Update

7:270 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 Cooperative's procedures on dispensing medication.

No Cooperative 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 Director 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 allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan. [PRESSPlus1](#)

The Cooperative 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 Cooperative 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.

Cooperative Supply of Undesignated Opioid Antagonists

The Director or designee shall implement [105 ILCS 5/22-30](#)(f) and maintain a supply of undesignated opioid antagonists 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 Cooperative or one of its schools or obtained by the Cooperative without a prescription. 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.

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 Cooperative;
 - 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 Cooperative 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 Cooperative 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 **Cooperative Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Director or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the Cooperative shall make reasonable efforts to maintain a supply.

The **Administration of Medical Cannabis** section of the policy is void and the Cooperative reserves the right not to implement it if the Cooperative 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 Director 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 Association 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.

[105 ILCS 150/](#), Seizure Smart School Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[720 ILCS 550/](#), Cannabis Control Act.

[23 Ill.Admin.Code §1.540](#).

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 145/30; 105 ILCS 150/30. This is not a new requirement, but it is added to make clear in policy that self-carry may also be authorized for diabetes/seizure management. **Issue 118, April 2025**

Document Status: Draft Update

7:310 Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the Cooperative's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text 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 Cooperative.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Executive Board policy [7:190, Student Behavior](#), [PRESSPlus1](#) and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing 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 Director or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

[105 ILCS 5/27-23.7.](#)

[Hazelwood v. Kuhlmeier](#), 484 U.S. 260 (1988).

[Tinker v. Des Moines Indep. Cmty. Sch. Dist.](#), 393 U.S. 503 (1969).

[Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118](#), 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), [7:190 \(Student Behavior\)](#), [7:315 \(Restrictions on Publications; High Schools\)](#), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED: June 21, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*. **Issue 118, April 2025**

Document Status: Draft Update

7:315 Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

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.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

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 Cooperative 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 Executive Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the Cooperative's media literacy curriculum mandate in [105 ILCS 5/27-20.08](#); and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute 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 Cooperative's policies; or
 - c. Materially and substantially disrupt the orderly operation of the school.

The Cooperative will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Director or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the 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 Cooperative 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, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text 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 Cooperative.

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, 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 Executive Board policy [7:190, Student Behavior, PRESSPlus1](#) and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. [Encourages or](#) 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 Director 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 5/27-20.08](#) and [5/27-23.7](#).

[105 ILCS 80/](#), Speech Rights of Student Journalists Act.

[Tinker v. Des Moines Indep. Cmty. Sch. Dist.](#), 393 U.S. 503 (1969).

[Hazelwood v. Kuhlmeier](#), 484 U.S. 260 (1988).

[Morse v. Frederick](#), 551 U.S. 393 (2007).

[Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118](#), 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (Cooperative 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), [7:190 \(Student Behavior\)](#), [7:310 \(Restrictions on Publication; Elementary Schools\)](#), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED: June 21, 2023

PRESSPlus Comments

PRESSPlus 1. Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*. **Issue 118, April 2025**

Document Status: Draft Update

7:340 Student Records

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

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

State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The Cooperative may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The Cooperative will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the Cooperative 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 Director 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 Director 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 Cooperative 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 18th birthday, the Cooperative 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 Cooperative 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 Cooperative, or (2) the Cooperative 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 Director or designee.

The Director 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; [34 C.F.R. Part 99](#).

[50 ILCS 205/7](#), Local Records Act.

105 ILCS 5/10-20.12b, 5/10-20.40, [and 5/14-1.01 et seq.](#), [and 5/26A-30](#). [PRESSPlus1](#)

[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), [7:255 \(Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence\)](#), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

[ADOPTED: June 21, 2023](#)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Consult the Board Attorney regarding this law's application to

entities other than school districts. **Issue 118, April 2025**

Document Status: Draft Update

7:10-E Exhibit - Equal Educational Opportunities Within the School Community

The Cooperative 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 Cooperative. 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 Cooperative Complaint Manager shall address the complaint promptly and equitably.
2. 2:265, *Title IX Grievance Procedure*, contains the process that must be followed for complaints of Title IX harassment.
3. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, prohibits any person from discriminating against or harassing a student based on race, color, or national origin. [PRESSPlus1](#)
4. 6:65, *Student Social and Emotional Development*, requires that social and emotional learning be incorporated into the Cooperative's curriculum and other educational programs.
5. 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.
6. 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.
7. 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.
8. 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.
9. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the comprehensive structure for the Cooperative's bullying prevention program.
10. 7:250, *Student Support Services*, directs the Director to develop protocols for responding to students' social, emotional, or mental health needs that impact learning.
11. 7:340, *Student Records*, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95, added by P.A. 103-472, requiring a school district's board to adopt a policy (or policies) that prohibits discrimination and harassment based on

race, color, and national origin, as well as retaliation. Consult the Board Attorney regarding this law's application to entities other than school districts. **Issue 118, April 2025**

CEO Evaluation 2024-2025 May 8, 2025

Goal	Result	Rating	Weight
Employee Engagement Agency Mean at 4.5 or higher	4.62/4.63	4	33%
Internal Customer Service Agency Mean at 4.5 or higher	4.74/4.75	4	33%
External Customer Service Agency Mean at 4.5 or higher	4.83/4.90	4	34%
Weighted Score		4.0	

Final Weight Score	Final Rating
3.5-4.0	Excellent
2.75-3.49	Proficient
2.0-2.74	Needs Improvement
0-1.99	Unsatisfactory

Final Rating: 4.0/Excellent

Board President

Date

FY26 TENTATIVE BUDGET - SUMMARY OF EXPENDITURES

EXPENDITURES		FY26	FY25
LOCAL:			
DEPARTMENT			
01	ADMINISTRATION.....	\$ 1,909,633	\$ 1,793,242
02	TECHNOLOGY.....	\$ 733,860	\$ 642,412
04	DHH SUPERVISION.....	\$ 233,530	\$ 192,098
06	AUDIOLOGY.....	\$ 798,840	\$ 706,195
07	VISION SUPERVISION.....	\$ 215,808	\$ 260,596
09	SPEECH/LANGUAGE SERVICES.....	\$ 2,327,372	\$ 2,488,437
10	THERAPY.....	\$ 14,220,519	\$ 13,650,114
16	OFFICE OPERATION & MAINTENANCE.....	\$ 629,500	\$ 613,427
11	BCBA	\$ 468,925	\$ 319,911
31	PSYCHOLOGY	\$ 259,300	\$ 685,650
32	SOCIAL WORK	\$ 381,796	\$ 418,650
17	INTERPRETER SERVICES.....	\$ 1,239,619	\$ 697,537
23	DHH TEACHING.....	\$ 577,582	\$ 403,577
24	VISION TEACHING/ORIENTATION & MOBILITY.....	\$ 1,775,330	\$ 1,531,278
29	AUTISM	\$ 58,469	\$ 60,471
	SELF INSURED HEALTH PLAN	\$ 2,870,072	\$ 2,635,572
	TOTAL LOCAL.....	\$ 28,700,154	\$ 27,099,167
DEAF/HHPROGRAM			
20	NIA DEAF/HH PROGRAM.....	\$ 2,844,734	\$ 2,794,144
20	NIA DEAF/HH PROGRAM Health Plan.....	\$ 254,716	\$ 302,286
21	NIA DEAF/HH SUMMER PROGRAM.....	\$ 73,546	\$ 76,763
	TOTAL NIA DEAF/HH PROGRAM.....	\$ 3,172,996	\$ 3,173,193
	TOTAL LOCAL BUDGETED EXPENDITURES.....	\$ 31,873,150	\$ 30,272,360
OTHER			
FLOW THROUGH			
	MEDICAID ADMINISTRATIVE OUTREACH	\$ 600,000	\$ 500,000
	MEDICAID FEE FOR SERVICE	\$ 14,000,000	\$ 10,000,000
	TOTAL PASS THROUGH	\$ 14,600,000	\$ 10,500,000
	TOTAL OTHER EXPENDITURES	\$ 14,600,000	\$ 10,500,000
	TOTAL BUDGETED EXPENDITURES.....	\$ 46,473,150	\$ 40,772,360

FY26 TENTATIVE BUDGET - SUMMARY OF REVENUES

<u>REVENUES</u>	<u>FY26</u>	<u>FY25</u>
LOCAL:		
SERVICE FEES.....	\$ 27,178,388	\$ 24,517,529
EARLY INTERVENTION.....	\$ 9,000	\$ 8,000
INTEREST.....	\$ 50,000	\$ 35,000
NIA GENERAL STATE AID	\$ 1,192,795	\$ 1,192,795
MEDICAID ADMIN OUTREACH	\$ 640,000	\$ 600,000
DHH PROGRAM ADMIN FEE	\$ 75,000	\$ 75,000
DHH PROGRAM ESY ADMIN FEE.....	\$ 4,000	\$ 4,000
BILLING AGENT FEE ,.....	\$ 12,000	\$ 13,500
CONTRIBUTIONS	\$ 500	\$ 500
WORKSHOP FEES	\$ 38,000	\$ 33,000
CONTRACTUAL CONSULTANTS	\$ 25,000	\$ 30,000
TOTAL LOCAL.....	\$ 29,224,683	\$ 26,509,324
DHH PROGRAM		
NIA DEAF/HH PROGRAM TUITION.....	\$ 2,871,196	\$ 2,868,175
NIA DEAF/HH GENERAL STATE AID.....	\$ 163,254	\$ 163,254
NIA DEAF/HH PROGRAM MEDICAID FFS.....	\$ 65,000	\$ 65,000
SUMMER NIA DEAF/HH PROGRAM TUITION.....	\$ 66,783	\$ 70,000
SUMMER DEAF/HH GENERAL STATE AID.....	\$ 6,763	\$ 6,763
TOTAL NIA DEAF/HH PROGRAM.....	\$ 3,172,996	\$ 3,173,192
TOTAL LOCAL REVENUE.....	\$ 32,397,679	\$ 29,682,517
OTHER		
FLOW THROUGH		
MEDICAID ADMINISTRATIVE OUTREACH	\$ 600,000	\$ 500,000
MEDICAID FEE FOR SERVICE	\$ 14,000,000	\$ 10,000,000
TOTAL PASS THROUGH	\$ 14,600,000	\$ 10,500,000
TOTAL OTHER REVENUE	\$ 14,600,000	\$ 10,500,000
TOTAL BUDGETED REVENUE	\$ 46,997,679	\$ 40,182,517
BUDGETED SURPLUS.....	\$ 524,529	\$ (589,843)

Projected Days Sold	39,982	37,002
(Excl. Summer Services)		
Increase in Days Sold	2,980	



FY26 TENTATIVE BUDGET

BUDGET BY COST CENTER

****Note: TOTAL EXPENDITURES include OH Allocation****

04 DHH SUPERVISION		
SERVICE FEE REVENUE	\$	290,573
OTHER REVENUE		3,500
TOTAL REVENUE		294,073
TOTAL EXPENDITURES		(291,074)
NET	\$	2,998
06 AUDIOLOGY		
SERVICE FEE REVENUE	\$	1,017,998
OTHER REVENUE		15,000
TOTAL REVENUE		1,032,998
TOTAL EXPENDITURES		(1,028,817)
NET	\$	4,180
07 VISION SUPERVISION		
SERVICE FEE REVENUE	\$	254,150
OTHER REVENUE		200
TOTAL REVENUE		254,350
TOTAL EXPENDITURES		(259,420)
NET	\$	(5,070)
09 SPEECH/LANGUAGE SERVICES		
SERVICE FEE REVENUE	\$	2,699,340
OTHER REVENUE		5,800
TOTAL REVENUE		2,705,140
TOTAL EXPENDITURES		(2,657,937)
NET	\$	47,203
10 OCCUPATIONAL & PHYSICAL THERAPY		
SERVICE FEE REVENUE	\$	16,457,648
OTHER REVENUE		36,000
TOTAL REVENUE		16,493,648
TOTAL EXPENDITURES		(16,498,083)
NET	\$	(4,435)
11 BCBA		
SERVICE FEE REVENUE	\$	707,550
OTHER REVENUE		0
TOTAL REVENUE		707,550
TOTAL EXPENDITURES		(546,699)
NET	\$	160,851



FY26 TENTATIVE BUDGET (continued)

BUDGET BY COST CENTER

****Note: TOTAL EXPENDITURES include OH Allocation****

80 PSYCHOLOGY		
SERVICE FEE REVENUE	\$	291,200
OTHER REVENUE		0
TOTAL REVENUE		291,200
TOTAL EXPENDITURES		(265,254)
NET	\$	25,946
90 SOCIAL WORK		
SERVICE FEE REVENUE	\$	636,000
OTHER REVENUE		0
TOTAL REVENUE		636,000
TOTAL EXPENDITURES		(392,961)
NET	\$	243,039
17 INTERPRETER SERVICES		
SERVICE FEE REVENUE	\$	1,407,150
OTHER REVENUE		31,000
TOTAL REVENUE		1,438,150
TOTAL EXPENDITURES		(1,428,953)
NET	\$	9,197
23 DHH TEACHING		
SERVICE FEE REVENUE	\$	740,685
OTHER REVENUE		7,000
TOTAL REVENUE		747,685
TOTAL EXPENDITURES		(747,732)
NET	\$	(47)
24 VISION TEACHING/ORIENTATION & MOBILITY		
SERVICE FEE REVENUE	\$	2,575,145
OTHER REVENUE		2,000
TOTAL REVENUE		2,577,145
TOTAL EXPENDITURES		(2,533,109)
NET	\$	44,036
29 AUTISM		
SERVICE FEE REVENUE	\$	72,450
OTHER REVENUE		0
TOTAL REVENUE		72,450
TOTAL EXPENDITURES		(75,819)
NET	\$	(3,369)
	Total Revenue	27,250,387.50
	Total Expense	(26,725,858.91)
BUDGETED SURPLUS)		524,529



NIA Executive Board FY26 Meeting Dates

- August 20, 2024
- September 17, 2024
- October 15, 2024"
- January 21, 2025
- February 18,2025
- March 18, 2025
- April 2, 2025
- May 20, 2025
- June 17,2025