Huntley Community School District 158 – Board of Education

Regular Agenda

Date: Thursday, May 21, 2020
Meeting: Regular Meeting with Closed Session as per OMA and 5ILCS120/2c
Time: 6:00 PM
Location: District Office
650 Dr. John Burkey Drive
Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.
Board of Education Members: President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Sean Cratty.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A) (Mr. Fleck)**

Call to Order the Board of Education Regular Meeting of Thursday, May 21, 2020 at __ p.m.
Roll Call: Ayes / Absent / **Motion __** A quorum must be met.

2. **Closed Session / Roll Call (A) (Mr. Fleck)**

Move to enter into closed session at __ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: (1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel, (2) Collective Bargaining, (9) Student Disciplinary Cases, (11) Litigation, (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by body of the minutes or semi-annual review of the minutes as mandated; and the verbatim record may be destroyed as indicated per law (5ILCS120/2.06 (c)).
Roll Call: Ayes / Nays / Absent **/ Motion __**

1. **Exit or Suspend Closed Session / Voice Call (A) (Mr. Fleck)**

Move to exit or suspend Closed Session at __ p.m. and return to Open Session.
Voice Call: Ayes / Nays / **Motion** __

3. **Resume in Public Session / Roll Call (A)** (**Mr. Fleck)** *approx. 7:00 p.m*.

Resume the Regular Meeting at __ p.m.
Roll Call: Ayes / Absent / **Motion __**

1. **Action as Required / Roll Call (Mr. Fleck)**

Will come from the Board.
Roll Call: Ayes / Nays / **Motion** __

4. **Pledge of Allegiance (Mr. Fleck)**

5. **Revision and Adoption of the Agenda / Voice Call (A) (Mr. Fleck)**

Move to adopt the agenda as presented (or with changes). **Voice Call:** Ayes / Nays / **Motion** __

6. **Public Comment (Mr. Fleck)**

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints. To accommodate the virtual meeting, those seeking to make comment are encouraged to submit comments prior to the meeting via email to superintendent@district158.org to be read publicly at the meeting.

7. **Associate Superintendent's Report (R) (Ms. Lombard)**

Updates will be given at this time.

8. **Assistant Superintendent Learning and Innovation (R) (Dr. Schlichter)**

Updates will be provided at this time.

9. **Chief Financial Officer/Treasurer (R) (Mr. Altmayer)**

Updates will be given at this time.

1. **Fiscal Services Reports (R) (Mr. Altmayer)** **5**
Mr. Altmayer will provide the Monthly Fiscal Updates and Activity Fund Balance Report.
2. **Revenue and Expenditure Report (R) (Mr. Altmayer)** **16**
The monthly report is provided in the packet for review and comment.

10. **Assistant Superintendent of HR Report (R) (Mr. Zehr)**
Updates will be given at this time.

11. **PLC District Improvement (R) (Dr. Schlichter)** **52**
Dr. Schlichter will present a report on PLC District Improvement initiatives and outcomes. This report details achievement of Strategic Plan measure 3.3.

12. **Chief Technology Officer (R) (Dr. Budzynski)**
Updates will be given at this time.

13. **Communications & Community Engagement** (Mrs. Melendy-Chair, Mr. Fleck, Mr. Geheren)
1. **Freedom of Information Act Requests (FOIA) (R) (Mr. Armstrong)** **55**
A report on monthly FOIA requests is provided.

14. **Remote Learning Update** (**R) (Dr. Schlichter - Dr. del Castillo)** **56**

15. **Legislation Committee** (Mr. Fleck-chair, Mrs. Melendy, Mrs. Maiorino)
1. **Legislation Updates (R) (Mr. Fleck)**
Legislative updates will be given.

16. **Superintendent's Report (Dr. Rowe)**
1. **Special Education Opportunities Review (R) (Dr. Rowe)**

17. **Building and Grounds (B&G) Committee** (Mr. Troy-Chair, Mr. Quagliano, Mr. Fleck)

18. **Items Removed from the Consent Agenda (A) (Mr. Fleck)**
Items removed from the Consent Agenda are discussed separately and may require a roll call vote.

19. **FY21 Budget - Draft II - Summary Memorandum (R) (Mr. Altmayer)** **66**
Mr. Altmayer will present the FY21 Budget Draft II summary memorandum.

20. **Adjournment (A) (Mr. Fleck)**
Motion to adjourn the meeting at __ p.m. **Voice Call:** Ayes / Nays / **Motion** __

21. **Assistant Superintendent of Special Services (R) (Dr. del Castillo)**
Updates will be given at this time.

22. **President's Report (Mr. Fleck)**
The Board president will provide updates at this time.

23. **Policy Updates (A) (Mrs. Woods)** The following policies are being submitted for a first reading as requested by the Board of Education. **82**

24. **O&M Updates (R) (Mr. Renkosik)** **134**
Mr. Renkosik will give the O & M updates.

25. **HHS Construction Updates (R) (Mr. Renkosik)** **137**
Mr. Renkosik will present the HHS Construction Updates.

26. **Action Items / Roll Call (A)** (Mr. Fleck)
(Action items may or may not have gone through committee and require separate action.)
1. **Board of Education (Mr. Fleck)**
2. **Human Resources Committee** (Mr. Gentry-chair, Mr. Troy, Mrs. Melendy)
3. **Policy Committee** (Mrs. Maiorino-Chair, Mr. Geheren, Mr. Troy)
4. **Finance Committee** (Mr. Quagliano-Chair, Mr. Gentry, Mr. Fleck)
1. **Propane Agreement (A) (Altmayer**) **208**
Mr. Altmayer will seek approval of the attached Propane Agreement as presented.
Roll Call: Ayes / Nays / **Motion** ___
2. **Transfer of Funds Resolution (A) (Mr. Altmayer)** **222**
Mr. Altmayer will present the resolution transferring restricted and budgeted funds associated with the Fine Arts construction project at the High School. **Roll Call:** Ayes / Nays / **Motion** _____
5. **Building and Grounds (B&G) Committee** (Mr. Troy-Chair, Mr. Quagliano, Mr. Fleck)
6. **Curriculum & Instruction (C&I) Committee** (Mr. Geheren-chair, Mr. Gentry, Mr. Troy)

27. **Board of Education Minutes (A) (Mrs. Stock)** **225**
Seeking the approval of minutes from the following meeting Regular Meeting on April 16, 2020.
Voice Call -
28. **HR Personnel Report (A) (Mr. Zehr)** **230**
Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.
Roll Call: Ayes / Nays / Motion __
29. **Payables (A) (Mr. Altmayer)** **235**
Seeking approval of the issued payables as presented: Purchase Orders issued at $6,723,667.88; Imprest checks issued at $93,625.06 Accounts Payable issued at $12,038.37 and Disbursements issued at $7,656,839.13. **Roll Call:** Ayes / Nays / **Motion** _____
30. **Restricting Funds Resolution (A) (Mr. Altmayer)** **308**
Mr. Altmayer will present the resolution restricting funds associated with prior years' budgeted Reserve For Replacement. **Roll Call:** Ayes / Nays / **Motion** _____
31. **Dry Sprinkler Replacement Bid# 2020-37 (A) (Mr. Renkosik)** **310**
Mr. Renkosik will present the results of the District-Wide Dry Sprinkler Replacement Bid with a recommendation for award.
Roll Call: Ayes / Nays / Motion __
32. **Science Review (A) (Dr. Schlichter)** **313**
The 6-12 Science Review was presented at the April 16, 2020 Regular Board meeting. Materials were on display for 30 days prior to approval.
Roll Call: Ayes / Nays / Motion __
33. **PE and Health Review (A) (Dr. Schlichter)** **330**
The PE and Health review was presented at the April 16, 2020 regular Board meeting. Materials were on display for 30 days prior to approval.
Roll Call: Ayes / Nays / Motion __
34. **HHS New Materials (A) (Dr. Schlichter)** **350**
Dr. Schlichter will present the proposed materials for new HHS courses for the 2020-2021 school year. Materials will be on display for 30 days prior to approval.
Roll Call: Ayes / Nays / Motion __
35. **Assessment Platform (A) (Dr. Schlichter)** **352**
Dr. Schlichter will present a proposal for adopting Star Assessments, by Renaissance Learning, as a universal screener for students PK-12 beginning in the 2020-21 school year.
Roll Call: Ayes / Nays / Motion __
36. **Education Elements Contract Extension (A) (Dr. Schlichter)** **384**
Dr. Schlichter will present a contract extension with Education Elements to continue improvement initiatives related to competency based learning in Vanguard Vision, as well as personalization of learning at the 6-12 level.
Roll Call: Ayes / Nays / Motion __
37. **Student Handbooks (A) (Ms. Lombard)** **391**
Administration is recommending approval of the 2020-2021 Student Handbooks for all of the elementary schools, both middle schools, and high school, as presented; including the Athletic Handbooks.
Roll Call: Ayes / Nays / Motion __
38. **Safe School Resolution Intergovernmental Agreement (A) (Ms. Lombard)** **521**
Seeking approval from the Board on the Safe School Resolution Intergovernmental Agreement as presented.
Roll Call: Ayes / Nays / Motion __
39. **Policy Committee** (Mrs. Maiorino-Chair, Mr. Geheren, Mr. Troy)
40. **Policy Updates (A) (Dr. Rowe)** **524**
Graduation requirement waiver.
Roll Call: Ayes / Nays / Motion __

41. **Public Comment (Mr. Fleck)**

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HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
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(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: May 21, 2020

Subject: **Monthly Fiscal Updates**
Board of Education Meeting, May 21, 2020

Listed below are major tasks and/or projects the Fiscal Department has been working on during the month.

GENERAL

During the month, Fiscal's primary projects included:

- ✓ **March month-end Close** - See the Preliminary Year-end Executive Summary
- ✓ **Year end Preparation and Forecast** – The team is working on providing an update FY20 forecast that reflects many of the financial implications under COVID-19. Furthermore, the team is preparing for yearend which includes pulling together information for preliminary audit fieldwork. – We are also preparing for worst case scenario, which includes a possible virtual/online financial audit.
- ✓ **Budget & 5 Year Plan** - Continuing the process of accumulating data and resources for the District's FY21 Budget and 5 Year Plan. Draft II of the Budget is presented under separate cover.
- ✓ **Fiscal Services** – During this time, the team continues to work very hard to ensure that the District has minimal financial impact with our current financial processes. Vendors continue to get paid, payroll, deposits, financial analysis and month end close continue along the same timeline as before this pandemic. Furthermore, as a result of Spring sports and other events being cancelled, the team is currently issuing athletic refunds as appropriate.
- ✓ **Line of Credit / Tax Anticipation Warrants** – Although unlikely that the District will need this additional financing, Administration is working with Chapman and Cutler and BMO Harris, our banking partner, to ensure these are available if needed.
- ✓ **Food Services** – The team continues to offer breakfast and lunch meals daily, to any student in the District. Last month, the District was averaging approximately 300 breakfasts and 300 lunches daily. Today, we are averaging over 550 breakfasts and 550 lunches daily, or approximately 5,500 meals per week! The Food Services team is doing a great job serving our community and students!
    - Food Services applied for a GENYOUTH grant as a result of COVID-19. Under the grant, the High School was eligible and the District received a $2,000 grant check.
    - The Food Services team is currently processing refunds/credits for Milk break as well as for graduating high school seniors

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✓ **Propane Buses - Fuel –** Finalized the contract with AmeriGas. Under separate cover.

SPECIFIC TASKS TO ADDRESS DURING JUNE 2020

- **June (TBD)** – Investigation and Ascertainment of Prevailing Rate of Wages: Requires a School Board to adopt a resolution establishing prevailing rates for its area, publicly post or keep available for inspection the prevailing rate of wages, file a certified copy of the resolution with the Secretary of State and the Department of Labor in Springfield no later than July 15 of each year, and publish a legal notice of its wage rate determination within 30 days of the filing (820 ILCS 130/9).

- **June (TBD)** – Prepare for Year-End Closing:

- **June 30** – Last day of the fiscal year for most Illinois school districts.

COMING UP IN JULY 2020

- First day of the new fiscal year for most Illinois school districts

- Prevailing Wage: School districts must file a certified copy of the prevailing rate of wages with the Secretary of State and the Department of Labor in Springfield, and publish a legal notice of its wage rate determination within 30 days of the filing (820 ILCS 130/9).

- ESSA Site-Based Reporting data based on June 30 financials is submitted through IWAS.

- Begin initial submission of new TRS Pay-Period Reporting

- File IDEA Part B Grants Completion/Final Expenditure Report

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: May 21, 2020

Subject: **Activity Fund Balance Report**
Board of Education Meeting – May 21, 2020
Finance Committee

Presented for the Board's review is the Activity Fund Balance Report as of March 31, 2020.

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COMMUNITY SCHOOL DISTRICT 158

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March 2020 Financial Executive Summary - Activity Accounts

The Month to Date results are as follows:

Activity Accounts by Building/Class	Beginning Balance	Revenues	Expenses	Ending Balance
District Office	$ 90,512.80	$ 1,883.61	$ 677.00	$ 91,719.41
Scholarships	24,080.89	-	-	24,080.89
D158 Foundation	20,329.63	1,315.00	5,657.76	15,986.87
Early Childhood	6,250.20	981.64	48.19	7,183.65
Gifted	584.38	-	-	584.38
Mackeben	32,473.89	1,018.82	8,462.90	25,029.81
Heineman	48,763.78	3,403.82	5,183.40	46,984.20
Conley	35,096.84	13.00	520.15	34,589.69
Chesak	37,411.34	571.02	772.63	37,209.73
Leggee	37,671.15	272.21	1,368.05	36,575.31
Martin	67,926.84	242.00	3,949.07	64,219.77
Marlowe	128,848.10	7,095.06	7,537.17	128,405.99
High School Athletics	251,537.18	22,463.41	37,028.02	236,972.57
High School Activities	245,624.35	4,026.88	29,847.09	219,804.14
Total All Funds	**$ 1,027,111.37**	**$ 43,286.47**	**$ 101,051.43**	**$ 969,346.41**

The material transactions involving Revenues and Expenditures for the month are as follows:

Mackeben: The $1,000 of revenue was from In & Out for Culvers night fundraising $8,700. The majority of the ($8,500) of expenditures was for the water stations ($8,000), and Art supplies ($400).

Heineman: The majority of the $3,400 of revenue was from Outdoor Activity $1,500, Charitable Contributions $1,000, and Athletics $500. The majority of the ($5,200) of expenditures was for Snow Hawks ski trips ($2,600), Student Council supplies ($700), Chorus/Band instrument repairs ($600), and Athletics supplies ($400).

Marlowe: The majority of the $7,100 of revenue was from PE $2,900, Chorus/Band $1,700, Musical $1,500, Pop $600, Wrestling $200, and In & Out $200. The majority of the ($7,500) of expenditures was for PE climbing wall activity ($2,800), Chorus/Band fundraising & supplies ($1,800), Athletics supplies ($900), Philanthropy supplies ($600), Performance Readings shirts ($600), and Musical costuming ($200).

High School Athletics: The majority of the $22,500 of revenue was from Baseball $10,600, Athletics $5,700, Girls Track $2,800, Boys Track $1,900, and Poms $900. The majority of the ($37,000) of expenditures was for Athletics for Boys Basketball regional & Girls Basketball sectional ($7,600), Poms state competition buses ($6,700), Girls Volleyball apparel ($5,200), Football camps transportation & backpacks ($5,000), Baseball apparel ($3,600), Cheerleading meals & supplies ($2,300), Swimming apparel ($1,600), Boys Basketball banquet & outing ($1,500), Wrestling coaches clinic & apparel ($1,000), and Boys Track apparel ($900).

High School Activities: The majority of the $4,000 of revenue was from PE $1,400, Speech Club $1,300, Recycling $500, Dean's Activity $300, In & Out $250, and Yearbook $200. The majority of the ($29,800) of expenditures was for Ski Club trips ($7,400), STUCO prom DJ & photo booths ($6,900), Journalism trip airfare & lodging ($5,700), Assessments SAT test prep instructors ($4,200), Marching Band choreography & apparel ($1,000), Social Studies Trip shirts ($800), Robotics Club supplies ($600), Speech Club dues & fees ($600), and Autos Club supplies ($500).

For further detail, see attached list of major cash expenditures and revenues received.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

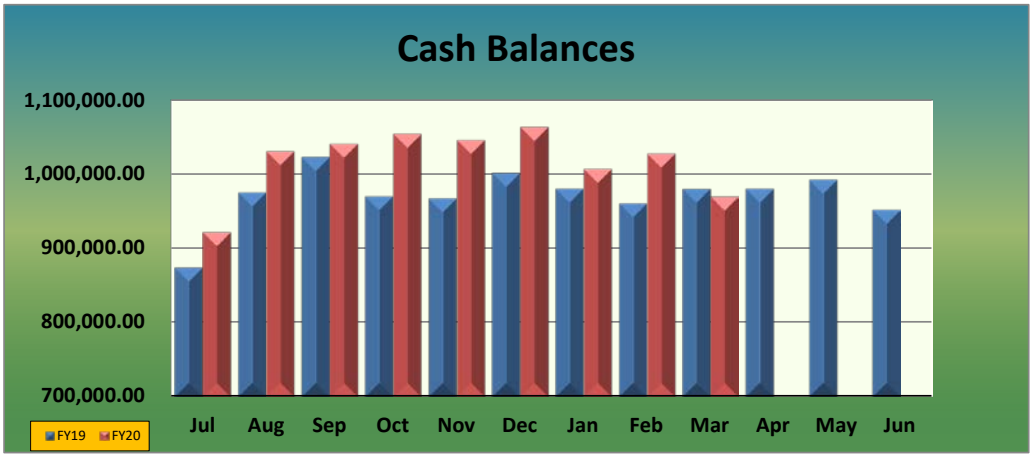
Huntley Community School District 158

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March 2020 Financial Executive Summary - Activity Accounts

Major transactions for the Month include:

Major Cash Expenditures		Description	Major Revenues Received	
Huntley Community School Dist 158	42,166.99	P-Card charges 1/21-2/20	HS Baseball	10,641.00
Royal Pipe & Supply	7,920.00	Mackeben & Conley water station	HS Athletic Varsity	5,740.76
Huntley CSD 158 Transportation	7,416.23	Field trips transportation	Marlowe PE	2,910.00
Graphic Edge, The	6,785.41	HS Volleyball & Lacrosse apparel	HS Girls Track	2,825.00
IHSA	6,592.50	HS Boys/Girls Bball sectionals	HS Boys Track	1,895.00
Admit One DJs Inc	3,995.00	HS Prom DJ balance	Marlowe Chorus/Band	1,655.00
Zimolzak, Matt	2,882.50	HS Football coaches clinics reimb	Heineman Outdoor Activ	1,540.00
Nordin, Dean	2,750.00	MMS PE climbing wall instructor	Marlowe Musical	1,527.00
AIA Services LLC	2,493.40	HS Boys Swimming apparel	HS PE	1,374.00
Edge Sports Apparel, The	2,469.75	HS Baseball/Boys Track apparel	HS Speech	1,260.00
Shutterbox Entertainment LLC	2,300.00	HS Prom photobooth rentals	Huntley Hootenanny	1,240.00
Premier Fundraising	1,260.00	MMS Chorus/Band fundraising	Mackeben In & Out	1,003.82
Spirit Products Inc	1,210.48	HS Baseball apparel	LIGHT Program	1,000.00
Stenhouse Publishers	1,062.00	Martin writing workshop	Preschool	981.64
BSN Sports LLC	981.00	HS Football backpacks	Heineman Charitable Coı	965.00
Blick Art Materials	980.68	Martin Art supplies	Interest/Service Charge	883.61
Sperling Designs	750.00	HS Marching Band choreography	HS Pom Pons	866.35
Benson, Will	637.14	HS Boys Bball banquet/meals rein	Chesak In & Out	571.02
Huntley CSD 158 Food Service	636.25	Food Service billings	Marlowe Pop	567.31
AMERICAN HEART ASSOCIATION	571.02	Chesak Kids Heart Challenge	HS Recycling	503.67
CustomInk	522.25	HS Softball apparel	Heineman Athletics	481.00



The above chart shows the aggregated fund balances for all Student Activity Accounts for the current and prior years.

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
100	District In & Out	0.00	0.00	2,670.51	1,975.00	(695.51)	4,345.93	3,650.42
101	Interest/Service Charge	0.00	883.61	1,517.73	14,784.66	13,266.93	47,892.05	61,158.98
102	District Pepsi Account	279.00	0.00	638.16	4,892.59	4,254.43	8,493.79	12,748.22
104	Activity Food Service	0.00	0.00	0.00	0.00	0.00	3,726.24	3,726.24
105	District Recycling	47.00	0.00	759.97	1,016.45	256.48	4,569.48	4,825.96
111	Huntley Hootenanny	0.00	1,240.00	0.00	1,240.00	1,240.00	0.00	1,240.00
112	Foundation Grants	5,657.76	75.00	47,450.54	39,358.51	(8,092.03)	22,838.90	14,746.87
113	Schaffenegger Memorial	0.00	0.00	1,000.00	0.00	(1,000.00)	25,080.89	24,080.89
115	O & M Pop Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
118	Gifted Program	0.00	0.00	0.00	0.00	0.00	584.38	584.38
1202	Mackeben Pop	0.00	0.00	0.00	(1,736.55)	(1,736.55)	1,736.55	0.00
1203	Mackeben Recycling	0.00	0.00	0.00	0.00	0.00	4,051.57	4,051.57
1204	Mackeben Art	423.15	0.00	423.15	1,648.68	1,225.53	1,638.80	2,864.33
1205	Mackeben Reading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1209	Mackeben Field Trips	0.00	0.00	1,177.34	1,172.00	(5.34)	4,821.80	4,816.46
1210	Mackeben Library	0.00	15.00	4,726.83	4,849.86	123.03	5,683.24	5,806.27
1212	Mackeben Market Day	0.00	0.00	0.00	427.08	427.08	99.32	526.40
1240	Mackeben In & Out	8,039.75	1,003.82	10,440.16	12,621.05	2,180.89	4,783.89	6,964.78
1400	Heineman LRC	121.61	0.00	1,507.67	1,386.06	(121.61)	1,940.67	1,819.06
1401	Heineman Snow Hawks	2,563.58	0.00	10,971.08	11,222.75	251.67	199.99	451.66
1402	Heineman Play	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1403	Heineman Yearbook	0.00	0.00	0.00	447.00	447.00	3,218.19	3,665.19
1404	Heineman PBIS	0.00	0.00	80.34	0.00	(80.34)	197.55	117.21
1405	Heineman Service Club	0.00	0.00	947.13	966.35	19.22	22.82	42.04
1406	Heineman Chorus/Band	632.56	2.32	43,451.00	50,891.56	7,440.56	209.84	7,650.40
1407	Heineman Wrestling	0.00	0.00	1,182.00	1,224.00	42.00	120.81	162.81
1408	Heineman Cheerleading	21.23	0.00	1,993.28	2,315.00	321.72	849.08	1,170.80
1409	Heineman Track	0.00	0.00	0.00	0.00	0.00	917.38	917.38
1410	Heineman Charitable Contributions	81.38	965.00	5,501.26	4,509.38	(991.88)	5,950.56	4,958.68
1411	Heineman Cross Country	0.00	0.00	667.00	692.00	25.00	128.53	153.53
1412	Heineman Volleyball	0.00	0.00	739.50	750.00	10.50	70.91	81.41
1413	Heineman PE	0.00	0.00	0.00	110.00	110.00	799.26	909.26
1414	Heineman Student Council	688.97	201.00	2,529.23	2,420.05	(109.18)	1,212.04	1,102.86
1416	Heineman Poms	0.00	0.00	888.45	793.00	(95.45)	130.42	34.97
1417	Heineman Girls Basketball	0.00	0.00	984.00	990.00	6.00	57.16	63.16
1418	Heineman Outdoor Activity	0.00	1,540.00	47,356.00	50,345.00	2,989.00	2,392.31	5,381.31

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date		Fund Balance		
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
1419	Heineman Athletics	437.03	481.00	1,565.23	1,515.01	(50.22)	2,663.68	2,613.46
1420	Heineman Boys Basketball	149.99	0.00	562.99	505.00	(57.99)	1,500.87	1,442.88
1421	Heineman Ecology Club	82.61	0.00	302.97	392.75	89.78	453.83	543.61
1422	Heineman Computer Lab	0.00	0.00	0.00	0.00	0.00	743.24	743.24
1423	Heineman Art Club	0.00	0.00	0.00	0.00	0.00	979.22	979.22
1425	Heineman Engineering Club	0.00	0.00	0.00	0.00	0.00	64.34	64.34
1440	Heineman In & Out	304.19	120.00	1,446.10	1,372.16	(73.94)	525.32	451.38
1441	Heineman Foods Club	100.25	17.50	724.26	597.50	(126.76)	1,526.63	1,399.87
1442	Heineman Board Game Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1461	Heineman 6th Grade Team 1	0.00	0.00	0.00	0.00	0.00	0.10	0.10
1462	Heineman 6th Grade Team 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1471	Heineman 7th Grade Team 1	0.00	0.00	0.00	0.00	0.00	3,781.62	3,781.62
1472	Heineman 7th Grade Team 2	0.00	0.00	300.00	0.00	(300.00)	432.05	132.05
1480	Heineman 8th Grade Trips	0.00	0.00	9,253.46	0.00	(9,253.46)	13,777.10	4,523.64
1481	Heineman 8th Grade Team 1	0.00	28.00	1,120.00	1,124.00	4.00	86.00	90.00
1482	Heineman 8th Grade Team 2	0.00	49.00	1,000.00	988.00	(12.00)	1,549.06	1,537.06
1701	Conley School Store	0.00	0.00	40.99	0.00	(40.99)	8,250.01	8,209.02
1702	Conley Pop	0.00	0.00	30.00	140.62	110.62	103.32	213.94
1703	Conley Recycling	0.00	0.00	0.00	0.00	0.00	106.94	106.94
1704	Conley PBIS	0.00	0.00	0.00	0.00	0.00	2.00	2.00
1706	Conley Band	0.00	5.00	1,304.34	1,068.10	(236.24)	721.70	485.46
1707	Conley Jean Fund	237.57	0.00	383.73	1,120.06	736.33	0.00	736.33
1708	Conley Disc Golf Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1709	Conley Field Trips	0.00	0.00	1,024.25	(3,000.00)	(4,024.25)	8,152.66	4,128.41
1710	Conley Library	282.58	8.00	7,773.20	9,207.04	1,433.84	3,864.70	5,298.54
1712	Conley Art	0.00	0.00	913.42	2,167.19	1,253.77	2,000.07	3,253.84
1713	Conley Yearbook	0.00	0.00	1,372.63	323.96	(1,048.67)	5,193.86	4,145.19
1740	Conley In & Out	0.00	0.00	870.73	3,879.40	3,008.67	5,001.35	8,010.02
195	LIGHT Program	351.00	1,000.00	1,221.00	2,500.00	1,279.00	65.00	1,344.00
196	Music Camps District-wide	0.00	0.00	0.00	0.00	0.00	3,714.02	3,714.02
197	Pre-K Fieldtrips	0.00	0.00	0.00	0.00	0.00	0.00	0.00
198	MS Orchestra District-wide	0.00	0.00	0.00	0.00	0.00	551.57	551.57
199	Preschool	48.19	981.64	2,257.94	1,038.33	(1,219.61)	8,403.26	7,183.65
202	Chesak Pop	0.00	0.00	0.00	180.24	180.24	502.18	682.42
203	Chesak Recycling	0.00	0.00	0.00	0.00	0.00	171.34	171.34
204	Chesak Art	66.96	0.00	3,165.96	2,404.44	(761.52)	3,484.45	2,722.93

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
205	Chesak Yearbook	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206	Chesak Music	0.00	0.00	459.90	1,760.60	1,300.70	3,975.51	5,276.21
209	Chesak Field Trips	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	Chesak Library	0.00	0.00	4,859.31	4,660.79	(198.52)	10,985.89	10,787.37
212	Chesak Dine & Share	0.00	0.00	0.00	0.00	0.00	1,684.77	1,684.77
240	Chesak In & Out	705.67	571.02	12,487.58	14,245.92	1,758.34	14,126.35	15,884.69
301	Leggee School Store	0.00	117.00	2,309.13	2,578.00	268.87	9,134.80	9,403.67
302	Leggee Pop	0.00	50.21	368.74	388.60	19.86	281.50	301.36
303	Leggee Recycling	0.00	0.00	22.72	0.00	(22.72)	38.64	15.92
304	Leggee Art	655.76	0.00	2,296.19	3,449.79	1,153.60	1,819.42	2,973.02
306	Leggee Fundraisers	58.75	0.00	848.94	407.75	(441.19)	3,191.99	2,750.80
307	Leggee Donations & Grants	0.00	0.00	1,201.93	500.00	(701.93)	2,890.00	2,188.07
308	Leggee Music	0.00	0.00	1,647.13	1,745.50	98.37	317.84	416.21
309	Leggee Field Trips	0.00	0.00	4,672.06	6,920.11	2,248.05	1,981.38	4,229.43
310	Leggee Library	572.82	105.00	7,638.76	5,750.41	(1,888.35)	1,953.43	65.08
311	Leggee Recreation	0.00	0.00	61.95	61.95	0.00	34.41	34.41
313	Leggee Yearbook	0.00	0.00	177.82	1,137.40	959.58	669.78	1,629.36
340	Leggee In & Out	80.72	0.00	970.83	13,352.77	12,381.94	186.04	12,567.98
400	Marlowe LRC	0.00	0.00	66.98	256.41	189.43	941.75	1,131.18
401	Marlowe Pop	143.72	567.31	2,181.39	2,896.49	715.10	3,026.50	3,741.60
402	Marlowe Fundraiser Funds	0.00	0.00	0.00	0.00	0.00	404.25	404.25
403	Marlowe Yearbook	0.00	0.00	2,267.89	30.00	(2,237.89)	18,826.83	16,588.94
404	Marlowe School Store	33.33	51.75	3,086.34	3,999.62	913.28	1,607.79	2,521.07
405	Marlowe Student Council	0.00	0.00	989.39	154.09	(835.30)	1,745.69	910.39
406	Marlowe Chorus/Band	1,766.39	1,655.00	52,459.90	69,594.00	17,134.10	9,022.97	26,157.07
407	Marlowe Wrestling	68.95	195.00	4,680.30	2,622.75	(2,057.55)	3,318.26	1,260.71
408	Marlowe Cheerleading	68.00	0.00	1,562.64	1,734.00	171.36	2,005.31	2,176.67
409	Marlowe Track	0.00	0.00	0.00	0.00	0.00	356.76	356.76
410	Marlowe Spanish Club	0.00	0.00	0.00	161.00	161.00	1.44	162.44
411	Marlowe Cross Country	0.00	0.00	0.00	0.00	0.00	14.71	14.71
412	Marlowe Volleyball	0.00	0.00	2,887.71	3,152.00	264.29	1,202.64	1,466.93
413	Marlowe Philanthropy	563.78	0.00	3,611.13	1,890.00	(1,721.13)	8,355.58	6,634.45
414	Marlowe Academic Club	0.00	0.00	0.00	0.00	0.00	1.68	1.68
415	Marlowe Play	555.65	0.00	19,134.84	8,220.00	(10,914.84)	16,012.39	5,097.55
416	Marlowe Service Club	143.41	0.00	456.30	162.62	(293.68)	1,887.98	1,594.30
417	Marlowe Girls Basketball	233.00	0.00	4,308.91	1,192.30	(3,116.61)	4,129.16	1,012.55

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
418	Marlowe Outdoor Activity	0.00	0.00	70,707.53	73,916.00	3,208.47	5,853.26	9,061.73
419	Marlowe Athletics	864.93	0.00	2,513.44	2,424.71	(88.73)	4,479.99	4,391.26
420	Marlowe Boys Basketball	0.00	0.00	6,631.52	2,573.00	(4,058.52)	15,384.73	11,326.21
421	Marlowe Science	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422	Marlowe Tech Lab	0.00	0.00	0.00	0.00	0.00	139.97	139.97
423	Marlowe Art Class	101.65	0.00	353.45	768.00	414.55	2,901.31	3,315.86
424	Marlowe PE	2,750.00	2,910.00	3,439.34	3,650.00	210.66	8,907.78	9,118.44
425	Marlowe Ecology	0.00	0.00	0.00	0.00	0.00	1,156.11	1,156.11
426	Marlowe Poms	0.00	0.00	584.13	3,571.25	2,987.12	4,426.70	7,413.82
427	Marlowe Musical	244.36	1,527.00	244.36	1,827.00	1,582.64	291.90	1,874.54
428	Marlowe Explorers Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440	Marlowe In & Out	0.00	189.00	403.42	189.00	(214.42)	6,017.57	5,803.15
441	Marlowe Foods Club	0.00	0.00	259.47	440.00	180.53	6.00	186.53
461	Marlowe 6th Grade	0.00	0.00	18.44	0.00	(18.44)	53.64	35.20
471	Marlowe 7th Grade	0.00	0.00	1,667.85	1,264.00	(403.85)	425.94	22.09
481	Marlowe 8th Grade	0.00	0.00	19,635.41	4,959.00	(14,676.41)	18,004.24	3,327.83
500	HS Digital Photography	0.00	0.00	780.09	111.55	(668.54)	668.54	0.00
501	HS Raider Nation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502	HS Art	0.00	0.00	224.66	(111.55)	(336.21)	879.52	543.31
503	HS Yearbook	0.00	205.21	503.00	2,885.21	2,382.21	4,548.17	6,930.38
504	HS Girls Cross Country	0.00	0.00	315.00	(410.38)	(725.38)	725.38	0.00
505	HS Student Council	6,870.08	110.00	48,829.65	38,741.38	(10,088.27)	19,948.24	9,859.97
506	HS Chorus	0.00	0.00	489.19	569.00	79.81	265.72	345.53
507	HS Color Guards	0.00	0.00	173.20	(7,820.77)	(7,993.97)	7,993.97	0.00
508	HS Pop	139.04	0.00	1,458.89	1,703.49	244.60	731.52	976.12
509	HS Math Club	0.00	0.00	1,310.98	1,847.50	536.52	0.00	536.52
510	HS Girls Golf	0.00	0.00	7,877.98	8,674.57	796.59	3,158.02	3,954.61
511	HS Drama Club	0.00	0.00	7,088.58	10,892.80	3,804.22	4,070.54	7,874.76
512	HS Pom Pons	6,692.28	866.35	79,005.79	55,261.65	(23,744.14)	32,591.96	8,847.82
513	HS Ski Club	7,417.70	0.00	20,627.92	25,933.00	5,305.08	3,521.09	8,826.17
514	HS World Languages Club	0.00	0.00	176.47	0.00	(176.47)	946.33	769.86
515	HS Boys Track	907.00	1,895.00	2,253.54	3,920.00	1,666.46	3,318.07	4,984.53
516	HS Dean Activity	0.00	289.00	1,657.99	2,475.07	817.08	13,312.22	14,129.30
517	HS HOSA Medical Club	0.00	0.00	1,476.02	2,030.00	553.98	187.65	741.63
518	HS NHS	0.00	0.00	3,033.40	1,710.00	(1,323.40)	7,035.07	5,711.67
519	HS Co-Op (VICA)	400.00	0.00	1,400.00	3,904.00	2,504.00	12,219.12	14,723.12

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
520	HS Musical	0.00	0.00	0.00	0.00	0.00	3,222.62	3,222.62
521	HS Athletic Varsity	7,612.93	5,740.76	30,920.41	37,705.55	6,785.14	11,735.08	18,520.22
522	HS Girls Volleyball	5,160.56	0.00	45,635.93	43,058.37	(2,577.56)	958.03	(1,619.53)
523	HS Boys Golf	0.00	0.00	15,856.13	15,717.58	(138.55)	1,442.36	1,303.81
524	HS Softball	522.25	0.00	7,998.30	5,000.62	(2,997.68)	11,704.41	8,706.73
525	HS Baseball	3,577.18	10,641.00	19,527.07	15,994.17	(3,532.90)	9,352.86	5,819.96
526	HS Girls Basketball	90.92	245.30	16,490.93	24,551.11	8,060.18	3,510.26	11,570.44
527	HS Boys Basketball	1,471.37	0.00	40,859.17	39,874.19	(984.98)	5,949.74	4,964.76
528	HS Cheerleading	2,331.31	0.00	114,605.90	137,776.78	23,170.88	20,426.93	43,597.81
529	HS Wrestling	1,003.82	0.00	13,364.61	22,297.38	8,932.77	7,070.59	16,003.36
530	HS Boys Cross Country	0.00	0.00	4,062.16	3,762.19	(299.97)	2,501.70	2,201.73
531	HS FBLA	0.00	0.00	12,141.87	7,255.05	(4,886.82)	15,180.96	10,294.14
532	HS Local Scholarship	0.00	0.00	500.00	0.00	(500.00)	500.00	0.00
533	HS Speech	567.62	1,260.00	8,647.42	6,820.00	(1,827.42)	3,247.88	1,420.46
534	HS Academic Team	0.00	0.00	217.71	300.00	82.29	99.45	181.74
535	HS Journalism	5,659.36	0.00	35,352.45	40,329.62	4,977.17	6,317.44	11,294.61
536	HS Soccer	161.25	250.00	22,619.48	26,991.78	4,372.30	31,657.35	36,029.65
537	HS Field Trips	249.54	0.00	2,770.61	4,401.50	1,630.89	1,226.86	2,857.75
538	HS Football	5,007.10	0.00	111,608.23	93,540.85	(18,067.38)	57,553.70	39,486.32
539	HS Special Olympics	0.00	0.00	0.00	292.09	292.09	153.00	445.09
540	HS In & Out	255.00	255.00	4,447.75	3,467.09	(980.66)	5,383.58	4,402.92
541	HS Tech & Ind Arts	139.90	30.00	6,939.63	7,668.74	729.11	2,315.15	3,044.26
542	HS PE	0.00	1,374.00	23,457.21	26,308.00	2,850.79	9,368.68	12,219.47
543	HS Girls Track	388.12	2,825.00	2,156.73	6,025.00	3,868.27	18,527.93	22,396.20
544	HS Blooms Courtyard	0.00	0.00	670.67	5,730.84	5,060.17	0.00	5,060.17
545	HS Tennis	0.00	0.00	5,687.61	3,910.66	(1,776.95)	1,857.55	80.60
546	HS Media Center	0.00	0.00	0.00	0.00	0.00	2,052.25	2,052.25
547	HS Buddies Club	0.00	0.00	3,381.78	7,128.60	3,746.82	1,285.22	5,032.04
548	HS Robotics Club	616.61	0.00	19,629.21	16,930.00	(2,699.21)	7,231.28	4,532.07
549	HS Assessments	4,213.09	0.00	14,503.80	32,130.00	17,626.20	15,885.83	33,512.03
550	HS Community Service Club	0.00	0.00	0.00	0.00	0.00	2,608.89	2,608.89
551	HS Custom Designs	0.00	0.00	197.46	0.00	(197.46)	2,819.19	2,621.73
552	HS Orchesis Club	74.97	0.00	1,743.64	2,040.75	297.11	1,819.28	2,116.39
553	HS Recycling	0.00	503.67	769.35	1,285.67	516.32	584.58	1,100.90
554	HS Art Club	71.63	0.00	296.03	537.00	240.97	502.64	743.61
555	HS Boys Lacrosse	162.72	0.00	5,293.60	2,778.41	(2,515.19)	3,744.85	1,229.66

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
556	HS Marching Band	1,000.00	0.00	32,037.23	14,547.27	(17,489.96)	18,095.32	605.36
557	HS Culinary Club	14.47	0.00	14.47	60.00	45.53	289.93	335.46
558	HS Fashion Club	132.30	0.00	245.45	240.00	(5.45)	12.62	7.17
559	HS Social Studies Trips	753.32	0.00	5,428.89	5,345.00	(83.89)	71.65	(12.24)
560	HS PBIS Raider Way	0.00	0.00	629.09	1,240.44	611.35	350.48	961.83
561	HS Bowling	0.00	0.00	2,468.87	2,149.00	(319.87)	796.39	476.52
562	HS Swimming	1,567.40	0.00	13,665.23	14,491.00	825.77	281.18	1,106.95
563	HS Fishing Club	0.00	0.00	4,279.78	3,495.25	(784.53)	818.57	34.04
564	HS Science Club	277.05	0.00	5,758.42	7,472.00	1,713.58	3,777.04	5,490.62
565	HS Psychology Club	0.00	0.00	0.00	0.00	0.00	1,657.42	1,657.42
566	HS Horticulture Club	0.00	0.00	0.00	0.00	0.00	2,887.14	2,887.14
567	HS Orchestra	0.00	0.00	0.00	(4.56)	(4.56)	4.56	0.00
568	HS Medical Academy	0.00	0.00	312.35	175.00	(137.35)	292.56	155.21
569	HS Operation Click	0.00	0.00	0.00	0.00	0.00	2,065.70	2,065.70
570	HS SES Coffee Cart	0.00	0.00	200.00	(720.84)	(920.84)	2,193.92	1,273.08
571	HS Girls Lacrosse	371.81	0.00	6,918.10	4,970.76	(1,947.34)	9,257.76	7,310.42
572	HS Autos Club	535.25	0.00	535.25	900.00	364.75	54.65	419.40
573	HS Boys Volleyball	0.00	0.00	580.87	0.00	(580.87)	587.58	6.71
574	HS Life Skills	0.00	0.00	0.00	(1,500.00)	(1,500.00)	1,755.76	255.76
575	HS Job Skills	0.00	0.00	0.00	320.00	320.00	541.66	861.66
576	HS Chess Team	348.16	0.00	348.16	0.00	(348.16)	692.23	344.07
598	HS Incubator Pgm	112.00	0.00	112.00	1,000.00	888.00	0.00	888.00
599	HS Senior Class Gift	0.00	0.00	0.00	15,000.00	15,000.00	5,836.27	20,836.27
701	Martin School Store	296.74	228.00	2,245.26	3,132.00	886.74	8,203.32	9,090.06
702	Martin Pop	0.00	0.00	575.10	89.38	(485.72)	548.87	63.15
703	Martin Recycling	530.00	0.00	530.00	0.00	(530.00)	629.86	99.86
704	Martin Art	1,616.79	0.00	3,820.56	2,806.92	(1,013.64)	8,154.91	7,141.27
706	Martin Band	0.00	0.00	3,825.45	4,654.00	828.55	454.97	1,283.52
709	Martin Fieldtrips	0.00	0.00	6,169.91	776.00	(5,393.91)	6,848.91	1,455.00
710	Martin Library	8.00	14.00	7,103.46	7,254.38	150.92	10,035.87	10,186.79
712	Martin Fundraising	1,497.54	0.00	23,384.87	11,050.97	(12,333.90)	42,681.80	30,347.90
713	Martin Yearbook	0.00	0.00	0.00	113.35	113.35	4,052.02	4,165.37
740	Martin In & Out	0.00	0.00	2,147.75	2,076.75	(71.00)	457.85	386.85
		$101,051.43	$43,286.47	$1,364,782.32	$1,382,502.29	$17,719.97	$951,626.44	$969,346.41

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

March 2020 Financial Executive Summary

The March 2020 month and YTD results are as follows:

Operating Funds: 10, 20, 40, 50, and 70	FY20 March	FY20 YTD	FY20 Budget	
Total Local	$ 5,937,926	$ 54,303,683	$ 74,275,460	73%
Total State	2,940,955	24,105,700	$ 32,009,974	75%
Total Federal	195,128	1,774,250	$ 3,562,221	50%
Operating Revenues	$ 9,074,009	$ 80,183,633	$ 109,847,655	**73%**
Salaries	$ 5,496,882	$ 49,744,669	$ 66,925,152	74%
Employee Benefits	$ 1,119,132	$ 11,064,093	$ 15,590,037	71%
Purchased Services	$ 546,909	$ 7,507,457	$ 9,962,195	75%
Supplies & Materials	$ 496,975	$ 6,271,010	$ 10,443,631	60%
Capital Outlay	$ 12,461	$ 263,695	$ 4,278,521	6%
Other Objects	$ 257,803	$ 2,023,681	$ 2,492,205	81%
Operating Expenses	7,930,162	76,874,604	109,691,741	**70%**
Net Operating Surplus (Deficit)	$ 1,143,848	$ 3,309,029	$ 155,914	

Capital Fund: 60	FY20 March	FY20 YTD	FY20 Budget	
Total Revenues	$ 1,990	$ 379,018	$ 215,000	176%
Total Expenses	430,252	1,855,865	4,434,958	42%
Net Capital Surplus (Deficit)	$ (428,261)	$ (1,476,847)	$ (4,219,958)	

The District closed March with a YTD operating net surplus of $3.31M. The majority of the YTD revenue is due to recognition of monthly 2019 Levy and receipt of Evidence Based Funding. Operating revenues are at 73% of budget and operating expenditures are at 70% of the budget.

March operating revenues of $9.1M are primarily due to the recognition of $5.63M levy 2019 property taxes, the receipt of $2.5M State Evidence Based Funding (EBF), and the recognition of $372k for FY20 monthly SpEd Tuition, Regular and Special Ed Transportation. Aside from levy recognition, local revenue of $5.9M includes foodservice ($182k) and building rentals ($75k). State revenues include MCAT recognition and Preschool for All ($89k). Federal revenues are made up of Title I ($66k) and National School Lunch ($61k).

Approximately 83 percent of March operating expenditures cover salaries and benefits. Major expenditures making up the $547k in operating Purchased Services was for the custodial contract ($135k), IDEA staff development ($45k), curriculum general purchased services ($34k), and repairs and maintenance buildings ($25k). The $497k in operating Supplies & Materials was primarily for cafe food ($115k), natural gas ($64k), curriculum new adoptions ($64k), electricity ($37k), and transportation diesel/gas ($32k). The $258k of Other Objects is primarily for special education private facility tuition.

The District began FY20 with $58.5 million in cash and as of the end of March 2020, the cash balance approximated $34.8 million. Prior year's cash balance at this time was $36.1M. The District holds $10.4M with BMO and $24.4M through PMA.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

March 2020 Financial Executive Summary

Major transactions for March 2020 include:

Non-Salary Major Cash Expenditures		
Blue Cross Blue Shield (Medical Ins.)	$	788,485
Lamp Inc. (HHS Fine Arts)	$	415,765
BMO Mastercard (PCard)	$	186,548
ABM Industry (Custodial Contract)	$	140,878
Gordon Food Service (Cafe Food)	$	89,194
Lincoln National Life (Dental,Life,AD&D)	$	69,566
Easterseals (SpEd Tuition)	$	66,754
Alexander Leigh Center (SpEd Tuition)	$	61,728
Project Lead the Way (Curriculum)	$	56,954
ComEd (Electricity)	$	37,298
Blu Petroleum (Trans Fuel)	$	31,785
Camelot Education (SpEd Tuition)	$	30,844
Advantage Mechanical (O&M Repairs)	$	24,877
EAB Global (Dist Leadership Forum)	$	24,075
Marklund Children's Home (SpEd Tuit)	$	23,975
Rush Truck Center (Trans Supplies)	$	19,828
CT Veach (Grounds Contract)	$	18,800

Major Revenues Received/Recognized	
Monthly Op Levy 2019 Recognition	$5,633,088
Evidence Based Model Funding	$2,463,989
Monthly MCAT Recognition	$372,156
Foodservice	$182,277
Preschool for All	$89,301
Building Rentals	$75,198
Title I	$65,943
National School Lunch	$60,962

March 2020 ISBE (State) Receivable	
FY20 Q2 MCATs	$1,142,535
FY20 Q2 Other	$20,161
FY20 Q3 MCATs	$1,116,467
FY20 Q3 Other	$103,482
Total	**$2,382,645**

Monthly Insurance Update:

Claims Paid by Week	**Jan 2020**	**Feb 2020**	**Mar 2020**	**FY20 YTD**
Week 1	$ 85,817	$ 111,218	$ 118,071	$ 1,048,172
Week 2	$ 149,652	$ 228,534	$ 110,905	$ 1,705,736
Week 3	$ 172,273	$ 213,461	$ 194,294	$ 1,629,830
Week 4	$ 231,420	$ 136,905	$ 119,744	$ 1,382,338
Week 5	$ 210,668	$ -	$ 34,249	$ 874,419
Total	$ 849,831	$ 690,118	$ 577,263	$ 6,640,496
Settlement Costs - BC/BS	270,755	209,142	207,734	1,804,456
Average Monthly Claims Based upon the last 12 months of claims	$ 748,720	$ 743,445	$ 734,854	
Total Insurance Costs	$ 922,143	$ 714,001	$ 588,751	$ 6,976,778

Includes employee contributions

FY20 Budget	$ 9,585,096

March 2020 claims of $577,263 compares to $680,636 in March 2019. FY20 total health costs, including employee contributions, are $6.98M and tracking with budget. Currently, YTD claims of $6.64M are approximately 5.8% higher than prior YTD claims of $6.27M.

Enrollment in the health insurance plan is 1749, which is a 2% increase over prior year. Material claims over $10k as of the end of March were 79. Of these 79 material claims, six are over $50k.

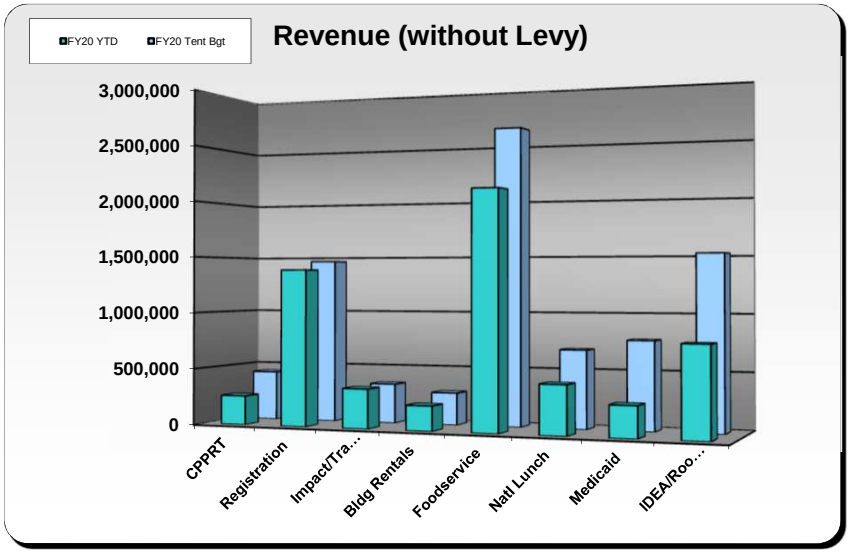
HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
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March 2020 Dashboard

Revenue					
	Prior YTD	FY20 YTD	FY20 Tent Bgt	%	Variance
Operating Levies	46,356,322	47,270,955	65,949,872	72%	18,678,917
MCATs	3,421,956	3,515,119	4,524,524	78%	1,009,404
CPPRT	162,567	256,568	436,438	59%	179,870
Registration	1,395,020	1,381,577	1,461,367	95%	79,790
Impact/Transition Fees	73,052	346,705	350,000	99%	3,295
Bldg Rentals	279,196	217,534	285,000	76%	67,466
Foodservice	2,060,659	2,072,577	2,634,864	79%	562,287
Natl Lunch	411,682	427,661	685,163	62%	257,502
Medicaid	305,726	272,227	775,000	35%	502,773
IDEA/Room & Board	965,168	779,108	1,520,745	51%	741,637



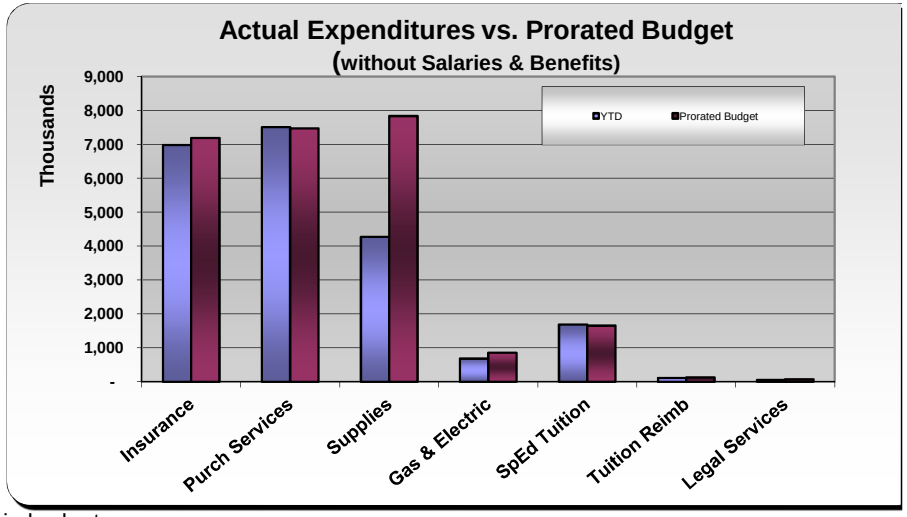
Tracking with Budget
Plus or minus 10 percent of Budget
Unfavorable budget variance exceeding 10%

Monthly Notes - Revenue

►Although tracking slightly behind budget, we expect to meet budget in operating levies and IDEA/Room and Board.

►We are monitoring CPPRT, National School Lunch and Medicaid as a result of the COVID-19 pandemic.

Key Operating Expenditures					
	Prior YTD	FY20 YTD	FY20 Tent Bgt	%	Budget Bal.
Salaries & Benefits	58,167,118	60,808,762	82,428,448	74%	21,619,686
Insurance	6,759,026	6,976,778	9,585,096	73%	2,608,318
Purchased Services	7,587,401	7,507,457	9,962,195	75%	2,454,738
Supplies	4,480,477	4,271,010	10,443,631	41%	6,172,622
Gas & Electric	677,895	680,747	1,139,292	60%	458,545
SpEd Tuition	1,786,414	1,686,353	2,205,000	76%	518,647
Tuition Reimb	133,423	111,582	165,000	68%	53,418
Legal Services	47,584	49,829	100,000	50%	50,171



Tracking with Budget
Plus or minus 10 percent of Budget
Unfavorable budget variance exceeding 10%

Monthly Notes - Expenditures

►Although reflecting caution, Purchased Services and SpEd Tuition are predicted to continue to track within budget.

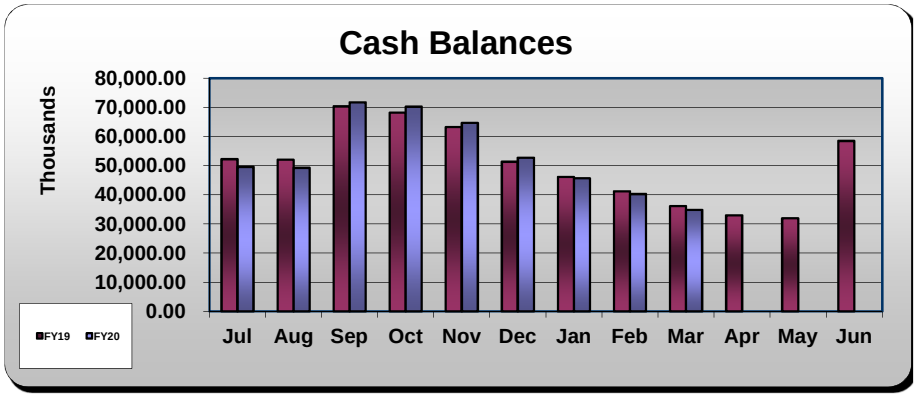
HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
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March 2020 Dashboard

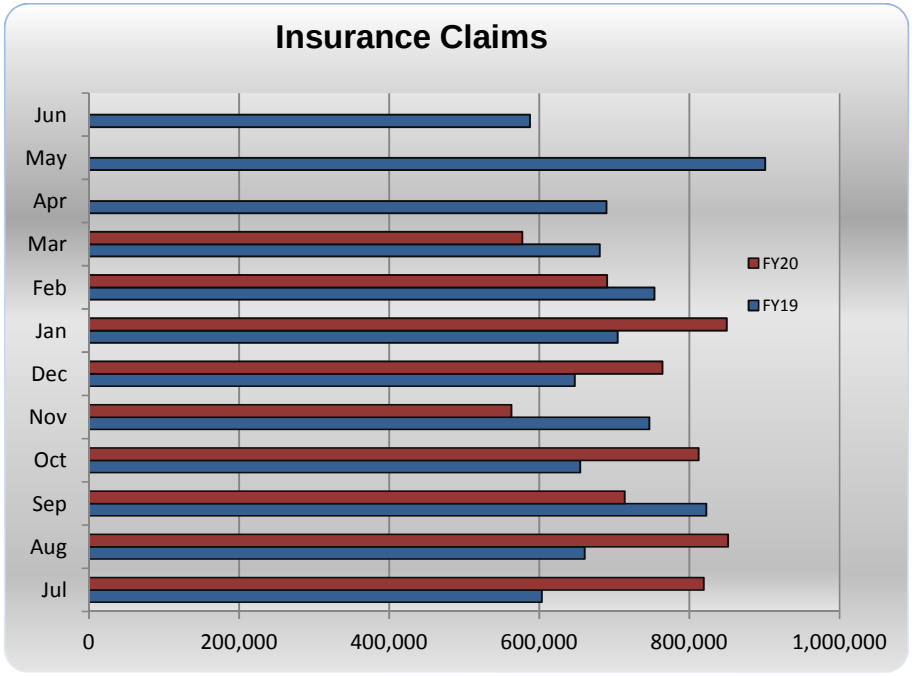
Balance Sheet - Cash Flow				
	Prior YTD	FY20 YTD	%	Variance
Cash and Investments	36,117,165	34,831,216	96%	(1,285,949)
A/R Total	3,000,768	3,042,966	101%	42,198
A/R State	2,579,892	2,578,529	100%	(1,363)
Deferred Revenue	57,560,583	59,344,330	103%	1,783,747
Contracts Payable	7,078,035	7,228,892	102%	150,858
Self Insurance Res.	1,919,547	2,158,025	112%	238,478



Monthly Notes - Balance Sheet

- ► Deferred Revenues are $1.78M greater than last year due to Levy 2019 recognition.
- ► Contracts payable reflect FY20 July and August payrolls.
- ► Insurance Fund Reserve was increased in June to reflect actual experience.

FY19 AFR Data				
	FY19	FY18	%	Variance
Fund Balance to Revenue Ratio	0.37	0.37	102%	0.01
Expenditure to Revenue Ratio	0.98	0.98	100%	0.00
Days Cash on Hand	170.82	185.35	92%	(14.53)
Percent Short-Term Borrowing Max Remaining	100.00	100.00	100%	0.00
Percent Long-Term Debt Margin Remaining	54.12	50.12	108%	4.00
ISBE Rating	**3.80**	3.90	97%	(0.10)
Operating Expense per Pupil	11,439.32	10,570.00	108%	869.32
	RECOGNITION	RECOGNITION		



- ► The District continues to improve financially resulting in an ISBE rating of RECOGNITION for FY13 through FY19.

- ► The District's Operating Expense per Pupil, utilizing FY17 State Report Card data, continues to be the lowest in McHenry County for all K-12 districts and is well below the State's FY17 Operating Expense per Pupil average of $13,337.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

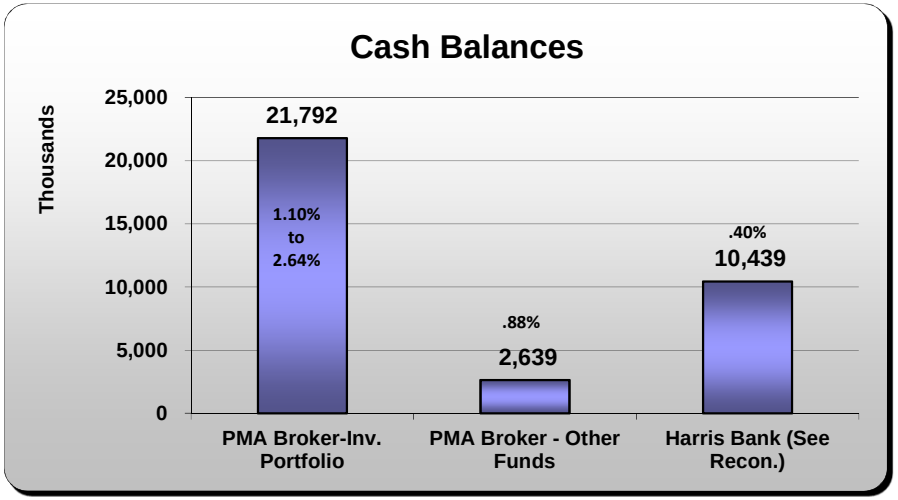
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March 2020 Dashboard

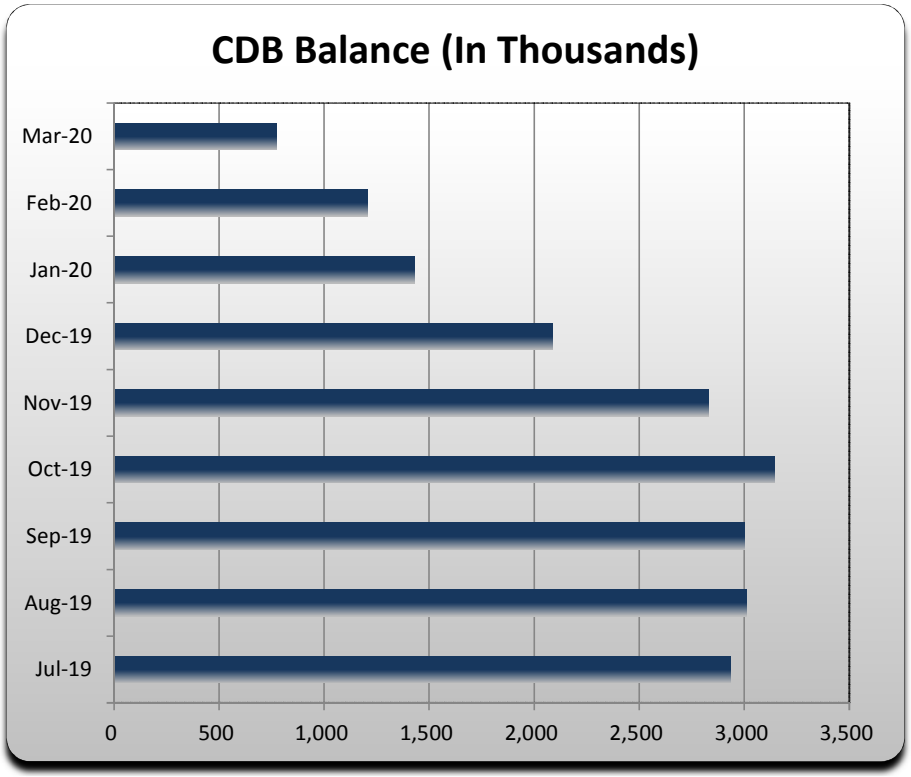
Treasury Detail

	Amount	Rates	Term
PMA Broker-Inv. Portfolio	21,792,491	1.10%to2.64%	Up to 2 Yrs
PMA Broker - Other Funds	2,638,854	0.88%	
Harris Bank (See Recon.)	10,439,418	0.40%	
Cash Balance	**34,870,763**		

Please see attached investment summary reports from PMA.



CDB Funds - Balances



Harris Bank Reconciliation

March Harris Bank Balance	10,636,316.66
Plus Deposits in Transit	23.00
Less Outstanding Checks	(196,921.63)
Ending Harris Bank Balance	10,439,418.03

Interest/Dividend Earnings

	Harris	PMA	Total
April	20,371	93,835	114,206
May	20,707	80,254	100,961
June	17,539	135,355	152,894
July	18,897	50,528	69,424
August	21,207	31,040	52,247
September	17,939	48,253	66,191
October	16,155	46,463	62,618
November	14,043	81,235	95,278
December	15,907	92,851	108,758
January	13,229	46,630	59,858
February	12,663	55,168	67,831
March	8,718	14,828	23,547

ISDLAF+ Monthly Statement

Statement for the Account of:
HUNTLEY COMMUNITY SCHOOL DISTRICT 158

(10537-101) GENERAL FUND

Statement Period
Mar 1, 2020 to Mar 31, 2020

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY	LIQ	MAX
Beginning Balance	**$411.76**	**$333.48**
Dividends	$0.12	$0.05
Credits	$5,999,954.24	$0.00
Checks Paid	$0.00	$0.00
Other Debits	($6,000,000.00)	($333.48)
Ending Balance	**$366.12**	**$0.05**
Average Monthly Rate	0.88%	0.96%

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TOTAL LIQ AND MAX	**$366.17**
TOTAL FIXED INCOME	**$21,792,124.60**
ACCOUNT TOTAL	**$21,792,490.77**

HUNTLEY COMMUNITY SCHOOL DISTRICT 158
MARK ALTMAYER
650 ACADEMIC DRIVE
ALGONQUIN, IL 60102

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

TRANSACTION ACTIVITY

Statement Period
Mar 1, 2020 to Mar 31, 2020

BEGINNING BALANCE **$411.76**

LIQUID CLASS ACTIVITY

Transaction	Trade Date	Settle Date	Description	Redemption/Debit	Purchase/Credit	Share Price	Shares this Transaction	
2916093	03/06/20	03/06/20	Phone Wire Purchase SDA		$2,999,254.76	$1.00	2,999,254.760	
2916094	03/06/20	03/06/20	Phone Wire Redemption	($3,000,000.00)		$1.00	(3,000,000.000)	
2916096	03/06/20	03/06/20	Phone Exchange Purchase		$333.48	$1.00	333.480	
2924396	03/23/20	03/23/20	Phone Wire Purchase SDA		$3,000,000.00	$1.00	3,000,000.000	
2924397	03/23/20	03/23/20	Phone Wire Redemption	($3,000,000.00)		$1.00	(3,000,000.000)	
2926227	03/26/20	03/26/20	Fund Purchase from FRI Interest SEC - 39471 - Wells Fargo Bank, NA - Sd Certificate of Deposit		$366.00	$1.00	366.000	
2929235	03/31/20	03/31/20	Dividend Reinvest		$0.12	$1.00	0.120	22
			TOTALS FOR PERIOD	**($6,000,000.00)**	**$5,999,954.36**		**(45.640)**	

ENDING BALANCE **$366.12**

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

TRANSACTION ACTIVITY

Statement Period
Mar 1, 2020 to Mar 31, 2020

BEGINNING BALANCE **$333.48**

MAX CLASS ACTIVITY

Transaction	Trade Date	Settle Date	Description	Redemption/Debit	Purchase/Credit	Share Price	Shares this Transaction
2916095	03/06/20	03/06/20	Phone Exchange Redemption	($333.48)		$1.00	(333.480)
2929816	03/31/20	03/31/20	Dividend Reinvest		$0.05	$1.00	0.050
			TOTALS FOR PERIOD	**($333.48)**	**$0.05**		**(333.430)**

ENDING BALANCE **$0.05**

SDA / MMA TRANSACTION ACTIVITY

Statement Period
Mar 1, 2020 to Mar 31, 2020

BANK OF CHINA — **BEGINNING BALANCE** — **$16,142,676.36**

Transaction	Date		Deposits	Withdrawals	Interest / Adjust	Balance
220340	03/06/20	Withdrawal		($2,999,254.76)		$13,143,421.60
220497	03/23/20	Withdrawal		($3,000,000.00)		$10,143,421.60
220885	03/31/20	Interest			$12,471.78	$10,155,893.38
		TOTALS FOR PERIOD	**$0.00**	**($5,999,254.76)**	**$12,471.78**	

ENDING BALANCE — **$10,155,893.38**

FIXED INCOME INVESTMENTS

Statement Period
Mar 1, 2020 to Mar 31, 2020

INTEREST

Type	Holding ID	Transaction Date	Description	Interest
DTC	39471	03/26/20	SEC - 39471 - Wells Fargo Bank, NA - Sd Certificate of Deposit	$366.00
SDA	220885	03/31/20	Savings Deposit Account - BANK OF CHINA	$12,471.78
			Totals for Period:	**$12,837.78**

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HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Statement Period
Mar 1, 2020 to Mar 31, 2020

CURRENT PORTFOLIO

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
LIQ				03/31/20		LIQ Account Balance	$366.12	0.880%	$366.12	$366.12
MAX				03/31/20		MAX Account Balance	$0.05	0.960%	$0.05	$0.05
SDA	6	220885-1		03/31/20		Savings Deposit Account - BANK OF CHINA	$10,155,893.38	1.100%	$10,155,893.38	$10,155,893.38
CD	N	271426-1	06/07/19	06/07/19	04/06/20	CRYSTAL LAKE B&TC, NA - WINTRUST	$245,200.00	2.298%	$249,892.57	$245,200.00
CD	N	271427-1	06/07/19	06/07/19	04/06/20	WHEATON BANK AND TRUST - WINTRUST	$245,200.00	2.298%	$249,892.57	$245,200.00
CD	N	271428-1	06/07/19	06/07/19	04/06/20	HINSDALE B&TC - WINTRUST	$245,200.00	2.298%	$249,892.57	$245,200.00
CD	N	271429-1	06/07/19	06/07/19	04/06/20	WINTRUST BANK	$245,200.00	2.298%	$249,892.57	$245,200.00
CD	N	271430-1	06/07/19	06/07/19	04/06/20	LIBERTYVILLE B&TC - WINTRUST	$245,200.00	2.298%	$249,892.57	$245,200.00
CD	N	271431-1	06/07/19	06/07/19	04/06/20	MODERN BANK, NATIONAL ASSOCATION	$245,400.00	2.200%	$249,897.19	$245,400.00
CD	N	271432-1	06/07/19	06/07/19	04/06/20	BANK 7	$245,400.00	2.222%	$249,941.50	$245,400.00
CD	N	271433-1	06/07/19	06/07/19	04/06/20	TBK BANK, SSB / THE NATIONAL BANK	$245,400.00	2.200%	$249,897.29	$245,400.00
DTC	N	39469-1	04/11/17	04/19/17	04/20/20	American Express Centurion Bank Certificate of Deposit (1.850%) 02587DP77	$247,000.00	1.850%	$247,000.00	$247,122.76
DTC	N	39472-1	04/12/17	04/21/17	04/21/20	BMW Bank Of North America Certificate of Deposit (1.800%) 05580AHL1	$246,467.24	1.874%	$247,000.00	$247,121.28
DTC	N	39471-1	04/11/17	04/26/17	04/27/20	Wells Fargo Bank, NA - Sd Certificate of Deposit (1.850%) 949763GM2	$249,363.98	1.800%	$249,000.00	$249,167.83
CD	N	271777-1	06/13/19	06/13/19	05/05/20	NEXBANK, SSB	$245,000.00	2.216%	$249,864.49	$245,000.00
CD	N	271778-1	06/13/19	06/13/19	05/05/20	FIRST INTERNET BANK OF INDIANA	$245,200.00	2.146%	$249,913.74	$245,200.00
CD	N	271779-1	06/13/19	06/13/19	05/05/20	FIRST NATIONAL BANK / THE FIRST, NA	$245,100.00	2.173%	$249,871.57	$245,100.00
CD	1	271780-1	06/13/19	06/13/19	05/05/20	Bank OZK (LOC)	$864,700.00	2.238%	$882,036.62	$864,700.00
CD	N	269692-1	05/15/19	05/15/19	05/14/20	BANK OF CHINA	$243,400.00	2.638%	$249,820.78	$243,400.00
CD	N	271422-1	06/07/19	06/07/19	05/19/20	ILLINOIS BANK & TRUST / ROCKFORD B&TC	$244,600.00	2.293%	$249,930.93	$244,600.00
CD	N	271423-1	06/07/19	06/07/19	05/19/20	SCHAUMBURG B&TC / ADVANTAGE NATIONAL BANK - WINTRUST	$244,500.00	2.297%	$249,839.65	$244,500.00
CD	N	271424-1	06/07/19	06/07/19	05/19/20	ST. CHARLES B&TC - WINTRUST	$244,500.00	2.297%	$249,839.65	$244,500.00
CD	N	271425-1	06/07/19	06/07/19	05/19/20	LAKE FOREST B&T CO. N.A. - WINTRUST	$244,500.00	2.297%	$249,839.65	$244,500.00
CD	N	271765-1	06/13/19	06/13/19	05/19/20	PACIFIC WESTERN BANK	$244,700.00	2.283%	$249,919.53	$244,700.00

CURRENT PORTFOLIO

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
CD	N	271766-1	06/13/19	06/13/19	05/19/20	FIRST MID-ILLINOIS BANK & TRUST	$244,700.00	2.273%	$249,897.38	$244,700.00
CD	N	271767-1	06/13/19	06/13/19	05/19/20	NEWBANK, NA	$244,800.00	2.240%	$249,922.02	$244,800.00
CD	N	271768-1	06/13/19	06/13/19	05/19/20	TEXAS CAPITAL BANK	$244,600.00	2.328%	$249,905.33	$244,600.00
CD	N	271769-1	06/13/19	06/13/19	05/19/20	VILLAGE BANK & TRUST - WINTRUST	$244,600.00	2.247%	$249,735.23	$244,600.00
CD	N	271770-1	06/13/19	06/13/19	05/19/20	BEVERLY BANK & TRUST CO, NA-WINTRUST	$244,600.00	2.247%	$249,735.23	$244,600.00
CD	N	271771-1	06/13/19	06/13/19	05/19/20	STATE BANK OF THE LAKES - WINTRUST	$244,600.00	2.247%	$249,735.23	$244,600.00
CD	N	271772-1	06/13/19	06/13/19	05/19/20	BARRINGTON B&TC - WINTRUST	$244,600.00	2.247%	$249,735.23	$244,600.00
CD	N	271773-1	06/13/19	06/13/19	05/19/20	TOWN BANK - WINTRUST	$244,600.00	2.247%	$249,735.23	$244,600.00
CD	N	271774-1	06/13/19	06/13/19	05/19/20	OLD PLANK TRAIL COMMUNITY BANK NA - WINTRUST	$244,600.00	2.247%	$249,735.23	$244,600.00
CD	N	271775-1	06/13/19	06/13/19	05/19/20	BROADWAY FEDERAL BANK, F.S.B.	$244,800.00	2.246%	$249,922.91	$244,800.00
CD	N	271776-1	06/13/19	06/13/19	05/19/20	PREFERRED BANK	$244,800.00	2.224%	$249,885.48	$244,800.00
CD	N	270232-1	05/24/19	05/24/19	05/26/20	SERVISFIRST BANK	$244,000.00	2.381%	$249,842.00	$244,000.00
CD	N	270233-1	05/24/19	05/24/19	05/26/20	NORTHBROOK B&TC - WINTRUST	$244,200.00	2.297%	$249,855.92	$244,200.00
CD	N	271421-1	06/07/19	06/07/19	06/08/20	WESTERN ALLIANCE BANK / TORREY PINES BANK	$244,200.00	2.328%	$249,916.13	$244,200.00
CD	N	273240-1	06/25/19	06/25/19	06/24/20	PREMIER BANK	$244,700.00	2.149%	$249,959.25	$244,700.00
CD	N	273241-1	06/25/19	06/25/19	06/24/20	ALLEGIANCE BANK TEXAS	$244,700.00	2.139%	$249,934.81	$244,700.00
CD	N	273242-1	06/25/19	06/25/19	06/24/20	NEW OMNI BANK N.A.	$244,900.00	2.050%	$249,921.62	$244,900.00
CD	N	273243-1	06/25/19	06/25/19	06/24/20	MECHANICS SAVINGS, A DIVISION OF MAINE COMMUNITY BANK	$245,100.00	2.000%	$249,988.61	$245,100.00
CD	N	256515-1	06/26/18	06/26/18	06/25/20	FIRST STATE BANK NEBRASKA	$237,000.00	2.585%	$249,340.78	$237,000.00
DTC	N	42566-1	06/26/18	07/05/18	07/06/20	DISCOVER BANK (2.750%) 254673RA6	$246,000.00	2.750%	$246,000.00	$247,150.79
CD	N	273239-1	06/25/19	06/25/19	12/16/20	SONABANK	$240,900.00	2.538%	$249,943.76	$240,900.00
DTC	N	44085-1	06/07/19	06/13/19	06/14/21	MORGAN STANLEY BANK NA (2.500%) 61690UHE3	$246,000.00	2.500%	$246,000.00	$249,612.76
DTC	N	44086-1	06/07/19	06/13/19	06/14/21	MORGAN STANLEY PVT BANK (2.450%) 61760AG37	$246,000.00	2.450%	$246,000.00	$249,465.89
DTC	N	44087-1	06/07/19	06/13/19	06/14/21	ALLY BANK (2.400%) 02007GKF9	$246,000.00	2.400%	$246,000.00	$249,318.79
						Totals for Period:	**$21,792,490.77**		**$22,009,982.37**	**$21,804,619.65**

Weighted Average Portfolio Yield: 2.357 %

Weighted Average Portfolio Maturity: 73.05 Days

Portfolio Summary:

Type	Allocation (%)	Allocation ($)	Description
LIQ	0.00%	$366.12	Liquid Class Activity
MAX	0.00%	$0.05	MAX Class Activity
CD	45.45%	$9,909,400.00	Certificate of Deposit
DTC	7.98%	$1,738,960.10	Certificate of Deposit
SDA	46.58%	$10,155,893.38	Savings Deposit Account

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments (excluding SDA investments).

"Cost" is comprised of the total amount you paid for the investment including any fees and commissions.
"Rate" is the Net Yield to Maturity.
"Face/Par" is the amount received at maturity.
"Market Value" reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and Commercial Paper and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes:

1) FHLB
6) Promontory-BOC
N) Single FEIN

About Your Account and Statement

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from municipal securities. PMA Securities, LLC and PMA Financial Network, LLC are operated under common ownership and are affiliated with Prudent Man Advisors, LLC

Fixed Rate Investment Activity
This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. CD's and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

ISDLAF + Activity
This section shows all of the activity in the Liquid and Max Class. The Average Rate represents the average net interest rate over the previous month which is then annualized. Income Summary represents the interest earned for the Month and Fiscal Year to Date.
Information regarding the ISDLAF+ investment objectives, risks, charges and expenses can be found in the ISDLAF+ information statement, which can be obtained at www.isdlafplus.com or by calling PMA at the phone number listed.

An investment in the Multi-Class Series or any Term Series is not a bank deposit and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other governmental or private agency. Although the Liquid Class and MAX Class of the Multi-Class Series each seeks to maintain a stable value of $1.00 per share, it is possible to lose money by investing in the Multi-Class Series. It also is possible to lose money by investing in a Term Series, which may impose a substantial penalty for redemption prior to the full term of the Series.

Money Market Fund
The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, charges and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

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Additional Disclosures
All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any certificates of deposit listed are located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

Debt Securities
Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office or a copy will be mailed to you upon written request.

PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.

How to Contact PMA
Please call (630) 657-6400 or write to us at PMA, 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

How to Contact Pershing, LLC
Please call (201) 413-3330 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

In accordance with FINRA Rule 2267, PMA Securities, LLC is providing the following information in the event you wish to contact FINRA. You may call (301) 590-6500 or write to FINRA at 1735 K Street NW, Washington, D.C. 20006-1500. In addition to the public disclosure number (800) 289-9999, FINRA provides an investor brochure which describes their Public Disclosure Program. Additional information is also available at www.finra.org.

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ISDLAF+ Monthly Statement

Statement for the Account of:
HUNTLEY COMMUNITY SCHOOL DISTRICT 158

(10537-207) CDB PROCEEDS (Municipal Advisory Account)

Statement Period
Mar 1, 2020 to Mar 31, 2020

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY	LIQ	MAX
Beginning Balance	**$2,583,268.31**	**$0.00**
Dividends	$1,938.32	$0.00
Credits	$0.00	$0.00
Checks Paid	$0.00	$0.00
Other Debits	$0.00	$0.00
Ending Balance	**$2,585,206.63**	**$0.00**
Average Monthly Rate	0.88%	0.96%

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TOTAL LIQ AND MAX	**$2,585,206.63**
TOTAL FIXED INCOME	**$53,647.14**
ACCOUNT TOTAL	**$2,638,853.77**

HUNTLEY COMMUNITY SCHOOL DISTRICT 158
MARK ALTMAYER
650 ACADEMIC DRIVE
ALGONQUIN, IL 60102

TRANSACTION ACTIVITY

Statement Period
Mar 1, 2020 to Mar 31, 2020

BEGINNING BALANCE **$2,583,268.31**

LIQUID CLASS ACTIVITY

Transaction	Trade Date	Settle Date	Description	Redemption/Debit	Purchase/Credit	Share Price	Shares this Transaction	
2929543	03/31/20	03/31/20	Dividend Reinvest		$1,938.32	$1.00	1,938.320	
			TOTALS FOR PERIOD	**0.00**	**$1,938.32**		**1,938.320**	
			ENDING BALANCE					**$2,585,206.63**

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ILLINOIS SCHOOL DISTRICT
LIQUID ASSET FUND PLUS

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Statement Period
Mar 1, 2020 to Mar 31, 2020

SDA / MMA TRANSACTION ACTIVITY

BANK OF CHINA — **BEGINNING BALANCE** — **$53,595.05**

Transaction	Date		Deposits	Withdrawals	Interest / Adjust	Balance
220886	03/31/20	Interest			$52.09	$53,647.14
		TOTALS FOR PERIOD	**$0.00**	**$0.00**	**$52.09**	

ENDING BALANCE — **$53,647.14**

FIXED INCOME INVESTMENTS

Statement Period
Mar 1, 2020 to Mar 31, 2020

INTEREST

Type	Holding ID	Transaction Date	Description	Interest
SDA	220886	03/31/20	Savings Deposit Account - BANK OF CHINA	$52.09
			Totals for Period:	**$52.09**

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ILLINOIS SCHOOL DISTRICT
LIQUID ASSET FUND PLUS

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Statement Period
Mar 1, 2020 to Mar 31, 2020

CURRENT PORTFOLIO

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
LIQ				03/31/20		LIQ Account Balance	$2,585,206.63	0.880%	$2,585,206.63	$2,585,206.63
SDA	6	220886-1		03/31/20		Savings Deposit Account - BANK OF CHINA	$53,647.14	1.100%	$53,647.14	$53,647.14
						Totals for Period:	**$2,638,853.77**		**$2,638,853.77**	**$2,638,853.77**

Weighted Average Portfolio Yield: 0.000 %

Weighted Average Portfolio Maturity: 0.00 Days

Deposit Codes:

6) Promontory-BOC

Portfolio Summary:

Type	Allocation (%)	Allocation ($)	Description
LIQ	97.97%	$2,585,206.63	Liquid Class Activity
SDA	2.03%	$53,647.14	Savings Deposit Account

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Revenue Report

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Huntley Community School District 158

Educational Fund 10

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	Designated Levies	4,482,675.00	37,617,027.96	(51,957,300.00)	(14,340,272.04)	72.40		
1200	Payments In Lieu Of Taxes	15,778.80	256,568.36	(309,636.00)	(53,067.64)	82.86		
1300	Tuition	975.00	91,439.97	(336,982.02)	(245,542.05)	27.13		
1500	Earnings On Investments	8,443.98	138,750.98	(160,000.00)	(21,249.02)	86.72		
1600	Food Service	182,277.21	2,072,577.15	(2,634,864.18)	(562,287.03)	78.79		
1700	District/School Activity Income	17,551.00	355,532.00	(393,613.14)	(38,081.14)	90.33		
1800	Textbook Income	(19,926.09)	1,381,577.47	(1,461,367.36)	(79,789.89)	94.54		
1900	Other Local Revenues	16,516.95	169,835.50	(2,350,204.70)	(2,180,369.20)	7.23		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	4,704,291.85	42,083,309.39	(59,603,967.40)	(17,520,658.01)	70.61	*	Source of Revenue
3001	General State Aide	2,463,989.18	19,733,438.23	(22,503,881.00)	(2,770,442.77)	87.69		
3100	Special Education	98,769.46	1,006,614.48	(1,249,494.04)	(242,879.56)	80.56		
3200	Career And Technical Education (Cte) - Tech Prep	0.00	0.00	(34,058.00)	(34,058.00)	0.00		
3300	Bilingual/StateFreeLunch/Dr Ed	15,509.48	46,425.86	(67,279.86)	(20,854.00)	69.00		
3500	Transportation - Reg/Voc/SpEd	0.00	0.00	0.00	0.00	0.00		
3700	Early Childhood	89,301.00	198,602.00	(285,261.02)	(86,659.02)	69.62		
3900	Other State Revenue	0.00	0.00	0.00	0.00	0.00		
3000	RECEIPTS/REVENUE FROM STATE SOURCES	2,667,569.12	20,985,080.57	(24,139,973.92)	(3,154,893.35)	86.93	*	Source of Revenue
4100	Title V	0.00	0.00	0.00	0.00	0.00		
4200	Child Nutrition	63,526.47	444,639.01	(705,463.92)	(260,824.91)	63.03		
4300	Title I - Low Income	65,943.00	65,943.00	(201,261.00)	(135,318.00)	32.76		
4400	Title IV - Safe And Drug-Free Schools - Formula	0.00	0.00	(13,513.00)	(13,513.00)	0.00		
4620	Federal Special Education - IDEA Flow-Through/ Low	0.00	779,108.40	(1,520,745.14)	(741,636.74)	51.23		
4700	CTE	34,345.00	34,345.00	(34,345.00)	0.00	100.00		
4800	Federal - ARRA	0.00	0.00	0.00	0.00	0.00		
4900	Other Restricted Grants Received From Federal	31,313.44	450,214.24	(1,086,893.00)	(636,678.76)	41.42		
4000	RECEIPTS/REVENUE FROM FEDERAL SOURCES	195,127.91	1,774,249.65	(3,562,221.06)	(1,787,971.41)	49.81	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7300	Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00		

Revenue Report

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Huntley Community School District 158

Educational Fund 10

Source of Revenue 7000 SOURCES OF FUNDS
Source of Revenue 7400 Transfers From Other Funds To Pay Principal On Cap

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
7400	**Transfers From Other Funds To Pay Principal On Cap**	0.00	0.00	0.00	0.00	0.00		
7500	**Transfers From Other Funds To Pay Interest On Capi**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
10	**Educational Fund**	7,566,988.88	64,842,639.61	(87,306,162.38)	(22,463,522.77)	74.27		Fund

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Revenue Report

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Huntley Community School District 158

Operations & Maintenance Fund 20

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	Designated Levies	693.954.00	5,823,444.44	(8,036,640.00)	(2,213,195.56)	72.46		
1500	Earnings On Investments	4,220.01	143,734.82	(115,000.00)	28,734.82	124.99		
1900	Other Local Revenues	75,198.03	296,300.71	(247,119.00)	49,181.71	119.90		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	773,372.04	6,263,479.97	(8,398,759.00)	(2,135,279.03)	74.58	*	Source of Revenue
3001	General State Aide	0.00	0.00	(4,600,000.00)	(4,600,000.00)	0.00		
3900	Other State Revenue	0.00	0.00	0.00	0.00	0.00		
3000	RECEIPTS/REVENUE FROM STATE SOURCES	0.00	0.00	(4,600,000.00)	(4,600,000.00)	0.00	*	Source of Revenue
4500		0.00	0.00	0.00	0.00	0.00		
4900	Other Restricted Grants Received From Federal	0.00	0.00	0.00	0.00	0.00		
4000	RECEIPTS/REVENUE FROM FEDERAL SOURCES	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7300	Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00		
7900	Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00		
7000	SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
20	Operations & Maintenance Fund	773,372.04	6,263,479.97	(12,998,759.00)	(6,735,279.03)	48.19		Fund

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Revenue Report

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Huntley Community School District 158

Debt Service Fund or Fund Group 30

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	Designated Levies	929.729.00	7,419,077.14	(10,014,138.00)	(2,595,060.86)	74.09		
1500	Earnings On Investments	5,254.79	178,999.11	(140,000.00)	38,999.11	127.86		
1900	Other Local Revenues	0.00	2,990.78	0.00	2,990.78	0.00		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	934,983.79	7,601,067.03	(10,154,138.00)	(2,553,070.97)	74.86	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7400	Transfers From Other Funds To Pay Principal On Cap	0.00	0.00	0.00	0.00	0.00		
7500	Transfers From Other Funds To Pay Interest On Capi	0.00	0.00	0.00	0.00	0.00		
7600	Transfers From Other Funds To Pay Principal On Rev	0.00	0.00	0.00	0.00	0.00		
7700	Transfers From Other Funds To Pay Interest On Reve	0.00	0.00	0.00	0.00	0.00		
7900	Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00		
7000	SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
30	Debt Service Fund or Fund Group	934,983.79	7,601,067.03	(10,154,138.00)	(2,553,070.97)	74.86		Fund

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Revenue Report

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Huntley Community School District 158

Transportation Fund 40

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	**Designated Levies**	180.973.00	1,518,677.72	(2,730,583.00)	(1,211,905.28)	55.62		
1400	**Transportation Fees**	165.00	6,250.36	(69,699.93)	(63,449.57)	8.97		
1500	**Earnings On Investments**	1,622.64	55,576.24	(65,000.00)	(9,423.76)	85.50		
1900	**Other Local Revenues**	0.00	0.00	0.00	0.00	0.00		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	182,760.64	1,580,504.32	(2,865,282.93)	(1,284,778.61)	55.16	*	Source of Revenue
3500	**Transportation - Reg/Voc/SpEd**	273,386.10	2,504,622.47	(3,270,000.00)	(765,377.53)	76.59		
3000	**RECEIPTS/REVENUE FROM STATE SOURCES**	273,386.10	2,504,622.47	(3,270,000.00)	(765,377.53)	76.59	*	Source of Revenue
7300	**Sale Or Compensation For Loss Of Fixed Assets**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
40	**Transportation Fund**	456,146.74	4,085,126.79	(6,135,282.93)	(2,050,156.14)	66.58		Fund

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Revenue Report

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Huntley Community School District 158

Municipal Retirement and Social Security Fund 50

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	**Designated Levies**	241,357.00	2,025,390.14	(2,825,783.00)	(800,392.86)	71.68		
1200	**Payments In Lieu Of Taxes**	0.00	0.00	(126,802.00)	(126,802.00)	0.00		
1500	**Earnings On Investments**	1,530.63	52,170.81	(40,000.00)	12,170.81	130.43		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	242,887.63	2,077,560.95	(2,992,585.00)	(915,024.05)	69.42	*	Source of Revenue
50	**Municipal Retirement and Social Security Fund**	242,887.63	2,077,560.95	(2,992,585.00)	(915,024.05)	69.42		Fund

Revenue Report

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Huntley Community School District 158

Capital Projects Fund or Fund Group 60

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES

Source of Revenue 1500 Earnings On Investments

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1500	**Earnings On Investments**	1,990.41	32,380.65	(15,000.00)	17,380.65	215.87		
1900	**Other Local Revenues**	0.00	346,637.42	(200,000.00)	146,637.42	173.32		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	1,990.41	379,018.07	(215,000.00)	164,018.07	176.29	*	Source of Revenue
3900	**Other State Revenue**	0.00	0.00	0.00	0.00	0.00		
3000	**RECEIPTS/REVENUE FROM STATE SOURCES**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
7100	**Transfers From Various Funds**	0.00	0.00	0.00	0.00	0.00		
7200	**Proceeds From The Sale Of Bonds**	0.00	0.00	0.00	0.00	0.00		
7300	**Sale Or Compensation For Loss Of Fixed Assets**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
60	**Capital Projects Fund or Fund Group**	1,990.41	379,018.07	(215,000.00)	164,018.07	176.29		Fund

Revenue Report

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Huntley Community School District 158

Working Cash Fund 70

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	**Designated Levies**	34,130.00	286,414.69	(399,566.00)	(113,151.31)	71.68		
1500	**Earnings On Investments**	481.26	12,360.03	(15,000.00)	(2,639.97)	82.40		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	34,611.26	298,774.72	(414,566.00)	(115,791.28)	72.07	*	Source of Revenue
70	**Working Cash Fund**	34,611.26	298,774.72	(414,566.00)	(115,791.28)	72.07		Fund

Revenue Report

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Huntley Community School District 158

Fire Prevention and Safety Fund or Fund Group 90

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Bal	% of Budget		Account Number
1100	**Designated Levies**	0.00	0.00	0.00	0.00	0.00		
1500	**Earnings On Investments**	2.82	54.07	(300.00)	(245.93)	18.02		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	2.82	54.07	(300.00)	(245.93)	18.02	*	Source of Revenue
90	**Fire Prevention and Safety Fund or Fund Group**	2.82	54.07	(300.00)	(245.93)	18.02		Fund
	Report Total:	10,010,983.57	85,547,721.21	(120,216,793.31)	(34,669,072.10)	71.16		

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Huntley Community School District 158

Educational Fund 10

Function 1000 INSTRUCTION
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	3,741,607.44	33,213,743.93	0.00	45,389,335.28	12,187,439.68	73.16		
200	EMPLOYEE BENEFITS	208.730.29	5,536,535.44	1,480,105.15	8,185,995.01	1,167,497.17	85.74		
300	PURCHASED SERVICES	45.169.05	957,744.88	34,215.87	1,175,002.24	245,974.48	80.25		
400	SUPPLIES & MATERIALS	144,553.00	999,906.22	176,257.12	4,390,072.96	3,085,601.25	27.90		
500	CAPITAL OUTLAY	8,109.80	47,900.68	0.00	26,000.00	(15,200.68)	146.49		
600	OTHER OBJECTS	(25.00)	15,516.41	0.00	17,994.94	2,478.53	86.23		
700	NON-CAPITALIZED EQUIPMENT	4.153.35	36,320.86	15,624.59	61,294.15	9,348.70	84.75		
1000	INSTRUCTION	4,152,297.93	40,807,668.42	1,706,202.73	59,245,694.58	16,683,139.13	71.83	*	Function
100	SALARIES	1,398,307.41	13,218,145.92	0.00	17,007,953.08	3,799,807.16	77.67		
200	EMPLOYEE BENEFITS	228,435.28	2,182,382.07	84,180.00	2,734,065.05	386,372.17	85.87		
300	PURCHASED SERVICES	216,621.79	2,799,929.52	319,035.65	3,572,592.65	509,601.64	86.13		
400	SUPPLIES & MATERIALS	177,658.12	1,616,526.02	1,585,876.06	3,530,193.35	391,174.53	89.13		
500	CAPITAL OUTLAY	0.00	0.00	0.00	40,000.00	40,000.00	0.00		
600	OTHER OBJECTS	2,731.00	65,256.59	3,360.00	94,584.62	27,708.03	71.23		
700	NON-CAPITALIZED EQUIPMENT	0.00	52,927.96	0.00	25,446.63	(26,481.33)	200.13		
2000	SUPPORT SERVICES	2,023,753.60	19,935,168.08	1,992,451.71	27,004,835.38	5,128,182.20	81.14	*	Function
100	SALARIES	0.00	0.00	0.00	23,000.00	23,000.00	0.00		
300	PURCHASED SERVICES	0.00	24,149.11	0.00	1,497.00	1,408.89	94.49		
400	SUPPLIES & MATERIALS	432.44	6,321.39	0.00	10,200.00	5,878.61	51.81		
3000	COMMUNITY SERVICES	432.44	30,470.50	0.00	34,697.00	30,287.50	50.15	*	Function
300	PURCHASED SERVICES	56.25	30,168.75	75.00	10,000.00	6,700.00	81.89		
600	OTHER OBJECTS	250,673.50	1,686,352.53	308,147.86	2,205,000.00	53,007.05	97.60		
4000	PAYMENTS TO OTHER DISTRICTS AND GOVERNMENTAL UNITS	250,729.75	1,716,521.28	308,222.86	2,215,000.00	59,707.05	97.34	*	Function
10	Educational Fund	6,427,213.72	62,489,828.28	4,006,877.30	88,500,226.96	21,901,315.88	75.31		Fund

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Huntley Community School District 158

Operations & Maintenance Fund 20

Function 2000 SUPPORT SERVICES
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	106,335.08	1,096,833.18	0.00	1,360,508.32	263,675.14	80.62		
200	EMPLOYEE BENEFITS	63.000.90	147,844.40	0.00	219,665.60	71,821.20	67.30		
300	PURCHASED SERVICES	244.983.22	2,884,979.06	615,291.21	4,386,104.64	621,414.32	85.83		
400	SUPPLIES & MATERIALS	129,555.29	1,059,214.35	176,957.07	1,726,889.63	479,303.95	72.24		
500	CAPITAL OUTLAY	4,351.25	215,794.29	1,878,576.00	3,212,521.00	1,112,040.71	65.38		
600	OTHER OBJECTS	270.00	1,735.00	653.00	3,366.00	978.00	70.94		
2000	SUPPORT SERVICES	548,495.74	5,406,400.28	2,671,477.28	10,909,055.19	2,549,233.32	76.63	*	Function
600	OTHER OBJECTS	0.00	153,240.31	0.00	166,315.00	13,074.69	92.14		
5000	DEBT SERVICE	0.00	153,240.31	0.00	166,315.00	13,074.69	92.14	*	Function
20	Operations & Maintenance Fund	548,495.74	5,559,640.59	2,671,477.28	11,075,370.19	2,562,308.01	76.86		Fund

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Huntley Community School District 158

Debt Service Fund or Fund Group 30

Function 5000 DEBT SERVICE
Object 600 OTHER OBJECTS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
600	**OTHER OBJECTS**	0.00	10,254,440.18	0.00	10,765,103.00	510,662.82	95.26		
5000	**DEBT SERVICE**	0.00	10,254,440.18	0.00	10,765,103.00	510,662.82	95.26	*	Function
30	**Debt Service Fund or Fund Group**	0.00	10,254,440.18	0.00	10,765,103.00	510,662.82	95.26		Fund

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Huntley Community School District 158

Transportation Fund 40

Function 2000 SUPPORT SERVICES
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number	
100	**SALARIES**	250,631.61	2,215,945.59	0.00	3,057,614.41	841,668.82	72.47		
200	**EMPLOYEE BENEFITS**	357.604.17	975,100.25	0.00	1,462,994.98	487,894.73	66.65		
300	**PURCHASED SERVICES**	40.079.11	810,486.12	23,857.32	816,998.84	(54,300.10)	106.65		
400	**SUPPLIES & MATERIALS**	44,776.29	589,041.59	115,143.73	786,275.32	31,014.30	96.06		
500	**CAPITAL OUTLAY**	0.00	0.00	1,661,220.00	1,000,000.00	(661,220.00)	166.12		
600	**OTHER OBJECTS**	0.00	12,331.07	0.00	4,944.11	(7,386.96)	249.41		
2000	**SUPPORT SERVICES**	693,091.18	4,602,904.62	1,800,221.05	7,128,827.66	637,670.79	91.06	*	Function
40	**Transportation Fund**	693,091.18	4,602,904.62	1,800,221.05	7,128,827.66	637,670.79	91.06		Fund

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Huntley Community School District 158

Municipal Retirement and Social Security Fund 50

Function 1000 INSTRUCTION
Object 200 EMPLOYEE BENEFITS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
200	**EMPLOYEE BENEFITS**	94,947.88	832,027.84	0.00	1,218,178.06	386,150.22	68.30		
1000	**INSTRUCTION**	94,947.88	832,027.84	0.00	1,218,178.06	386,150.22	68.30	*	Function
200	**EMPLOYEE BENEFITS**	166,413.33	1,390,203.13	0.00	1,769,138.13	378,935.00	78.58		
2000	**SUPPORT SERVICES**	166,413.33	1,390,203.13	0.00	1,769,138.13	378,935.00	78.58	*	Function
50	**Municipal Retirement and Social Security Fund**	261,361.21	2,222,230.97	0.00	2,987,316.19	765,085.22	74.39		Fund

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Huntley Community School District 158

Capital Projects Fund or Fund Group 60

Function 2000 SUPPORT SERVICES
Object 300 PURCHASED SERVICES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
300	PURCHASED SERVICES	6,860.42	59,046.70	39,387.05	550,000.00	451,566.25	17.90		
500	CAPITAL OUTLAY	423.391.25	1,796,818.01	2,188,088.35	3,884,958.00	(562,265.36)	114.47		
2000	SUPPORT SERVICES	430,251.67	1,855,864.71	2,227,475.40	4,434,958.00	(110,699.11)	102.50	*	Function
600	OTHER OBJECTS	0.00	714,651.43	0.00	714,728.00	76.57	99.99		
5000	DEBT SERVICE	0.00	714,651.43	0.00	714,728.00	76.57	99.99	*	Function
60	Capital Projects Fund or Fund Group	430,251.67	2,570,516.14	2,227,475.40	5,149,686.00	(110,622.54)	102.15		Fund
	Report Total:	8,360,413.52	87,699,560.78	10,706,051.03	125,606,530.00	26,266,420.18	79.12		

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: May 21, 2020

To: Board of Education

From: Dr. Erika Schlichter, Assistant Superintendent

Cc: Dr. Scott Rowe, Superintendent

Subject: **Professional Learning Communities Strategic Plan Update**

Executive Summary

Huntley District 158 has been implementing Professional Learning Communities (PLCs) as a systematic, PK-12 school improvement structure since the 2015-2016 school year. Prior to this time, some school buildings in the district had begun the process of implementation of PLCs. With the implementation of the 2015 Strategic Plan, the full district implemented this structure, with multi-year plans for implementation and improvement.

During the 2019-2020 school year, the District set a Strategic Plan measure in Goal 3 relating specifically to the refinement of the PLC process and monitoring for effectiveness of implementation. Strategic Plan Measure 3.3 states, "Logistical structures of Professional Learning Communities, including collaboration time for all levels and programs, will be monitored for effectiveness in achievement of outcomes based on common criteria and best practice."

The attached report summarizes attainment of Strategic Plan Measure 3.3.

RECOMMENDATION

This report is for informational purposes only.

Strategic Plan Measure 3.3: Logistical structures of Professional Learning Communities, including collaboration time for all levels and programs, will be monitored for effectiveness in achievement of outcomes based on common criteria and best practice.

Executive Summary

Professional Learning Communities (PLCs) were implemented district-wide as an improvement structure for Huntley District 158 during the 2015-2016 school year. At that time it was noted that there were some logistical barriers to effective implementation across all levels.

- Inconsistent amounts of collaboration time available during the school day for teacher teams across the levels. Elementary teachers did not have dedicated team collaboration time during the school day. High school teachers had time during the school day once every two weeks. Middle school teachers had dedicated team collaboration time for potential use every day.
- Professional development and team support related to the core functioning of a PLC. Teachers needed to develop the foundational communication skills within their team, link to their school improvement planning and goal process, and able to discuss the 4 PLC questions:
    - What do we want students to learn?
    - How will we know if they learned it?
    - What will we do if they don't learn it?
    - What will we do if they already know it?

Implementation of PLCs is a complex process that calls for continuous improvement. The district has used a Plan-Do-Study-Act model in order to initiate the change, implement the change, monitor the change, and then refine our approach. Through the refinement process, the identified barriers have been addressed.

- In 2017 a representative team of teachers and administrators worked to design a model to provide collaboration time during the school day for elementary teachers. This model was approved in the spring of 2019, and was implemented for the 2019-2020 school year.
- During the 2019-2020 school year the district used a research-based continuum document produced by Solution Tree in order to assess progress on key parts of our PLC framework. Each principal used the continuum to identify the areas of greatest need for development in their teams, and then put in place appropriate supports.

Summary of Recommendations

The following recommendations emerged from completion of this Strategic Plan measure:

- Continue to use the continuum document in order to engage in continuous monitoring and improvement of PLCs in each building.
- Continue to support and provide professional learning and accountability measures for PLC teams to ensure that they are high-functioning and achieving their outcomes for students.
- Monitor student results via school improvement goals to evaluate the effectiveness of PLCs in each building.

Reflections

District 158 has successfully met Strategic Plan target 3.3 for the 2019-2020 school year. The District will continue to move forward with its continuous improvement process in order to continue monitoring and refining PLCs in each school building to improve effectiveness and outcomes for students.

Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed:	Time Spent Preparing	Approx. Cost to D158	Notes
2020-41	04/09/20	Email	Jen Weeks, Smart Local 265	“invoices, names and contact information of contractors and/or sub-contractors that have been awarded and/or assigned work to be performed at any location owned, rented or leased by your taxing body over the past 12 months, which include the following scope: HVAC (heating, air conditioning, ventilation); Exhaust systems; HVAC maintenance work and/or maintenance agreements; Architectural metals, used for weatherproofing and/or ornamental purposes; New installation and/or replacement of lockers; Kitchen Renovations"	Completed	4/16/20	4.5	$200.00	

Approximate Cost to D158is calculated using staff time x hourly rate, plus printing cost (.05 per page)

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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Date: May 21, 2020

To: Board of Education

From: Dr. Erika Schlichter, Assistant Superintendent for Learning and Innovation
Dr. Rocio del Castillo, Assistant Superintendent for Special Services

Cc: Dr. Scott Rowe, Superintendent

Subject: **Learning and Innovation Updates: Huntley District 158 Remote Learning Plan**

The Huntley District 158 Remote Learning Plan went into effect at the beginning of the State-designated remote learning period, beginning March 31, 2020. At that time, Huntley District 158 finalized and released the attached Remote Learning Plan that would provide guidance to all educational levels in the district.

During the course of the remote learning period, Administration has been using a continuous improvement approach on a rapid cycle to ensure that our instruction and our service to families started strong and improved as the year went on. This continuous improvement cycle includes distinct approaches to four phases: initiate, implement, monitor, refine. We know that as we needed to move rapidly to ensure service to students, we had to initiate planning immediately, and implement a foundational system quickly. Subsequently, each week we have continued to refine our approach to improve outcomes.

Approaches to remote learning, including improvements already implemented, include the following:

- **Student Engagement**: Huntley District 158 chose to use the latitude provided by the Illinois State Board of Education to focus on student engagement, safety, and wellness, in lieu of a logistical focus on attendance. We know that our students must stay engaged in order to learn. However, we also know that our students need to stay engaged in order to maintain healthy relationships and connections that will assist them in weathering the challenges of this situation. Each of our families is experiencing the shutdown and the pandemic crisis in different ways, and we are working to reach out to each of them to ensure that all are safe and that we meet as many needs as we can so that our students can continue learning and stay emotionally healthy. To this end, teachers have been reaching out to students that are struggling or have not checked in or completed work. These discussions are designed to support students and help them re-engage, as well as to succeed in their learning. For students that teachers have not been able to reach, building administrators, deans, counselors, and support staff have been calling home to check on wellness and see what support is required. Approaches to contacting students have continued to be improved, including use of email, as well as phone calls, sending short individualized videos, and other

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creative ways to encourage students to re-engage. At the middle school level, staff and administrators have been using their problem-solving process to actively intervene with students who were disengaged or who needed assistance.

- **Social-Emotional Learning**: We know that during normal circumstances, social-emotional learning and student mental health support is of paramount importance, and is a growing area of focus in our district, as well as in districts across the country. The Curriculum and Special Services Departments worked together with a collaborative team of administrators to design a comprehensive Social Emotional Learning Plan for remote learning at all three tiers. In Tier 1 (core instruction) SEL lessons were provided to students every Friday, in developmentally appropriate ways for each level. A Family Resource Center was made available to all families, in order to provide parents and caregivers with additional resources to foster strong social emotional health for students. At Tiers 2 and 3, specific interventions, supports were identified, in alignment with effective Tier 2 interventions that have been in use during the school year. The interventions were modified for remote learning, with appropriate school personnel involved in reaching out to parents and students in order to engage them in intervention services.

- **Grading and Feedback**: Huntley District 158's Remote Learning Plan was created in alignment with guidance from the Illinois State Board of Education, with an emphasis on balancing equity, understanding, and a focus on learning. Many students have stayed engaged and worked diligently with their teachers in order to move their learning forward during the period of remote learning. Other students have engaged sporadically, as their own experiences and challenges may have posed barriers to their ability to focus on schoolwork in a remote environment. At various points during the period of remote learning students and parents have been surveyed. The results have overwhelmingly proven that students and families are experiencing this period of shelter-in-place and remote learning differently. Therefore, the focus has been on extending grace, while at the same time making every effort to ensure students continue learning. Teachers and building administrative teams have been monitoring student grades weekly, especially focusing on grades that have dropped during the period of remote learning, or students who might finish the year with incomplete learning in different courses. Any student whose grade was negatively impacted by the remote learning period, or whose learning was incomplete, will have the opportunity to remediate that grade to raise it during the first nine weeks of in person instruction when school resumes.

- **Assessment and Accountability**: The assessment landscape, especially with regard to state accountability testing and college entrance testing, has drastically changed for the 2019-20 school year. The State of Illinois waived their accountability tests, as a result of the inability to administer them. For students in grades 3-8, this will simply be a missed year in their trajectory of the Illinois Assessment of Readiness. For high school students who needed to take the SAT, there has been a tentative statewide date in September identified for current juniors to take the SAT in their senior year. For our internal testing cycles, including MAP and

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AIMSweb, we have missed the spring administration of the assessments. We have begun to work with ECRA Group on what this gap in the assessment record means for our growth scores within their ECRISS model, and when the growth model will be able to resume with valid growth predictions for students.

- **Special Services:** In response to the requirements that we provide continuous e-learning opportunities for our students through remote learning that began on March 31st, we met expectations articulated in the ISBE Special Education Guidance Document. The guidance did not create any flexibility to the mandates we needed to follow for the provision of services and timeliness of meetings. After careful consideration and review of the ISBE Special Education Guidance Document, we developed expectations and guidelines specific to these two topics with understanding that there may be a need to adjust them in response to future changes in guidance provided by ISBE and OSEP. We outlined our expectations and guidelines in the D158 Special Services E-Learning Guidance Document. Our first priority was the continuity of special education services for students. It was important that we maintained a consistent tool to document the instructional activities offered to students through e-learning opportunities along with their completed outcomes that reflected progress toward their goals. The Special Education Administrative Team set up E-Learning Individualized Student Plans for all students with IEPs. IEP team members were expected to provide updates to the plan at the same frequency that they would be providing direct minutes to their students throughout the week. In preparation for transitioning to this format of e-learning in special services, we held optional virtual meetings to help answer questions from IEP team members. We also held optional virtual meetings for parents to help answer their questions about our e-learning services. In addition, reference guides were created to help IEP team members better understand the expectations and guidelines outlined in our e-learning guidance document. Our second priority was compliance with federal and state timelines for meetings. Thus, it was required that we conduct meetings through virtual opportunities. We have continued to hold meetings with parents through virtual opportunities. While virtual opportunities are certainly not the ideal means to facilitate meetings, they have generally run smoothly with few technology glitches. The majority of our parents have provided positive feedback to team members. With the exception of eligibility evaluations, timelines are being met for meetings. Because so many eligibility evaluations require assessment components that include face to face opportunities with students, we have delayed them until our return to school buildings.

- **Dual Language:** The Dual Language teachers and assistants have worked together to deliver engaging lessons that support Spanish language instruction through content. Students and teachers have utilized tools such as ScreenCastify and Flip Grid to record themselves as they continue to use highly effective language learning strategies. Teachers became familiar with video conferencing platforms such as Google Meets and ZOOM in an effort to maintain contact during whole group and small group live sessions. The students, parents, teachers and support staff have shown great commitment to bilingualism.

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- **Summer School, ESY and Remediation of Learning**: We know that some students will experience learning gaps, and that this period of remote learning and societal shelter in place has been very difficult for all students and families. In order to support our students as we move into the summer, we have expanded our summer learning opportunities, and we are using grant funding to put in place aggressive supports for all students. Summer learning opportunities include the following:
  - All summer school will be remote, and elementary summer school has moved from the first to the second session in order to allow time for planning.
  - Elementary summer school will utilize an innovative flexible grouping approach to remote learning, that will serve as a pilot instructional model in the event that we need to scale it in a fully remote environment at the beginning of next year.
  - Elementary students will have access to small group learning and coaching sessions several times per week, throughout the course of the summer (subject to limitation based on staffing). These sessions would be appropriate for students who simply need to keep up on skills, fill smaller gaps, stay connected, and continue to engage in order to start the following year strong. If successful, this model will be continued in the future as an innovative way to reduce summer slide and maintain student engagement over the summer months.
  - As mandated through IDEA, we will provide Extended School Year (ESY) services for eligible students as a way to help them maintain skills learned throughout the regular school year. Our district ESY encompasses services for students with IEPS from ECC through LIGHT based upon their eligibility, which is determined by their IEP Teams. The goal for ESY is to engage students in learning tasks that will help them maintain previous growth on the goals included within their IEPs . Learning will occur through a blend of synchronous and asynchronous learning, with the expectation that teachers schedule synchronous learning with all students on a daily basis. Related service providers will provide therapies through synchronous learning.
  - Secondary students will continue with their advancement classes, as they have registered for them and are counting on them for their 4 year plan.
  - Summer Driver Education will not enroll new students until the behind-the-wheel hours that remain from the spring shutdown can be accomplished. This timeline will depend upon the phased reopening plan for Illinois.
  - At the secondary level all students will have the opportunity to participate in our new Summer Success program. For middle school students, it will offer modules and engagement for all subjects, as well as social emotional learning and the opportunity to reflect. For high school students, SAT preparation modules will be available. All Summer Success modules will be structured on a weekly self-paced basis, with teachers in all subject areas available for coaching or office hours at specific times each week during the summer.
  - Students at the secondary level who have incomplete work, or who need to remediate specific work from the remote learning period, will have the opportunity to work with staff members who will hold coaching/office hours sessions. The goal of this approach is

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to ensure that as many students as possible are able to remediate their learning over the summer so that they have fewer gaps to begin the 2020-21 school year.

- **Professional Learning and PLCs**: This time period of remote learning has proven to be a time that has been both challenging and rewarding for staff, as they have risen to the occasion and served their students well even under these difficult conditions. Teachers have been surveyed several times, and have received extensive support from coaches, administrators, and their teams. One exciting bright spot during this remote learning time period is that teachers report at all levels that their PLCs have become even more important to them as support, collaborative planning, and team professional learning. Teams are taking resources and professional learning tools shared by coaches, and then processing them together to effectively plan for students. Teachers have stepped up to own their own learning, asking for what they need, and figuring out innovative ways to accomplish their outcomes. While this period of time was a steep learning curve, and we will continue improving and refining, the professional learning in which staff engaged was positive and will assist us to improve, even after in person instruction resumes.

  Below are some statements and feedback from staff members midway through the remote learning period. In their own words, they are able to share their celebrations and learning:

  - *We have a new coaching approach so people can more easily access on demand coaching.*
  - *I am surprised that students who normally are not that engaged are actually getting lots of work done.*
  - *Teams are really coming together!*
  - *Quiet students are showing me they are little actors and actresses on Seesaw, I am getting to know my students even better. It is going great!*
  - *I have been amazed with Zoom, and we have evolved so much from that first week. At first kids just wanted to show and tell their dog, room, house, and that was community building. It was a great start, and now it has evolved into teaching. I have even had guest teachers, including the library aide.*
  - *We have really cemented our class community. It is a lot of work, we all know that, but parents have been amazing. Even though we would prefer to be at school, this is working!*
  - *We have really evolved from all-hands-on-deck trouble shooting among coaches, to now focusing on actually improving remote instruction. The focus is growing and shifting. Coaches see a ton of growth quickly!*
  - *Zoom has been an easy adjustment for my class. I have really enjoyed doing the breakout rooms for math lessons, they are really showing their learning, and I am really trying to foster that collaboration. I switch them around into the different rooms, and another teacher and I are trying lots of creative things with the rooms as to how we can support kids.*

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- *The kids that are shy in the classroom are coming out of their shell behind the screens, and they are blowing me away!*
- *Special ed is getting better by the week. The quiet kids are really becoming more confident. I am practicing concise directions and for my students that have goals in "following directions" I have made a goal for myself of "giving concise directions." Our parapro is on the class with us and we meet daily with the majority of the students. The parents have really appreciated the support because they are so overwhelmed themselves.*
- *After my Google Meet morning meeting, I leave my Meet on, and the kids know they can pop in for the next hour and a half and ask me anything like office hours, rather than getting off the Meet and then fielding lots of emails.*
- *Coaches have really been helping our team and our team is very supportive. I have a ton of students with double working parents and lots of little siblings, so my families are having some challenges. They are still working with the kids. Some of my kids I think about are the ones that I would be helping a lot if they were in school.*

The period of remote learning in Huntley District 158 has proven to be one of challenge and also of growth. The Learning and Innovation team is currently planning forward for potential scenarios as we move into the summer and then start our 2020-21 school year. We will continue to use a continuous improvement approach of "initiate – implement – monitor – refine" in order to improve our approach to remote learning and to be ready for the 2020-21 school year.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley 158 Remote Learning Plan

Foundational Principles

The Huntley District 158 Remote Learning Plan was created and will be implemented during a time period when all in our school district family are experiencing unprecedented changes and uncertainty. Huntley District 158 believes that our school district can serve as a guiding force to assist our students, families, and staff in working through this time in a productive and forward-thinking manner. This plan has been built with the assumption that remote learning will continue for an extended amount of time, based on the CoVID-19 epidemic.

This plan was designed with with several goals:

1. Support and foster student, family, and staff health and wellness for the duration of the remote learning period.
2. Advance student learning in a clear and consistent manner, while balancing families' need for flexibility to respond to unique and unforeseen needs.

The Huntley 158 Remote Learning Plan was created with the following guidance from the Illinois State Board of Education:

"As educators work to implement these recommendations, we call upon everyone to assume flexibility and grace for all. At this moment, we will all need to model resilience, critical and creative thinking, thoughtful responsiveness, and empathy to ensure that students continue to grow personally, academically, and linguistically."

- *Remote Learning Recommendations During COVID-19 Emergency, ISBE 3/27/20*

Attendance

Attendance is required, just as it would be on other school days. During remote learning days, students show their attendance by engaging in the available learning opportunities, communicating with their teachers, and completing their assignments. Schools will track attendance in Powerschool.

Assessments

The State of Illinois has waived the requirements for generalized standardized assessments. Students will not be taking the state accountability assessments for the 2019-20 school year, including the Illinois Assessment of Readiness (grades 3-8) and the SAT (grade 11). The College Board is currently in discussions with the Illinois State Board of Education to determine how the juniors from 2019-20 may be able to take the SAT in lieu of the spring SAT administration that will be waived.

Instruction

To the extent possible, teachers at all levels and courses will advance the curriculum through remote instructional practices, with the acknowledgement that this practice may vary based on level, course, and content.

Teacher Availability

Teachers will post or send out assignments and learning activities for each day by 9:00 a.m., in the appropriate venue for each level.

- Elementary school assignments will be accessed through the Elementary Learning Hub.
- Middle school assignments will be accessed through team pages in PowerSchool Learning (Haiku).
- High school assignments will be accessed through teachers' pages in PowerSchool Learning (Haiku).

Teachers will teach and be available starting at 9:00 a.m., for the duration of the school day. Teachers will inform students/parents of when and by what means they will be available during the day. Teachers cannot expect students to be present online at assigned times, but are encouraged to provide regular live and/or asynchronous video learning and/or student connection opportunities, as appropriate by level and content.

Total Learning Time

- Elementary students will receive activities in reading, math, and specials (Music, Art, Explore, PE, 5th Grade Band/Orchestra). Total time on task for elementary students should approximate 3 hours a day.
- For the secondary level, students will receive activities and assignments totaling approximately 25-30 minutes per day per course.

Grading

PreK-5th Grade

- Pre-Kindergarten students will be assessed on essential skills after they return to school.
- K-5th Grade students will continue to be assessed in a standards-based grading format to report student progress. Standards on the report card will be adjusted to align to the standards provided via remote learning experiences.

6th-12th Grade

Grading procedures for the duration of remote learning will align with state guidance of *no educational harm to any child.* We acknowledge that avoiding educational harm includes both avoiding grading penalties solely related to remote learning, and keeping students engaged so their learning can advance.

- Students who earn an F will receive an Incomplete.
- An in-person remediation period equal to the duration of the remote learning period will be offered for redos or remediation to raise any grade earned during remote learning, or to amend an Incomplete to a letter grade.
- Structures will be in place to support engagement of students who become disengaged during the period of remote learning. All staff will support these structures in their roles.
- Provided that a student actively engages in the presented remote learning opportunities, a grade of Incomplete will revert, after the in-person remediation period, to no less than the grade that was in place on March 16, 2020.
- If a student does not actively engage in the presented remote learning opportunities and does not actively engage during the nine-week in person remediation period, no credit will be given.

- Middle School 4th quarter Exploratory and PE/Health classes will be graded Pass/Incomplete for final grades.
- Final grades for middle school core classes will be calculated as a semester, running from the beginning of Quarter 3 to the end of Quarter 4.

Student Expectations

It is essential that students understand how to appropriately engage in remote learning. According to guidelines from the Illinois State Board of Education, students should:

- Review assigned work to make sure they are planning their time.
- Complete assigned work by the due date.
- Ask clarifying questions when they need help or don't understand.
- Be respectful to themselves, teachers, and peers.

We understand that in this new learning environment students may need reinforcement to maintain appropriate and productive behavior. We will continue to teach and reinforce appropriate behaviors for remote learning, including:

- Video conferencing
- Online interactions with teachers and peers

The rules and expectations outlined in the Student Handbook still apply.

IEP Considerations

The goal of Special Services is to provide continuity of education services to students during e-learning days, in accordance with the ISBE Special Education Guidance Document.

- The guidance created little flexibility with the mandates we need to follow for the provision of services and timeliness of meetings.
- District 158 will follow the expectations and guidelines we have developed with an understanding that there may be need to adjust them in response to future changes in guidance provided by the Illinois State Board of Education and Office of Special Education Programs.
- E-Learning Student Individualized Plans have been created for all students with an Individualized Education Plan (IEP).
- Meetings will continue via virtual opportunities to ensure special education documents are updated within expected timelines.
- If parents wish to decline virtual meeting opportunities, a student's current special education paperwork will remain in place until school resumes.
- Direct instruction may occur via face-to-face- platforms.
- Case managers are available to assist parents with individual questions about a student's progress.

Student or Parent Questions

A student's teacher will have the most accurate and up-to-date information on a student's individual needs and/or concerns. Teachers are available to answer questions via email throughout normal school hours. If a student's teacher cannot answer the question, they will be able to direct it to the right place. For larger concerns, please contact your building principal or administrative team.

Re-Transition to Traditional Instruction

At the conclusion of the remote learning period, students will be provided a clear and structured transition to traditional in-school instruction. Students will have the opportunity to remediate their learning and address any grade implications at that time. In addition, students will receive interventions to ensure that the remote learning period does not adversely impact their progress.

Availability of Support Staff

As during the “traditional” school day, all support staff are here to help. Please reach out to your child’s case manager, counselor, interventionist, or other support staff with any needs and/or concerns.

Remote Learning Planning Days

The Illinois State Board of Education granted school districts 5 planning days, which count as student attendance days, to assist in the transition to remote learning. These days will benefit staff and students.

On these days, teachers will NOT push out new learning to students as they have on prior e-Learning days. Rather, they will push out social-emotional learning (SEL) lessons designed by our SEL curriculum team to help students process what they are experiencing with this dramatic change. Staff will participate in professional development to assist them in the transition to teaching in the e-Learning environment. Students and families should not expect that teachers will be available for instruction or assistance on these days.

As many of us are, we expect that our students are struggling with this disruption to their lives. We want to help them process their thoughts and feelings productively in support of their mental health. In addition, these lessons will provide a great opportunity for families to join your student in reflection and processing in support of your wellbeing. These days can also serve as a good opportunity for students to catch up on any work they may have fallen behind on throughout the time they have been working remotely.

Below is the schedule of our planned Remote Learning Planning Days:

Day One – April 17
Day Two – May 1
Day Three – May 8
Day Four – May 15
Day Five – May 22

Please note: the May dates will be applicable only if school closures extend to these dates.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: May 21, 2020

Subject: **FY21 Budget Draft I & 5 Year Plan - Summary Memorandum**
Board of Education Meeting, May 21, 2020

Draft I of the FY21 Budget as well as the District's 5 Year Plan was presented last month at the April Board Meeting. That draft represented where we left off last year, with some material modifications to property taxes, salaries, and capital projects**.** Draft I ***did not*** include the financial implications related to the COVID-19 crisis. **In an attempt to provide the Board of Education some insight into these financial implications, this Draft includes adjustments that materially impact the District's financial position.** Please note, in an attempt to outline the severity of this crisis, this draft does not attempt to balance the budget. Rather, it is being provided to outline the gravity of this crisis as well as provide a starting point for budget reductions and shifting priorities.

The assumptions made within this plan reflect last year's assumptions of Most Approximating Today's Economy as well as current estimates regarding the implications of COVID-19.

For your review, outlined below is a summary of the FY21 Budget Draft II as well as several attachments that will help guide you through the document.

The following documents supporting the District's FY21 Budget Draft II & 5 Year Plan are as follows:

I. Financial Implications of COVID-19

II. Budget Assumptions & Summary - Below

III. The FY21 Budget Draft II Operating Fund – This document includes a Snapshot Summary and Aggregate Operating Projections for Revenues and Expenditures and the Operating Funds Summary.

Financial Implications of COVID-19 and School Closure

Over the past month, the District has stepped up and faced the many challenges of COVID-19 with generosity and focus by providing learning opportunities for our students, meals to families in need, assisting local hospitals and healthcare providers with daycare and providing disinfectant supplies and resources to emergency responders. The District continues in all of its efforts to move forward in its mission of All Students Always! That said, as a result of school closures and the overall

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economic impact of COVID-19, there are financial implications. Below is a chart outlining several of these implications with quantified amounts that that are now included in Draft II of the FY21 Budget.

Financial Implications of COVID-19

Revenues	2020	2021
Property Taxes	1st installment payments may be delayed and the percentage of uncollected taxes may rise, resulting in reduced cash flow	The 2021 Levy - will be impacted by the potential of reduced CPI and lower than expected new construction. This amount could be very material in nature. A reduction in CPI will impact FY22 and New construction will impact next year's budget, FY21. **The current estimated FY21 Impact is a ($125k) reduction.**
Impact Fees	Sales of new homes during this time, the busiest time of the year for new home sales, is likely to decline.	Yet to be determined. Conversations taking place with the District's villages and developers. **The current estimated FY21 Impact is a ($100k) reduction.**
Student/Registration Fees	Reimbursing fees for Spring athletics and certain activities, as such revenue will be reduced. Amount is being quantified.	Unemployment is up, filings for Free & Reduced likely to rise, resulting in reduced Registration Fee Revenue. A 4% increase in Free & Reduced approximates $100k in Reg Rev. **The current estimated FY21 Impact is a ($100k) reduction.**
Rental Fees	Current year impact being quantified - With the District shut down for 3.5 months, or approx. 29% of the year, this revenue line item will be materially impacted.	All summer rentals have been cancelled, resulting in an approx. 15-20% decrease in this budget line item - which may increase based upon future State guidelines.
Food Services	Revenues and expenditures will be reduced, resulting in elimination of departmental operating surplus. In addition, unfavorable results will occur as a result of paying certain expenses (salaries) with no offsetting revenue.	Yet to be determined. Operational scenarios are under review and consideration that may materially impact the District.
Interest Revenue	Declining rates are impacting interest revenue. In addition, with the possibility of reduced cash flow as a result of property taxes, we are no longer placing funds in long-term investments.	With current rates at 80-90 basis points, versus last year's net effective rate of 2.3%, with an average cash balance of $31M, the District needs to embrace for a $400k decrease in Interest Revenue from FY20 and **a ($200k) estimated reduction from the FY20 Budget.**

Revenues	2020	2021
State Funding	With state revenues not flowing, the payment of current year MCAT's could be impacted. 2nd quarter just received. :)	Discussion is currently happening surrounding the State not having the ability to fund additional dollars for the EBF formula - which could result in approximately a ($700k) reduction in anticipated revenues - the tiered payout dollars. **The current estimated FY21 Impact is a ($1.35M) reduction.**
CPPRT	More than likely, no impact in the current year	Based on reduced earnings, impact expected, but not yet determined. This most likely to impact the District in FY22. **The current estimated FY21 Impact is a ($109k) or 25% reduction.**
National School Lunch	National School Lunch revenues approximate 60-70k per month. These revenues will be offset by the meals we are serving today, but that amount in total has yet to be fully quantified.	Filings for Free & Reduced likely to rise. As a result, this line item is expected to increase, providing a much needed increase in Revenue. **The current estimated FY21 Impact is a $175k increase.**
Medicaid	Medicaid services provided by our Related Services Staff, such as one-on-one aides and transportation, likely to decline. Based on preliminary estimates, this line item may be reduced by approx. ($150k) or approx. 20%.	Yet to be determined. Operational scenarios are under review and consideration that may materially impact the District.
Title Funds / Other Federal Funds	As a result of the crisis, all funds under these grants may not be expended. - Federal grants such as Title and IDEA are allowing for carryover.	The District received an allocation under CARES / Title I, of approximately $183k. The District is still waiting on guidance from the State on application and expected funding date. FEMA funding has been applied for, as more info becomes available, we will keep the Board apprised.

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Financial Implications of COVID-19		
Expenses	**2020**	**2021**
Health Insurance	As a result of COVID-19, we have seen a decrease in claims as our employees are not going to the doctor. That said, there is a possibility of increased claims if some of our employees contract the virus. Claim reduction to date, since the inception of the Stay at Home Order, approximates $600k.	Yet to be determined - Administration is discussing claims with its broker, and is going to request an actuarial review to estimate claims over the next 12 month period based on current experience of the plan.
Contract Custodial	Beginning May 1, our Custodial company has furloughed half of their employees, resulting in approximately $100k of budget favorability.	Currently, for the month of July, the custodial employees will continue to be furloughed, saving approximately $50k per month. However, with increased cleaning and disinfecting needs, as determined under Project Vision2021, costs may increase by $100-300k. **The current estimated FY21 Impact is a ($150k) increase to the budget.**
Unemployment Insurance	To date, there have been numerous eligible employees. As a result, the District will see an increase in this cost. Amount has yet to be quantified.	With an increase in unemployment benefits paid out, there is a lasting impact to the District. **The current estimated FY21 Impact is a ($50k) increase to the budget.**
Substitute Teachers	As a result, we will see favorability on this budget line for the current fiscal year approximating $200k.	Yet to be determined. Operational scenarios are under review and consideration that may materially impact the District.
Expenses	**2020**	**2021**
Energy Costs	With the shutdown of the buildings, energy consumption will be reduced. This amount has yet to be fully quantified, but is estimated to approximate $200-300k	Yet to be determined. However, the District's solar array system providing 80% of the District's energy will be fully functional by the end of this fiscal year (FY20). **As a result of solar, the current estimated FY21 favorable Impact is a $100k reduction to the budget.**
COVID 19 Supplies	Minimal supplies have been purchased for the current year.	Under the Vision 2021 project, there will be additional supply needs such as disinfectant wipes, masks, etc. **Amount has yet to be quantified, however a placeholder of $100k has been added to the FY21 budget.**
Capital Projects	As of now, expected to remain on schedule.	Yet to be determined - However, is it likely that many projects will be deferred in FY21 as a result of declining funding from the State.
Transportation	Reduced supplies and repairs as well as fuel cost, which will slightly impact next year's claim reimbursement.	With a downturn in the economy and declining oil prices, fuel prices may remain favorable.
Building Budgets	Administration placed a purchasing hold on all buildings. Favorability will result for reduced supplies and purchased services.	Based upon State funding, these budgets may be reduced 10-20% in FY21. These adjustments have not been made.
Technology	No immediate material impact other than $16k of hot spots for our students	Yet to be determined. Operational scenarios are under review and consideration that may materially impact the District.

In addition, please note that with the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the District received an allocation under Title I, Part A of the Elementary and Secondary Education Act of approximately $183k. It is currently unclear as to when these funds will be received, but we will be budgeting for these funds in FY21 in a future budget draft.

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Budget Assumptions & Summary

As a result of the crisis, For FY20, several material line items are tracking favorably with budget, as outlined above. As a result, overall, the District is expecting a moderate surplus that will help offset an unfavorable budget for FY21. FY20 Major capital projects such as the Fine Arts addition, asphalt improvements, new roof systems and carpet replacement continue. In addition, Forefront Power is continuing construction on the solar arrays and expects to be done in May.

As with prior years, the FY21 Budget Draft II continues to reflect the strategic plan of the District. This Budget Draft includes funds to cover the replacement of Chromebooks, additional resources as a result of increased needs in Special Education and Social Emotional Learning, ongoing maintenance projects in line with the District's Deferred Maintenance Plan as well as technology infrastructure upgrades and replacement.

The FY21 Budget Draft II reflects the following material assumptions:

Material Revenue Assumptions

- ✓ The 2019 Levy has been finalized. As such, CPI at 1.9% with New Construction at $9.74M for the 2019 levy and CPI at 2.0% and New Construction at $7M for FY21, which was reduced from the original budget of $12M.
- ✓ State funding reflects the unfavorable impact of the crisis and the impact on overall State funding. As such, State revenues have been reduced by two years of Evidence Based Funding, or ($1.35M). This may certainly change, depending upon the State's final Budget.
- ✓ State Categorical Funding remains relatively flat with the FY20 Budget, with the District budgeting the receipt of all four payments. This may certainly change, depending upon the State's final Budget.
- ✓ Impact &Transition Fees, as a result of the crisis, have been reduced ($100k) from FY20's budgeted amount of $350k.
- ✓ Interest Revenue has been decreased by ($200k) from the FY20 Budget as a result of declining interest rates.
- ✓ See Chart above for other revenue decreases.

Expenditure Assumptions

- ✓ ***Salaries reflect the District's collective bargaining agreements and remain flat throughout the forecast years not under agreement.***
- ✓ In FY20 Health Insurance was budgeted to increase 5% based upon trended claim experience. For FY21, Health Insurance is budgeted at a 5% increase and throughout the forecast years. As a result of the crisis and decreased claims the last several months of FY20, we may see a surge however is early FY21 that may impact the overall FY21 budgeted amount.
- ✓ Property & Liability and Workers Compensation Insurance is budgeted to increase 5% for FY21 and throughout the forecast years.

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- ✓ Technology Equipment and Curriculum Materials and Adoptions reflect last year's 5 Year Plan amounts and remain flat throughout the forecast years.
- ✓ Capital Expenditures for Operations and Maintenance have been adjusted to remain flat with the FY20 Budget of $3.2M. Large capital projects expected for FY21 primarily include new roofing systems at Huntley High School, asphalt repair and replacement and carpet replacement.
- ✓ See Chart above for other expense decreases.

As a result of the COVID-19 crisis, and before budget adjustments and cuts, the current FY21 Budget Draft II reflects an operating deficit of approximately ($2.089M) Please note, additional risks and challenges remain. Please see below.

A summary of the operating results follows. Please note that for comparative purposes, presented are the FY19 Actuals, the FY20 Budget as well as the current FY21 Budget Drafts.

	FY19 Actuals	FY20 Budget	FY21 Budget Draft I	FY21 Budget Draft II
Operating Revenues	$ 106,242,135	$ 109,847,655	$ 112,081,676	$ 110,414,600
Operating Expenditures	$ 104,579,047	$ 109,691,741	$ 112,354,566	$ 112,504,566
Operating Surplus (Deficit)	**$ 1,663,088**	**$ 155,914**	**$ (272,890)**	**$ (2,089,966)**
Beginning Fund Balance	$ 38,181,485	$ 39,844,573	$ 40,000,487	$ 40,000,487
Ending Fund Balance	**$ 39,844,573**	**$ 40,000,487**	**$39,727,597**	**$37,910,521**
Reserve for Replacement	$ (7,000,000)	$ (7,500,000)	$ (7,500,000)	$ (7,500,000)
Unrestricted Fund Balance	$ 32,844,573	$ 32,500,487	$ 32,227,597	$ 30,410,521
	31%	***30%***	***29%***	***28%***

FY21 Operating Revenues are budgeted to increase approximately $566k driven primarily by an increase in levy dollars of $1.4M and a decrease in State revenues by approximately ($675k), a decrease in Other Local Revenues (Registration and Rental Fees) by approximately ($375k) and an increase in National School Lunch by $175k.

Operating Expenditures are budgeted to increase approximately $2.8M versus the FY20 Budget, primarily driven by the increase in Salaries & Benefits and Capital Outlay. Please see below:

Salaries and Benefits within the FY21 Budget Draft I increased $2.2M due to the following:

- ✓ Net salary reductions due to declining enrollment ($1.1M) as presented to the Board in March.

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- ✓ HEA, HESPA and Non-Union salary increases of approximately $2.6M.
- ✓ Benefits increased $640k due to the Health Insurance increase approximating $479k as well as approximately $161k in TRS and FICA increases.

Purchased Services is budgeted to remain relatively flat with the FY20 Budget due to an increase in Custodial of $150k offset by a decrease in contracted bus leases of ($121k).

Supplies & Materials is budgeted to remain flat with the FY20 Budget. Electric and overall energy costs are budgeted to decrease approximately ($100k) as a result of Solar and the crisis, offset by an increase in COVID supplies.

Capital Outlay is budgeted to increase approximately ($678k) from the FY20 Budget due to an increase in the budgeted amount for Bus Purchases from $1M in FY20 to $1.67M in FY21, due to the recent bid for 14 propane buses and 4 wheelchair buses. Please note that the Transportation Fund has accumulated fund balance over the years to absorb much needed future bus purchases. Thus, we are budgeting a deficit in this fund.

As more information is received from the State as well as the overall budget position, the Capital Outlay line item will be evaluated and possibly adjusted as appropriate.

Other Objects is currently budgeted to remain flat with the FY20 Budget covering expenses such as Private Facility, Room & Board, and Out of District Tuition.

As a result, the FY21 Budget Draft II, before budget adjustments and cuts, reflects a current Operating Deficit of ($2.089M). Please know that this amount will change as a result of future adjustments. Please see Future Adjustments below.

Continued Unknowns and Risks with the FY21 Budget:

- ➢ Operational budget adjustments related to the pandemic.
- ➢ With the new Governor on board and the 101st General Assembly moving forward, the State Budget has yet to be finalized for the current year. As more information becomes available, State Revenue will be adjusted.
- ➢ Special education costs associated with Private Tuition and Room & Board will not be finalized until August when all placements are solidified.
- ➢ Health Insurance and the related risks associated with being self-insured are always uncertain.
- ➢ The overall health of the economy and the related financial impact (next year's CPI, new construction, etc.)

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Future Adjustments

- ✓ Budget adjustments, deferrals and cuts
- ✓ Operational budget adjustments related to the pandemic
- ✓ Final State funding adjustments
- ✓ Finalizing the Transportation Claim
- ✓ The IDEA Grant
- ✓ Other Federal Funding, Title Grants, etc.
- ✓ Final Special Education estimates
- ✓ Department Allocations – Once the Budget is near final, each Department will have the opportunity to reclass budgeted expenditures between accounts within their budget based on their estimated need; i.e., supplies, travel, dues & fees, etc.

Budget Timeline

The budget timeline for presenting and submitting a final FY21 Budget in September, 2020 follows:

April- June - Updates as Needed
June – FY21 Tentative Budget presented
August/September – Final FY21 Budget presented
September – Final Budget adopted by the Board

5 Year Plan

At a future Board Meeting, we will present various scenarios for your review. As noted above, the overall economic impact of COVID-19 will significantly impact the financial future of the District.

If you have any questions, comments and/or suggestions, please feel free to reach out to me before the upcoming meeting.

HUNTLEY

COMMUNITY SCHOOL DISTRICT 158

FY21 Proposed Budget

Presented: May 21, 2020



HUNTLEY
COMMUNITY SCHOOL DISTRICT 158



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HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Snapshot Summary

Huntley Community School District 158 | Base Scenario, 051520 COVID

	ACTUALS FY 2017	ACTUALS FY 2018	BUDGET FY 2020	BUDGET FY 2021
Operating Revenue	$93,897,378	$95,685,351	$109,847,655	$110,414,600
Operating Expense	$91,185,433	$93,066,256	$109,691,741	$112,504,566
Operating Surplus (Deficit)	**$2,711,945**	**$2,619,095**	**$155,914**	**($2,089,966)**
Beginning Fund Balance	$63,368,410	$65,479,644	$67,536,793	$67,692,707
Ending Fund Balance	**$66,080,355**	**$68,098,739**	**$67,692,707**	**$65,602,742**
	70%	**71%**	**62%**	**59%**
Cumulative Reserve for Replacement	**5,400,000**	**6,500,000**	**7,000,000**	**7,500,000**
Total Property Taxes - Levy	**61,822,651**	**64,399,609**	**65,949,872**	**67,389,484**
Other Local Revenue	**$6,508,074**	**$6,725,330**	**$8,325,588**	**$7,952,921**
Federal Revenue	**$3,498,529**	**$3,608,856**	**$3,562,221**	**$3,737,221**
ADA/Enrollment	**8,872**	**8,855**	**8,800**	**8,700**
EBF / State Aid	**$25,743,395**	**$26,426,724**	**27,103,881**	**26,428,881**
Other State Revenues / Categoricals	**$6,107,751**	**$4,842,798**	**4,906,093**	**4,906,093**
Total State Revenue	**31,851,146**	**31,269,522**	**32,009,974**	**31,334,974**
Increase in Salaries	**$5,124,766**	**$3,674,193**	**$3,769,631**	**$2,198,080**
Operating Expense Per Student	**$9,832**	**$10,570**	**tbd**	**tbd**
Transportation Expense Per Student	**$733**	**$713**	**$810**	**$887**
Debt Service Fund 30	**$10,683,491**	**$4,705,820**	**$10,765,103**	**$10,828,900**
Operating Capital Expenditures	**$7,060,081**	**$4,576,886**	**$4,278,521**	**$4,956,521**
Standard & Poors Rating	**AA**	**AA**	**AA**	**tbd**
ISBE Profile Score Rating	**3.7**	**3.9**	**tbd**	**tbd**

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Aggregate Funds

Huntley Community School District 158 | Base Scenario, 051520 COVID

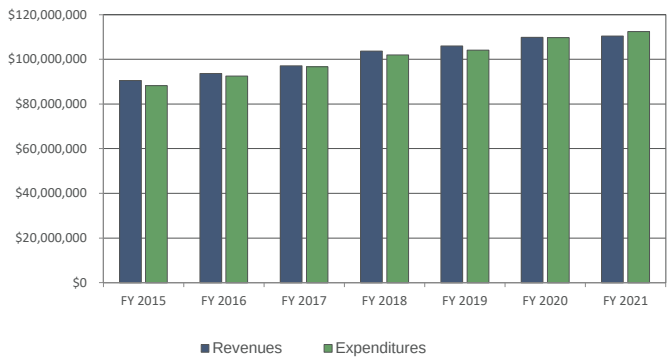
	ACTUAL REVENUE / EXPENDITURE							AUDITED		BUDGET		PROPOSED	
	FY 2015	FY 2016	% Δ	FY 2017	% Δ	FY 2018	% Δ	FY 2019	% Δ	FY 2020	% Δ	FY 2021	% Δ
REVENUE													
Local	$61,791,417	$63,384,131	2.58%	$66,163,977	4.39%	$68,330,725	3.27%	$71,124,939	4.09%	$74,275,460	4.43%	$75,342,405	1.44%
State	$25,275,487	$27,347,859	8.20%	$27,668,233	1.17%	$31,851,146	15.12%	$31,269,522	-1.83%	$32,009,974	2.37%	$31,334,974	-2.11%
Federal	$3,390,371	$2,972,814	-12.32%	$3,314,966	11.51%	$3,498,529	5.54%	$3,608,856	3.15%	$3,562,221	-1.29%	$3,737,221	4.91%
Other	$0	$0		$0		$0		$0		$0		$0	
TOTAL REVENUE	**$90,457,275**	**$93,704,804**	**3.59%**	**$97,147,176**	**3.67%**	**$103,680,400**	**6.73%**	**$106,003,317**	**2.24%**	**$109,847,655**	**3.63%**	**$110,414,600**	**0.52%**
EXPENDITURES													
Salary and Benefit Costs	$63,921,594	$67,087,958	4.95%	$69,859,858	4.13%	$74,984,624	7.34%	$78,658,817	4.90%	$82,428,448	4.79%	$84,626,528	2.67%
Other	$24,261,914	$25,379,353	4.61%	$26,819,844	5.68%	$27,009,911	0.71%	$25,458,898	-5.74%	$27,263,293	7.09%	$27,878,038	2.25%
TOTAL EXPENDITURES	**$88,183,508**	**$92,467,311**	**4.86%**	**$96,679,702**	**4.56%**	**$101,994,535**	**5.50%**	**$104,117,715**	**2.08%**	**$109,691,741**	**5.35%**	**$112,504,566**	**2.56%**
SURPLUS / DEFICIT	**$2,273,767**	**$1,237,493**		**$467,474**		**$1,685,865**		**$1,885,602**		**$155,914**		**($2,089,966)**	
OTHER FINANCING SOURCES/USES													
Other Financing Sources	$311,870	$605,172		$867,299		$0		$4,000		$0		$0	
Other Financing Uses	($207,237)	($218,932)		($217,996)		($217,038)		($226,407)		$0		$0	
TOTAL OTHER FIN. SOURCES/USES	**$104,633**	**$386,240**		**$649,303**		**($217,038)**		**($222,407)**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**$2,378,400**	**$1,623,733**		**$1,116,777**		**$1,468,827**		**$1,663,195**		**$155,914**		**($2,089,966)**	
BEGINNING FUND BALANCE	**$31,623,927**	**$34,002,327**		**$35,626,060**		**$36,742,837**		**$38,211,664**		**$39,874,859**		**$40,030,773**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0		$0	
YEAR END BALANCE	**$34,002,327**	**$35,626,060**		**$36,742,837**		**$38,211,664**		**$39,874,859**		**$40,030,773**		**$37,940,808**	
FUND BALANCE AS % OF EXPENDITURES	**38.56%**	**38.53%**		**38.00%**		**37.46%**		**38.30%**		**36.49%**		**33.72%**	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**4.63**	**4.62**		**4.56**		**4.50**		**4.60**		**4.38**		**4.05**	

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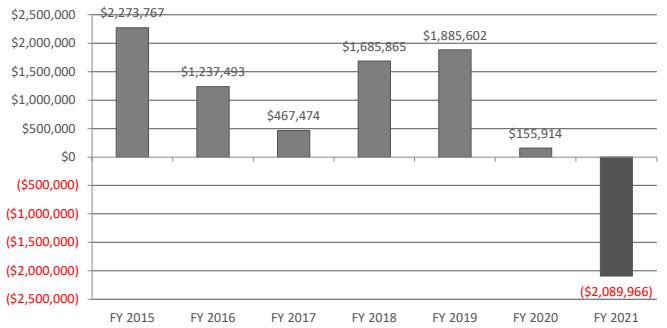
Aggregate Funds

Huntley Community School District 158 | Base Scenario, 051520 COVID

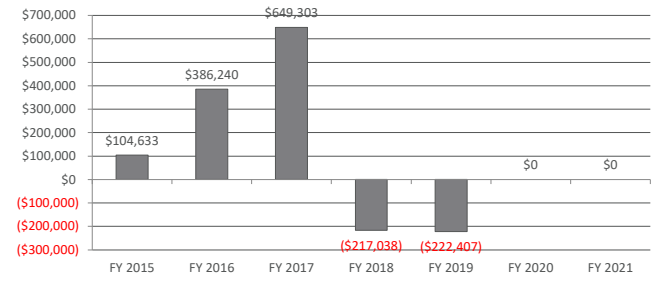
Revenues vs. Expenditures



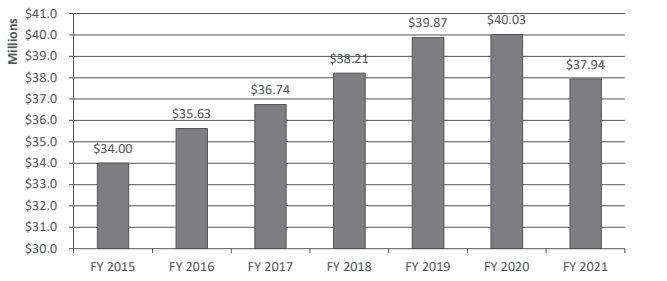
Fiscal Year Surplus / Deficit



Other Financing Sources & Uses



Year End Fund Balances



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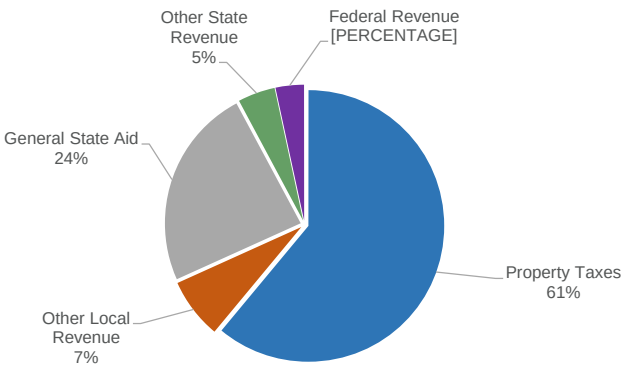
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Aggregate - Revenue Analysis

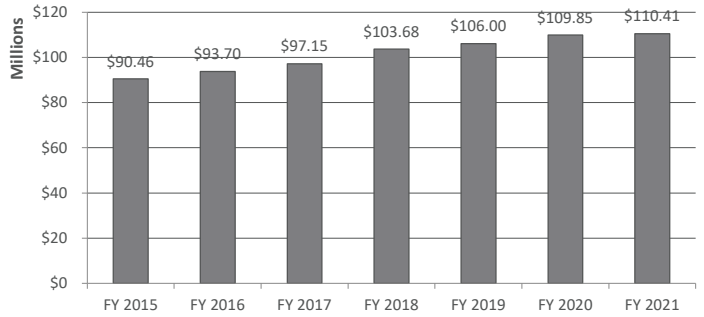
Huntley Community School District 158 | Base Scenario, 051520 COVID

	ACTUAL REVENUE					BUDGET	PROPOSED	
	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	% Δ
LOCAL								
Property Taxes	$55,867,080	$57,135,622	$59,990,380	$61,822,651	$64,399,609	$65,949,872	$67,389,484	2.18%
Other Local Revenue	$5,924,337	$6,248,509	$6,173,597	$6,508,074	$6,725,330	$8,325,588	$7,952,921	-4.48%
TOTAL LOCAL REVENUE	**$61,791,417**	**$63,384,131**	**$66,163,977**	**$68,330,725**	**$71,124,939**	**$74,275,460**	**$75,342,405**	**1.44%**
STATE								
General State Aid	$17,582,697	$20,262,590	$21,853,750	$25,743,395	$26,426,724	$27,103,881	$26,428,881	-2.49%
Other State Revenue	$7,692,790	$7,085,269	$5,814,483	$6,107,751	$4,842,798	$4,906,093	$4,906,093	0.00%
TOTAL STATE REVENUE	**$25,275,487**	**$27,347,859**	**$27,668,233**	**$31,851,146**	**$31,269,522**	**$32,009,974**	**$31,334,974**	**-2.11%**
TOTAL FEDERAL REVENUE	**$3,390,371**	**$2,972,814**	**$3,314,966**	**$3,498,529**	**$3,608,856**	**$3,562,221**	**$3,737,221**	**4.91%**
FLOW-THROUGH REVENUE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	
TOTAL REVENUE	**$90,457,275**	**$93,704,804**	**$97,147,176**	**$103,680,400**	**$106,003,317**	**$109,847,655**	**$110,414,600**	**0.52%**

Budgeted Revenue Allocation by Source



Revenue Projection



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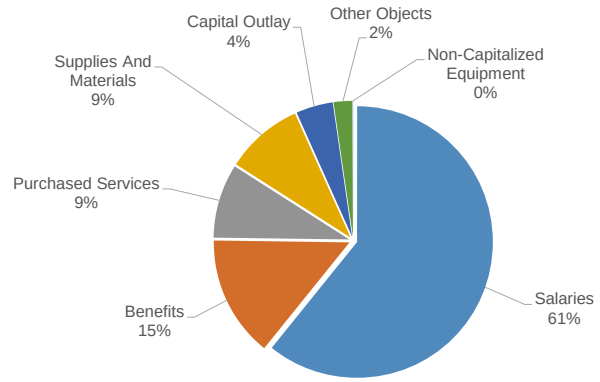
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Aggregate - Expenditure Analysis

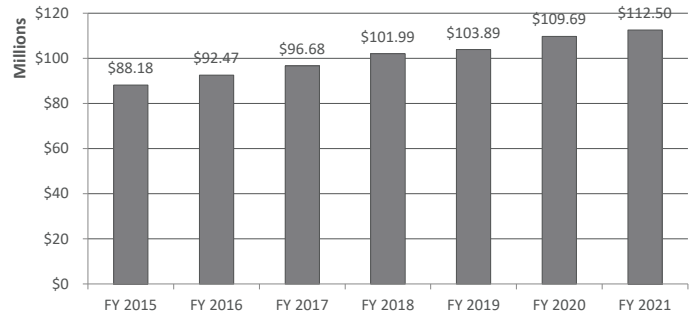
Huntley Community School District 158 | Base Scenario, 051520 COVID

	ACTUAL EXPENDITURES					BUDGET	PROPOSED	
	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	% Δ
Salaries	$52,800,186	$55,474,030	$58,043,343	$61,092,788	$63,574,812	$66,838,411	$68,396,786	2.33%
Benefits	$11,121,408	$11,613,928	$11,816,515	$13,891,836	$15,084,005	$15,590,037	$16,229,742	4.10%
TOTAL SALARIES & BENEFITS	**$63,921,594**	**$67,087,958**	**$69,859,858**	**$74,984,624**	**$78,658,817**	**$82,428,448**	**$84,626,528**	**2.67%**
Purchased Services	$7,750,162	$8,086,678	$8,250,105	$8,638,698	$9,668,147	$9,942,099	$9,929,844	-0.12%
Supplies And Materials	$8,646,563	$8,970,500	$7,927,600	$8,335,066	$7,988,866	$10,463,728	$10,413,728	-0.48%
Capital Outlay	$4,909,572	$5,460,409	$7,819,177	$7,060,081	$4,576,886	$4,278,521	$4,956,521	15.85%
Other Objects	$2,755,411	$2,546,506	$2,615,882	$2,870,819	$2,818,738	$2,492,205	$2,491,205	-0.04%
Non-Capitalized Equipment	$200,206	$315,260	$207,080	$105,247	$179,854	$86,741	$86,741	0.00%
Termination Benefits	$0	$0	$0	$0	$0	$0	$0	
Provision For Contingencies	$0	$0	$0	$0	$0	$0	$0	
TOTAL ALL OTHER	**$24,261,914**	**$25,379,353**	**$26,819,844**	**$27,009,911**	**$25,232,491**	**$27,263,293**	**$27,878,038**	**2.25%**
TOTAL EXPENDITURES	**$88,183,508**	**$92,467,311**	**$96,679,702**	**$101,994,535**	**$103,891,308**	**$109,691,741**	**$112,504,566**	**2.56%**

Budgeted Expenditure Allocation by Object



Expenditure Projection



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Operating Funds

Huntley Community School District 158 | Base Scenario, 051520 COVID

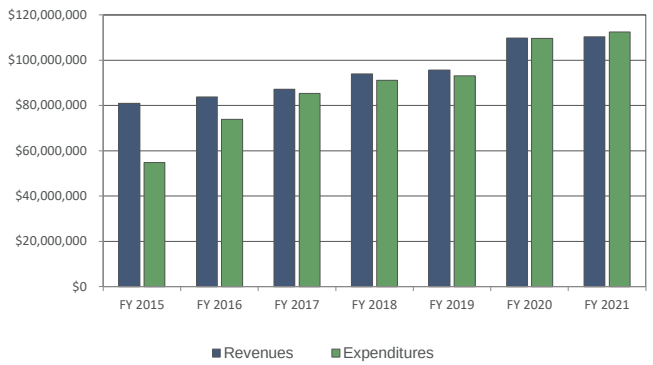
	ACTUAL REVENUE / EXPENDITURE							AUDITED		BUDGET		PROPOSED	
	FY 2015	FY 2016	% Δ	FY 2017	% Δ	FY 2018	% Δ	FY 2019	% Δ	FY 2020	% Δ	FY 2021	% Δ
REVENUE													
Local	$52,352,732	$53,462,660	2.12%	$56,438,616	5.57%	$58,547,703	3.74%	$60,806,973	3.86%	$74,275,460	22.15%	$75,342,405	1.44%
State	$25,253,661	$27,347,859	8.29%	$27,431,006	0.30%	$31,851,146	16.11%	$31,269,522	-1.83%	$32,009,974	2.37%	$31,334,974	-2.11%
Federal	$3,390,371	$2,972,814	-12.32%	$3,314,966	11.51%	$3,498,529	5.54%	$3,608,856	3.15%	$3,562,221	-1.29%	$3,737,221	4.91%
Other	$0	$0		$0		$0		$0		$0		$0	
TOTAL REVENUE	**$80,996,764**	**$83,783,333**	**3.44%**	**$87,184,588**	**4.06%**	**$93,897,378**	**7.70%**	**$95,685,351**	**1.90%**	**$109,847,655**	**14.80%**	**$110,414,600**	**0.52%**
EXPENDITURES													
Salary and Benefit Costs	$63,865,518	$67,067,704	5.01%	$69,859,858	4.16%	$74,984,624	7.34%	$78,658,817	4.90%	$82,428,448	4.79%	$84,626,528	2.67%
Other	($9,107,876)	$6,801,132	-174.67%	$15,461,359	127.34%	$16,200,809	4.78%	$14,407,439	-11.07%	$27,263,293	89.23%	$27,878,038	2.25%
TOTAL EXPENDITURES	**$54,757,642**	**$73,868,836**	**34.90%**	**$85,321,217**	**15.50%**	**$91,185,433**	**6.87%**	**$93,066,256**	**2.06%**	**$109,691,741**	**17.86%**	**$112,504,566**	**2.56%**
SURPLUS / DEFICIT	**$26,239,122**	**$9,914,497**		**$1,863,371**		**$2,711,945**		**$2,619,095**		**$155,914**		**($2,089,966)**	
OTHER FINANCING SOURCES/USES													
Other Financing Sources	($10,408,031)	($5,246,854)		$411,228		($12,782,047)		($7,654,916)		$0		$0	
Other Financing Uses	$3,631,774	$5,349,288		$20,079		$12,181,336		$7,092,970		$0		$0	
TOTAL OTHER FIN. SOURCES/USES	**($6,776,257)**	**$102,434**		**$431,307**		**($600,711)**		**($561,946)**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**$19,462,865**	**$10,016,931**		**$2,294,678**		**$2,111,234**		**$2,057,149**		**$155,914**		**($2,089,966)**	
BEGINNING FUND BALANCE	**$31,593,936**	**$51,056,801**		**$61,073,732**		**$63,368,410**		**$65,479,644**		**$67,536,793**		**$67,692,707**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0		$0	
YEAR END BALANCE	**$51,056,801**	**$61,073,732**		**$63,368,410**		**$65,479,644**		**$67,536,793**		**$67,692,707**		**$65,602,742**	
FUND BALANCE AS % OF EXPENDITURES	**93.24%**	**82.68%**		**74.27%**		**71.81%**		**72.57%**		**61.71%**		**58.31%**	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**11.19**	**9.92**		**8.91**		**8.62**		**8.71**		**7.41**		**7.00**	

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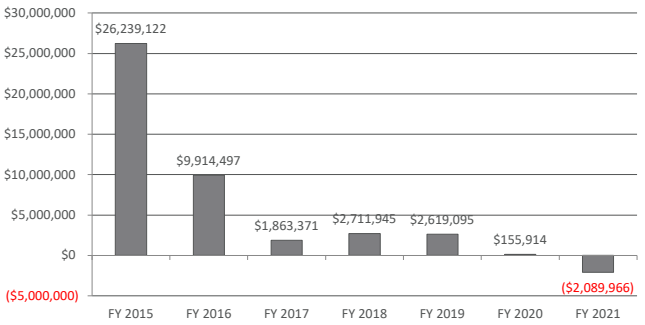
Operating Funds

Huntley Community School District 158 | Base Scenario, 051520 COVID

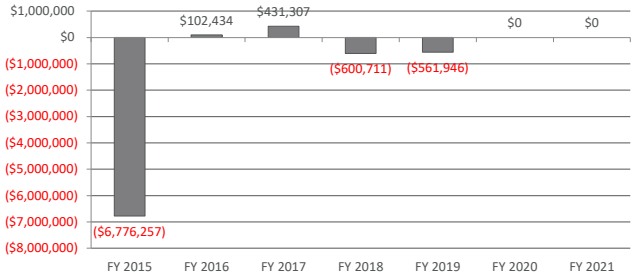
Revenues vs. Expenditures



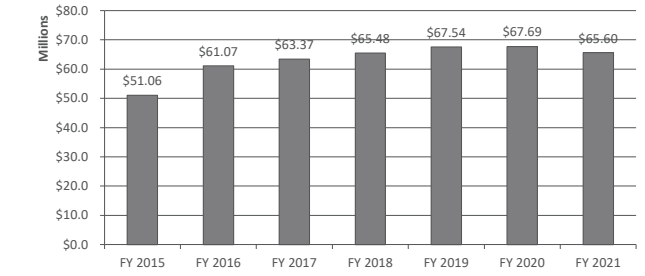
Fiscal Year Surplus / Deficit



Other Financing Sources & Uses



Year End Fund Balances



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Policy Committee

650 Dr. John Burkey Drive · Algonquin, IL 60102 · (847) 659-6158 · Fax (847) 659-6125

TO: Board of Education and Cabinet Members

FROM: Dr. Scott Rowe, Superintendent
Mrs. Lorie Woods

DATE: May 21, 2020

RE: Policy Updates – First Reading

Upon review of the Policy Committee at the April 16, 2020 BOE meeting, the following policies were revised in keeping with the School District's goal to maintain accurate and legally responsible policy.

This is the first reading of the following policies:

- **2:125** **Board Member Compensation; Expenses**
  Policy and Legal References updated in response to the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/.
- **2:160** **Board Attorney**
  Policy updated in response to a five year-review.
- **4:60** **Purchases and Contracts**
  Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $50,000 and not involving a change or increase in the size, type, or extent of an existing facility; 105 ILCS5/10-20.21(xi).
- **5:35** **Compliance with the Fair Labor Standards Act**
  Policy is updated with minor style changes to align policy titles in the PRESS Review Manual (PRM).
- **5:60** **Expenses**
  Policy and Legal References updated in response to the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/.
- **5:150** **Personnel Records**
  Update to Legal References only.
- **5:280** **Duties and Qualifications**
  Legal References updated in response to amended ISBE rules governing educator licensure.
- **6:135** **Accelerated Placement Program**
  Legal References updated.
- **6:280** **Grading and Promotion**
  Policy updated in response to the ISBE discontinuing the *Partnership for Assessment of Readiness for College and Careers* (PARCC) as the State assessment and accountability measure.

- **8:10** **Connection with the Community**
  Minor changes to Policy to align with present-day social medical platform usage patterns.
- **8:30** **Visitors to and Conduct on School Property**
  Policy and Legal References updated in response to the IELRA, 115 ILCS 5/3(c), added by P.A. 101-620 requiring districts to allow union representatives to meet with employees during the work day.
- **8:110** **Public Suggestions and Concerns**
  Policy, Legal References, and Cross References updated in response to Ill. Educational Labor Relations Act (IELRA), 115 ILCS 5/14(c-5), added by P.A. 101-620, requiring districts to establish email policies in an effort to prohibit use by third parties.

Recommendation

Administration requests that the Policy Committee recommend the above policies be moved forward for a second reading by the Board at the next regular BOE meeting.

Please feel free to contact me or Mrs. Woods with any questions and/or concerns.

LRW
Attachments

Board of Education

Board Member Compensation; Expenses

Board Member Compensation Prohibited

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

Roll Call Vote

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

Regulation of School District Expense

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

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

Exceeding the Maximum Allowable Reimbursement Amount(s)

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

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

Advancements

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

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

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the

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mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

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

Credit and Procurement Cards

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

Standardized Expense Form(s) Required

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

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

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

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

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e. Taxis, airport limousines, ride sharing, or other local transportation costs.

3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

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

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

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

ADOPTED: May 17, 2001

REVISED: January 19, 2017

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    c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
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CURRENT

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

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

ADOPTED: May 17, 2001

REVISED: January 19, 2017

CURRENT

Board of Education

Board Attorney

The Board may ~~enter into agreements for~~ retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board of Education in its capacity as the governing body for the School District. ~~The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.~~ The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that are otherwise authorized by this policy or a majority of the Board.

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

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

The Board Attorney ~~Legal counsel~~ will:

1. Serve as the Board Attorney ~~counselor~~ to the Board at all regular meetings and at special meetings when requested by the Superintendent or Board President;
2. Represent the District in any legal matter as requested by the Board;
3. Provide written opinions on legal questions as requested by the Superintendent or Board President;
4. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board may request;
5. Be available for telephone consultation; and
6. Represent the District in any legal matter as authorized by the Superintendent, until the Board has an opportunity to consider the matter.

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

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

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

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

ADOPTED: May 17, 2001

REVISED: November 12, 2015

REVISED

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

1. Serve as counselor to the Board of Education at all regular meetings and at special meetings when requested by the Superintendent or Board President;
2. Represent the District in any legal matter as requested by the Board of Education;
3. Provide written opinions on legal questions as requested by the Superintendent or Board President;
4. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board of Education may request;
5. Be available for telephone consultation; and
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CROSS REF.: 4:60 (Purchases and Contracts)

ADOPTED: May 17, 2001

REVISED: November 12, 2015

CURRENT

Operational Services

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, Article 28A of the School Code), an existing Federal purchasing contract, or national cooperative purchasing network, may be considered as a bid.

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of $25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $50,000 and not involving a change or increase in the size, type, or extent of an existing facility, 105 ILCS 5/10-20.21(xi).
3. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
4. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
5. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
6. Goods and services that are intended to generate revenue and other remunerations for the District in excess of $1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
7. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).

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8. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and board policy 4:70, *Resource Conservation*.
9. Each contractor with the District is bound by each of the following:
    a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21b-80(c) to have direct, daily contact at a District school or school-related activity with one more student(s); (2) prohibits any of the contractor's employees from having direct daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
    b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.

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

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20, 5/10-20.21(xi), 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.
820 ILCS 130/.

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

ADOPTED: May 17, 2001

REVISED: March 19, 2020

REVISED

Operational Services

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of $25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of $1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
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b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.

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

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.
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CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Expansion Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

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General Personnel

Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time Off*.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Certificated employees may be suspended without pay in accordance with Board Policy 5:240, ~~*Professional Personnel —*~~*Suspension*. Non-certificated employees may be suspended without pay in accordance with Board Policy 5:290, ~~*Educational Support Personnel —*~~*Employment Termination and Suspensions.*

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

REVISED

LEGAL REF.: 820 ILCS 105/4a.
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension); 5:290 (Employment Termination and Suspensions); 5:310 (Compensatory Time-Off).

ADOPTED: December 16, 2004

REVISED: May 15, 2014

REVISED

General Personnel

Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or non-exempt". "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

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Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

CURRENT

LEGAL REF.: 820 ILCS 105/4a.
Fair Labor Standards Act, 29 U.S.C. § 201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension); 5:290 (Employment Termination and Suspensions); 5:310 (Compensatory Time-Off).

ADOPTED: December 16, 2004

REVISED: May 15, 2014

CURRENT

General Personnel

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 District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

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

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

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

REVISED

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

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

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area.**19** Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

REVISED

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 Transparence 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. Expense 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 reasonable 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 limit 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 expense with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.: 2 C.F.R. §200.474.
30 ILCS 708/130, Grant Accountability and Transparency Act.
50 ILCS 150/, Local Government Travel Expense Control Act.
105 ILCS 5/10-22.32.
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

ADOPTED: January 19, 2017

REVISED: March 21, 2019

REVISED

General Personnel

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 District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

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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.
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CURRENT

LEGAL REF.: 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: January 19, 2017

REVISED: March 21, 2019

CURRENT

General Personnel

Personnel Records

Please refer to the current "Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) of Huntley Community School District 158" and "Agreement between Huntley Education Support Personnel Association (HESPA), IEA-NEA and the Board of Education Huntley Community School District 158."

For employees not covered by these Agreements:

The District maintains a complete personnel record for every current employee and former employee. The employees' personnel records shall be maintained under the Superintendent's direct supervision. An employee will be given access to his or her personnel records according to guidelines developed by the Superintendent.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records.*

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

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

LEGAL REF.: 325 ILCS 5/4, Abused and Neglected Child Reporting Act
745 ILCS 46/10, Employment Record Disclosure Act.
820 ILCS 40/, Personnel Record Review Act.
23 Ill. Admin. Code § 1.660.

CROSS REF.: 2:250 (Access to District Public Records), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: September 15, 2016

REVISED

General Personnel

Personnel Records

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

LEGAL REF.: 745 ILCS 46/10.
820 ILCS 40/.
23 Ill. Admin. Code § 1.660.

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: September 15, 2016

CURRENT

Educational Support Personnel

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teacher do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers.*

REVISED

LEGAL REF.: 34 C.F.R. §200.58 ~~and 200.59~~.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.
23 Ill. Admin. Code §§1.280, 1.630 and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: May 17, 2001

REVISED: January 19, 2017

REVISED

Educational Support Personnel

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CURRENT

LEGAL REF.: 34 C.F.R. §§200.58 and 200.59.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.
23 Ill.Admin.Code §§1.630 and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: May 17, 2001

REVISED: January 19, 2017

CURRENT

Instruction

Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: 105 ILCS 5/14A.
23 Ill. Admin. Code Part 227, Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: July 19, 2018

REVISED

Instruction

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The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: 105 ILCS 5/14A.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: July 19, 2018

CURRENT

Instruction

Grading and Promotion

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

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

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees to allow the student to do extra work that may impact the grade;
- An inappropriate or inconsistent grading system used to determine the grade;
- An inappropriate or inconsistent grade based on an appropriate grading system; or
- A grade based on expectations not communicated to students in advance.

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

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

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

ADOPTED: May 17, 2001

REVISED: December 14, 2017

REVISED

Instruction

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ADOPTED: May 17, 2001

REVISED: December 14, 2017

CURRENT

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school) or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical ~~safety or~~ health or safety, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board policy. The program shall include, but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in ~~The School Code, Section 26-2a~~ 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110,

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Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.

8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
13. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: March 21, 2019

REVISED

Students

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CURRENT

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ADOPTED: May 17, 2001

REVISED: March 21, 2019

CURRENT

Students

Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Voting

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.: 10 ILCS 5/7-42(b) and 5/17-15(b), Election Code.

CROSS REF.: 4:170 (Safety)

ADOPTED: May 17, 2001

REVISED: September 16, 2010

REVISED

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CROSS REF.: 4:170 (Safety)

ADOPTED: May 17, 2001

REVISED: September 16, 2010

CURRENT

Community Relations

Connection with the Community

Public Relations

The Board President is the official spokesperson for the Board. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program which will:

1. Develop public understanding of school operation.
2. Gather public attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the public's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using social media platforms, e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews as requested or needed. The Board President and Superintendent will coordinate their respective media relation efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other programs that highlight the District's programs and activities.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative. ~~For each community engagement initiative, the Board will commit to the determined purpose(s) and objective(s), and provide information about the expected nature of the public's involvement; the Superintendent or designee will identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s).~~

For each community engagement initiative:

1. The Board will:
   a. Commit to the determined purpose(s) and objective(s), and
   b. Provide information about the expected nature of the public's involvement.

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2. The Superintendent will:

   a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s).
   b. At least annually, prepare a report for the community engagement initiative, and/or
   c. Prepare a final report of the community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED: May 17, 2001

REVISED: November 12, 2015

REVISED

Community Relations

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CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED: May 17, 2001

REVISED: November 12, 2015

CURRENT

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

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

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

Visitors are welcome on school property, provided their presence will not be disruptive.

All visitors to school property are required to report to the Building Principal's office on receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.

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14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

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

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

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, ~~A~~authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.~~, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty- free times of such employees.~~

Enforcement

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

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

Procedures to Deny Future Admission to School Events or Meetings

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

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

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LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App. 3d 344 (4th Dist.
20 U.S.C. §7181 et seq., Pro-Children Act of 1994.
105 ILCS 5/10-20.5b, 5/22-33, ~~5/24-24,~~ 5/24-25, and 5/27-23 7(a).
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
430 ILCS 66/, Firearm Concealed Carry Act.
410 ILCS 705/, Cannabis Tax and Regulation Act.
720 ILCS 5/11-9.3.

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

ADOPTED: May 17, 2001

REVISED: March 19, 2020

REVISED

Community Relations

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All visitors to school property are required to report to the Building Principal's office on receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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

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

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2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.

CURRENT

14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

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

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

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.

Enforcement

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

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

Procedures to Deny Future Admission to School Events or Meetings

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

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

CURRENT

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App. 3d 344 (4th Dist.
20 U.S.C. §7181 et seq., Pro-Children Act of 1994.
105 ILCS 5/10-20.5b, 5/22-33, 5/24-24, 5/24-25, and 5/27-23 7(a).
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
430 ILCS 66/, Firearm Concealed Carry Act.
410 ILCS 705/, Cannabis Tax and Regulation Act.
720 ILCS 5/11-9.3.

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

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

Community Relations

Public Suggestions and Concerns

The Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern ~~at~~ by contacting any District or School office. Community members who e-mail the District or any District employee or Board member are expected to abide by the standards in Board policy 6:235, *Access to Electronic Networks*, and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy, 2:260, *Uniform Grievance Procedure*. The Board encourages individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF.: 115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board Meetings and Petitions to the Board) 2:260 (Uniform Grievance Procedure), 3:30 (Line and Staff Relations), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 8:10 (Public Relations)

ADOPTED: May 17, 2001

REVISED: September 15, 2016

REVISED

Community Relations

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ADOPTED: May 17, 2001

REVISED: September 15, 2016

CURRENT

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

DATE: May 21, 2020

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: O & M Updates**(R)**
Board of Education Meeting May 21, 2020

Work completed for April 2020

1. Lead the District towards development of Solar PV Installation Project with our partner; ForeFront Power, who will be installing a renewable energy system which could generate up to 80% of the School District's annually consumed power. Highlights of project status include:
   - Zoning reviews with the three Villages (;LITH, Algonquin, and Huntley) are completed.
   - All nine ComEd Interconnect Agreements are approved.
   - Forefront's applications for Renewable Energy Credits have been approved by the Illinois Power Agency, the Illinois Commerce Commission, and ComEd.
   - District 158 has transitioned to ComEd as their retail electricity provider effective meter read dates in July 2019.
   - Net Zero Metering tariff applications have been tentatively approved by ComEd contingent on the commercial operational start-up test.
   - Construction review with all three villages completed and acceptance letters in hand.
   - Building Permit Applications to be submitted to McHenry County Regional Office of Education pending peer review endorsement of ForeFront Power's electrical plan set.
   - Forefront's applications for Smart Inverter rebates from ComEd have not yet been submitted.
   - ForeFront Power's best estimate of Commercial operation at this time is revised to mid-March 2020.
   - Construction started at Reed Road on November 18, 2019.
   - Construction started on Square Barn Road Campus on November 25, 2019.
   - Construction started at Harmony Road Campus on December 20, 2019.

2. Coordinate construction administration of the following construction projects:
   - Huntley High School Fine Arts Addition with Wold Architects & Engineers and Lamp Inc.
   - Pavement Improvements at Conley and Mackeben.
   - RTU replacements (2) at Mackeben.
   - Preheat system installation at Conley.
   - Exterior window repairs at Marlowe.
   - Thru-wall flashing replacement at Martin and Heineman.
   - Asphalt crackfill, sealcoating and traffic paint at Leggee Huntley High, and Heineman.

3. Coordinate administration of the proposal solicitation phase of the Guaranteed Energy Savings RFP 2020-32 project for LED lighting retrofits in Heineman, Leggee, and Martin Schools and kitchen hood controls installation at all eight D158 commercial kitchens.

4.Coordinate service contract reductions during the shelter-in-place order by the Governor. Included in efforts are:
- Savings for partial staff furlough of ABM Custodial Services contract staff.
- Savings for staff furlough with CT Veach Grounds Services contact.
- Savings for reduction in Refuse and Recycle Hauling service contract.
- Disinfecting all documented traffic areas in facilities on a nightly basis.

5.Coordinate staff access during the social distancing and shelter-in-place order by the Governor. Included in efforts are:
- Scheduling staff in District on flexible hours schedule to preserve social distancing to perform essential services including essential preventative maintenance tasks, contractor access, and critical repairs.
- Procurement and issuance of appropriate PPE.
- Processing and distribution of all mail and package deliveries.

6.Continue Strategic Energy Management CoHort program participation by moving into the Alumni Group. The program is offered thru the support of NiCor and ComEd via their agent; CLEAResult.

Project Goals for May 2020

1.Lead the District towards development of Solar PV Installation Project with our partner; ForeFront Power, who will be installing a renewable energy system which could generate up to 80% of the School District's annually consumed power. Highlights of project status include:
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    b. Procurement and issuance of appropriate PPE.
    c. Processing and distribution of all mail and package deliveries

6. Assist Fiscal Office in development of FEMA Public Assistance Application for the CoVid 19 disaster declaration.

7. Continue Strategic Energy Management CoHort program participation by moving into the Alumni Group. The program is offered thru the support of NiCor and ComEd via their agent; CLEAResult.

8. Commence preparation for staff and student re-entry into the facilities under the direction of committee assignments organized by the Office of the Superintendent of Schools.

Attachments: None

DR/jw

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

DATE: May 21, 2020

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: HHS Fine Arts Addition Construction Update**(R)**
Board of Education Meeting, May 20, 2020

Background:

At the September 6, 2018 Committee of the Whole meeting of the Board of Education for Huntley Community School District 158, Superintendent Rowe presented the Board of Education with the outcome of the Huntley High School Fine Arts 3000 committee's needs assessment.

At the September 20, 2018 Regular Board Meeting, the Board of Education approved the proposed fee from Wold Architects and Engineers for the Schematic Design Phase of improvements to the Fine Arts wing of Huntley High School.

At the January 17, 2019 Regular Board meeting, Wold Architect's presentated the Schematic Design of the proposed project with considered budgets for the final proposed developments.

At the February 7, 2019 Special Board Meeting, the Board of Education approved:

- Engagement of Wold Architects and Engineers for development of bid specifications and plans.
- Fee letter proposal from Lamp Inc. for Construction Manager as Adviser services for this project.

At the June 6, 2019 Committee of the Whole meeting, Wold and Lamp presented the updated design with a revised estimated total project budget.

On July 6, 2019, an advertisement for bids was published.

Bids were received and opened on July 23, 2019.

At the August 15, 2019 Regular Board meeting, the Board of Education approved the award of the bids for the Huntley High School Fine Arts Addition which included award of all trade package bids except the Stage Curtains and the Electrical work.

At the October 10, 2019 Special Board meeting, the Board of Education awarded the bid for the electrical trade package #26-1a for the Huntley High School Fine Arts Addition.

As of March 27, 2020 the following progress has been attained:

- Blackbox, Set Construction Shop, Band Storage and Band Room Add. are enclosed and interior finishing is in progress
- The Fire Alarm System Control panel for Huntley High has been replaced.
- Electrical Service extension to the new construction areas has been completed.

Attachments

DR/jw

LAMP INCORPORATED
A Construction Tradition

16172 - D158 Huntley High School Fine Arts Addition

Contract Value Log

May 4, 2020

PCO's 000 through 028

PKG #	DESCRIPTION	TRADE CONTRACTOR	ALLOWANCES ($115,000 beg bal)	ORIGINAL CONTRACT	CURRENT CHANGE ORDERS	CURRENT CONTRACT	PENDING CHANGE ORDERS	*Potential Contract Value*
03A-1	Building Concrete	JB Contractors	$ 8,812	$ 188,131	$ -	$ 188,131	$ -	$ 188,131
04A-1	Masonry	Joe's Masonry	$ -	$ 573,000	$ 1,203	$ 574,203	$ -	$ 574,203
05A-1	Structural Steel	Guardian Construction Products	$ 5,783	$ 205,000	$ 3,628	$ 208,628	$ 3,778	$ 212,406
06A-1	General Trades (incl. Demo, DW, Doors, OH Doors)	Hargrave Builders	$ 186	$ 365,220	$ 7,995	$ 373,215	$ -	$ 373,215
07A-1	Roofing	Weatherguard Roofing	$ 4,388	$ 272,000	$ 2,966	$ 274,966	$ 2,428	$ 277,394
08B-1	Aluminum, Glass, and Glazing	Rock Valley Glass of Rockford	$ 3,614	$ 175,420	$ -	$ 175,420	$ -	$ 175,420
09B-1	Acoustical Ceilings	Heitkotter, Inc.	$ 4,725	$ 58,191	$ -	$ 58,191	$ -	$ 58,191
09F-1	Flooring	Pinnacle Flooring Company	$ 5,000	$ 44,800	$ -	$ 44,800	$ -	$ 44,800
09G-1	Painting	Oosterbaan & Sons	$ 5,000	$ 42,620	$ -	$ 42,620	$ -	$ 42,620
21A-1	Fire Protection	Absolute Fire Protection	$ 2,911	$ 44,300	$ -	$ 44,300	$ -	$ 44,300
22A-1	Plumbing	Joe Bero Plumbing	$ 5,000	$ 59,000	$ -	$ 59,000	$ -	$ 59,000
23A-1	HVAC	Hartwig Plumbing & Heating	$ 7,050	$ 505,088	$ (955)	$ 504,133	$ 12,782	$ 516,915
26A-1	Electrical	Carey Electric Contracting	$ 9,069	$ 519,900	$ (1,253)	$ 518,647	$ -	$ 518,647
31A-1	Excavation (incl. Site Utilities & Landscaping)	DuPage Topsoil	$ -	$ 229,000	$ 11,150	$ 240,150	$ -	$ 240,150
32A-1	Asphalt Paving	Schroeder Asphalt Services	$ 5,000	$ 81,300	$ -	$ 81,300	$ -	$ 81,300
32C-1	Site Concrete	Chadwick Contracting Company	$ 5,000	$ 63,947	$ -	$ 63,947	$ -	$ 63,947
11A-1	Stage Curtain & Rigging	(*Reject and Rebid)	$ -	*Inc. in FF&E	$ -		$ -	$ -
		Remaining Allowance Subtotal	$ 71,538					
				$ 3,426,917	$ 24,734	$ 3,451,651	$ 18,988	$ 3,470,639
701		Preconstruction		$ 27,500	$ -	$ 27,500	$ -	$ 27,500
702		General Conditions (Supervision)		$ 284,610	$ -	$ 284,610	$ -	$ 284,610
703		Project General Conditions		$ 105,340	$ -	$ 105,340	$ -	$ 105,340
704		Lamp Overhead & Fee (3.5%)		$ 118,865	$ -	$ 118,865	$ -	$ 118,865
705		Insurance		$ 14,894	$ -	$ 14,894	$ -	$ 14,894
		SUBTOTAL		$ 3,978,126	$ 24,734	$ 4,002,860	$ 18,988	$ 4,021,848
		Contingency		$ -	$ -	$ -	$ -	$ -
		SUBTOTAL		$ 3,978,126	$ -	$ 4,002,860	$ 18,988	$ 4,021,848
		Architectural & Engineering Fees		$ 199,535	$ -	$ 199,535	$ -	$ 199,535
		Reimbursables		$ 44,012	$ -	$ 44,012	$ -	$ 44,012
		SUBTOTAL		$ 243,547	$ -	$ 243,547	$ -	$ 243,547
		Owner Direct Purchase RTUs		$ 78,867		$ 78,867		$ 78,867
		Owner Direct Costs		$ 361,500	$ 26,544	$ 388,044	$ -	$ 388,044
		SUBTOTAL		$ 440,367	$ 26,544	$ 466,911	$ -	$ 466,911
		TOTAL		$ 4,662,040	$ 26,544	$ 4,713,318		$ 4,732,306
		APPROVED BUDGET				$ 4,677,925		$ 4,677,925
		OVER/(UNDER) BUDGET				$ 35,393		$ 54,381
		BALANCE OF ALLOWANCES REMAINING				$ (71,538)		$ (71,538)
		PROJECTED COMPLETION COST				$ 4,641,780		$ 4,660,768

Huntley High Fine Arts addition project

Change Orders Tabulation

last edit 5/4/2020

PCO#	cost	status	description of work scope change
1	$ 2,089	approved	add sprinkler heads in IDF,electric, storm
2	$ 243	approved	footing modifications for avoiding storm drain
3	$ 6,333	approved	excavation undercut due to poor soil conditions
4	$ 5,100	approved	winter conditions masonry construction
5	no charge	approved	below grade masonry unit change to standard wieght block
6	$ 16,217	approved	modifications to south vestibule due to structural issues T&M estimated at $27.683.00
7	credited on other	approved	coiling door size change required added concrete removal at set construction shop opening-wold credit $954 for error
8	$ 3,667	approved	clean-out piping relocation at south vestibule
9	$ (403)	approved	added steel support/less masonry at column line 10
10	rejected	rejected	added cost for control joints
11	$ 4,900	approved	winter conditions masonry construction
12	$ 11,540	approved	balance of undercut poor soil removal & gravel fill
13	$ 2,408	approved	install heating convector in PAC stairwell where HW heat modifications for addition removed heat source
14	$ 612	approved	added plywood at north wall where roof insulation modifications required for water run-off design betterment
15	$ 991	approved	missing lintel extensions at new door 4 exit
16	$ 1,324	approved	additional roof curb height for roof insulation modifications see PCO14
17	$ 4,784	approved	additional column wrap at south vestibule
18	$ 2,043	approved	additional roof support for masonry above roof line
19	$ 542	approved	additional fire damper not called out on drawings
20	$ 2,273	approved	masonry wall add to cover joint in band room addition tie-in joint
21	$ 275	approved	reflected ceiling plan modifications for existing conditions
22	$ 931	approved	T&M tickets for electrical contractor for unforeseen conditions and weekend premium time
23	$ 3,800	pending	tyvek vapor barrier patching
24	$ 341	approved	change soffit from CMU to drywall
25	$ (2,208)	approved	relocation of spit systemcondensers to ground level
26	Wold fee deduct	pending	transition curb for RTU due to design error *Wold credit for design error $18,988*
27	$ 1,295	approved	drywall fire barrier to wall roof joint in band storage rooms
28	$ 2,344	approved	pressure wash former exterior block wall, now interior to addition
	$ 71,441	**TOTAL COST**	

PCO #006

Lamp Incorporated
460 N. Grove Avenue
Elgin, Illinois

Project: 16172 - D158 - HHS Fine Arts Addition
13917 Harmony Road
Huntley, Illinois 60142

Potential Change Order #006: Steel Changes at South Vestibule

TO: Huntley Community School District 158 650 Dr. John Burkey Drive Algonquin 60102		**FROM:**	
PCO NUMBER/REVISION:	006 / 1	**CONTRACT:**	1 - D158 - HHS Fine Arts Addition Prime Contract
REQUEST RECEIVED FROM:	Kirsta Ehmke **(Wold Architects & Engineers)**	**CREATED BY:**	Jay Schaack **(Lamp Incorporated)**
STATUS:	Pending - Revised	**CREATED DATE:**	11/25 /2019
REFERENCE:		**LOCATION:**	Area B

CHANGE REASON: Architect request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
This PCO is in regards to the necessary Structural Steel changes at the South Vestibule in association with PR06. This is a T&M-Not To Exceed price.

ATTACHMENTS:
Guardian Steel PR6 total w back-up.pdf _HBI PR 6 totals w-backup.pdf _Weatherguard Roofing -PR6 column cover.pdf _Joes Masonry PR 6 totals.pdf _HHS-PR 6.pdf

#	Cost Code	Description	Type	Amount
1	06-06A-02A - General Trades Allowance	06A-Hargrave Builders allowance materials and labor	Commitment	$ 7,995.00
2	05-05A-02A - Structural Steel Allowance	05A-Guardian Steel labor and materials	Commitment	$ 3,628.00
3	07-07A-01 - Roofing	07A-Weatherguard Roofing	Commitment	$ 2,966.00
4	15-22A-01A - Plumbing Allowance	22A-Bero Plumbing materials and labor	Commitment	$ 0.00
5	04-04A-01 - Masonry	04A-Joe's Masonry T&M	Commitment	$ 1,628.00
			Subtotal:	$16,217.00
			Grand Total:	**$16,217.00**

SIGNATURE **DATE** 140 **SIGNATURE** **DATE**

Hargrave Builders, Inc.

PCO #001

Hargrave Builders, Inc.
660 Schneider Dr
South Elgin, Illinois 60177
Phone: (847) 742-7828
Fax: (847) 742-7889

Project: 19073 - Lamp-D158 HHS Fine Arts Add
13719 Harmony Road
Huntley, Illinois 60142

Prime Contract Potential Change Order #001: PR 06-South Vestibule Steel Demo

TO:	Lamp Incorporated 460 N Grove Ave Elgin, Illinois 60120	**FROM:**	Hargrave Builders, Inc. 660 Schneider Dr South Elgin, Illinois 60177
PCO NUMBER/REVISION:	001 / 0	**CONTRACT:**	1 - Hargrave as Sub Template Prime Contract
REQUEST RECEIVED FROM:	Chris Palmer **(Lamp Incorporated)**	**CREATED BY:**	Steve Straub **(Hargrave Builders, Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	11/26/2019
REFERENCE:	PR 06	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Unit/Quantity Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	$7,994.64

POTENTIAL CHANGE ORDER TITLE: PR 06-South Vestibule Steel Demo

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
Additional structural steel demo per PR 06 and field investigation. Cutting/removal of existing brick wall to expose steel included.

ATTACHMENTS:
HB-PR6 Tickets.pdf _PR_06.pdf

#	Cost Code	Description	Type	Quantity	Units	Unit Cost	Subtotal
1	02-220 - Site Demolition	Foreman	Labor	46.0	Hours	$102.22	$4,702.12
2	02-220 - Site Demolition	Journeyman	Labor	14.0	Hours	$98.58	$1,380.12
3	02-220 - Site Demolition	Crane/All terrain Fork	Equipment	1.0	LS	$0.00	$0.00
4	02-220 - Site Demolition	Torch Gasses/Saw Blades	Materials	1.0	LS	$296.00	$296.00
5	02-220 - Site Demolition	Dumpster	Materials	1.0	LS	$475.00	$475.00
						Subtotal:	$6,853.24
						Overhead: 10.00% Applies to Labor, Equipment, and Materials.	$685.32
						Profit: 5.00% Applies to Labor, Equipment, Materials, Commitment, and Owner Cost.	$376.93
						Bond: 1.00% Applies to Labor, Equipment, Materials, Commitment, and Owner Cost.	$79.15
						Grand Total:	**$7,994.64**

Lamp Incorporated
460 N Grove Ave
Elgin, Illinois 60120

Hargrave Builders, Inc.
660 Schneider Dr
South Elgin, Illinois 60177

SIGNATURE **DATE** | **SIGNATURE** **DATE** | **SIGNATURE** **DATE**

HB
Hargrave Builders, Inc.

ADDITIONAL WORK AUTORIZATION

HARGRAVE BUILDERS, INC.

563 Schneider Drive • South Elgin, IL 60177 • P: 847-742-7828 • F: 847-742-7889

CUSTOMER NAME: Lamp INC
STREET:
CITY / STATE:

DATE: 1-24-20
CONTRACT # Huntley Fine Arts
JOB # 19073

DESCRIPTION

Demo steel entrance

LABOR

1/23 1/24

OCCUPATION	EMPLOYEE NAME	M	T	W	TH	F	S/S	HRS	RATE	TOTAL
Carp	Chris V.				6	8				
Carp	Jerry S.				8	8				
Carp	Joe Z. Jonhson				6	8				
Carp	Steve. W.				8					
Carp	Bob B.	8								

MATERIAL / EQUIPMENT

QUANTITY	ITEM		UNIT PRICE	TOTAL
1	Saw blades	Fastenal Hilt		
2	Steel 8" blades	Shop		
1	Oxygen	Shop	Torch Kit	296
1	acetylene	Shop		
20 yard	Dumpster			475

TOTAL MATERIAL/EQUIPMENT

TOTAL LABOR

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

DATE: 1-21-2020

AUTORIZING SIGNATURE:

APPROVED BY:

PRINT NAME:

TITLE:

MEMO

GUARDIAN
CONSTRUCTION PRODUCTS, INC.
10 S. 359 NORMANTOWN RD.
NAPERVILLE, IL 60564
(630) 820-8899
FAX (630) 820-1460

To: Lamp Incorporated - Jay **Date:** 11/27/19

Subject: Huntley HS Fine Arts Addition **Job:** 7842
13719 Harmony Rd Huntley, IL

Here is a breakdown of costs for furnishing and erecting steel (prime painted) 5x5 angle stiffeners at TWO existing column locations per SK1 dated 11/12/19

Materials+Fabrication	$ 285.00		$285
Details+Field Measuring	$ 150.00		$150
Delivery	$ 95.00		$95
Erection 2 men @ 12 hrs./Each (48 hrs total)	~~$ 8842.00~~	$6,465	23 hrs total @134.69 per hr = $3097.87
TOTAL:	~~$ 9372.00~~	$6,995	PR 6 Totals=$3628

Items NOT included: Demolition of any kind, shoring or bracing of existing, protection of existing

Please review and advise if we are to proceed with this work

Thank you,

Michael W. Straube

Michael W. Straube
Project Manager

4/30/20
Guardian Signature Date

4/28/20
Lamp Signature Date

GH

STRUCTURAL STEEL • MISC. IRON • JOIST • METAL DECK • ERECTION

GUARDIAN
CONSTRUCTION PRODUCTS, INC.
10 S 359 Normantown Road
Naperville, Illinois 60564
(630) 820-8899 • Fax (630) 820-1460

DATE 1-30-2020 JOB NO. _____

Huntley Fine Arts Addition (High School)

Hunkley IL

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		Remove excess beams and ~~steel~~ steel from round columns at South entrance - Column lines 14 + 17 at B.3		
		2 men @ 3½ hours each		
		PR-6 work		
		Labor - 7 hrs x 134.69 =		$942.83
		Materials + shop fab		$435.00
		Delivery		$95.00
		Totals		$1,472.83

RECEIVED BY _____ TOTAL

STRUCTURAL STEEL • MISC. IRON • JOIST • METAL DECK • ERECTION

GUARDIAN
CONSTRUCTION PRODUCTS, INC.
10 S 359 Normantown Road
Naperville, Illinois 60564
(630) 820-8899 • Fax (630) 820-1460

DATE 1-28-2020 JOB NO. _____

HUNTLEY HIGH SCHOOL

LAMP CONST.

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		(2) GUYS 8 HRS EACH		
		AERA PR6		
		WELD IN R STIFFNERS ON		
		2) COLS.		

16 hrs @ 134.69 per hour =$2155.04

RECEIVED BY _____ TOTAL

	Change Order	PR06 Patching at beam removal	
TICKET #: NA			
DATE: 4-1-20	Joe's Masonry		
PROJECT: Huntley High School	470 Walnut Street		
	Elmhurst, IL 60126		
	Phone: (630) 530-8129		
	Fax: (630) 782-0491		

Description: Patch existing brick at beam removal by others. Owner to provide brick

Labor:	Hours Worked	Hourly Rate	Sub-Total
Bricklayer Foreman	4.5	$ 101.05	$ 454.73
Bricklayer	4.5	$ 94.78	$ 426.51
Laborer	4.5	$ 88.42	$ 397.89
		Total Labor	$ 1,279.13
		Materials	$ 24.00
		Equipment	$ 75.00
		Bond	$102.00
		Sub-Total	$ 1,480.13
		OH & P = 10%	$ 148.01
		Total Amount Due	$ 1,628

MATERIALS:	Quantity	Unit Price	
mortar	3.00	$ 8.00	$ 24.00
			$ -
			$ -
			$ -
			$ -
			$ -
Sub-total Materials			$ 24.00

EQUIPMENT USED:	Quantity	Unit Price	
Saw - Table Saw	1.00		$ -
Saw blade Diamond	1.00	$ 75.00	$ 75.00
			$ -
			$ -
			$ -
			$ -
Sub-total Equipment			$ 75.00

CLIENT APPROVAL AREA:

CLIENT:_____

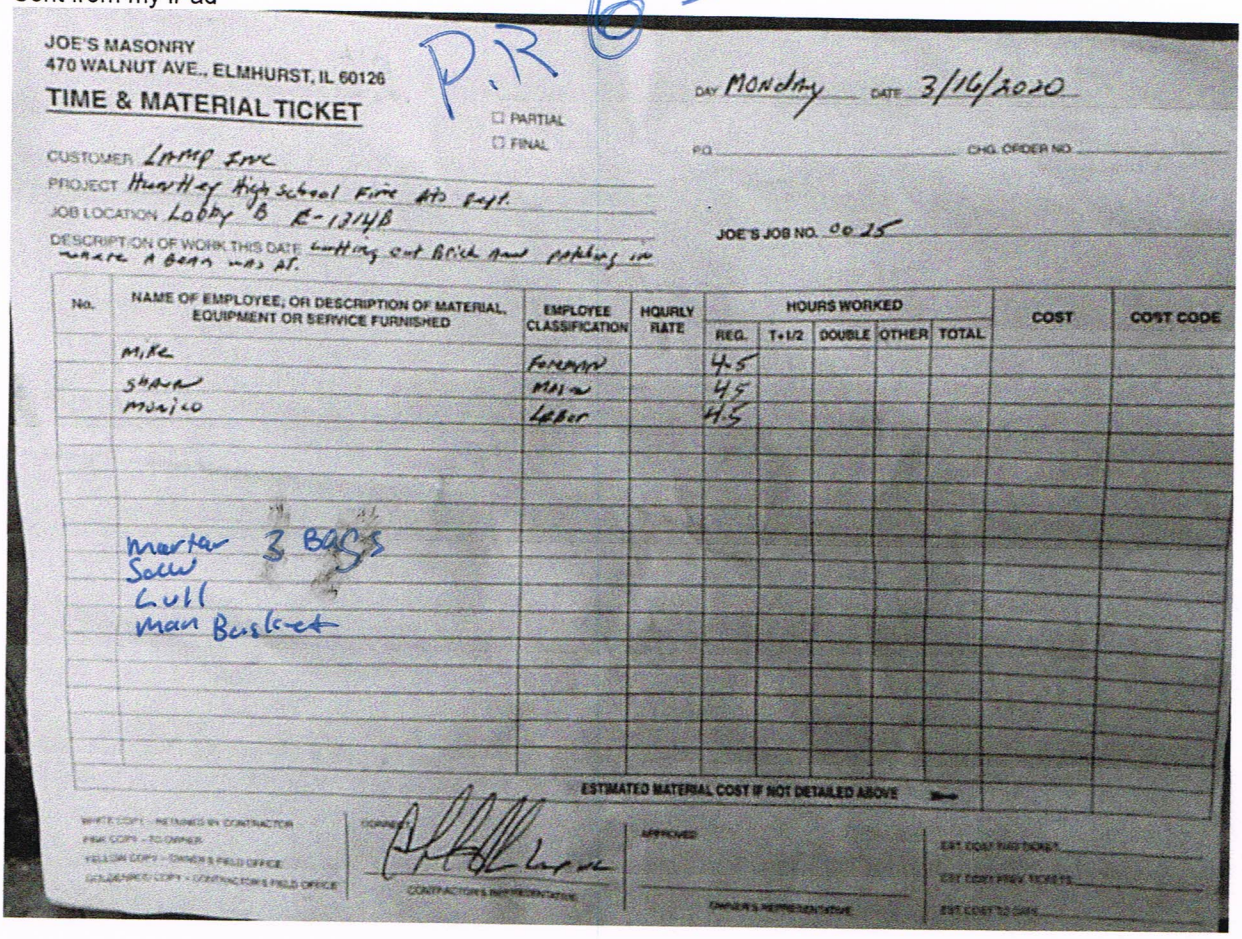
AUTHORIZED BY:_____

SIGNATURE:_____ DATE SIGNED:_____

Mike <stre8@comcast.net> 3/24/2020 11:56 AM

To Sal Calzante <kands259@comcast.net>

Sent from my iPad



JOE'S MASONRY
470 WALNUT AVE., ELMHURST, IL 60126

TIME & MATERIAL TICKET

P.R 6 -

☐ PARTIAL
☐ FINAL

DAY Monday DATE 3/16/2020

CUSTOMER Lamp Inc
PROJECT Hinsdale High School Fine Arts Dept.
JOB LOCATION Lobby B E-1314B
DESCRIPTION OF WORK THIS DATE Cutting out Brick and parking in Header A Beam was at.

P.O. CHG. ORDER NO.

JOE'S JOB NO. 00 25

No.	NAME OF EMPLOYEE, OR DESCRIPTION OF MATERIAL, EQUIPMENT OR SERVICE FURNISHED	EMPLOYEE CLASSIFICATION	HOURLY RATE	HOURS WORKED					COST	COST CODE
				REG.	T+1/2	DOUBLE	OTHER	TOTAL		
	Mike	Foreman		4.5						
	Shaun	Mason		4.5						
	Mario	Labor		4.5						
	Mortar 3 BAGS									
	Saw									
	Cull									
	Man Basket									

ESTIMATED MATERIAL COST IF NOT DETAILED ABOVE

WHITE COPY - RETAINED BY CONTRACTOR
PINK COPY - TO OWNER
YELLOW COPY - OWNER'S FIELD OFFICE
GOLDENROD COPY - CONTRACTOR'S FIELD OFFICE

CONTRACTOR'S REPRESENTATIVE

APPROVED

OWNER'S REPRESENTATIVE

EST. COST THIS DATE
EST. COST PRIOR TICKETS
EST. COST TO DATE

- IMG_0392.JPG (139 KB)

WEATHERGUARD Roofing Company

PROPOSED CHANGE ORDER

Project Job Name:	Huntley High School - Fine Arts	*Date*	4/22/20
Project Address:	Huntley IL	*Job Number*	19-135
General Contractor:	LAMP	Change Order #	5
Attention:	Jay	Contract Amount	$ -

Proposed Change Order Description

Custom Column Cover

3' x 16"- 18" Diameter .050 Cardinal Red Aluminum shop fabricated Column Cover: … $2,825.00
Break Out:
1) Install/Measure Time – 9hrs @ $93.44/hr …… $840.96
2) Fabrication - 7 Hrs @ $93.44/hr …… $654.08
3) Material & Fasteners/misc. …….. $412.00
4) Freight …… $125.00
5) Lift 1 Day …… $425.00
Sub-Total …… $2,457.04
15% OVH & Profit …… $368.56
TOTAL …… $2,825.00

Change Order Schedule of Values

Labor	$	-
Material	$	-
Sheet Metal	$	2,825.00
Dumpster	$	-
NA	$	-

0 x $82.00

	Subtotal	$	2,825.00
5%	Sub Mark up	$	141.25
0%	Profit	$	-
	Total Change Order	$	2,966.00

By signing below the contracting company herby aggress the above specified change order description is accepted and shall be considered part of the contracted work. The original contract amount will be adjusted to include change order amount.

Note: No additional work will be performed until the proposed change order is approved.

The owner or authorized person who signs this change order agrees that Weatherguard Roofing Co. will be paid in full for the change order amount and also agrees to pay for any and all legal fees that may be incurred by Weatherguard Roofing Co. to recover payment.

Date of Acceptance: _____ Print Name/Title: _____

Authorizing Signature: _____

LAMP INCORPORATED

PCO #017

Lamp Incorporated
460 N. Grove Avenue
Elgin, Illinois

Project: 16172 - D158 - HHS Fine Arts Addition
13917 Harmony Road
Huntley, Illinois 60142

Potential Change Order #017: Additional framing and column wraps at South Vestibule per PR 13

TO: Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin 60102

FROM:

PCO NUMBER/REVISION:	017 / 0	**CONTRACT:**	1 - D158 - HHS Fine Arts Addition Prime Contract
REQUEST RECEIVED FROM:	Kirsta Ehmke **(Wold Architects & Engineers)**	**CREATED BY:**	Jay Schaack **(Lamp Incorporated)**
STATUS:	Pending - In Review	**CREATED DATE:**	2/20 /2020
REFERENCE:		**LOCATION:**	South vestibule

CHANGE REASON: Architect request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
This PCO is in regards to PR 13 foat the South Vestibule. The costs are for additional metal framed columns and aluminum wraps to match the new storefront system.

ATTACHMENTS:
HBI PR 13 backup.pdf _RVG HHS-revised PR13 pricing.pdf

#	Cost Code	Description	Type	Amount
1	06-06A-01A - General Trades Allowance	06A Hargrave allowance portion of PR13	Materials	$ 3,398.00
2	08-08B-01A - Aluminum & Glass Allowance	08A Rock Valley Glass allowance - Materials and labor per PR13	Commitment	$ 1,386.00
			Subtotal:	$4,784.00
			Grand Total:	$4,784.00

4/16/20
Hargrave Signature — Date

4/29/2020
RVG Signature — Date

4/29/20
SIGNATURE — DATE

4-29-20
SIGNATURE — DATE

PROPOSAL REQUEST

District 158 Huntley High School	HHS- Fine Arts Addition
Lamp, Inc.	Attn: Jay Schaack
460 N. Grove Avenue	
Elgin, IL 60120	
(847) 741-7220	Fax: (847) 741-9677
jschaack@lampinc.net	

Submit an itemized (labor and material) quotation for the proposed modifications to the contract documents as described herein within 21 days of receipt. If a cost is not submitted within 21 days, this Proposal Request can be accepted at no additional cost. Written approval is required prior to proceeding with this change. COST EXPECTATIONS: ☐ DEDUCT ☐ NO COST ☐ ADD	**PR: # 13** **Comm: # 193011** **Const. Pkg: # N/A**

Distribution:

- ☐ Doug Renkosik
- ☐ Jay Schaack
- ☐ Chris Palmer
- ☐ Kirsta Ehmke
- ☐ Tyler Severson
- ☐ Jeff Strzalka
- ☐ Kent Adams
- ☐ Bob Chen
- ☐ Dave McVey
- ☐ David Etlinger
- ☐
- ☐
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- ☐
- ☐

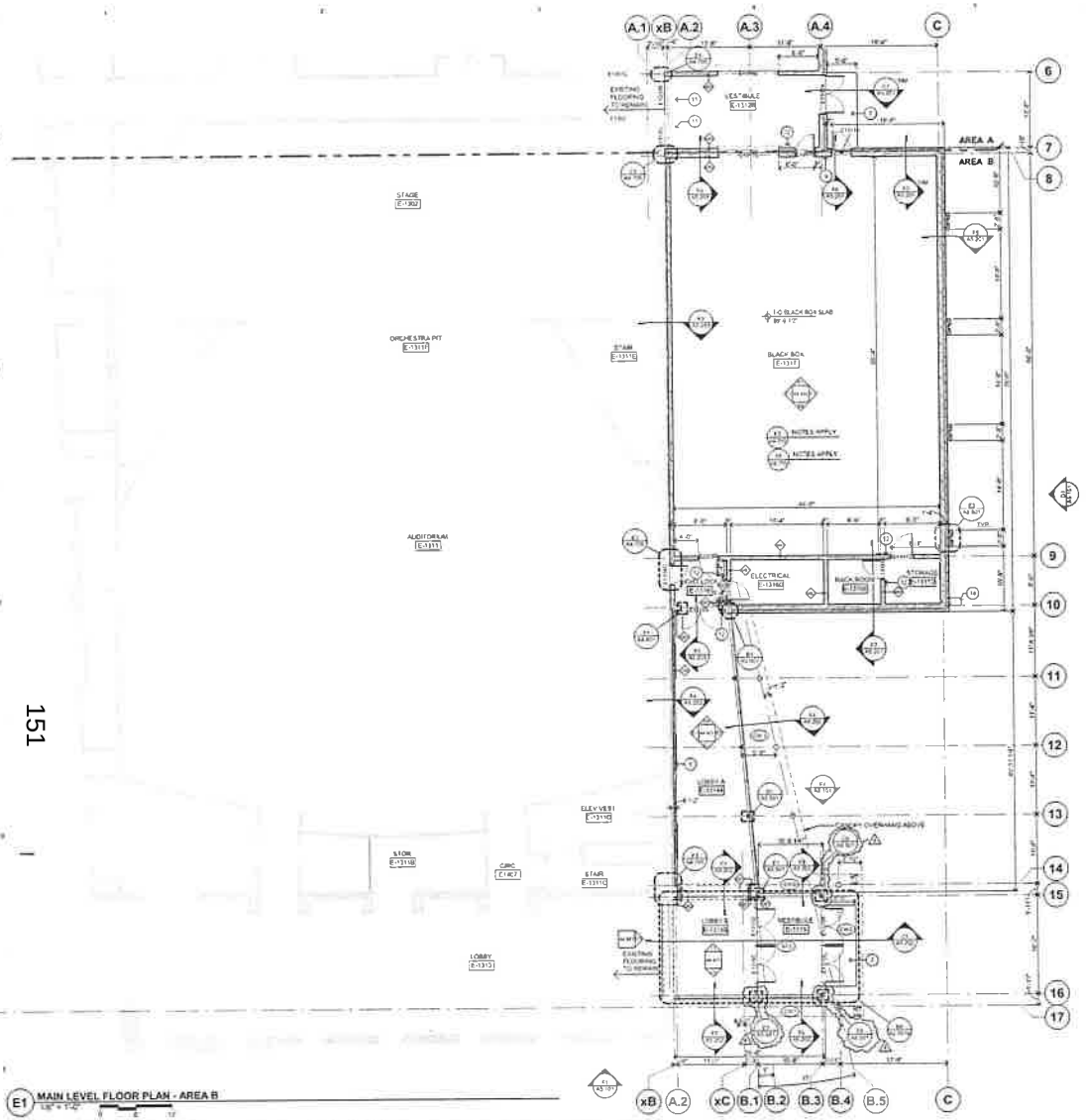
Item	Description
13.1	Provide a cold formed steel built-up wind post per section B4 on Sheet S4.02, as shown on updated sheets, and locate at grid lines B.1/15, B.1/16, B.3/15, B.3/16 per floor plans on Sheet A2.001b and Sheet S2.10b, as shown on updated sheets.
13.2	Provide aluminum closer piece, full height of storefront/curtainwall, and finished to match storefront/curtainwall, per detail C5 and C7 on Sheet A5.501, as shown on updated sheets. Locate aluminum closer pieces at grid lines B.1/16, B.3/15, B.3/16 per floor plan on Sheet A2.001b, as shown on updated sheets.

Attachments: Sheet A2.001b (Dated 02/10/2020), Sheet A5.501 (Dated 02/10/2020) Sheet S2.10b (Dated 02/10/0220), Sheet S4.02 (Dated 02/10/2020)

Issued By: Tyler Severson Date: 02/10/2020

Wold Architects and Engineers
110 North Brockway Street, Suite 220
Palatine, IL 60067
woldae.com | 847 241 6100

PLANNERS
ARCHITECTS
ENGINEERS



E1 MAIN LEVEL FLOOR PLAN - AREA B

1/8" = 1'-0"

ROOM FINISH SCHEDULE

ROOM NO.	ROOM NAME	FLOOR	BASE	WALLS - NORTH	WALLS - EAST	WALLS - SOUTH	WALLS - WEST	CEILING	REMARKS
E-1115	LIBRARY	EXIST	EXIST	EXIST	-	EXIST	PT, EXIST AT GWB	EXIST	1, 2
E-1114A	LOBBY A	CPT 2	W BLK	GYP BD	PT, EXIST AT GWB	GYP BD	PT, EXIST AT GWB	PT GWB	1, 2
E-1114B	LOBBY B	CPT 2	W BLK	GYP BD	PT, EXIST AT GWB	GYP BD	PT, EXIST AT GWB	PT GWB	1, 2
E-1115	VESTIBULE	CPT 2	W BLK	GYP BD	PT-04	GYP BD	PT-04	GYP BD	1, 2
E-1116	CORRIDOR	CPT 1	W BLK	GYP BD	PT-03	GYP BD	PT-03	GYP BD	1
E-1116	CORRIDOR	CPT 1	W BLK	-	C BLK	-	C BLK	-	-
E-1116	ELECTRICAL	CONC	-	-	C BLK	-	C BLK	-	-
E-1116	BACK ROOM	CONC	-	-	C BLK	-	C BLK	-	-
E-1317	BLACK BOX	PT-03	PAINTED WOOD	C BLK	PT-03	C BLK	PT-03	C BLK	3, 4
E-1315	STORAGE	CONC	-	C BLK	-	C BLK	-	C BLK	-

ROOM FINISH SCHEDULE REMARKS

1. SEE INTERIOR ELEVATIONS FOR LOCATIONS OF PAINT COLORS. SOFFITS AT CURTAINWALL AND VESTIBULE TO BE PAINTED AS SHOWN ON SHEET
2. PROVIDE PLINTH BLOCK AT INTERSECTIONS AS SHOWN ON INTERIOR ELEVATIONS ON SHEET
3. PAINT CEILING AND ALL EXPOSED CEILING ITEMS, INC. STRUCTURE, PIPING, CONDUIT, MECHANICAL DUCTS AND VENTS - SEE RCP FOR COLOR.
4. INSTALL VINYL BASE AT LOCATION OF NEW WALLS. COLOR SHALL MATCH EXISTING. VIF.
5. NEW CPT PROVIDED BY OWNER AND INSTALLED BY CONTRACTOR.
6. BLACK BOX FLOOR CONSTRUCTION: 2x4 WOOD SLEEPERS UNDER 3/4" PLYWOOD INSTALLED WITH STAGGERED JOINTS, 1/4" MASONITE FINISH LAYER INSTALLED WITH STAGGERED JOINTS, PERPENDICULAR TO PLYWOOD BASE. BLACK PT FINISH
7. REINSTALL SALVAGED ACOUSTICAL WALL PANELS. SEE ELEVATIONS FOR LOCATIONS

ROOM FINISH SCHEDULE GENERAL NOTES

1. SEE DETAILS OF CONSTRUCTION, FOR ABBREVIATIONS.
2. IF ALL WALLS IN ROOM HAVE, HAVE THE SAME FINISH THE "N-W-ALL-TYP" COLUMN WILL BE USED
3. DISCREPANCIES BETWEEN THE ROOM FINISH SCHEDULE AND DRAWINGS SHALL BE REPORTED TO THE ARCHITECT FOR FINISH DETERMINATION.
4. REFER TO MATERIAL FINISH/COLOR SCHEDULE FOR SPECIFIC FINISH TYPES AND COLORS.
5. FOR CEILING MATERIAL WHEN MORE THAN ONE CEILING MATERIAL OCCURS, THE CEILING FINISH IS INDICATED THUS "/"

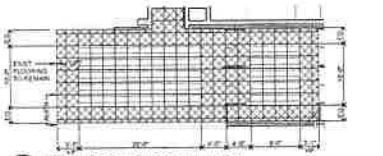
FLOORING PATTERN LEGEND:

- CPT 3
- CPT 4
- TILE PATTERN

FLOOR FINISH PLANS GENERAL NOTES:
1. PROVIDE FULL TILES TO CREATE PATTERN AS SHOWN
2. VERIFY ALL EXISTING AND FIELD DIMENSIONS



B6 AREA B - PARTIAL FLOOR FINISH PLAN
1/8" = 1'-0"



C6 AREA A - PARTIAL FLOOR FINISH PLAN
1/8" = 1'-0"

FLOOR PLAN GENERAL NOTES

1. ALL PLAN DIMENSIONS ARE NOMINAL TO FACE OF WALL, WALL THICKNESSES ARE SHOWN NOMINAL. SEE WALL TYPES FOR ACTUAL THICKNESS.
2. ALL GYP. WALLS ARE TO BE 5 INCHES THICK UNLESS OTHERWISE NOTED
3. ALL CONCRETE BLOCK WALLS ARE TO BE 8 INCHES THICK UNLESS OTHERWISE NOTED
4. COORDINATE SIZE AND LOCATION OF ALL DUCT AND SHAFT OPENINGS IN WALLS AND FLOORS W/ MECH. AND ELEC. PROVIDE ALL REQUIRED LINTELS FOR OPENINGS. SEE LINTEL SCHEDULE.
5. ALL DOOR SIDELIGHT OPENINGS TO BEGIN AT FINISH ADJACENT WALL UNLESS OTHERWISE NOTED
6. FIRE RATED WALLS ARE INDICATED ON CODE PLANS
7. HEAVY LINE TYPE INDICATES BUILDING MATCH LINE

FLOOR PLAN KEY NOTES:

1. PATCH EXISTING WALL AT AREA OF REMOVAL OF EXISTING EQUIPMENT, SEE MEC/ELEC/PLUMBING DWGS
2. PATCH WALL AT REMOVED ITEM
3. PATCH SLAB AT SAWCUT AREAS. EXTEND FLOORING FINISH AS REQUIRED
4. REINSTALL EXISTING PROJECTOR IN ORIGINAL LOCATION
5. REINSTALL EXISTING MARKERBOARD IN ORIGINAL LOCATION
6. RECESSED WALL MOUNTED CABINET UNIT HEATER - SEE MEC/H
7. CONC. STOOP - COORD W/ STRUCT
8. HOUSEKEEPING PAD - COORD EXTENTS WITH MECHANICAL UNITS. SEE DETAIL FS-M4.706
9. FIRE EXTINGUISHER LOCATION
10. SEE SECTIONS FOR LOCATION OF SPLIT FACE BLOCK INSTALLATION. INFILL AT REMOVED EXTERIOR METAL PANEL THIS ROOM
11. PREP, PRIME, PAINT EXISTING AND DOOR AND FRAME PT-4
12. PROVIDE ROOM SIGNAGE THIS LOCATION PER DETAIL A4.801 CONFIRM EXACT LOCATION W/ OWNER PRIOR TO INSTALL. VERIFY ALL ROOM NAME & AND NUMBERS AS SCHEDULED WITH OWNER PRIOR TO FABRICATION
13. CUT AND PATCH EXISTING MASONRY WALL WITH BRICK FINISH AS REQUIRED FOR ELEC. DEVICE INSTALLATION. DO NOT OVERCUT CORNERS. CONTRACTOR RESPONSIBLE TO REPAIR ANY FINISH WORK AS REQUIRED. COORD W/ ELEC. AND EXISTING DEVICE LOCATION.
14. PROVIDE AND INSTALL CONCRETE SPLASH BLOCK AT DOWNSPOUT LOCATIONS AS SHOWN. COORD W/ CIVIL. SEE DET A4.E3 AS SIM.

DOOR / OPENING SCHEDULE

DOOR NO.	TYPE	DOOR / OPENING: QTY	WIDTH	HEIGHT	THICK	LABEL: WALL RATING	FRAME: TYPE	FRAME: DEPTH	FRAME: MATL	FRAME: FIN	HARDWARE GROUP	ARCH.	ELEC.	HOW. GRP.	REMARKS
E1116A	WL2	1	3'-0"	7'-0"	4½	-	EXIST	-	EXIST	-	-	-	-	14	3
E1116B	WL2	1	3'-0"	7'-0"	4½	-	EXIST	-	EXIST	-	-	-	-	14	3
E1116C	WL2	1	3'-0"	7'-0"	4½	-	EXIST	-	EXIST	-	-	-	-	14	3
E1116D	WL2	1	3'-0"	7'-0"	4½	-	EXIST	-	EXIST	-	-	-	-	14	3
E1116A	IP	2	3'-0"	7'-0"	4-9/16	-	HM	-	HM	-	SEE SHEET A0.601	1	-	15	
E1116B	IP	2	3'-0"	7'-0"	4-9/16	-	HM	-	HM	-	SEE SHEET A0.601	1	-	15	
E1116C	IP	2	3'-0"	7'-0"	4-9/16	-	HM	-	HM	-	SEE SHEET A0.601	1	-	15	
E1116D	IP	2	3'-0"	7'-0"	4-9/16	-	HM	-	HM	-	SEE SHEET A0.601	1	-	15	
E1116C	IP	1	3'-0"	7'-0"	4-9/16	-	EXIST	-	EXISTING	-	-	-	-	15	1, 4
E1116D	IP	1	3'-0"	7'-0"	4-9/16	-	EXIST	-	EXISTING	-	-	-	-	15	1, 4
E1116D	IP	1	3'-0"	7'-0"	4-9/16	-	HM	-	HM	-	SEE SHEET A0.601	1	-	15	
E1116E	IP	1	3'-0"	7'-0"	4-9/16	-	HM	-	HM	-	SEE SHEET A0.601	1	-	15	
E1117A	IP	1	3'-0"	7'-0"	4-9/16	-	HM	-	HM	-	SEE SHEET A0.601	1	-	15	
E1117B	IP	1	3'-0"	7'-0"	4-9/16	-	HM	-	HM	-	SEE SHEET A0.601	1	-	15	
E1117C	IP	1	3'-0"	7'-0"	4-9/16	-	HM	-	HM	-	SEE SHEET A0.601	1	-	15	
E1117D	IP	1	3'-0"	7'-0"	4-9/16	-	HM	-	HM	-	SEE SHEET A0.601	1	-	15	
E1117E	IP	1	3'-0"	7'-0"	4-9/16	-	HM	-	HM	-	SEE SHEET A0.601	1	-	15	

DOOR SCHEDULE REMARKS

1. MEET DOOR FINISH/ LABEL WHERE ARE ONLY EXISTING FRAME TO REMAIN / MODIFY AS REQ'D TO ACCEPT NEW HARDWARE
2. CHRO READER TYPE OPENING. COORD W/ E&C
3. VERIFY REMOVABLE CENTER MULLION. REFER TO SPECIFICATIONS
4. PREP AND PAINT EXISTING DOOR AND FRAME PT-4
5. PROVIDE CUT OUT FOR TRANSFER GRILLE IN DOOR. COLOR BLACK. FOR WOOD DOOR PANELS
6. 180 DEGREE DOOR SWING FRAME TO GO AT FULL THICKNESS OF WALL.
7. REFERENCE DOOR AND DOOR OPENING SCHEDULE

DOOR SCHEDULE GENERAL NOTES

1. ALL DOORS ARE 1 3/4" THICK UNLESS OTHERWISE NOTED
2. FOR FRAME DEPTH, SIZE, AND LOCATIONS TO THE FOLLOWING TABLE ARE SCHEDULED
   - EXTERIOR AND INTERIOR WALLS
   - INTERIOR PARTITIONS - THICKNESS AS FRAME TO MATCH WALL THICKNESS
   - BUILDING PARTITIONS:
     - 6" WALL: 5 3/4" FRAME
     - 8" WALL: 7 3/4" FRAME
     - 6" AND GREATER WALL: 7 3/4" FRAME

   FRAME DEPTHS ARE SCHEDULED IN NOMINAL DIMENSIONS. SEE FRAME DOOR TYPES DETAIL SECTION 1 HOUR FOR CORRESPONDING ACTUAL DIMENSIONS
3. FOR GLASS TYPES, SIZE & LOCATIONS TO THE FOLLOWING TABLE ARE SCHEDULED
   - INTERIOR WINDOWS
   - CLEAR SAFETY GLASS REQUIRED AT THESE IN GLAZING SPECIFICATION)
   - EXTERIOR WINDOWS
   - FIRE RATED
   - SYSTEM MANUFACTURER
   - CLEAR INSULATED SAFETY FIRE RATED GLASS REQUIRED BY TABLE IN GLAZING SPECIFICATION)
4. SEE SHEET A0.601 FOR FRAME TYPES
5. SEE SHEET A0.601 FOR DOOR TYPES
6. SEE DOOR SCHEDULE FOR SPECIFICATION ABOUT PANELS
7. FOR ALL OPENINGS WITH SIDE LITES AND SCHEDULED TO BE RATED FOR 20 MINUTES, THE DOOR AND ANY GLASS WITHIN THE DOOR IS TO BE RATED FOR 20 MINUTES. THE FRAME AND ADJACENT SIDELITE, TRANSOM AND FRAME, IS TO BE RATED FOR 45 MINUTES
8. ALL WALL AND DOORS SHALL HAVE VINYL LETTERING ON HEAD OF DOOR FRAME ON BOTH SIDES OF WALL AT 5'-0" COORDINATE FINAL LOCATIONS AND NUMBERS WITH OWNER.
9. [illegible] CAMPUS FACILITIES. COORDINATE NUMBERING AND WITH OWNER.

CONSTRUCTION SET

HUNTLEY HS FINE ARTS ADDITION

13719 Harmony Road
Huntley, IL 60142

Huntley CSD No. 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

WOLD ARCHITECTS AND ENGINEERS



KEY PLAN

ILLINOIS PROFESSIONAL DESIGN FIRM
WOLD ARCHITECTS INCORPORATED
LICENSE NUMBER: 184001786-0001

STATE OF ILLINOIS
ROGER JOSEPH SCHWEGMAN
001-017074
LICENSED ARCHITECT

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed ARCHITECT
under the laws of the State of IL

License Number: 001-017074 Date: 11/19/20

Revisions	Date
ADDENDUM #1	07/13/2018
ADDENDUM #2	07/19/2018
CONSTRUCTION SET	08/10/2018
PB-2-5	08/15/2018

Comm: 192811
Date: 7/05/2018
Drawn: T.R.
Check: RJSC

FLOOR PLAN AREA B

Scale: As Indicated

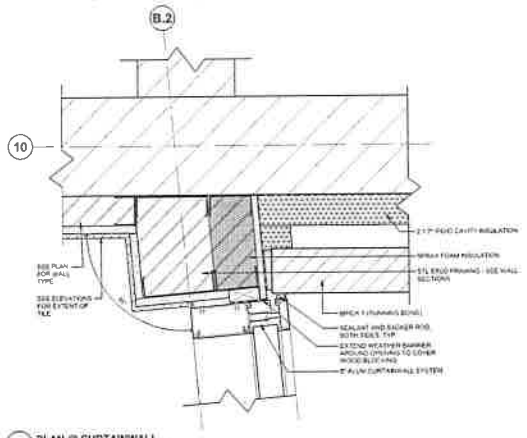
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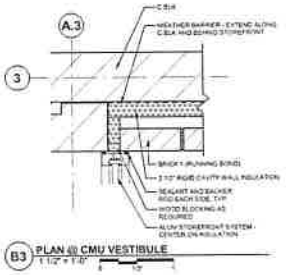
HHS Fine Arts Addition Construction Update - Page 15 of 71

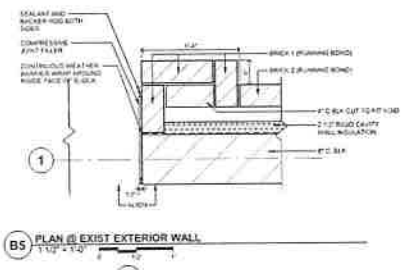
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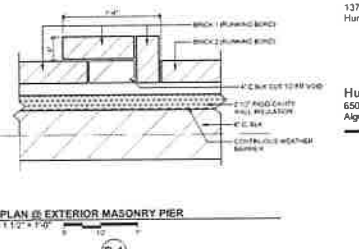
151

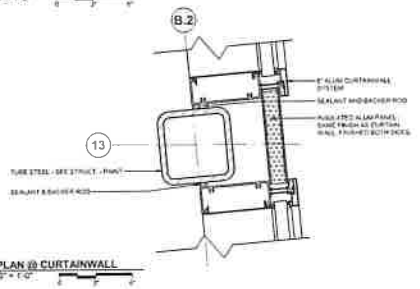
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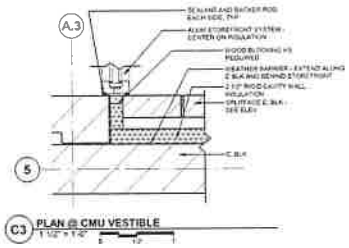


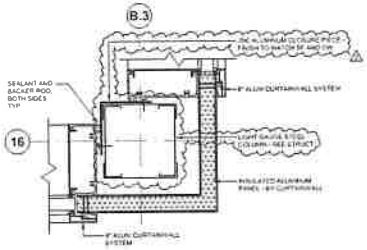


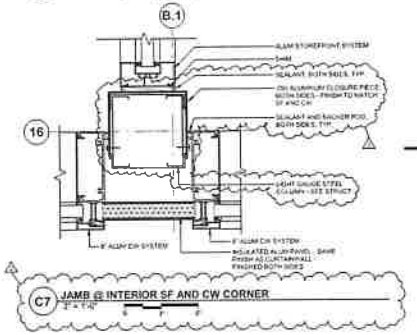


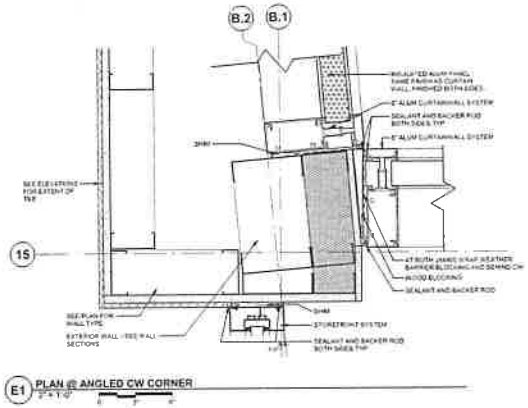


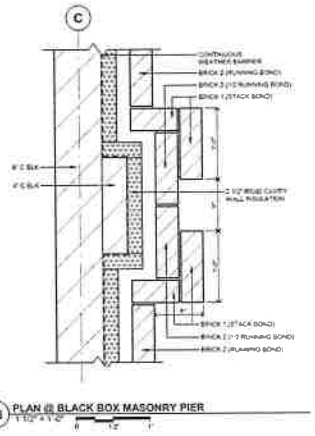












IL

A

HUNTLEY HS FINE ARTS ADDITION

13719 Harmony Road
Huntley, IL 60142

Huntley CSD No. 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

Wold

WOLD ARCHITECTS AND ENGINEERS

ILLINOIS PROFESSIONAL DESIGN FIRM
WOLD ARCHITECTS INCORPORATED
LICENSE NUMBER: 184.007.0001

STATE OF ILLINOIS
ROGER SCHNEIDER
001-017074
LICENSED ARCHITECT

ARCHITECT

Roger Schneider
001-017074 Date 11/2020

Revisions		
Description	Date	
CONSTRUCTION SET	09/04/2019	

Comm 197811
Date 7/01/2019
Drawn TJS
Check KBE

DETAILS - EXTERIOR PLAN

Scale As indicated

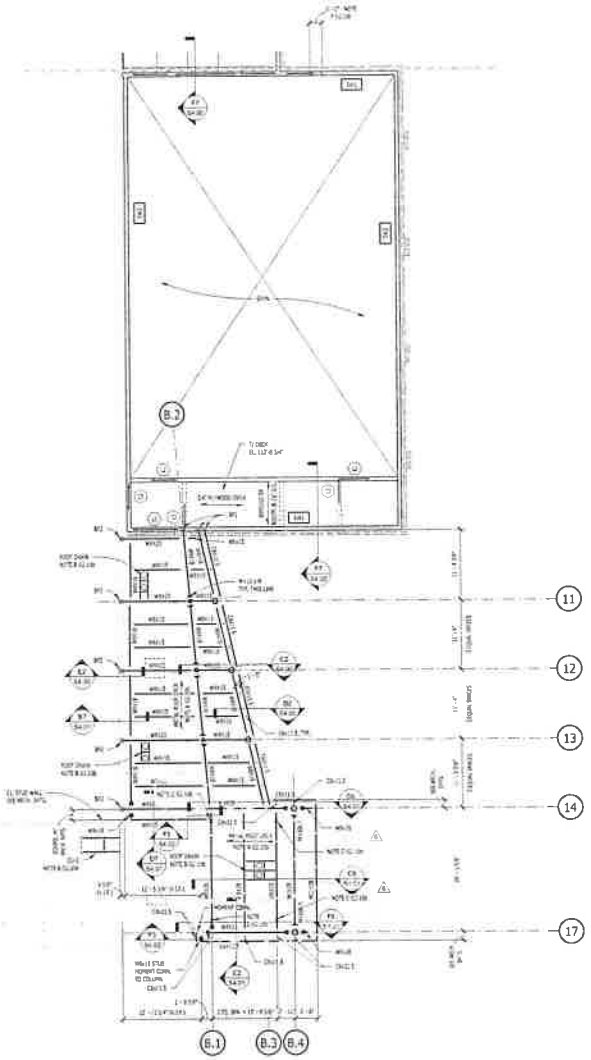
A5.501

CONSTRUCTION SET

IL

153

A



F2 LOW ROOF FRAMING PLAN - AREA B
1/8" = 1'-0"

HUNTLEY HS FINE ARTS ADDITION

13719 Harmony Road
Huntley, IL 60142

Huntley CSD No. 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

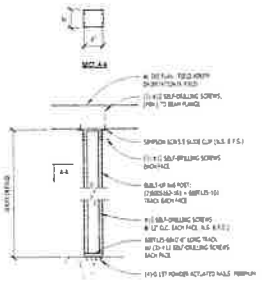
Wold

WOLD ARCHITECTS AND ENGINEERS

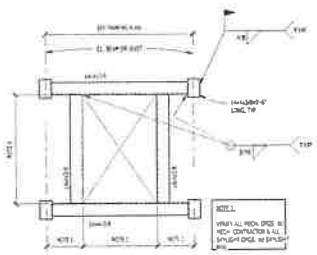
LOW ROOF FRAMING PLAN - AREA B

Scale: 1/8" = 1'-0"

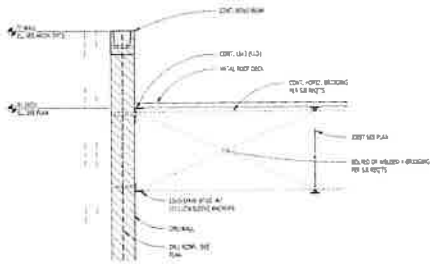
S2.10b



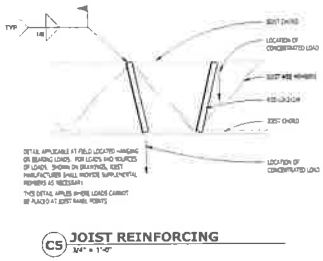
B4 COLD FORMED WIND POST
3/4" = 1'-0"



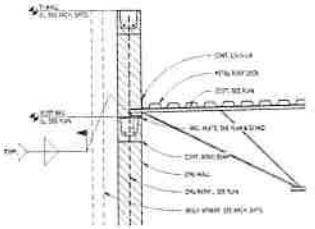
B5 TYP. ROOF OPENING FRAME
3/4" = 1'-0"



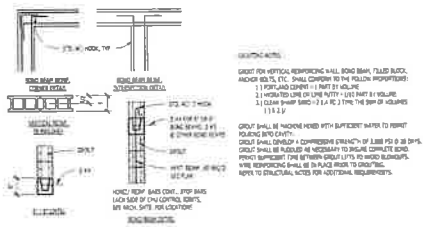
B7 SECTION
3/4" = 1'-0"



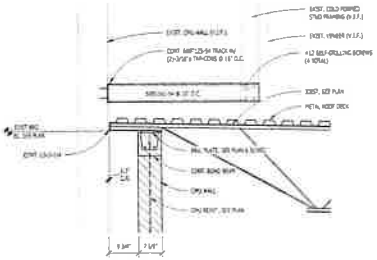
C5 JOIST REINFORCING
3/4" = 1'-0"



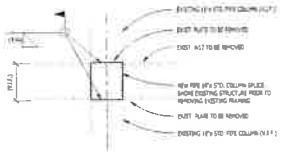
C7 SECTION
3/4" = 1'-0"



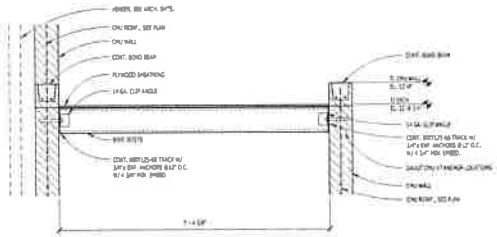
D5 TYP. MASONRY DETAILS AND NOTES
1 1/2" = 1'-0"



D7 SECTION
3/4" = 1'-0"



F5 EXIST. COLUMN SPLICE SECTION
3/4" = 1'-0"



F7 FRAMING SECTION
3/4" = 1'-0"

HUNTLEY HS FINE ARTS ADDITION

13719 Harmony Road
Huntley, IL 60142

Huntley CSD No. 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

Wold

WOLD ARCHITECTS AND ENGINEERS

ROOF FRAMING DETAILS AND SECTIONS

Scale As indicated

S4.02

IL

154

A

HHS Fine Arts Addition Construction Update - Page 18 of 71

ROCK VALLEY GLASS
ARCHITECTURAL GLASS & ALUMINUM
1398 Huntwood Drive • Cherry Valley, IL 61016
Phone: 815-332-1868 • Fax: 815-332-1849

PROPOSAL REQUEST #13

Materials & Labor Back up

Job Name: Huntley High School Fine Arts Addition
Address: 13719 Harmony Road
Huntley, IL. 60142

MATERIALS LIST

.063 Flat Stock Dark Bronze Anodized		$336.00
	Process Fee	$ 45.00
	Freight	$200.00
	Fuel Surcharge	$ 60.00
	Material Subtotal	$641.00
	Tax	-------
	Material Total	$641.00

LABOR

			HOURS		
Straight Field	$ 92.41	X	4	=	$369.64
Foreman Field	$ 93.91	X	4	=	$375.64
Premium	$	X		=	--------
				Labor Total	$745.28

COMMENTS

	Material Total	$ 641.00
	Tax	--------
	Labor Total	$ 745.28
	Subtotal	$1,386.28
NA on allowance work →	~~10% profit & overhead~~	~~$ 138.63~~
	1,386.28	
	Total	~~$1,524.91~~

James Poluyanskis

From: Manno, Mike <mmanno@petersenmail.com>
Sent: Wednesday, February 12, 2020 7:19 AM
To: James Poluyanskis
Subject: RE: Huntley Flat stock quote

Yes it is-

Based on 10 sheets- $ 4.09 sf, plus $45 proc charge
p/u or plus freight

with a 25 sheet order- it goes to- $ 3.68 sf, del, plus 1.5% fuel surcharge

lead time 2-3 days

*prices subject to review in 30 days

Thank you

Michael Manno
Petersen Aluminum
1005 Tonne Road
Elk Grove Village, IL 60007
direct 800-262-4206

PAC-CLAD

From: James Poluyanskis <jp@rockvalleyglass.com>
Sent: Tuesday, February 11, 2020 4:37 PM
To: Manno, Mike <mmanno@petersenmall.com>
Subject: Huntley Flat stock quote

Mike,

In dark bronze anodized .063 are 4'x12' long sheets available? If so what is the cost for 10 sheets?

Thank You,
James Poluyanskis
Vice President
Rock Valley Glass Company

PROPOSAL REQUEST #13

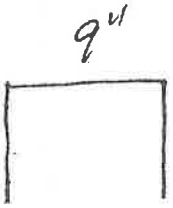
PROVIDE & INSTALL ACUMINUM CLOSURE PIECE

2 - 7" X 7" X 144"



14" X 2 = 28"

2 - 7" X 9" X 7" X 144"



23" X 2 = 46"

.063 DARK BRONZE ANODIZE CUSTOM BREAKMETAL

MATERIAL

80' x $4.20.00 = $ 336.00
PROCESS FEE + 45.00
FREIGHT $ 200.00
FUEL SURCHARGE 60.00
$ 641.00

PJ

Hargrave Builders, Inc.

PCO #005

Hargrave Builders, Inc.
660 Schneider Dr
South Elgin, Illinois 60177
Phone: (847) 742-7828
Fax: (847) 742-7889

Project: 19073 - Lamp-D158 HHS Fine Arts Add
13719 Harmony Road
Huntley, Illinois 60142

Prime Contract Potential Change Order #005: PR-13- Cold Formed Steel Built-Up

TO:	Lamp Incorporated 460 N Grove Ave Elgin, Illinois 60120	**FROM:**	Hargrave Builders, Inc. 660 Schneider Dr South Elgin, Illinois 60177
PCO NUMBER/REVISION:	005 / 0	**CONTRACT:**	1 - Hargrave as Sub Template Prime Contract
REQUEST RECEIVED FROM:	Jay Schaack **(Lamp Incorporated)**	**CREATED BY:**	Corie Turk **(Hargrave Builders, Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	2/10/2020
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Unit/Quantity Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	~~$9,964.40~~ 3,398.40

POTENTIAL CHANGE ORDER TITLE: PR-13- Cold Formed Steel Built-Up

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

ATTACHMENTS:
Revised Pricing.pdf PR_13.pdf

#	Cost Code	Description	Type	Quantity	Units	Unit Cost	Subtotal
1	01 - General Requirements	L&W Supply- Materials	Materials	1.0	LS	$1,354.00	$1,354.00
2	01 - General Requirements	Labor	Labor	20.0	Hours	$102.22	$2,044.40
						Subtotal:	$3,398.40
						Overhead: 10.00% Applies to Labor, Equipment, and Materials.	~~$339.84~~
						Profit: 5.00% Applies to Labor, Equipment, Materials, Commitment, and Owner Cost.	~~$169.91~~
						Bond: 1.00% Applies to Labor, Equipment, Materials, Commitment, and Owner Cost.	~~$39.25~~
						Grand Total:	~~$9,964.40~~
							$ 3,398.40

Lamp Incorporated
460 N Grove Ave
Elgin, Illinois 60120

Jay Schaack 2/27/20

SIGNATURE **DATE**

Hargrave Builders, Inc.
660 Schneider Dr
South Elgin, Illinois 60177

2/27/20

SIGNATURE **DATE**

L&W Supply

L&W SUPPLY
430 N DAMEN AVE
CHICAGO IL 60622
PHONE: (312) 733-6600
FAX: (312) 733-6691

---- ORDER ----

OR1021527340

Page 1
Time 15:02:06
Date 2/11/20

Sold To: 0039965
HARGRAVE BUILDERS

660 SCHNEIDER DR.
SOUTH ELGIN IL 60177

Ship To: 00091
HUNTLEY HIGH SCHOOL
13719 HARMONY RD

HUNTLEY IL 60142

CHRIS

Ship Via	Pick Ticket #	Branch #	Date Ordered	Date Requested	Date Shipped	Document #
TAILGATE	P1021527340	061003	2/11/20			1021527340

Commodity Code	Order Qty	Ship Qty	Product Description	Extended Quantity	UoM	Unit Price	Sales Amount
600SJ1512	8		6" CSJ 15' 12GA ** UNPUNCHED	.120	MLF	2,847.13	341.66
600TS1512	8		6" TR 15' 12G 114L	.120	MLF	2,488.29	298.60
600TS1014	1		6" TR 10' 14G 114L	.010	MLF	1,800.04	18.00
SCW55KT	1		HD WALL CLP 5-1/2" 25PC	25.000	PC	2.79	70.00
VB12075H3	1		3/4"-#12 HEXHEAD S/D 5#	1.000	BOX	31.30	31.31
MINIMUMDELIVERY	1		MINIMUM DELIVERY CHARGE VISIT US AT www.CABS-4-U.com	1.000	EACH	150.00	150.00

SUB-TOTAL				909.57
TAX	0	I	IZ	.00
ORDER TOTAL				909.57

EST. WEIGHT= 738
357 WS P/D=P PCID 102 061 003 GB017

ORDER ACKNOWLEDGEMENT

Pay Last Amount Shown Above

Past due accounts subject to service charge of 1 ½% per month. The sales of the products identified on this document are governed by & subject to L&W Supply Corporation's Terms & Conditions in effect as of the order date shown above. These terms & conditions, which are incorporated herein by reference are available on our website at www.lwsupply.com/terms-of-use.html. In addition, you can obtain a hard copy of the terms & conditions from your L&W Supply representative. By signing this document, you agree on behalf of customer to such terms & conditions, the terms of the credit agreement between customer and L&W Supply, if applicable, & the terms on this document represent our final and complete agreement as to the sale and purchase of the products identified on this document. No other terms or conditions adding to or modifying the same shall be binding upon us unless made in writing signed by an authorized representative of L&W Supply. L&W Supply Corporation includes its subsidiaries and DBA. Any claims for damage to property must be reported to L&W within 5 days after the damage occurs. Claims against L&W for damage shall be deemed waived unless an authorized L&W representative has the opportunity to inspect the damaged property before repair. Not responsible for broken sidewalks, curbs, lawns, etc. when delivery is requested on premises.

*I HEREBY CERTIFY THAT THE MATERIALS LISTED ON THIS TICKET WERE IN FACT DELIVERED TO THE JOB AND ADDRESS SHOWN ON THIS TICKET:

Loaded By: _____ Date: _____ *Delivered By: _____ Date: _____

Checked By: _____ Date: _____

Ind Checker: _____ Date: _____ Received By: _____ Date: _____

L&W Supply Corporation
303 W. Irving Park Rd.
Roselle, IL 60172
http://www.lwsupply.com
630-894-5200

To accurately apply your payment, please include either: a listing of invoices being paid or separate document and/or your statement stub. Please clearly identify any payment deductions.

INVOICE

Customer Number	0039965
Invoice Number	101357229
Invoice Date	2/03/20
Payment Due Date	3/25/20
Total Amount Due	444.77

Make Checks Payable & Remit To:
L&W Supply Corporation
774496
4496 Solutions Center
Chicago, IL 60677-4004

4303 1 AB 0.419 E0140 I0179 D5816563389 S2 P7117088 0002:0002

HARGRAVE BUILDERS
660 SCHNEIDER DR
SOUTH ELGIN IL 60177-1154

SHIP TO: 00091

HUNTLEY HIGH SCHOOL
13719 HARMONY RD
CHRIS 224-629-0397
HUNTLEY IL 60142

TO VIEW AND PAY ONLINE GO TO:	http://lwsupply.billtrust.com	USE THIS ENROLLMENT TOKEN:	KHF VXW KGV	ENROLL WITH THIS ACCOUNT #:	0610039965

Customer Order No.	Order Date	Req. Date	Ship Date	Ship Via	Sold To Code	Our Order No.	From Order No.	B/O Order No.
19073	1/31/20	2/03/20	2/03/20	DELI	0039965	1011266731		061001

Commodity Code	Quantity Ordered	Quantity Shipped	Product Description	Extended Quantity	Unit	Price Per Unit	Sales Amount
600SJ1514UP	8		8 6" CSJ 15' 14G UNPUNCHED	.120	MLF	1911.81	229.42
600TS1614	8		8 6" TR 16' 14G 114L	.128	MLF	1682.39	215.35

RECEIVED
FEB 07 2020
JOB# 19073
CODE
APPRO AL SS

L&W IS A DISTRIBUTOR AND MAKES NO PRODUCT WARRANTIES. L&W DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. All sales are made soley pursuant to L&W's terms and conditions of sale, which can be accessed at www.lwsupply.com/terms-and-conditions and are available upon request from your local branch. Note: Seller's terms contain indemnification provisions and warranty limitations and damage disclaimers that are binding upon Buyer. All other terms and conditions are expressly rejected. By accepting the below materials, you agree to L&W's terms and conditions. Seller represents that with respect to the production of the articles and/or the performance of the services covered by this invoice, has fully complied with section 12(A)of the Fair Labor Standards Act of 1938 as amended. LATE PAYMENT CHARGE: All accounts past due will be subject to a monthly late payment charge, not to exceed the maximum allowable by state or federal law. When you provide a check as payment, you authorize us either to use this information from your check to make a one-time electronic fund transfer(EFT) from your account or to process the payment as a check transaction. For inquiries, please call the number provided on the invoice.

DISCOUNT AVAILABLE	8.90	SUB-TOTAL	444.77
DISCOUNT DUE DATE	3/15/20	TAX I IZ	.00
TOTAL INVOICE PAST DUE DATE	3/25/20	TOTAL INVOICE	444.77

L&W Supply

L&W SUPPLY
430 N DAMEN AVE
CHICAGO IL 60622
PHONE: (312) 733-6600
FAX: (312) 733-6691

---- ORDER ----

OR1021527340

Page 1
Time 13:08:14
Date 2/10/20

Sold To: 0039965
HARGRAVE BUILDERS

660 SCHNEIDER DR.
SOUTH ELGIN IL 60177

Ship To: 00091
HUNTLEY HIGH SCHOOL
13719 HARMONY RD

HUNTLEY IL 60142

CHRIS

Ship Via	Pick Ticket #	Branch #	Date Ordered	Date Requested	Date Shipped	Document #
TAILGATE	P1021527340	061003	2/10/20			1021527340

Commodity Code	Order Qty	Ship Qty	Product Description	Extended Quantity	UoM	Unit Price	Sales Amount
SSP1	1		SPECIAL STEEL PACKAGE #1	1.000	EACH	1,226.68	1,226.68
			** 8 PCS OF UNPUNCHED 600S162-118, 15'				
			** $57.71/EA				
			** 8 PCS OF TRACK 600T125-118, 15' LONG				
			** $51/EA				
600TS1014	1		6" TR 10' 14G 114L	.010	MLF	1,800.04	18.00
SCW55KT	1		HD WALL CLP 5-1/2" 25PC	25.000	PC	2.79	70.00
VB12075H3	1		3/4"-#12 HEXHEAD S/D 5#	1.000	BOX	31.30	31.31

098 acceptable

Revised PBL email 2/11/20

--Continued on next page--

		Pay Last Amount Shown Above

Past due accounts subject to service charge of 1 ½% per month. The sales of the products identified on this document are governed by & subject to L&W Supply Corporation's Terms & Conditions in effect as of the order date shown above. These terms & conditions, which are incorporated herein by reference are available on our website at www.lwsupply.com/terms-of-use.html. In addition, you can obtain a hard copy of the terms & conditions from your L&W Supply representative. By signing this document, you agree on behalf of customer to such terms & conditions, the terms of the credit agreement between customer and L&W Supply, if applicable, & the terms on this document represent our final and complete agreement as to the sale and purchase of the products identified on this document. No other terms or conditions adding to or modifying the same shall be binding upon us unless made in writing signed by an authorized representative of L&W Supply. L&W Supply Corporation includes its subsidiaries and DBA. Any claims for damage to property must be reported to L&W within 5 days after the damage occurs. Claims against L&W for damage shall be deemed waived unless an authorized L&W representative has the opportunity to inspect the damaged property before repair. Not responsible for broken sidewalks, curbs, lawns, etc. when delivery is requested on premises.

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Loaded By: _____ Date: _____ *Delivered By: _____ Date: _____

Checked By: _____ Date: _____

Ind Checker: _____ Date: _____ Received By: _____ Date: _____

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Doug Renkosik <drenkosik@district158.org>

FW: PR 13 pricing

1 message

Jay Schaack <JSchaack@lampinc.net> Wed, Apr 29, 2020 at 3:26 PM
To: Doug Renkosik <drenkosik@district158.org>
Cc: Kirsta Ehmke <kehmke@woldae.com>

Doug, below is the email from Wold in regards to the PR 13 cost review.

Thanks

From: Kirsta Ehmke <kehmke@woldae.com>
Sent: Tuesday, February 18, 2020 12:18 PM
To: Jay Schaack <JSchaack@Lampinc.net>; Renkosik, Doug <DRenkosik@district158.org>
Cc: Tyler Severson <tseverson@woldae.com>; Roger Schroepfer <rschroepfer@woldae.com>
Subject: Re: PR 13 pricing

Doug,

We have reviewed the costs and take no issue with them as submitted and noted by Lamp. Note that the framing cost did go down more than $500 with the comment from Kent regarding material gauge required.

Please let us know if you have any questions.

On Tue, Feb 18, 2020 at 7:06 AM Jay Schaack <JSchaack@lampinc.net> wrote:

> **CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Kirsta and Tyler, attached is the pricing for PR 13 from both Hargrave and Rock Valley Glass. Hargraves material costs did come down over $500 with the gauge difference. Rock Valley's costs will be covered by allowance, but Im trying to get their Foreman rate adjusted down a bit at this time.

Hargraves costs on 13 will not be 100% covered by allowance but over half will. I will adjust their oh&p a bit during finalization. So im assuming this will need to be a CO and delay things a bit more in that area too.

Please review costs and lmk.

Jay Schaack

Project Manager | Lamp Incorporated

460 North Grove Avenue | Elgin, IL 60120

P 847.741.7220 x308 | C 224.339.4266 | lampinc.net

LAMP™ INCORPORATED

A CONSTRUCTION TRADITION

LAMP INCORPORATED

PCO #020

Lamp Incorporated
460 N. Grove Avenue
Elgin, Illinois

Project: 16172 - D158 - HHS Fine Arts Addition
13917 Harmony Road
Huntley, Illinois 60142

Potential Change Order #020: Added CMU per PR 16

TO: Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin 60102

FROM:

PCO NUMBER/REVISION:	020 / 0	**CONTRACT:**	1 - D158 - HHS Fine Arts Addition Prime Contract
REQUEST RECEIVED FROM:	Kirsta Ehmke **(Wold Architects & Engineers)**	**CREATED BY:**	Jay Schaack **(Lamp Incorporated)**
STATUS:	Pending - In Review	**CREATED DATE:**	2/27 /2020
REFERENCE:		**LOCATION:**	Band room

CHANGE REASON: Architect request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
This PCO is In regards to the necessary additional CMU in the Band Room per PR 16.

These costs will be tracked on a Time and Material basis not to Exceed the proposed price.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	04-04A-01 - Masonry	04A Joe's Masonry - Added cmu in band room per PR 16	Commitment	$ 2,273.00
			Subtotal:	**$2,273.00**
			Grand Total:	**$2,273.00**

4-15-2020
Subcontractor signature Date

Jay Schaack 4/6/20
SIGNATURE **DATE**

5-5-20
SIGNATURE **DATE**

Change Order PR016

TICKET #: NA
DATE: 4-1-20
PROJECT: Huntley High School

Joe's Masonry
470 Walnut Street
Elmhurst, IL 60126
Phone: (630) 530-8129
Fax: (630) 782-0491

Description: new block pair

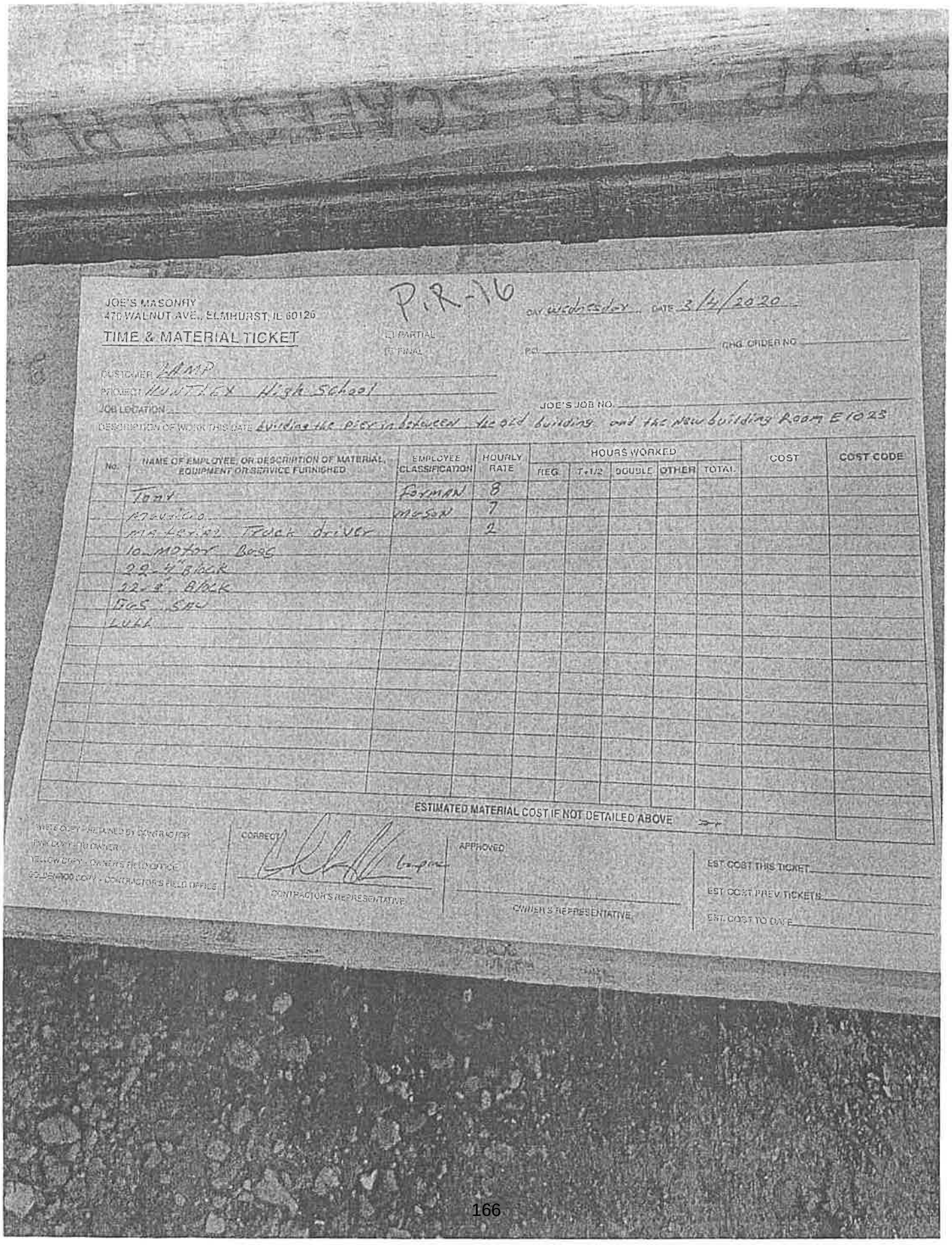
Labor:	Hours Worked	Hourly Rate	Sub-Total
Bricklayer Foreman	8	$ 101.05	$ 808.40
Bricklayer	7	$ 94.78	$ 663.46
Truck driver	2	$ 88.42	$ 176.84

Total Labor	$	1,648.70
Materials	$	140.72
Equipment	$	175.00
Bond		$102.00
Sub-Total	$	2,066.42
OH & P = 10%	$	206.64
Total Amount Due	$	2,273

MATERIALS:	Quantity	Unit Price		
mortar	10.00	$ 8.00	$	80.00
4" block	22.00	$ 1.06	$	23.32
8" block	22.00	$ 1.70	$	37.40
			$	-
			$	-
			$	-
Sub-total Materials			$	140.72

EQUIPMENT USED:	Quantity	Unit Price		
Saw - Table Saw	1.00		$	-
Saw blade Diamond	1.00	$ 75.00	$	75.00
lull	1.00	$ 100.00	$	100.00
			$	-
			$	-
			$	-
Sub-total Equipment			$	175.00

CLIENT APPROVAL AREA:
CLIENT:_____
AUTHORIZED BY:_____
SIGNATURE:_____ DATE SIGNED:_____



JOE'S MASONRY
470 WALNUT AVE., ELMHURST, IL 60126

P.R-16

DAY Wednesday DATE 3/4/2020

TIME & MATERIAL TICKET

☐ PARTIAL
☐ FINAL

P.O. _____ CHG. ORDER NO. _____

CUSTOMER LAMP
PROJECT HUNTLEY High School
JOB LOCATION _____ JOE'S JOB NO. _____
DESCRIPTION OF WORK THIS DATE Building the piers in between the old building and the new building Room E102 3

No.	NAME OF EMPLOYEE, OR DESCRIPTION OF MATERIAL, EQUIPMENT OR SERVICE FURNISHED	EMPLOYEE CLASSIFICATION	HOURLY RATE	HOURS WORKED REG.	T+1/2	DOUBLE	OTHER	TOTAL	COST	COST CODE
	Tony	Forman	8							
	Mario	Mason	7							
	Mason Truck driver		2							
	10 Motor Buggy									
	22-4" Block									
	22-8" Block									
	Gas Saw									
	Lull									

ESTIMATED MATERIAL COST IF NOT DETAILED ABOVE

WHITE COPY - RETAINED BY CONTRACTOR
PINK COPY - TO OWNER
YELLOW COPY - OWNER'S FIELD OFFICE
GOLDENROD COPY - CONTRACTOR'S FIELD OFFICE

CORRECT

CONTRACTOR'S REPRESENTATIVE

APPROVED

OWNER'S REPRESENTATIVE

EST. COST THIS TICKET _____
EST. COST PREV. TICKETS _____
EST. COST TO DATE _____

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Doug Renkosik <drenkosik@district158.org>

HHS - PCO 20-PR 16 Added CMU piers at band room

1 message

Jay Schaack <JSchaack@lampinc.net> Wed, Apr 29, 2020 at 3:54 PM
To: Doug Renkosik <drenkosik@district158.org>

Good afternoon Doug, attached is PCO 20 for signing. This was in regards to the added cmu piers in the band room for PR 16. You agreed to the costs by email back on 2/27 after reviewing Wolds comments.

This will be a contract change order for Joe's Masonry.

Thanks

Jay Schaack

Project Manager | Lamp Incorporated

460 North Grove Avenue | Elgin, IL 60120

P 847.741.7220 x308 | C 224.339.4266 | lampinc.net

LAMP INCORPORATED
A CONSTRUCTION TRADITION

PCO 20 Joes Masonry PR 16-Added pier at Band Room.pdf
1952K

LEAK REPORT

General Information

Date: 4-29-2020

Facility Name: Hunter High School

Contact Name (Person filling out this report): Jerry Verhagen

Phone #: 847-659-6514

Mobile #: 847-997-6593

LEAK LOCATION

Room Name / No.: W1303 / W1305

Adjacent Equipment (Name or #): IN HALLWAY by those Doors

If there are several leaks, are they:
In a Line: ~~Yes~~ / No
Random: Yes / No

SEVERITY

Water drips in every ... Use Seconds or ~~Use~~ Minutes Wet Tile
Steady Stream Yes / No
Leak appeared after 7:35 am (Time) after it started Raining / Snowing

WEATHER

Outdoor Temperature: 54 F
Wind Speed 2 mph Wind Direction: from the WSW
Rain Volume: Heavy (Moderate) Light Drizzle
Rain Duration: 12 Hours or _____ Days

COMMENTS

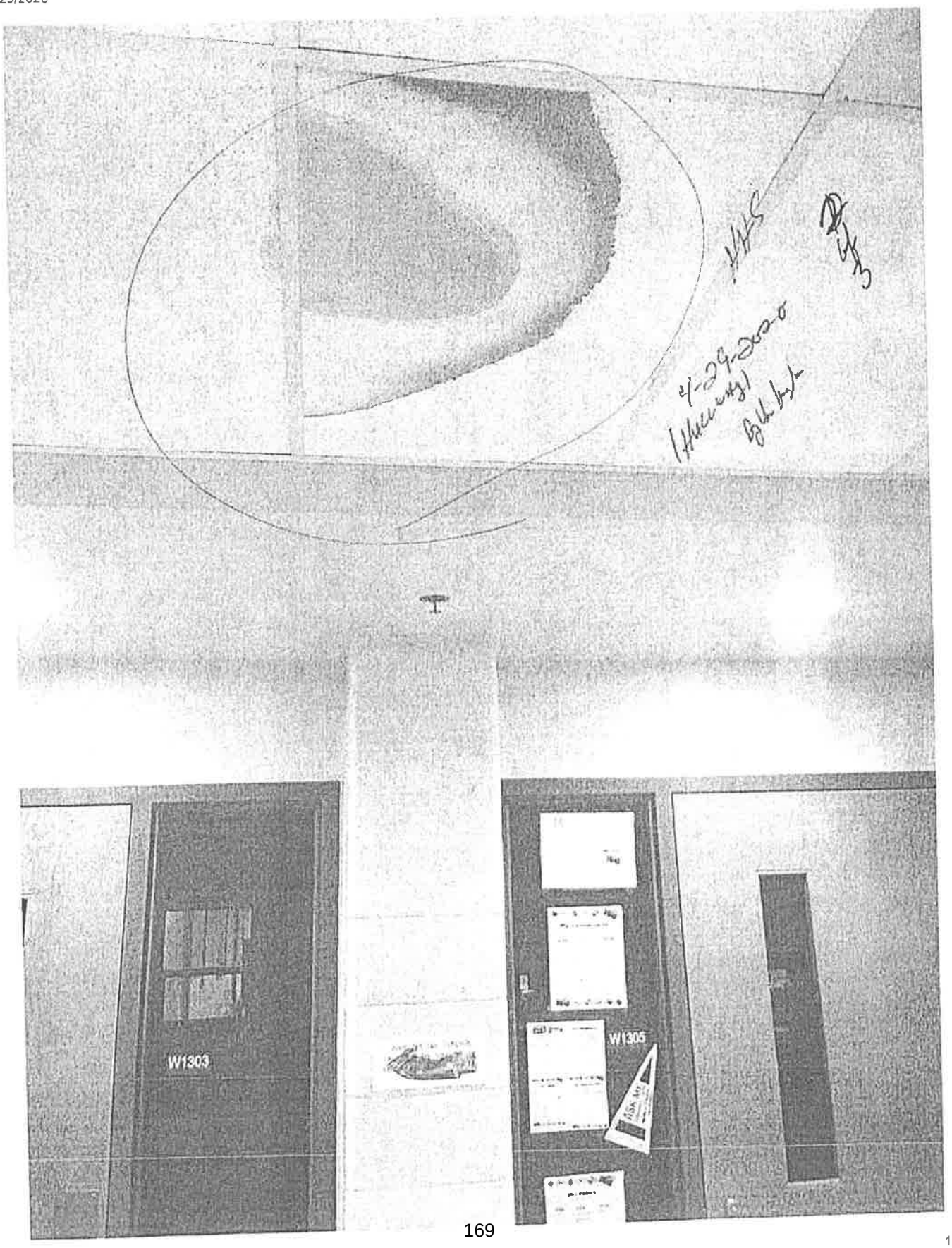
Floor Plan Attached? (Yes) / No

To Be Filled Out by O & M Staff:

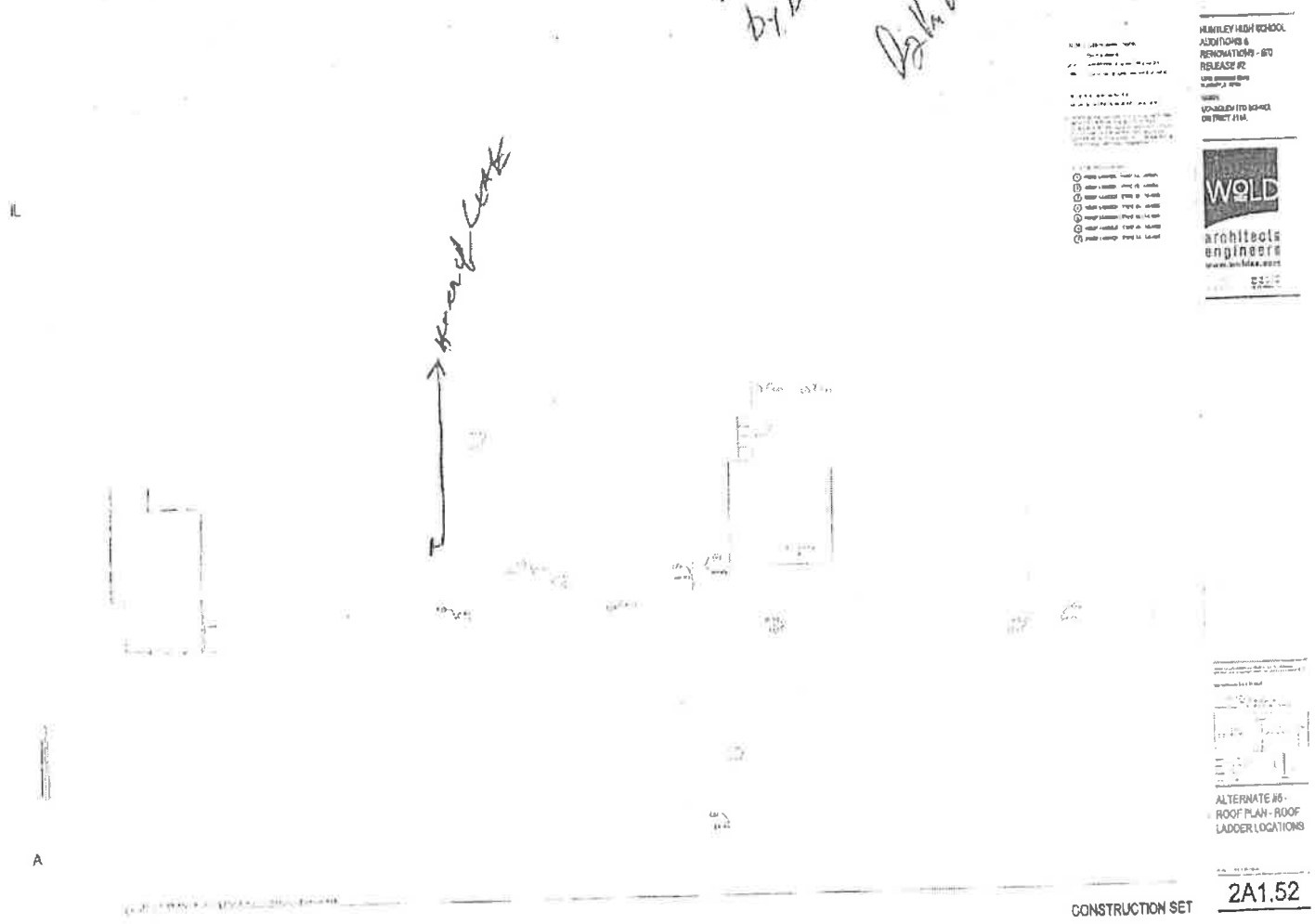
Contractor Contacted: Yes / No
If Yes: Who: _____
Phone# _____ Contact Name: _____

If roof under Warranty? Yes / No
Warranty Company: _____
Warranty Company Contacted?: Yes / No
If Yes: Who: _____

NOTE:
Upon Completion please fax to: Consolidated School District 158 @ (847) 659-6126
If Question call Doug Renkosik @ (847) 659-6161


W1303
W1305

4-29-2020
IN HALLWAY
by Doors # W1303
W1303



HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Doug Renkosik <drenkosik@district158.org>

Fwd: FW: HHS PR-016

1 message

Kirsta Ehmke <kehmke@woldae.com> Mon, May 4, 2020 at 5:50 PM
To: "Renkosik, Doug" <DRenkosik@district158.org>
Cc: Jay Schaack <JSchaack@lampinc.net>

Doug - see below the back and forth dialog between you, me and Jay regarding PR #16 costs. Once Jay explained the delivery cost you said you were okay with the costs as presented, and so was (is) Wold.

Let me know if you need any additional information.

Thank you,

Wold Architects and Engineers

Kirsta Ehmke | AIA

Associate

220 North Smith Street, Suite 310
Palatine, Illinois 60067

t 847 241 6100 **|** woldae.com

Comm. No.:

---------- Forwarded message ---------
From: **Doug Renkosik** <drenkosik@district158.org>
Date: Thu, Feb 27, 2020 at 8:44 PM
Subject: Re: FW: HHS PR-016
To: Jay Schaack <JSchaack@lampinc.net>
Cc: Kirsta Ehmke <kehmke@woldae.com>, Tyler Severson <tseverson@woldae.com>

i am ok w as presented after reading all the dialog.

On Thu, Feb 27, 2020, 12:25 PM Jay Schaack <JSchaack@lampinc.net> wrote:

> Its because they are showing the delivery costs broken out. When we do this on billable jobs its shown as a single unit price (labor and truck combined). Either way we would be hit with a delivery charge. But I do think that all of their block is on site at this time and they are opting to get it themselves so they can complete it at this time.
>
> **From:** Kirsta Ehmke <kehmke@woldae.com>
> **Sent:** Thursday, February 27, 2020 12:15 PM
> **To:** Jay Schaack <JSchaack@Lampinc.net>
> **Cc:** Renkosik, Doug <DRenkosik@district158.org>; Tyler Severson <tseverson@woldae.com>
> **Subject:** Re: FW: HHS PR-016
>
> I'm fine with tracking the labor as t&m not to exceed. I do think the trucking cost seems weird - they aren't coming out for any other reason that there is an additional charge for that? I get it, but it seems like a double up.

Doug, please advise if you have any questions or concerns.

Thank you,

Kirsta

On Thu, Feb 27, 2020 at 12:07 PM Jay Schaack <JSchaack@lampinc.net> wrote:

The trucking and labor is to deliver block to site. We can definitely track T&M if that's what you want.

Thanks and lmk

From: Kirsta Ehmke <kehmke@woldae.com>
Sent: Wednesday, February 26, 2020 12:04 PM
To: Renkosik, Doug <DRenkosik@district158.org>; Jay Schaack <JSchaack@Lampinc.net>
Cc: Tyler Severson <tseverson@woldae.com>
Subject: Fwd: FW: HHS PR-016

Doug and Jay,

I'm sorry I couldn't get to this sooner - I have been in meetings and did not see Tyler's email until just now. Below are my comments:

We have the pier called out as "installed to deck" - is our overall height around 16'-0"? If so, the quantity of block appears to be acceptable - we are detailed as 2 blocks wide up to deck would be around 48-50 blocks with no cutting, so 56 seems reasonable.

The hours seem to be high. The crew of two maybe it was three) installed the entire pocket door in less than a day when we were out on site a couple of weeks ago. I would think that this amount of work could be completed in less than 8 hours for the two staff listed. And I don't understand the truck labor cost - is that shipping the block to site?

Would it be best to track this as T&M not to exceed.

Thank you,

Wold Architects and Engineers

Kirsta Ehmke | AIA

Associate

220 North Smith Street, Suite 310
Palatine, Illinois 60067

t 847 241 6100 | woldae.com

Comm. No.:

---------- Forwarded message ---------
From: **Jay Schaack** <JSchaack@lampinc.net>
Date: Wed, Feb 26, 2020 at 9:04 AM
Subject: FW: HHS PR-016
To: Kirsta Ehmke <kehmke@woldae.com>, Tyler Severson <tseverson@woldae.com>
Cc: Chris Palmer <CPalmer@lampinc.net>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Kirsta and Tyler, please review the costa for Joe's Masonry for PR 16.

Thanks

From: Sal Calzante <scalzante.joesmasonry@gmail.com>
Sent: Saturday, February 22, 2020 7:06 AM
To: Jay Schaack <JSchaack@Lampinc.net>; Sal Calzante <kands259@comcast.net>
Subject: HHS PR-016

[External Email]

Jay,

See attached COR for PR-016 per your request.

Sincerely,

Sal Calzante, Vice President

Joe's Masonry

470 N. Walnut

Elmhurst, IL 60126

(630) 479-5123

scalzante.joesmasonry@gmail.com

LAMP INCORPORATED

PCO #022

Lamp Incorporated
460 N. Grove Avenue
Elgin, Illinois

Project: 16172 - D158 - HHS Fine Arts Addition
13917 Harmony Road
Huntley, Illinois 60142

Potential Change Order #022: Carey Electric - premium time costs

TO: Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin 60102

FROM:

PCO NUMBER/REVISION:	022 / 0	**CONTRACT:**	1 - D158 - HHS Fine Arts Addition Prime Contract
REQUEST RECEIVED FROM:	Chris Palmer **(Lamp Incorporated)**	**CREATED BY:**	Jay Schaack **(Lamp Incorporated)**
STATUS:	Pending - In Review	**CREATED DATE:**	4/6 /2020
REFERENCE:		**LOCATION:**	Areas A&B

CHANGE REASON: Project necessity

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
This CO is in regards to the premium time that Carey Electric was on site while the masons were working 10 hour days and Saturdays during the cold weather.

ATTACHMENTS:
HHS Carey electric extra tickets.pdf

#	Cost Code	Description	Type	Amount
1	16-26A-01A - Electrical Allowance	Premium time cover	Labor	$ 931.00
			Subtotal:	**$931.00**
			Grand Total:	**$931.00**

Jerry Gillund

Subcontractor signature Date

Jay Schaack 4/6/20

SIGNATURE **DATE**

4-6-20

SIGNATURE **DATE**

ADDITIONAL WORK AUTHORIZATION

CAREY ELECTRIC CONTRACTING, INC.
3309 WEST WAUKEGAN ROAD • MCHENRY, ILLINOIS 60050
TELEPHONE (815) 385-3600 • FAX (815) 385-3671

Date 11/5/19

Project Huntley Fine Arts

Location

Description Of Work Proposed: Over Time Hours

Worked To Complete In Wall Masonry Rough

10/29/19 — 2 Hours @ 36.27 = $72.54

10/30/19 — 2 Hours @ 36.27 = $72.54

$145.08

Approved By: _____ Company: Hunt

Carey Electrician On Site: _____

Attach this form to all job tickets relating to this extra work.

ADDITIONAL WORK AUTHORIZATION

CAREY ELECTRIC CONTRACTING, INC.
3309 WEST WAUKEGAN ROAD • MCHENRY, ILLINOIS 60050
TELEPHONE (815) 385-3600 • FAX (815) 385-3671

Date 11/6/19

Project Huntley HS.

Location Huntley, IL.

Description Of Work Proposed: Overtime to work w. th Bricklayers

Duane Shannon 1½ Hours OT @ 36.27 = $54.40
Kent Stinger 2 Hours OT @ 36.27 = $72.54
$126.94

Approved By: [signature] Company: Langman

Carey Electrician On Site: Kent Stinger

Attach this form to all job tickets relating to this extra work.

ADDITIONAL WORK AUTHORIZATION

CAREY ELECTRIC CONTRACTING, INC.
3309 WEST WAUKEGAN ROAD • MCHENRY, ILLINOIS 60050
TELEPHONE (815) 385-3600 • FAX (815) 385-3671

Date 11/23/19

Project Hunley Fine Arts Addition

Location _____

Description Of Work Proposed: Worked 8 hours of Premium Time

36.27
x 8
$290.16

Approved By: _____ **Company:** _____

Carey Electrician On Site: _____

Attach this form to all job tickets relating to this extra work.

ADDITIONAL WORK AUTHORIZATION

CAREY ELECTRIC CONTRACTING, INC.
3309 WEST WAUKEGAN ROAD • MCHENRY, ILLINOIS 60050
TELEPHONE (815) 385-3600 • FAX (815) 385-3671

Date 12/2/19

Project Huntley High School Fine Arts

Location _____

Description Of Work Proposed: 1/2" Conduit was Run Between Brick and Block when School was Built. Conduit was identified as Exterior Lighting. Conduit had to be Removed to Facilitate Installation of New Beam Pockets near New South Vestibule. Trace out System and Disconnect.

$92.21 x 4 = $368.84 Time: 4 Hours

Approved By: [signature] Company: _____

Carey Electrician On Site: DB

Attach this form to all job tickets relating to this extra work.

LAMP INCORPORATED

PCO #024

Lamp Incorporated
460 N. Grove Avenue
Elgin, Illinois

Project: 16172 - D158 - HHS Fine Arts Addition
13917 Harmony Road
Huntley, Illinois 60142

DRAFT

Potential Change Order #024: PR 18 Metal framing ILO CMU

TO: Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin 60102

FROM:

PCO NUMBER/REVISION:	024 / 0	**CONTRACT:**	1 - D158 - HHS Fine Arts Addition Prime Contract
REQUEST RECEIVED FROM:	Kirsta Ehmke (Wold Architects & Engineers)	**CREATED BY:**	Jay Schaack (Lamp Incorporated)
STATUS:	Draft	**CREATED DATE:**	4/7 /2020
REFERENCE:		**LOCATION:**	Area A

CHANGE REASON: Architect request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
This PCO is in regards to PR 18 work. The CMU head wall was removed and replaced with 6" metal framing and drywall.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	04-04A-01 - Masonry	Joe's Masonry- credit to owner	Commitment	($1,112.00)
2	06-06A-01A - General Trades Allowance	Hargrave Builders- Added costs for metal framing	Commitment	$ 1,453.00
			Subtotal:	$341.00
			Grand Total:	$341.00

9-29-2020
Joe's Masonry Signature — Date

4/16/20
Hargrave Signature — Date

Jay Schaack 4/29/20
SIGNATURE — DATE

SIGNATURE — 4-29-20 — DATE

	Change Order	PR-18	
TICKET #: NA			
DATE: 3/30/20	Joe's Masonry		
PROJECT: Huntley High School	470 Walnut Street		
	Elmhurst, IL 60126		
	Phone: (630) 530-8129		
	Fax: (630) 782-0491		

Description: Delete 8" CMU head above SF2

Labor:	Hours Worked	Hourly Rate	Sub-Total
Bricklayer Foreman	0	$ 101.05	$0.00
Bricklayer	(8)	$ 94.78	($758.24)
Laborer	(4)	$ 88.42	($353.68)
		Total Labor	($1,111.92)
		Materials	$0.00
		Equipment	$0.00
		Bond	
		Sub-Total	($1,111.92)
		OH & P = 10%	
		Total Amount Due	($1,111.92)

MATERIALS:	Quantity	Unit Price	
8" CMU		$ 1.60	$0.00
8" wire		$ 0.25	$0.00
Mortar		$ 135.00	$0.00
			$0.00
			$0.00
			$0.00
Sub-total Materials			$0.00

EQUIPMENT USED:	Quantity	Unit Price	
Saw - Table Saw			$0.00
Saw blade Diamond			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Sub-total Equipment			$0.00

CLIENT APPROVAL AREA:

CLIENT:_____

AUTHORIZED BY:_____

SIGNATURE:_____ DATE SIGNED:_____

Hargrave Builders, Inc.

PCO #007

Hargrave Builders, Inc.
660 Schneider Dr
South Elgin, Illinois 60177
Phone: (847) 742-7828
Fax: (847) 742-7889

Project: 19073 - Lamp-D158 HHS Fine Arts Add
13719 Harmony Road
Huntley, Illinois 60142

Prime Contract Potential Change Order #007: PR 18-Revised Header Detail

TO:	Lamp Incorporated 460 N Grove Ave Elgin, Illinois 60120	**FROM:**	Hargrave Builders, Inc. 660 Schneider Dr South Elgin, Illinois 60177
PCO NUMBER/REVISION:	007 / 0	**CONTRACT:**	1 - Hargrave as Sub Template Prime Contract
REQUEST RECEIVED FROM:	Jay Schaack **(Lamp Incorporated)**	**CREATED BY:**	Steve Straub **(Hargrave Builders, Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	4/4/2020
REFERENCE:	RFP #18	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Unit/Quantity Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	~~$1,695.02~~ $1,453

POTENTIAL CHANGE ORDER TITLE: PR 18-Revised Header Detail

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
Provide 6" metal stud framing with 5/8" gypsum board, both sides, in replace of proposed 8" masonry block wall on Grid xB, at head condition of SF2, as shown on detail D4 on updated sheet A4.801.

ATTACHMENTS:
HB Ticket-PR 18 Drywall.pdf_ _HB Ticket-PR18 Framing.pdf_ _PR_18.pdf_

#	Cost Code	Description	Type	Quantity	Units	Unit Cost	Subtotal
1	01 - General Requirements	Carpenter-Foreman	Labor	7.0	hours	$102.22	$715.54
2	01 - General Requirements	Carpenter-Journey	Labor	6.0	hours	$98.58	$591.48
3	01 - General Requirements	Materials-Metal Stud	Materials	2.0	ea	$28.00	$56.00
4	01 - General Requirements	Materials-Drywall	Materials	6.0	ea	$15.00	$90.00
						Subtotal:	$1,453.02
						Overhead: 10.00% Applies to Labor, Equipment, and Materials.	~~$145.30~~
						Profit: 5.00% Applies to Labor, Equipment, Materials, Subcontract, and Owner Cost.	~~$71.92~~
						Bond: 1.00% Applies to Labor, Equipment, Materials, Subcontract, and Owner Cost.	~~$16.75~~
						Grand Total:	~~$1,695.02~~

$1,453

Lamp Incorporated
460 N Grove Ave
Elgin, Illinois 60120

Hargrave Builders, Inc.
660 Schneider Dr
South Elgin, Illinois 60177

181

SIGNATURE **DATE**

SIGNATURE **DATE**

SIGNATURE **DATE**

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Doug Renkosik <drenkosik@district158.org>

HHS - PCO 24 (PR 18)

1 message

Jay Schaack <JSchaack@lampinc.net> Wed, Apr 29, 2020 at 12:56 PM
To: Doug Renkosik <drenkosik@district158.org>
Cc: Kirsta Ehmke <kehmke@woldae.com>

Attached for signing is PCO 24 which is for the PR 18 work. PR 18 was changing the header wall from CMU to Metal framing at the Vestibule 1027 interior door set. Wold has reviewed and takes no exceptions to the prices.

Thanks

Jay Schaack

Project Manager | Lamp Incorporated

460 North Grove Avenue | Elgin, IL 60120

P 847.741.7220 x308 | C 224.339.4266 | lampinc.net

LAMP™ INCORPORATED

A CONSTRUCTION TRADITION

PCO 24 - PR18 Metal framing ILO CMU - back up attached.pdf
740K

LAMP INCORPORATED

PCO #025

Lamp Incorporated
460 N. Grove Avenue
Elgin, Illinois

Project: 16172 - D158 - HHS Fine Arts Addition
13917 Harmony Road
Huntley, Illinois 60142

Potential Change Order #025: PR 19 Split System AC conderser relocation

TO: Huntley Community School District 158 650 Dr. John Burkey Drive Algonquin 60102		**FROM:**	
PCO NUMBER/REVISION:	025 / 0	**CONTRACT:**	1 - D158 - HHS Fine Arts Addition Prime Contract
REQUEST RECEIVED FROM:	Kirsta Ehmke **(Wold Architects & Engineers)**	**CREATED BY:**	Jay Schaack **(Lamp Incorporated)**
STATUS:	Pending - Proceeding	**CREATED DATE:**	4/7 /2020
REFERENCE:		**LOCATION:**	Area B

CHANGE REASON: Architect request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
This PCO is in regards to PR 19 work. The condensers for the Split System AC have been removed from the roof to grade.

ATTACHMENTS:
HHS-PR 19 Hartwig revised pricing.pdf HHS-PR19 Carey Elec credit pricing.pdf

#	Cost Code	Description	Type	Amount
1	16-26A-01 - Electrical	Carey Electric-Credit pricing	Commitment	($1,253.00)
2	15-15C-01 - HVAC	Hartwig HVAC - Credit pricing PR19	Commitment	($955.00)
			Subtotal:	($2,208.00)
			Grand Total:	($2,208.00)

Hartwig _____ 4.14.20
Subcontractor Signature Date

Carey _____ 4/30/20
Subcontractor Signature Date

_____ 4/14/20
SIGNATURE **DATE**

_____
SIGNATURE **DATE**

Change Order Request Detail

HARTWIG PLUMBING & HEATING, INC.

Project Name	HUNTLEY HS FINE ARTS		
Project Number	H19-146	Date Submitted	04/06/20
Contractor/Subcontractor	LAMP, INC.	Contractor's Request No.	
Description of Change	PR-19		

Labor

Description	Classification	Hours		Hourly Rate		Raw Cost	
REFRIGERATION PIPING	DEDUCT	12.00	X	$ 102.35	=	$ (1,228.20)	
			X		=		
			X		=	$ -	
						Subtotal	$ (1,228.20)
							$ -
						Labor Total	$ (1,228.20)

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Material & Equipment

Description	Qty	Unit		Unit Price		Raw Cost
REFRIGERATION PIPING	100'		X		=	-581
CONDENSER PADS	2		X		=	$ 40.88
			X		=	$ -
			X		=	$ -
			X		=	$ -
			X		=	$ -
			X		=	$ -
			X		=	$ -
						Subtotal	$ (540.12)
						Sales Tax	$ -
				%		Markup on M&E	
						Materials & Equipment Total	$ (540.12)

Subcontractors

Subcontractor	Description of Subcontract Work	Raw Cost			
ALL 5 CONCRETE	REFRIGERATION BLOCK CORES	$ 775.00			
				Subtotal	$ 775.00
		5%		Markup on Subcontract Work	$ 38.75
				Subcontract Total	$ 813.75
	LMS: Labor + Materials & Equipment + Subcontract Total				$ (954.57)

Bonds & Insurance

Description	Rate				Raw Cost
Performance and Payment Bonds	0.00%	X	LMS Total	=	$ -
Builder's Risk Insurance	0.00%	X	LMS Total	=	$ -
Project Protective Liability Insurance	0.00%	X	LMS Total	=	$ -
				Bonds & Insurance Total	$ -
				Grand Total	**$ (954.57)**

3309 WEST WAUKEGAN ROAD • McHENRY, ILLINOIS 60050
TELEPHONE 815 / 385-3600
FAX NO. 815 / 385-3671
EMAIL carey@cecinc.org

CAREY ELECTRIC CONTRACTING INC.

April 13, 2020

Lamp Incorporated
460 N Grove Ave
Elgin, IL 60120

Attn: Jay Schaack

Re: HUNTLEY HS FINE ARTS ADDITION-REBID

Dear Jay,

Below, please find the additional cost for the added electrical work at the above referenced project.

Description of work:

PR-19……Relocate Outdoor Split System Units AC-1B & AC-2B To Ground Pad Mounted Adjacent To E-1316D & E-1316E.

CREDIT: $ 1,253.00

We have attached a copy of our back-up paperwork for your reference.

If you have any questions, please do not hesitate to contact our office.

Sincerely,
Carey Electric Contracting Inc

Jerry Gillund

PROPOSED EXTRA: RELOCATE OUTDOOR SPLIT SYSTEM UNITS AC-1B & AC-2B TO GROUND PAD MOUNTED ADJACENT TO E-1316D & E-1316E.

CODE	QTY	DESCRIPTION	COST	EXTENSION	LABOR	EXTENSION
1044	-100	3/4" EMT CONDUIT	$0.8666	$-86.66	0.0500	-5.00
1230	-4	3/4" COMP CONN STL	$0.6228	$-2.49	0.0000	0.00
1240	-10	3/4" COMP COUP STL	$0.7638	$-7.64	0.0000	0.00
1836	-17	3/4" MINNIE W/BOLT	$0.4517	$-7.68	0.0000	0.00
1981	-17	1/4" X 2-1/2" M.S	$0.1340	$-2.28	0.0000	0.00
2012	-17	1/4" NUTS	$0.0619	$-1.05	0.0000	0.00
2018	-34	1/4" BAR JOIST WASHERS	$0.3203	$-10.89	0.0000	0.00
1657	-1	DEEP 1900 BOX COMB KO	$1.1795	$-1.18	0.2999	-0.30
1680	-1	1900 BLANK	$0.3284	$-0.33	0.0000	0.00
2095	-500	#12 THHN WIRE STRANDED	$0.1518	$-75.90	0.0064	-3.20
2336	-5	RED SCOTCH-LOKS	$0.1880	$-0.94	0.0000	0.00
	-2	ROOF CORE	$5.0000	$-10.00	0.4000	-0.80
	2	WALL CORE	$5.0000	$10.00	0.4000	0.80
			SUB TOTAL	$-197.04		-8.50
		0.00%	TAX	$0.00		
			TOTAL	$-197.04		
		10.00%	PROFIT	$-19.70		
			TOTAL	$-216.74		
		10.00%	O.H.	$-21.67		
			SUB-CONTRACT COST	$0.00		
		5.00%	SUB-CONT.MARKUP	$0.00		
			TOTAL	$-238.41		
		-8.00	HOURS AT 125.20	$-1,001.60		
			TOTAL	$-1,252.00		

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Doug Renkosik <drenkosik@district158.org>

Fwd: FW: HHS FINE ARTS PR-19 CREDIT.pdf

1 message

Kirsta Ehmke <kehmke@woldae.com> Thu, Apr 30, 2020 at 5:08 PM
To: "Renkosik, Doug" <DRenkosik@district158.org>

Doug - here was the confirmation of review of costs with the final refrigerant question that we had for Bob Chen.

---------- Forwarded message ---------
From: **Kirsta Ehmke** <kehmke@woldae.com>
Date: Mon, Apr 13, 2020 at 7:46 PM
Subject: Re: FW: HHS FINE ARTS PR-19 CREDIT.pdf
To: Doug Renkosik <drenkosik@district158.org>

Doug,

I got the following from Bob in two emails:

Typically the required refrigerant for a split system is included with the unit. It barely needs additional than already included. That's part of the reason the manufacturer has the pipe length limit. Let me confirm with the manufacturer's rep to see if that is the case.

Just confirmed with the manufacturer's rep that the refrigerant difference is negligible.

I'm kind of agree with the contractor that the length of the outdoor portion of refrigerant lines stays the same. The credit should be indoor portion of piping and labor.

Let me know if you want to review anything else with Bob. I can forward you his emails if you would like.

Thanks,
Kirsta

On Mon, Apr 13, 2020 at 4:42 PM Doug Renkosik <drenkosik@district158.org> wrote:

> I think he is very light on the refrigerant credit.
> I would like to see Bob Chenn's opinion on this whole think.
>
> ---------- Forwarded message ---------
> From: **Jay Schaack** <JSchaack@lampinc.net>
> Date: Mon, Apr 13, 2020 at 4:39 PM
> Subject: RE: FW: HHS FINE ARTS PR-19 CREDIT.pdf
> To: Doug Renkosik <drenkosik@district158.org>
> Cc: Kirsta Ehmke <kehmke@woldae.com>
>
> Hey Doug, the line sets credited on Hartwigs COR are exterior sets which include the costs for the UV insulation wrap. The 50' exterior line sets are $290 a piece (interior 50' set is $160) and there are two figured in the pricing. As for the refrigerant, the split systems come with 7 lbs in the tanks already. So the systems only need minimal add after start-up. Hartwig gets that 4 ton refrigerant in 30 lb tanks and it costs them $100 for the tank. There would only be a credit of $18 to $21 bucks from what you're look at on that system.
>
> 187
>
> Lmk if this helps.

From: Doug Renkosik <drenkosik@district158.org>
Sent: Monday, April 13, 2020 4:00 PM
To: Jay Schaack <JSchaack@Lampinc.net>
Cc: Kirsta Ehmke <kehmke@woldae.com>
Subject: Fwd: FW: HHS FINE ARTS PR-19 CREDIT.pdf

[External Email]

I think I put in one or two email to you last week, but here you go again.

I think Hartwig's offer is missing the following credits:

pipe insulation - M&L - since exterior grade; pretty expensive.

refrigerant - very expensive material and much less needed with these shorter runs.

Please ask them to resubmit.

---------- Forwarded message ---------
From: **Jay Schaack** <JSchaack@lampinc.net>
Date: Mon, Apr 13, 2020 at 3:48 PM
Subject: RE: FW: HHS FINE ARTS PR-19 CREDIT.pdf
To: Doug Renkosik <drenkosik@district158.org>

Good afternoon Doug, to answer the question, No-not on hold, I sent Hartwigs revised credit pricing to you last Friday, I have attached it again for quick reference. Looks like combined credit (Hartwig and Carey) will be $2,208 for PR 19. I would like to release approval back to trades asap if possible.

Thanks and lmk

From: Doug Renkosik <drenkosik@district158.org>
Sent: Monday, April 13, 2020 3:38 PM
To: Kirsta Ehmke <kehmke@woldae.com>
Cc: Jay Schaack <JSchaack@Lampinc.net>
Subject: Re: FW: HHS FINE ARTS PR-19 CREDIT.pdf

[External Email]

Until we confirm the credit from Hartwig, this is on hold I suspect?

I have no concerns with the quoted pricing.

On Mon, Apr 13, 2020 at 1:54 PM Kirsta Ehmke <kehmke@woldae.com> wrote:

> Dave McVey took no exception to the submitted credit, and neither does Wold. Please confirm with the District that they would like to proceed with the change in work.

Thank you,

Wold Architects and Engineers

Kirsta Ehmke | TO HAVE

Associate

220 North Smith Street, Suite 310
Palatine, Illinois 60067

t 847 241 6100 | woldae.com

Comm. No.:

On Mon, Apr 13, 2020 at 7:39 AM Jay Schaack <JSchaack@lampinc.net> wrote:

> **CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
>
> Good morning Doug and Kirsta, please see the attached PR 19 credit pricing back from Carey Electric.
>
> Lmk and thanks
>
> ---
>
> **From:** Jerry Gillund <jgillund@cecinc.org>
> **Sent:** Monday, April 13, 2020 7:22 AM
> **To:** Jay Schaack <JSchaack@Lampinc.net>
> **Subject:** HHS FINE ARTS PR-19 CREDIT.pdf
>
> Thank you,
>
> Jerry
>
> *Jerry Gillund*
>
> Jerry Gillund
>
> Sr Estimator/ Project Manager
>
> Carey Electric Contracting Inc
>
> 3309 Waukegan Ave
>
> McHenry, IL 60050

jgillund@cecinc.org

Office 815-385-3600

Cell 815-345-9978

--

Doug Renkosik, CPMM, Director of O&M

Huntley Community School District 158

650 Dr. John Burkey Drive (formerly known as Academic Drive)

Algonquin, IL 60102

cell # 847-997-6655 - preferred number to call while school buildings are closed as I will be working remotely most of the time.

office # 847-659-6161

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--

Doug Renkosik, CPMM, Director of O&M

Huntley Community School District 158

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--
Doug Renkosik, CPMM, Director of O&M
Huntley Community School District 158
650 Dr. John Burkey Drive (formerly known as Academic Drive)
Algonquin, IL 60102
cell # 847-997-6655 - preferred number to call while school buildings are closed as I will be working remotely most of the time.
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LAMP INCORPORATED

PCO #027

Lamp Incorporated
460 N. Grove Avenue
Elgin, Illinois

Project: 16172 - D158 - HHS Fine Arts Addition
13917 Harmony Road
Huntley, Illinois 60142

Potential Change Order #027: Added drywall finish in Band Storage

TO: Huntley Community School District 158 650 Dr. John Burkey Drive Algonquin 60102		**FROM:**	
PCO NUMBER/REVISION:	027 / 0	**CONTRACT:**	1 - D158 - HHS Fine Arts Addition Prime Contract
REQUEST RECEIVED FROM:	Kirsta Ehmke **(Wold Architects & Engineers)**	**CREATED BY:**	Jay Schaack **(Lamp Incorporated)**
STATUS:	Pending - In Review	**CREATED DATE:**	4/14 /2020
REFERENCE:		**LOCATION:**	Band Storage

CHANGE REASON: Architect request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
This PCO is in regards to the requested drywall finish to cover the exposed closed-cell spray foam insulation at the roof deck area.

ATTACHMENTS:
HB-Ticket.pdf HHS HBI T&M Band room.pdf

#	Cost Code	Description	Type	Amount
1	06-06A-02A - General Trades Allowance	Hargrave allowance for T&M	Commitment	$ 1,295.00
			Subtotal:	$1,295.00
			Grand Total:	$1,295.00

Hargrave Signature 4/16/20 Date

Jay Schaack 4/14/20
SIGNATURE DATE

192

SIGNATURE 4-29-20 DATE

Hargrave Builders, Inc.

PCO #008

Hargrave Builders, Inc.
660 Schneider Dr
South Elgin, Illinois 60177
Phone: (847) 742-7828
Fax: (847) 742-7889

Project: 19073 - Lamp-D158 HHS Fine Arts Add
13719 Harmony Road
Huntley, Illinois 60142

Prime Contract Potential Change Order #008: Uniform Storage E1024 Drywall

TO:	Lamp Incorporated 460 N Grove Ave Elgin, Illinois 60120	**FROM:**	Hargrave Builders, Inc. 660 Schneider Dr South Elgin, Illinois 60177
PCO NUMBER/REVISION:	008 / 0	**CONTRACT:**	1 - Hargrave as Sub Template Prime Contract
REQUEST RECEIVED FROM:	Jay Schaack **(Lamp Incorporated)**	**CREATED BY:**	Steve Straub **(Hargrave Builders, Inc.)**
STATUS:	Pending - In Review	**CREATED DATE:**	4/14/2020
REFERENCE:	E-1024	**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Unit/Quantity Based
SCHEDULE IMPACT:	0 days	**PAID IN FULL:**	No
		TOTAL AMOUNT:	~~$1,450.36~~ $1,295

POTENTIAL CHANGE ORDER TITLE: Uniform Storage E1024 Drywall

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
Provide drywall enclosure at top of masonry wall in Storage E-1024.

ATTACHMENTS:
band room uniform storage 2.pdf _Band room uniform storage.pdf _HB-Ticket.pdf_

#	Cost Code	Description	Type	Quantity	Units	Unit Cost	Subtotal
1	09-250 - Gypsum Wallboard	Carpenter-Foreman	Labor	2.5	hours	$102.22	$255.55
2	09-250 - Gypsum Wallboard	Carpenter-Journey	Labor	3.0	hours	$98.58	$295.74
3	09-250 - Gypsum Wallboard	Drywall	Materials	2.0	ea	$15.00	$30.00
4	09-250 - Gypsum Wallboard	J Bead/Calk	Materials	1.0	ls	$42.00	$42.00
5	01 - General Requirements	Pick up/Delivery	Equipment	1.0	ls	$100.00	$100.00
6	09-250 - Gypsum Wallboard	Taping-Procaccio	Subcontract	1.0	ls	$572.00	$572.00
						Subtotal:	$1,295.29
						Overhead: 10.00% Applies to Labor, Equipment, and Materials.	~~$72.32~~
						Profit: 5.00% Applies to Labor, Equipment, Materials, Subcontract, and Owner Cost.	~~$64.38~~
						Bond: 1.00% Applies to Labor, Equipment, Materials, Subcontract, and Owner Cost.	~~$14.36~~
						Grand Total:	~~$1,450.30~~

$1,295

Lamp Incorporated
460 N Grove Ave
Elgin, Illinois 60120

Hargrave Builders, Inc.
660 Schneider Dr
South Elgin, Illinois 60177

193

SIGNATURE **DATE**

SIGNATURE **DATE**

SIGNATURE **DATE**

10671

Hargrave Builders, Inc.

HARGRAVE BUILDERS, INC.

CUSTOMER NAME Lamp
STREET
CITY / STATE

DATE: 4-8-2020

JOB # 19073

DESCRIPTION

Cut Spray foam at Roof Deck
Drywall over Block & Insulation
add J bead at Bottom of Drywall
Caulk To pan deck

LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	TH	F	S/S	HRS	RATE	TOTAL
Carpenter	Jeff Oge			3						
foreman	Jerry Ritz			2½						

MATERIAL / EQUIPMENT

QUANTITY	ITEM	UNIT PRICE	TOTAL
2	4x8x 5/8		
5	J Bead		
3	Caulk		

TOTAL MATERIAL/EQUIPMENT

TOTAL LABOR

TOTAL ADDITIONAL CHARGE FOR ABOVE WORK

DATE: 4-8-20 AUTHORIZING SIGNATURE:

APPROVED BY:
PRINT NAME:
DATE:

Procaccio Painting & Drywall Co., Inc.
601 Sidwell Ct. Unit L
St. Charles, Il 60174
P (630) 513-6661
F (877) 513-6622

Request for Change Order

Date(s)	No.
4/10/2020	HALAMP158TM#02

Name / Address
Hargrave Builders, Inc.
660 Scheinder Drive
South Elgin, IL
Office 847-742-7828
Fax 847-742-7889

Hang & Tape Per Direction

Project
Lamp - D158 HHS Fine Arts Addition
13719 Harmony Rd
Huntley, IL 60142

Item	Description	Qty.	Cost	Total
Labor	**Tape per Hargrave Direction**			
4/9/2020	**Tapers**	4	$ 132.00	$ 528.00
Material				
	Easy Sand	1	$ 8.65	$ 8.65
	Mesh Tape	1	$ 8.25	$ 8.25
	Misc. Supplies/Sundries	1	$ 10.00	$ 10.00
	Sub Totals			
	Labor			$ 528.00
	Material			$ 26.90
	Tax	8.25%		
	Delivery	0	$ 125.00	$ -
	Mark-Up = Sub-Total / (1-mark-Up%) Labor	0%	P&O	
	Mark-Up = Sub-Total / (1-mark-Up%) Material	10%	P&O	$ 17.08
			Sub Total	$ 571.98
Accepted By G.C.:		**Total**		$ 0.21
Printed Name:	Date:			$ **572.19**

Procaccio Painting & Drywall Co., Inc.
601 Sidwell Ct. Unit L
St. Charles, Il 60174
P (630) 513-6661
F (877) 513-6622

Request for Change Order

Date(s)	No.
4/10/2020	HALAMP158TM#02

Name / Address
Hargrave Builders, Inc. **660 Scheinder Drive** **South Elgin, IL** Office 847-742-7828 Fax 847-742-7889

Hang & Tape Per Direction

Project
Lamp - D158 HHS Fine Arts Addition
13719 Harmony Rd
Huntley, IL 60142

Item	Description	Qty.	Cost	Total
Labor	**Tape per Hargrave Direction**			
4/9/2020	**Tapers**	4	$ 132.00	$ 528.00
Material				
	Easy Sand	1	$ 8.65	$ 8.65
	Mesh Tape	1	$ 8.25	$ 8.25
	Misc. Supplies/Sundries	1	$ 10.00	$ 10.00
	Sub Totals			
	Labor			$ 528.00
	Material			$ 26.90
	Tax	8.25%		
	Delivery	0	$ 125.00	$ -
	Mark-Up = Sub-Total / (1-mark-Up%) Labor	0%	P&O	
	Mark-Up = Sub-Total / (1-mark-Up%) Material	10%	P&O	$ 17.08
			Sub Total	$ 571.98
Accepted By G.C.:				$ 0.21
Printed Name:	Date:	**Total**		$ 572.19

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Doug Renkosik <drenkosik@district158.org>

Re: HHS - PCO 27 - Hargrave-added drywall in band storage t&m

1 message

Kirsta Ehmke <kehmke@woldae.com> Wed, Apr 29, 2020 at 4:25 PM
To: Doug Renkosik <drenkosik@district158.org>
Cc: Lamp-Jay Schaack <JSchaack@lampinc.net>, Lamp-e-chad <calexander@lampinc.net>, Tyler Severson <tseverson@woldae.com>

Doug,

Attached are the photos I took. The tapping job is up high and they only charged for 4 hours of work which seems reasonable to me. I don't take exception to this work.

Let me know if you have any other questions about this item.

Thank you,

Wold Architects and Engineers

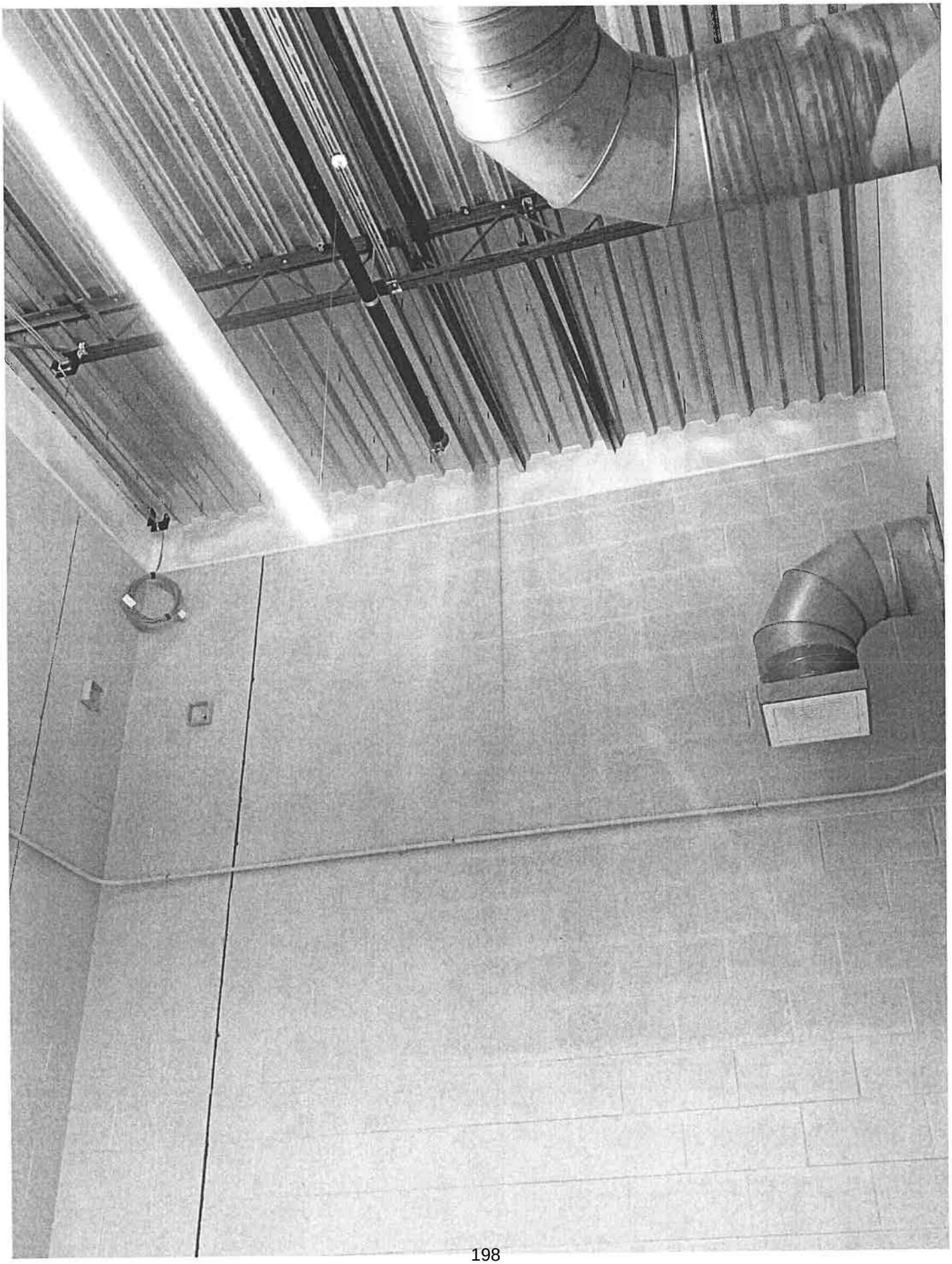
Kirsta Ehmke | AIA

Associate

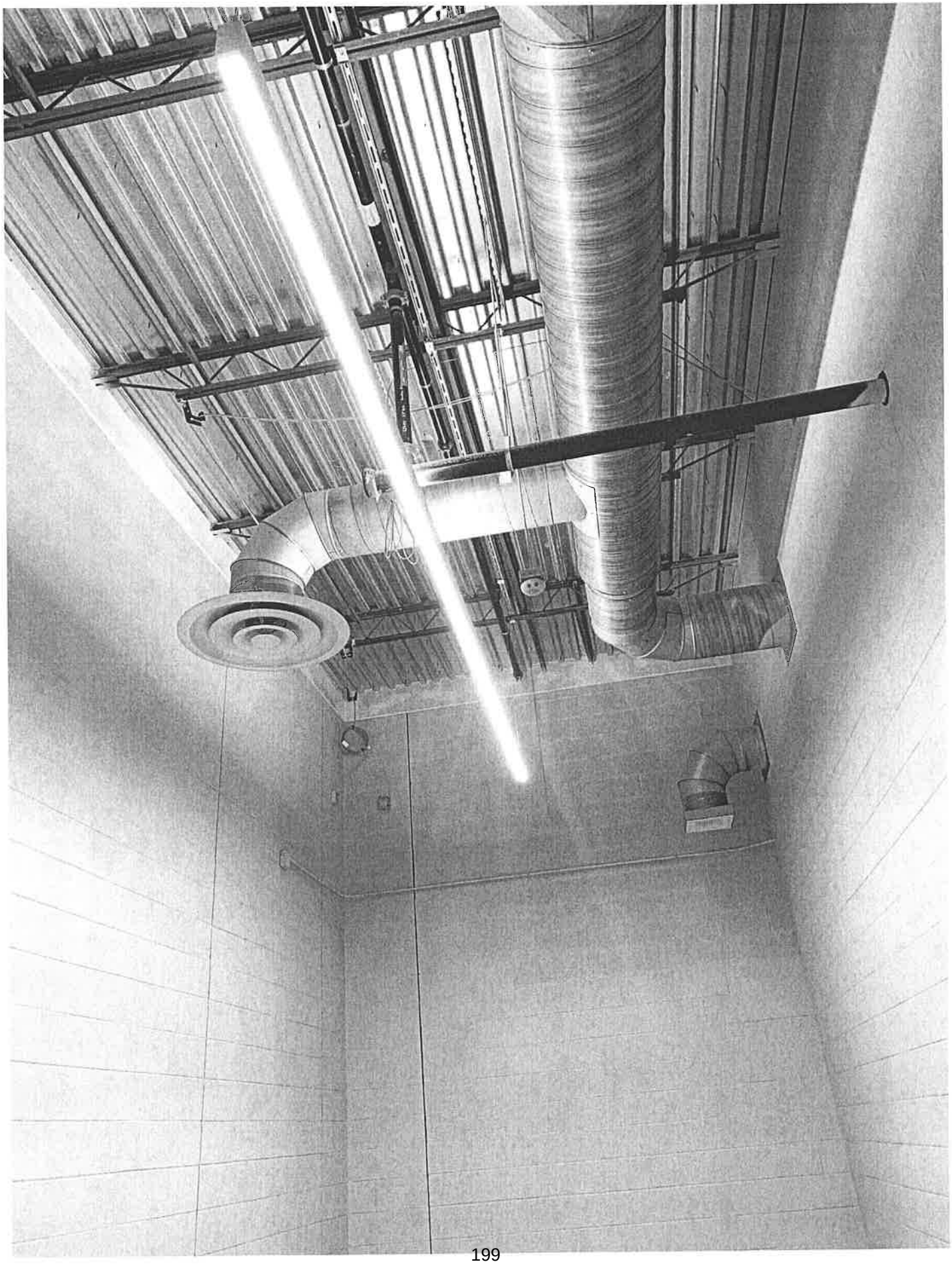
220 North Smith Street, Suite 310
Palatine, Illinois 60067

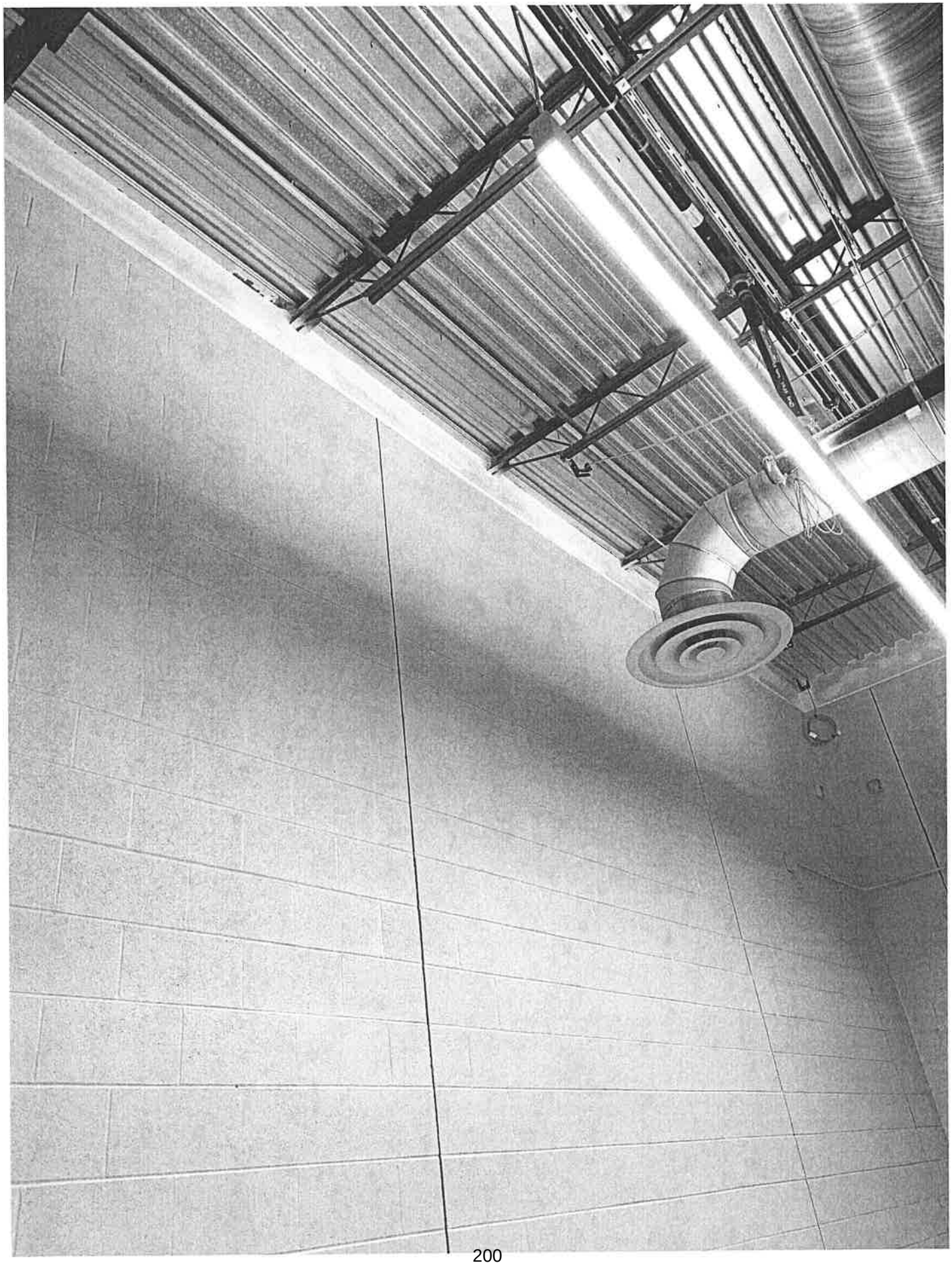
t 847 241 6100 | woldae.com

Comm. No.:



HHS Fine Arts Addition Construction Update - Page 63 of 71





On Wed, Apr 29, 2020 at 7:31 AM Kirsta Ehmke <kehmke@woldae.com> wrote:
Doug, I will look at this when I'm out on site this morning. I'm thinking it may seem high because it's 2 sheets, but those sheets are cut to fit at the top of the block wall for the length of the new exterior wall.

I can send photos too and then will review the cost again.

Thanks,
Kirsta

On Tue, Apr 28, 2020 at 8:08 PM Doug Renkosik <drenkosik@district158.org> wrote:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kirsta, did you see this?
$572.00 to tape and sand two sheets of drywall???
is this reasonable these days?

---------- Forwarded message ---------
From: **Jay Schaack** <JSchaack@lampinc.net>
Date: Tue, Apr 28, 2020 at 5:06 PM
Subject: HHS - PCO 27 - Hargrave-added drywall in band storage t&m
To: Doug Renkosik <drenkosik@district158.org>

Good evening Doug, please sign and return PCO 27 for final processing to allowance. This was for the added drywall at the band storage area to cover the exposed foam insulation.

Thanks

Jay Schaack

Project Manager | Lamp Incorporated

460 North Grove Avenue | Elgin, IL 60120

P 847.741.7220 x308 | C 224.339.4266 | lampinc.net



--
Doug Renkosik, CPMM, Director of O&M
Huntley Community School District 158
650 Dr. John Burkey Drive (formerly known as Academic Drive)
Algonquin, IL 60102
cell # 847-997-6655 - preferred number to call while school buildings are closed as I will be working remotely most of the time.
office # 847-659-6161

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LAMP INCORPORATED

PCO #028

Lamp Incorporated
460 N. Grove Avenue
Elgin, Illinois

Project: 16172 - D158 - HHS Fine Arts Addition
13917 Harmony Road
Huntley, Illinois 60142

Potential Change Order #028: Pressure wash walls at 1027 corridor for CMU staining

TO: Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin 60102

FROM:

PCO NUMBER/REVISION:	028 / 0	**CONTRACT:**	1 - D158 - HHS Fine Arts Addition Prime Contract
REQUEST RECEIVED FROM:	Doug Renkoslk **(Huntley Community School District 158)**	**CREATED BY:**	Jay Schaack **(Lamp Incorporated)**
STATUS:	Pending - In Review	**CREATED DATE:**	4/28 /2020
REFERENCE:		**LOCATION:**	1027 corridor

CHANGE REASON: Owner request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
This PCO is in regards to the pressure washing of the existing walls in the 1027 corridor prior to Nawkaw staining the slip faced cmu.

ATTACHMENTS:
HBI PCO 9 - HHS wall washing w back-up.pdf

#	Cost Code	Description	Type	Amount
1	06-06A-02A - General Trades Allowance	06A-Hargrave allowance	Professional Services	$ 2,344.00
			Subtotal:	$2,344.00
			Grand Total:	$2,344.00

4/29/20

HBI signature Date

Jay Schaack

SIGNATURE DATE

4-29-20

SIGNATURE DATE

Hargrave Builders, Inc.

PCO #009

Hargrave Builders, Inc.
660 Schnelder Dr
South Elgin, Illinois 60177
Phone: (847) 742-7828
Fax: (847) 742-7889

Project: 19073 - Lamp-D158 HHS Fine Arts Add
13719 Harmony Road
Huntley, Illinois 60142

Prime Contract Potential Change Order #009: Pressure Wash Existing Wall

TO:	Lamp Incorporated 460 N Grove Ave Elgin, Illinois 60120	**FROM:**	Hargrave Builders, Inc. 660 Schnelder Dr South Elgin, Illinois 60177
PCO NUMBER/REVISION:	009 / 0	**CONTRACT:**	1 - Hargrave as Sub Template Prime Contract
REQUEST RECEIVED FROM:		**CREATED BY:**	Steve Straub (Hargrave Builders, Inc.)
STATUS:	Pending - In Review	**CREATED DATE:**	4/28/2020
REFERENCE:		**PRIME CONTRACT CHANGE ORDER:**	None
FIELD CHANGE:	No		
LOCATION:		**ACCOUNTING METHOD:**	Unit/Quantity Based
SCHEDULE IMPACT:		**PAID IN FULL:**	No
		TOTAL AMOUNT:	~~$2,486.20~~ $2,344

POTENTIAL CHANGE ORDER TITLE: Pressure Wash Existing Wall

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
Protect adjacent finish surfaces and pressure wash splitface existing block.

ATTACHMENTS:
Power Wash Wall.pdf

#	Cost Code	Description	Type	Quantity	Units	Unit Cost	Subtotal
1	01-740 - Cleaning	Pressure Washing	Subcontract	1.0	ls	$2,344.36	$2,344.36
						Subtotal:	$2,344.36
						Overhead: 10.00% Applies to Labor, Equipment, and Materials.	$0.00
						Profit: 5.00% Applies to Labor, Equipment, Materials, Subcontract, and Owner Cost.	~~$117.22~~
						Bond: 1.00% Applies to Labor, Equipment, Materials, Subcontract, and Owner Cost.	~~$24.62~~
						Grand Total:	~~$2,486.20~~

$2,344

	Lamp Incorporated 460 N Grove Ave Elgin, Illinois 60120	**Hargrave Builders, Inc.** 660 Schnelder Dr South Elgin, Illinois 60177
SIGNATURE **DATE**	**SIGNATURE** **DATE**	**SIGNATURE** **DATE**

COPY

Dynamic Contractors, Inc.
39W055 Cheyenne Ct.
Elgin, IL 60124
630-391-3706

Invoice

Date	Invoice #
4/19/2020	215

Bill To	Ship To
Hargrave Builders, Inc. 660 Schneider Dr. South Elgin, IL 60177	13719 Harmony Rd. Huntley, IL 60142

P.O. No.	Terms	Project
HB-19073	Due on receipt	19047-HHS Fine Arts

Description	Amount
D158 HHS Fine Arts Add	
Laborer Services Provided	2,226.00
Jobsite Materials	118.36
POWERWASH EXISTING WALL	

RECEIVED
APR 20 2020
JOB # 19073
CODE
APPROVAL SS

Total $2,344.36

DYNAMIC CONTRACTORS

0722

ADDITIONAL WORK AUTHORIZATION

Dynamic Contractors, Inc.
39W055 Cheyenne Ct. - Elgin, IL 60124 - P: 630-391-3706

CUSTOMER NAME	Hargrave Builders, Inc.	DATE:	4-19-20
STREET			
CITY / STATE		JOB #	19073

DESCRIPTION D158 ___ HHS Fine Arts Add

Laborer services provided
- Power Wash CMU Wall

LABOR

OCCUPATION	EMPLOYEE NAME	M	T	W	TH	F	S/S	HRS	RATE	TOTAL
Laborer	Bruce Comer			8				8		
Laborer	Eric Ruiz			8				8		
Laborer	Carter McMahon			8				8		

MATERIAL / EQUIPMENT

QUANTITY	ITEM	UNIT PRICE	TOTAL
	Home Depot	$118.36	

TOTAL MATERIAL/EQUIPMENT $118.36
TOTAL LABOR $2226.00
TOTAL ADDITIONAL CHARGE FOR ABOVE WORK 2,344.36

DATE :

AUTHORIZING SIGNATURE:

APPROVED BY:
PRINT NAME:
DATE:

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Doug Renkosik <drenkosik@district158.org>

HHS - PCO 28 - Pressure washing of sf cmu

1 message

Jay Schaack <JSchaack@lampinc.net> Wed, Apr 29, 2020 at 2:46 PM
To: Doug Renkosik <drenkosik@district158.org>
Cc: Kirsta Ehmke <kehmke@woldae.com>

Good afternoon Doug, attached is PCO 28 for signing. This is for the pressure washing of the existing split faced cmu in the 1027 corridor before Nawkaw did the staining.

Thanks

Jay Schaack

Project Manager | Lamp Incorporated

460 North Grove Avenue | Elgin, IL 60120

P 847.741.7220 x308 | C 224.339.4266 | lampinc.net

LAMP™ INCORPORATED

A CONSTRUCTION TRADITION

PCO 028 - Presssure washing of existing- Executed.pdf
1032K

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: May 21, 2020

Subject: **Propane Agreement**
Board of Education Meeting, May 21, 2020

Last month, the Board approved moving forward with AmeriGas for the District's propane needs with the first two years of the proposed contract having fixed pricing. At that time of Board approval, the contract was not yet finalized. As such, after working with our attorney, we have since finalized the contract for the Board's review and approval. Please see the attached.

AmeriGas is the nation's largest propane company, servicing over 2.4 million customers across the country with over 1000 retail locations coast-to-coast.

Furthermore, AmeriGas will supply and install a dispenser unit with a 2,000-gallon storage tank. The equipment will remain the property of AmeriGas and AmeriGas will maintain the equipment. The District will be responsible to provide an appropriate pad site, electrical connections to the pad site and crash protection.

Recommendation

Administration recommends the Board of Education approve the attached agreement at the May 21, 2020 Regular Board of Education Meeting.

NATIONAL ACCOUNT PROPANE GAS AGREEMENT

THIS AGREEMENT, made this ____ day of May, 2020, by and between **AMERIGAS PROPANE, L.P.**, a Delaware limited partnership, having its principal place of business at 460 N. Gulph Road, King of Prussia, Pennsylvania 19406 (hereinafter referred to as "Seller"), and **HUNTLEY COMMUNITY SCHOOL DISTRICT NO. 158**, a public school district, having its principal place of business at 650 Dr. John Burkey Dr, Algonquin, IL 60102 (hereinafter referred to as "Buyer").

NOW, THEREFORE, in consideration of the mutual covenants, representations and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Sales and Purchase.** Buyer agrees to purchase its requirements of propane ("Propane") from Seller for Buyer's locations ("Locations") set forth in Schedule A attached herein. Buyer's requirements, if any, for twenty-pound (20 lb.) retail exchange cylinders shall not be encompassed within this Agreement.

2. **Installation and Title to Equipment.** Seller agrees, at Seller's expense, to supply to Buyer for the duration of this Agreement, or any extension thereof, the tank(s) and related propane distribution equipment as outlined on Schedule A. The equipment, together with all replacements, repairs, substitutions, additions and accessories therefor or affixed thereto ("Equipment"), shall be used only for the distribution of propane purchased from Seller, and shall at all times be and remain personal property, and Seller shall retain title to the Equipment. Seller may substitute or adjust Equipment, according to its judgment and upon notice to Buyer. In the event any Equipment is lost or damaged beyond normal wear and tear, Buyer agrees to pay its current replacement cost.

3. **Term.** The term of this Agreement shall be five (5) years, beginning on June 1, 2020 and ending on May 31, 2025 ("Expiration Date") and will be automatically renewed year to year thereafter. Either party may terminate this Agreement on the Expiration Date or any time thereafter by giving the other party at least ninety (90) days prior written notice of termination.

4. **Price.** (a) Except for fixed prices as may be agreed by the parties, for each Buyer Location, the per-gallon price for propane will be the local Area Index ("Area Index") plus the markup ("Markup"), as indicated on Schedule A hereto for that Location. The Area Index represents a blended average of the Seller's estimated monthly propane costs for the area in which the customer is located. These costs include, but are not limited to, propane commodity costs, transportation expenses, storage and pipeline fees, supplier charges, terminal expenses, applicable taxes, fees, charges incurred or assessed to ensure the availability of supply, and the cost of risk management activities designed to reduce volatility of product costs. The Area Index is updated periodically throughout each month.

(b) The price of propane includes all applicable fees

(c) As of each anniversary date of this Agreement following any fixed price period, Seller may, after giving notice to Buyer, increase the Markup by the same percentage that the Consumer

Price Index, Urban Wage Earners and Clerical Workers, All Items, U.S. City Average (1982 - 84 = 100) ("CPI") increased during the prior year. If the CPI is discontinued or revised, such other similar index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the CPI had not been discontinued or revised. All decimals will be rounded up to the next cent.

5. **Confidentiality of Price Information.** Buyer acknowledges that Seller's pricing, contract terms and other information consist of or contain confidential and proprietary business information, and Buyer agrees not to reveal, divulge or disseminate said pricing schedule or information to any person or enterprise except as required by law.

6. **Terms of Payment.** Payment for all Propane delivered, and services rendered during a calendar month, and all additional charges, shall be due and payable within thirty (30) days from date of invoice. Should Buyer fail to pay any amount when due, Seller may add a late charge of 1.5% per month to all past due balances and will be entitled to recover all reasonable costs of collection, including attorney's fees.

7. **Maintenance.** Except for Buyer's own use of Propane as contemplated in this Agreement, Buyer agrees that no services, connections, disconnections or the like will be made to Seller's Equipment except by Seller's employees or authorized representatives. Buyer shall grant Seller access to the Equipment without interference to Buyer's business in order to inspect, service, change or remove all or part of the Equipment. Seller shall be held harmless by Buyer for unauthorized servicing of Seller's Equipment by any person and for defects or liabilities caused by Buyer or Buyer's equipment. Buyer shall neither move the Equipment from its original location on Buyer's premises, nor part with possession thereof or encumber the same in any way, and shall surrender the Equipment to Seller upon any termination of this Agreement in the same condition as received, normal wear excepted. Buyer further agrees to advise Seller immediately, in writing (except in the event of an emergency), of any apparent defect or malfunction in the Equipment so that Seller may repair such defect or malfunction.

8. **Buyer's Locations.** (a) Buyer shall provide at Buyer's expense (if required by applicable codes or regulations) the installation, operation and maintenance of the following facilities and equipment, including but not limited to: concrete piers and/or pads, crash posts, noncombustible fencing, electric power and lighting, piping from Propane storage tank or tank manifold terminal to other equipment, vaporizer, maintenance of installation site and truck access-way, riser fittings, and trained personnel to properly operate the Equipment. All services required to be performed by Buyer shall be done in a neat and workmanlike manner and in compliance with all federal, state and local laws, statutes, rules and regulations, as well as all applicable safety codes, standards and regulations, and must meet with Seller's reasonable satisfaction.

(b) Forecasted Delivery. Seller will use commercially reasonable efforts to make automatic deliveries to all of the Buyer Locations based upon of past usage patterns, current time of the year and the current weather patterns. Should any Buyer Location's usage change, Buyer

should notify Seller immediately of such changes so that Seller may modify the forecast model for such Buyer Location.

(c) Seller will use commercially reasonable efforts to respond to "out-of-gas" calls within twenty-four (24) hours of notification at no extra charge to Buyer. However, if Seller responds to such a call and Buyer's location is not actually out of gas, Buyer shall pay Seller a $100.00 service charge in addition to the cost of product delivered. For purposes of this paragraph, "out of gas" shall mean (1) in the case of a bulk tank, a level of liquid propane insufficient to create vapor pressure for the service line, and (2) in the case of motor fuel cylinders, no more cylinders usable with a forklift.

9. **Training (Dispensing Locations Only).** Seller shall provide initial training to Buyer and Buyer's designated employees and/or independent contractors on use of the Equipment including any necessary steps Buyer must take to safely maintain the Equipment during the term of this Agreement. Such training shall be provided promptly after Seller's installation of the Equipment at a time mutually convenient for Seller and Buyer. Buyer will ensure that its employees and independent contractors who handle propane or use the Equipment shall be properly trained in the safe filling procedures outlined on decal number "D66" entitled "How to Safely Fill a LP-Gas Container". Buyer hereby acknowledges receipt of decal number "D66", a copy of which is attached hereto as Schedule B and incorporated herein by reference. In the event that Buyer fails to train any of its employees and independent contractors who use the Equipment as outlined herein, Buyer will indemnify, defend and hold Seller harmless for any claims, demands, or suits of any kind resulting from the failure of Buyer to train its employees and independent contractors.

10. **Damages; Indemnification.** Each party shall indemnify, defend and hold harmless the other party, its predecessors, parents, subsidiaries, affiliates, successors and assigns, and their respective officers, directors, employees and agents, of and from all claims, demands, suits and liabilities, including costs and reasonable attorney fees associated with such claim, for injuries or damages either to person or property caused by such party's negligence, intentional misconduct, or breach of this Agreement, or material misrepresentation. NEITHER PARTY UNDER ANY CIRCUMSTANCES SHALL BE LIABLE FOR CONSEQUENTIAL OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION DAMAGES AND DAMAGES FOR LOST PROFITS. THIS LIMITATION SHALL APPLY REGARDLESS OF WHETHER A CLAIM OR REMEDY IS SOUGHT IN CONTRACT, TORT OR OTHERWISE. SELLER IS NOT LIABLE FOR ANY LOSS SUSTAINED BY BUYER AS A RESULT OF THE EXHAUSTION OF SELLER'S SUPPLY OF PROPANE.

11. **Insurance.** Each party shall maintain general liability insurance in an amount not less than $5,000,000 combined single limits, and shall furnish proof of such insurance to the other party prior to any performance on the part of Seller under this Agreement. All such policies of insurance shall provide that the insurance coverage thereunder shall not be reduced or canceled or otherwise changed prior to the 30th day following the delivery by the insurer of a written notice of such action to the Buyer and Seller. Failure by a party to maintain this insurance is a material

breach of this Agreement. If Buyer is dispensing Propane, Buyer agrees to name Seller as an additional insured on any applicable insurance policies to the extent of Buyer's negligence.

12. **Force Majeure.** Seller shall be excused from delay or nonperformance in the event of any condition beyond its reasonable control, including, without limitation, Acts of God, , fire, riots, war conditions in this or any other country, and propane unavailability (including as a result of compliance with any governmental order, regulation, recommendation, request or allocation program, whether voluntary or involuntary) affecting directly or indirectly its ability to perform hereunder. In the event of any of the contingencies or conditions set forth above, Seller shall have the right to allocate its available supply of product for sale among its customers in any manner which in its sole discretion is fair and reasonable under the circumstances and Buyer shall not hold Seller responsible in any manner for any losses or damages which Buyer may claim as a result of such allocation by Seller. Deliveries will be resumed at such time as Seller is able to obtain an adequate supply of propane to meet its customers' needs at the original terminal, refinery or supply point. .

13. **Licenses, Permits and Taxes.** Buyer shall pay all license, permit or inspection fees or taxes imposed upon or with respect to the sale, installation, storage or use of Propane sold or Equipment leased hereunder, excluding any tax that may be imposed on or measured solely by the Seller's net income. All tax-exempt certificates are to be presented by Buyer to Seller within thirty (30) days of the applicability of the tax exemption being claimed.

14. **Restoration of Property.** Seller is not responsible for furnishing fill, resurfacing or restoring Buyer's premises to its previous condition when Propane is delivered or any Equipment is installed, serviced or removed by Seller, except to the extent of Seller's negligence.

15. **Title; Risk of Loss**. Title and risk of loss shall pass to Buyer upon delivery of propane by Seller to the propane tank or cylinder.

16. **Default, Termination, and Service Level Commitment.** Should either party default on any term or condition of this Agreement, the non-defaulting party shall provide written notice of such default to the defaulting party. If the defaulting party does not cure the default, or take substantial steps toward curing the default, within thirty (30) days of receipt of such notice this Agreement shall terminate without further notice. At Seller's election, Seller may suspend deliveries to all Buyer Locations if Buyer fails to cure all amounts owed after providing notice to Buyer. At Seller's election, Seller may terminate this Agreement at any time for any safety violation that is not remedied by Buyer within Seller's specified timeframe. At Buyer's election, Buyer may remove any of its Locations from Schedule A if Seller fails to provide Propane to meet Buyer's requirements at that particular Location such that the failure to deliver Propane caused an interruption to Buyer's business or if Seller fails to remedy any service or safety issue within Buyer's specified timeline. Upon any termination for any reason, Buyer hereby grants Seller the absolute right to remove its Equipment with thirty days (30) notice to Buyer or process of law.

Buyer: _____ 212 Date: _____

17. **Early Termination Fee**. If Buyer terminates this Agreement for any other reason than provided for in Section 16 before the expiration of the initial term or during any renewal period, for any or all of the Locations listed on Schedule A, Buyer shall pay Seller an Early Termination Fee ("ETF"). Such ETF shall be computed by multiplying the monthly gallon average of Buyer's consumption at the Location(s) during the time of this Agreement by the number of months by which the Agreement or any renewal thereof was prematurely terminated (up to a maximum of six (6) months), and by the Markup in effect at the time the Agreement was prematurely terminated as set forth in Schedule A. The parties agree that this ETF constitutes agreed upon damages and not a penalty.

18. **Buyer Representation.** Buyer hereby represents and warrants that it is free to enter into this Agreement and is not legally or otherwise bound by other agreements from purchasing all of its propane requirements for the Buyer Locations identified on Schedule A. Buyer further represents and warrants that if it is not utilizing all or some of AmeriGas tanks under this Agreement, that the Buyer owns all of the propane tanks that Seller will be filling.

19. **Limited Warranties.** Seller warrants that (i) all Equipment provided by Seller under this Agreement will be in good working condition, free of third party claims, liens and other encumbrances; (ii) all training, maintenance, repair and other services provided by Seller shall be performed in a good and workmanlike manner, by personnel with skills and experience appropriate for the task, and in accordance with applicable industry standards and regulations; and (iii) all Propane delivered to Buyer under this Agreement will be specified standard commercial grade. Seller further agrees to pass through to Buyer any manufacture or supplier warranties that Seller receives from its suppliers for the Propane and/or Equipment. NOTWITHSTANDING THE FOREGOING, SELLER MAKES NO ADDITIONAL REPRESENTATION OR WARRANTY, EITHER EXPRESS OR IMPLIED, WITH RESPECT TO ANY PROPANE OR RELATED APPLIANCES OR EQUIPMENT NOW OR HEREAFTER SUPPLIED PURSUANT TO THIS AGREEMENT, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR AN INTENDED PURPOSE, OR LIABILITY FOUNDED IN SECTION 402A OF THE RESTATEMENT OF TORTS OR OTHERWISE.

20. **No Waiver; Severability.** No delay on the part of either party in exercising any of its rights hereunder shall prevent the exercise of such rights at a later date, and any waiver of any breach of this Agreement by either party shall not be deemed a waiver of any other or subsequent breach thereof. Should any section or clause of this Agreement be held invalid by a court of competent jurisdiction, it is agreed that the balance of this Agreement shall continue in full legal force and effect.

21. **Successors; Assignment.** This Agreement shall inure to the benefit of and be binding upon the parties and their respective successors, legal representatives and assigns. Seller shall have the right to subcontract its performance of this Agreement. Buyer shall not assign this Agreement without obtaining the prior written consent of Seller, which consent shall not be unreasonably withheld or delayed.

Buyer: _____ 213 Date: _____

22. **Notices.** All communications and notices provided for or permitted hereunder shall be effectively given if in writing and sent by express overnight courier or by registered or certified U.S. mail with postage prepaid and a return receipt requested to the respective addresses set forth below; for Buyer, to the attention of the Director of Purchasing; and for Seller, to the attention of the Strategic Account Sales Manager.

23. **Governing Law.** This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Illinois and venue shall be in the Circuit Court of McHenry County, Illinois. The language of this Agreement shall in all cases be construed as a whole according to its fair meaning and shall not be strictly construed for or against either party.

24. **Headings.** The headings used in this Agreement are included for the convenience of the parties only and shall not affect the construction or interpretation of any of its provisions.

25. **Entire Agreement.** This Agreement is the sole and exclusive statement of the understandings and agreements of the parties and supersedes all prior written or oral agreements between the parties hereto with respect to the subject matter hereof. No provision of this Agreement may be modified, waived or amended except by a written instrument executed by the parties hereto.

26. **Dispute Resolution**. Except for the right of either party to apply to a court of competent jurisdiction for interim or interlocutory relief or other provisional remedy to prevent irreparable harm pending final determination, any dispute or controversy between the parties arising out of or relating to the Agreement shall be resolved by good faith negotiations. In the event that the dispute cannot be cured by negotiations, the parties are free to pursue any and all legal remedies.

27. **Execution by pdf & Other Electronic Format.** Execution and delivery of a facsimile transmission of the Agreement or execution and delivery of this Agreement in a .pdf document or a document in another document-scanning program shall constitute, for purposes of the Agreement, delivery of an executed original and shall be binding upon the party whose signature appears on the transmitted copy.

[*Signature page follows*]

Buyer: _____ 214 Date: _____

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first above written. This Agreement may only be executed by corporate officers of the respective companies.

BUYER:

Huntley Community
School District No. 158

By: _____

Title: _____

Date: _____

Address for Notices:

Huntley Community School District 158
650 Dr. John Burkey Dr.
Algonquin, IL 60102
Attention: Superintendent

SELLER:

AMERIGAS PROPANE, L.P.
By AmeriGas Propane GP, LLC, its General Partner

By: _____

Title: _____

Date: _____

Address for Notices:

AmeriGas Propane, L.P.
P.O. Box 965
Valley Forge, PA 19482
Attention: National Accounts

SCHEDULE A – BUYERS LOCATIONS

A. Seller Equipment

Seller provides, owns, maintains and provides training for the following onsite equipment: (1) 1,990-gallon AutoGas station and permitting. Buyer provides electrical source, and site work including crash bollards according to NFPA 58. Buyer's Locations shall be any property owned and designated by the Buyer and agreed to by the Seller within a 10-mile radius of Huntley, Illinois.

B. Pricing and Other Fees

$.58 Markup over Area Index except where a fixed price has been agreed.
See Fixed Cost Agreement attached as Schedule C.
The parties agree to discuss fixed pricing beyond the second year of this Agreement by March 1, 2022.

C. AmeriGas Clean Communities Grant Program

Seller will pay Buyer a $70,000 grant for fourteen (14) propane powered buses (hereinafter referred to as "AutoGas Bus") that the Buyer places into operational service during the first year of this Agreement ("Grant").Only propane dedicated buses are eligible for the Grant; propane "bi-fuel" engine buses or buses that are converted from diesel to propane are not eligible. For the avoidance of doubt, the Grant does not apply to new propane powered buses that the Buyer owns but does not operate on a regular basis. The Grant will be paid to the Buyer via one (1) lump sum check for all AutoGas Buses paid (90) days after October 1, 2020 or the date all fourteen (14) AutoGas Buses are in service, whichever is later. The Grant will not be paid if Buyer does not put fourteen (14) qualifying AutoGas Buses into service during the first year of this Agreement. The Buyer is solely responsible for all applicable federal, state, and local taxes, and for any expenses associated with receipt or use of the Grant. Additionally, in the event that Seller offers any similar incentives to other customers at a time a new AutoGas bus is placed in service by Buyer with more than two years remaining in the term of this Agreement or any extension thereof, a grant equal to the value of the highest per bus incentive provided to other customers, not to exceed $5000, will be paid to the Buyer for each such AutoGas bus placed in service by Buyer.

Emergency Deliveries: For any unplanned delivery call, Seller will charge Buyer a $125 special trip charge.

After Hours/Weekend Deliveries: For any planned special deliveries outside of the 8am-5pm delivery window, Seller will charge Buyer a $100 special trip charge.

Pricing will be $.95 over Area Index for deliveries that require Seller to fill Buyer's school buses directly from Seller's propane trucks (known as "spray-filling").

Buyer: _____ Date: _____

Buyer: _____ Date: _____

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SCHEDULE B

[COPY OF DECAL NO. "D66"]

SUMMARY PROCEDURES FOR FILLING LP-GAS CONTAINERS*

WARNING: THIS DISPENSER IS TO BE OPERATED ONLY BY A CERTIFIED, TRAINED ATTENDANT.
THE ATTENDANT MUST BE TRAINED BY THE OWNER / MANAGER IN ACCORDANCE WITH THE AMERIGAS DISPENSING STATION TRAINING MANUAL.

GENERAL

1. Dispenser must be installed and maintained in compliance with local, state and federal regulations and company policy.
2. Remove all combustible litter including dry grass and leaves from within 25' of installation.
3. Container filling must not be done within 25' of buildings and line of adjoining property that may be built upon and 25' of sources of ignition.

PRIOR TO FILLING

1. Inspect dispenser for operational and safety integrity.
2. Vehicles with permanently mounted propane tanks must be at least 10 feet from propane storage tanks of over 2000 GWC while propane containers are being filled. Vehicle motor must be turned off and all possible sources of ignition such as pilot lights, burners, etc. turned off during filling operation.
3. NO SMOKING IS PERMITTED WITHIN 25' OF FILLING OPERATION.
4. Use protective gloves and safety glasses while filling cylinders.
5. The following DOT (ICC) specification cylinders may be filled with propane: 3B-240, 4B-240, 4BA-240, 4BW-240, 4E-240, 26-240.
6. Before filling, visually examine each container to make sure that it is not damaged by deep dents or excessive corrosion. DO NOT fill any container that is damaged or if leaks are observed at any fittings or valves. DO NOT fill container if pressure relief device is damaged, corroded or contains foreign material. DO NOT fill DOT (ICC) containers that have not been requalified in accordance with currently effective regulations of the Department of Transportation. Current regulations require requalification after 12 years when a letter does not follow the latest test date on the cylinder i.e. 12-94, seven years after the last test date when it is followed by the letter 'S' , i.e. 12-94S, and after 5 years when the latest test date is followed by the letter 'E' i.e. 12-94E.

FILLING PROCEDURES CYLINDERS - WEIGHT METHOD

1. Before filling check tare weight (T.W.) of empty cylinder and water capacity of cylinder (W.C.), both of which are stamped on cylinder or collar.
2. Determine propane capacity from table below. For other container sizes, multiply water capacity (W.C.) by 0.42.

TABLE OF TANK CAPACITY

Water Capacity In Pounds	Propane Capacity In Pounds
12	5
15	6
24	10
26	11
48	20
60	25
67	28
69	29
72	30
80	33.5
96	40
104	43.5
120	50
144	60
239	100

3. Add tare weight and propane capacity together to determine total filled weight of cylinder.
4. Set scales to indicate proper total filled weight of container, plus hose and connector.
5. Open required valves on storage tank.
6. Connect hose to cylinder fill valve.
7. Start pump.
8. Open valve on cylinder.
9. Open valve on end of hose.
10. Close hose valve as soon as scale beam or indicator tips.
11. Close cylinder valve.
12. Shut off pump.
13. Disconnect hose.
14. Check weight of filled cylinder after filling connector has been disconnected. If overfilled, bleed off excess propane at safe location.
15. Operator shall be in attendance during the entire filling procedure.
16. Check container valves for leaks.

CYLINDERS - VOLUME METHOD

NOTE: Cylinder must be equipped with a fixed liquid level gauge

1. Open required valves on storage tank.
2. Connect hose to cylinder fill valve.
3. Start pump.
4. Open fixed liquid level gauge valve.
5. Open valve on cylinder.
6. Open valve on end of hose.
7. Close hose valve as soon as white fog escapes from fixed liquid level gauge.
8. Close fixed liquid level gauge valve.
9. Close cylinder valve.
10. Shut off pump.
11. Disconnect hose.
12. Check container valves for leaks.
13. Check cylinder for possible overfill. Open fixed liquid level gauge. If a steady liquid stream.

ASME TANKS

1. Only ASME containers having a minimum design pressure of 250 PSI or 200 PSI under U-68 or U-69 (see ASME data plate on tank) may be filled.
2. Before starting filling procedure check to determine that container is not already full to proper loading point by observing the discharge from the vent valve of the fixed liquid level gauge (cloud of visible vapor indicates a filled container).
3. Open required valves on storage tank.
4. Connect hose to container fill valve.
5. Start pump.
6. Open vent valve of fixed liquid level gauge.
7. Open valve on end of hose.
8. If container fill valve is hand operated, open valve (most open automatically when connected or filling starts).
9. Fill until vapor coming from vent valve is visible: then immediately turn off hose end valve and close vent valve.
10. Shut off pump.
11. Turn off container valve if hand operated.
12. Disconnect hose.
13. Check container valves for leaks.

AFTER FILLING

(OR AT ANY TIME DISPENSER IS UNATTENDED)

1. Shut off pump.
2. Close valves at storage tank.
3. Coil hose on rack inside fence protected area and install dust cap or plug in hose filling adaptor.
4. Lock fence of facility to secure installation against tampering.

*** FOR MORE DETAILED EXPLANATION, REFER TO THE AMERIGAS DISPENSING STATION TRAINING MANUAL**

Part # D-66 v-98

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FIXED COST AGREEMENT

THIS FIXED COST AGREEMENT (the "Agreement") is made on May 6, 2020 (the "Effective Date"), between AMERIGAS PROPANE, L.P ("Seller") and HUNTLEY COMMUNITY SCHOOL DISTRICT NO. 158 ("Buyer").

WHEREAS the parties have previously entered into a National Account Propane Gas Agreement dated on or about the date hereof (the "National Account Agreement"); and

WHEREAS, Seller agrees to sell a volume of propane at a fixed price to Buyer as described below, and Buyer agrees to buy the entire volume of propane at such price.

NOW, THEREFORE in consideration of mutual covenants, representations and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Term.** The term of this Agreement shall begin on June 1, 2020 and end on May 31, 2022, (the "Fixed Cost Term").

2. **Volume to be Purchased.** Buyer will purchase from Seller eighty-seven thousand seven hundred fifty (87,750) gallons of propane (the "Fixed Cost Volume") during the Fixed Cost Term stated above. If Buyer fails to purchase more than 80% of the Fixed Cost Volume during the Fixed Cost Term, Seller shall be entitled to charge Buyer the difference in the market value of all of the unpurchased gallons in the Fixed Cost Volume as of the last day of the Fixed Price Term (as determined by the posted price at Mt. Belvieu, TX terminal) and the posted price of propane at Mt. Belvieu, TX terminal on the Effective Date of this Fixed Cost Agreement. By way of example only, if Buyer contracts for 100 gallons and only purchases 90 gallons by the end of the Fixed Cost Term, the posted price on the last day of the Fixed Cost Term at Mt. Belvieu is $.85, and the posted price at Mt. Belvieu terminal on the Effective Date of this Fixed Cost Agreement was $1.00, then Seller shall be entitled to charge Buyer $1.50 for the unpurchased gallons (10 gallons multiplied by $.15 = $1.50).

3. **Fixed Price.** Buyer shall pay Seller the per gallon cost on the attached Schedule A for the full Fixed Cost Volume. Any propane purchased by Buyer in excess of the Fixed Cost Volume will be priced according to the National Account Agreement or as otherwise agreed by the parties.

4. **Default.** If Buyer is in default on this or any other agreement with Seller, or any amount owed by Buyer to Seller is past due as of the first day of the Fixed Cost Term or at any time during the Fixed Cost Term, Seller may, at its option, terminate this Agreement. Such termination, however, shall not prejudice Seller's right to enforce the remedies set forth in this Agreement. Any delay or waiver by Seller of any of its rights under this Agreement shall not prevent the exercise of its rights at a later date.

5. **Amendment.** This Agreement may not be amended or modified in any way, except by a written document signed by corporate officers of Seller and Buyer. This Agreement will not renew automatically, but may be extended only in a written document signed by corporate officers of Seller and Buyer.

6. **Existing Agreement.** This Agreement is intended to supplement the National Account Agreement and does not replace any provisions therein.

7. **Execution.** This Agreement may be executed in counterparts and each counterpart shall be deemed an original. Executed counterparts delivered by electronic means will have the same effect as physical delivery of original documents.

The parties have caused this Agreement to be duly executed as of the Effective Date.

HUNTLEY COMMUNITY SCHOOL DISTRICT NO. 158	**AMERIGAS PROPANE, L.P.** By: AmeriGas Propane GP, LLC, its General Partner
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

SCHEDULE A – FIXED PRICE

Month	Year	Gallons
September	2020	3,249
October	2020	3,249
November	2020	3,249
December	2020	3,249
January	2021	3,249
February	2021	3,249
March	2021	3,249
April	2021	3,249
May	2021	3,249
June	2021	
July	2021	
August	2021	3,218
September	2021	6,502
October	2021	6,502
November	2021	6,502
December	2021	6,501
January	2022	6,501
February	2022	6,501
March	2022	6,501
April	2022	6,501
May	2022	3,283
	Total	87,750

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: May 21, 2020

Subject: **Resolution – Transfer of Funds**
Board of Education Meeting, May 21, 2020
Finance Committee

The District currently has a Reserve for Replacement that has been restricted by the Board of Education for future capital projects. The District currently has $6.5M restricted for Reserve for Replacement, with an additional $1.0 million pending approval at tonight's Board Meeting, thus, totaling $7.5 million.

With the Board of Education's prior approval of the FY20 Budget as well as the Huntley High School Fine Art's Addition, $3.4 million dollars in restricted cash, needs to be transferred to the Capital Projects Fund.

The Illinois Program Accounting Manual (IPAM) outlines how Illinois school districts document the funding of, accounting for, and expenditures to and from the Capital Projects Fund. As such, cash being transferred from the Education Fund to the Capital Project's Fund, needs to be transferred through the Operations & Maintenance Fund first.

The resolution attached states:

"WHEREAS, the Board of Education has determined that it is in the best interest of the School District to direct the School Treasurer to reserve certain previously restricted funds from the Education Fund through the Operations and Maintenance Fund to the Capital Projects Fund to provide moneys with which to meet those expenditures properly made from the Capital Projects Fund pursuant to the IPAM."

RECOMMENDATION
Administration recommends the Board of Education approve the attached resolution at the May 21, 2020 Regular Board meeting.

RESOLUTION OF THE BOARD OF EDUCATION DIRECTING THE SCHOOL TREASURER TO RESERVE FUNDS FROM THE EDUCATION FUND FOR FUTURE TRANSFER TO THE CAPITAL PROJECTS FUND

WHEREAS, amendments to the Illinois Program Accounting Manual (the "IPAM") required changes in how Illinois school districts document the funding of, accounting for, and expenditures from the Capital Projects Fund; and

WHEREAS, the Board of Education of Huntley Community School District 158, McHenry County, Illinois desires to remain in compliance with generally accepted accounting principles and those requirements set forth in the IPAM; and

WHEREAS, the Board of Education has determined that it is in the best interest of the School District to direct the School Treasurer to reserve certain previously restricted funds from the Education Fund through the Operations and Maintenance Fund to the Capital Projects Fund to provide moneys with which to meet those expenditures properly made from the Capital Projects Fund pursuant to the IPAM.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education, Huntley Community School District 158, McHenry County, Illinois, as follows:

SECTION 1: The recitals contained in the preambles to this Resolution are full, true and correct and the Board incorporates them into this Resolution by this reference.

SECTION 2: This Board of Education hereby authorizes and directs the Treasurer to reserve (and eventually appropriate in the current or subsequent fiscal years as necessary or as funds become available) for the maximum amounts, or lessened or eliminated entirely, if, circumstances arise which warrant an adjustment, for the purposes described below:

Education Fund	Operations & Maintenance Fund	Capital Projects Fund
($3,400,000)	$3,400,000	$ -

Education Fund	Operations & Maintenance Fund	Capital Projects Fund
$ -	($3,400,000)	$3,400,000

SECTION 3: The School Treasurer is hereby authorized and directed to make any and all necessary entries on the District's books and records to evidence reserving or transferring funds.

SECTION 4: All resolutions or part thereof in conflict with this Resolution are repealed, and this Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this ____th day of _____, _____, by the following vote:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

BOARD OF EDUCATION, HUNTLEY COMMUNITY SCHOOL
DISTRICT 158, MCHENRY COUNTY, ILLINOIS

By:_____
President, Board of Education

ATTEST:

By:_____
Secretary, Board of Education

Huntley Community School District 158 – Board of Education
Regular Meeting
April 16, 2020 Minutes – draft

Meeting: Regular Meeting with Closed Session as per OMA and 5ILCS120/2c
Time: 6:00 PM
Location: Virtual

Mission Statement: Our learning community will inspire, challenge and empower all students always.
Board of Education Members: President, Mr. Michael Fleck; Vice President, Mr. Anthony Quagliano; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy, Mr. Gentry

Minutes

1. **Call to Order / Roll Call**
   Call to order the April 16, 2020
   Regular Meeting at 6:02p.m. A quorum must be met.
   Roll Call: Ayes 7 / Absent 0 / **Motion Carried**
   Members: Mr. Fleck, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino
2. **Closed Session / Roll**
   Move to enter into closed session at 6:01 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(9)** Student Disciplinary; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.
   Members: Mr. Geheren, Mr. Fleck, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino
   Roll Call: Ayes 7/ Nays 0 / Absent 0**/ Motion Carried**

   2. 1. **Exit or Suspend Closed Session / Voice Call**
      Move to exit or suspend closed session at 6:58 p.m. and return to open session.
      Voice Call: Ayes 7 / Nays 0 / **Motion Carried**
3. **Resume in Public Session / Roll Call**
   Resume the Regular meeting at 7:00p.m.
   Roll Call: Ayes 7/ Absent 0/ **Motion Carried**
   Members: Mrs. Melendy, Mr. Troy, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr. Fleck

   3. 1. **Action as Required / Roll Call** - **None**
4. **Pledge of Allegiance**
5. **Public Comment** - **None**
6. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Fleck)
   Move to adopt Agenda with removal of 7,8,10, 11, 12,
   Voice Call: Ayes 7/ Nays 0 / **Motion Carried**
   Action: Agenda was adopted with changes.
7. **Associate Superintendent's Report -None**
8. **Assistant Superintendent Learning and Innovation - None**
9. **Chief Financial Officer/Treasurer**

   9. 1. **Fiscal Services Reports**
      Mr. Altmayer provided the Monthly Fiscal Updates and Activity Fund Balance Report.
      Recommendation: For informational purposes only.

   9. 2. **Revenue and Expenditure Report**
      The Boar reviewed the monthly report. Mr. Altmayer fielded several questions from the BOE.

Recommendation: For informational purposes only.

10. **Assistant Superintendent of HR Report – None**
11. **Chief Technology Officer - None**.
12. **Assistant Superintendent of Special Services - None**
13. **Community Relations & Student Outreach**

13. 1. **Freedom of Information Act (FOIA) Requests**
Mr. Armstrong provided the FOIA report to the Board**.**
Recommendation: For informational purposes only.

14. **Policy Committee**

14. 1. **Policy Updates**
Dr. Rowe presented all Policy updates and changes for the Board.

15. **Buildings and Grounds Committee**

15. 1. **O&M Updates**
Mr. Renkosik gave the O & M updates.
Recommendation: For informational purposes only.

15. 2. **HHS Building Addition**
Mr. Renkosik updated the Board on the HHS Building Addition.
Recommendations: For informational purposes only

16. **President's Report /Superintendent Report**
Dr. Rowe updated the BOE on several things going on in the district.
17. **Legislation Committee** (Mrs. Melendy-chair, Mr. Fleck, Mrs. Maiorino)
Recommendation: For informational purposes only.

17. 1. **Legislative Updates**

18. **Action Items / Roll/ Voice Call**
Action items require a motion and a second; discussion if needed; and roll or voice call.

18. 1. **Board of Education**

18. 1. 1. **Minutes**
The following minutes were presented for approval:
Voice Call: Ayes 7 / Nays 0/ **Motion Carried**
Action: Approved as presented.

18. 2. **Human Resources Committee**

18. 2. 1. **HR Personnel**
Mr. Zehr approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.
Roll Call: Ayes 7 / Nays / Motion Carried
Action: Approved as presented.
Mr. Fleck moved, Mr. Gentry 2nd

18. 2. 2. **HEA MOU - Remote Learning**
Mr. Zehr presented the Memorandum of Understanding between HEA and the Board of Education.
Roll Call: Ayes 7/ Nays 0/Absent 0/ Motion Carried
http://www.district158.org/covid-19/
Mr. Fleck moved, Mr. Gentry 2nd
Action: Approved as presented.

18. 2. 3. **Family Engagement Liaison Job**

Mr. Zehr presented the job description for the Family Engagement Liaison position.
Action: Approved as presented.
Mr. Fleck moved, Mr. Geheren 2nd
Recommendation - Seeking approval as presented.

18. 2. 4. **Assistant Director for Special Services Job Description**
Mr. Zehr presented the job description for the Assistant Director for Special Services.
Roll Call: Ayes 7 / Nays 0/ Absent 0 / Motion Carried
Mr. Fleck moved, Mrs. Melendy 2nd
Action: Approved as presented.

18. 2. 5. **HESPA MOU - Remote Learning**
Mr. Zehr presented the Memorandum of Understanding between HESPA and the Board of Education.
Roll Call: Ayes 7/ Nays 0 /Absent 0/ Motion Carried
http://www.district158.org/covid-19/
Mr. Fleck moved, Mr. Geheren 2nd
Action: Approved as presented.

18. 3. **Finance Committee**

18. 3. 1. **Payables**
Mr. Altmayer sought approval of the following payables as issued: Purchase Orders at $2,192,875.15; Accounts Payable at $8,954.30; Imprest Checks at $67,953.67; Disbursements at $8,580,572.65; as presented.
Roll Call: Ayes (7) / Nays (0) / Motion Carried
Action: Approved as presented.
Mr. Fleck moved, Mr. Quagliano 2nd

18. 3. 2. **FY21 Budget - Draft One - Summary Memorandum**
Mr. Altmayer presented the FY21 budget draft one summary memorandum.
Roll Call: Ayes 7/ Nays 0/ **Motion Carried**
Mr. Fleck moved, Mr. Quagliano 2nd
Action: Approved as presented.

18. 3. 2. 1. **Propane Agreement**
Mr. Altmayer sought approval of the attached Propane Agreement as presented.
Roll Call: Ayes 7/Nays 0/ Motion Carried
Mr. Fleck moved, Mr. Quagliano 2nd
Action: Approved as presented.

18. 4. **Buildings and Grounds Committee**

18. 4. 1. **Pavement Improvements Bid 2020-19**
Mr. Renkosik presented the Pavement improvement Bid 2020-19
Roll Call: Ayes 7/ Nays 0/ Absent 0/ Motion Carried
Action: Approved as presented.
Mr. Fleck moved, Mr.Troy 2nd

18. 4. 2. **Refuse and Recycle Services Contract Extension**
Mr. Renosik presented the Refuse and Recycle Services contract extension to the Board.
Roll Call: Ayes 7/ Nays 0/Absent 0/ Motion Carried
Action: Approved as presented.
Mr. Fleck moved, Mr. Troy 2nd

18. 4. 3. **Proposed Change Order #026 for HHS Fine Arts Addition**
Mr. Renkosik presented Change Order #026.
Action: Approved as presented.
Mr. Fleck moved, Mr. Troy 2nd

18. 5. **Curriculum Committee**

18. 5. 1. **Science Review**

Dr. Schlichter presented a report on the 6-12 science review outcomes, including proposed curriculum and materials. Materials will be on display for 30 days prior to approval.

Move forward

18. 5. 2. **PE and Health Review**

Dr. Schlichter presented a report on the K-12 PE and Health review outcomes, including proposed curriculum and materials.

Move Forward

18. 5. 3. **Ombudsman Contract**

Dr. Schlichter presented the renewal of the Ombudsman contract to provide educational services for the Huntley High School Alternative School (ALOP) program.

Roll Call: Ayes 7/ Nays 0 / Absent 0/ Motion Carried

Action: Approved as presented.

Mr. Fleck moved, Mr. Geheren 2nd

18. 5. 4. **Business Accelerator Contract**

Dr. Schlichter will present the contract for implementation of Business Accelerator at Huntley High School beginning on 2020-21.

Roll Call: Ayes 7/ Nays 0/ Absent 0/ Motion Carried

Mr. Fleck moved, Mr. Geheren 2nd

Action: Approved as presented.

18. 5. 5. **2020-21 IESA Membership Renewal**

Administration is recommending renewal of the IESA Membership for both Marlowe and Heineman

Middle Schools for the 2020-21 school year.

Roll Call: Ayes 7/ Nays 0/ Absent 0 / Motion Carried

Mr. Fleck moved, Mr. Geheren 2nd

Action: Approved as presented.

18. 5. 6. **2020-21 IHSA Annual**

Administration is recommending renewal of Illinois High School Association (IHSA) membership of Huntley High School (HHS) for the 2020-21 school year.

Mr. Fleck moved, Mr. Geheren 2nd

Action: Approved as presented.

18. 6. **Policy (A)**

18. 6. 1. **PRESS Update**

Changes to the following Board Policies as recommended in PRESS Update – March 2020, Issue 103: 2:125, 2:160, 5:35, 5:60, 5:150, 5:280, 6:135, 6:280, 7:70, 7:90, 8:10, 8:30, 8:11004.16.20 – PRESS Policy Packet.pdf

Mr. Fleck moved, Mr. Troy 2nd

Voice Call 7-0

18. 6. 2. **Policy Update**

Requested change to Board Policy 4:60, Purchases and Contracts

Voice Call 7-0

Administration requests that the Policy Committee recommend the above policy be moved forward for a first reading by the Board at the next regular BOE meeting

Mr. Fleck moved, Mr. Troy 2nd

Action: Approved as presented.

18. 6. 3. **Policy Addition**

Request to adopt Board Policy 3:41, Emergency Powers of Superintendent as recommended by

District's legal counsel.
Voice Call 7-0
Mr. Fleck moved, Mrs. Maiorino 2nd
Action: Approved as presented.

18. 6. 4. **Emergency Suspension of Policy Due to COVID-19 Pandemic – Resolution 2020.04.16** Mrs. Woods will seek the approval of the Board of the Resolution of Emergency Suspension of Policy Due to COVID-19 Pandemic as presented
Voice Call 7-0
Mr. Fleck moved, Mrs. Melendy 2nd
Action: Approved as presented.

18. 6. 5. **Policy Update**
Administration requests the Policy Committee recommend the above policies be approved as a second reading by the Board.
Voice Call 7-0
Mr. Fleck moved, Mr. Geheren 2nd
Action: Approved as presented.

19. **Public Comment** - None

20. **Adjournment**
Motion to adjourn the meeting at 9:29 p.m. **Voice Call:** Ayes 7/ Nays 0/ **Motion Carried**

Submitted by,
Julie Stock, Board Operations
Paul Troy, Board Secretary

These minutes are subject to approval.

_____ _____

President Date Secretary Date

Huntley Community School District 158 – Board of Education
Personnel Report
May 21, 2020

2019-2020 Staff Retirements

Sandra Habbley
- Cook/High School
- 23 Years of Service

Administration

New Position	Location	Name	Salary	Effective Date
Assistant Director Special Services	District Office	Jackelyn Allen (T)	$85,000.00	July 1, 2020

Certified

New Position	Location	Name	Salary	Effective Date
Teacher/Special Ed	High School	Matthew Milazzo (N)	$TBD	August 17, 2020
Teacher/Math	High School	Samantha Nelson (N)	$TBD	August 17, 2020
Teacher/ Elementary Bilingual	TBD	Maria Guzman Alarcon (N)	$TBD	August 17, 2020
Teacher/ Elementary Bilingual	Leggee	Vanessa Perez Rodriguez (N)	$TBD	August 17, 2020
Teacher/4th Grade	Leggee	Julie Loughlin (T)	$TBD	August 17, 2020
Occupational Therapist	ECC	Sarah Zielinski (T)	$TBD	August 17, 2020
Teacher/Floating Math	Marlowe	Andrew Hagberg (T)	$TBD	August 17, 2020

Replacements	Location	Name	Salary	Effective Date
Teacher/Foods	High School	Jennifer Carlson (N)	$TBD	August 17, 2020
Teacher/Orchestra	Heineman	Laura Whitaker (N)	$TBD	August 17, 2020
Teacher/Spanish	Heineman & Marlowe	Emily Kopp (N)	$TBD	August 17, 2020
Teacher/Special Ed	High School	Kaitlin Mueller (N)	$TBD	August 17, 2020
Teacher/SES	Heineman	Emily Sutton (N)	$TBD	August 17, 2020
Teacher/CTE Engineer	High School	Megan Burza (N)	$TBD	August 17, 2020
Guidance Counselor	High School	Samantha Meinert (N)	$TBD	August 17, 2020
Teacher/Kindergarten	Leggee	Valerie Hartgraves (R)	$TBD	August 17, 2020
Teacher/5th Grade	Conley	Sarah Prehm (R)	$TBD	August 17, 2020
Teacher/3rd Grade	Conley	Kristine Marks (R)	$TBD	August 17, 2020
Teacher/1st Grade	Leggee	Marisa McHone (R)	$TBD	August 17, 2020

(N) = New Staff
(T) = Transfer of existing
(R) = Recalled

Teacher/Dual Language-3rd Grade	Martin	Amy Havisto (R)	$TBD	August 17, 2020
Teacher/Literacy	Heineman	Shannon Edgar (T)	$TBD	August 17, 2020
Teacher/Science	Heineman	Amanda Bolt (T)	$TBD	August 17, 2020
Teacher/Science	Heineman	Daniel Regan (T)	$TBD	August 17, 2020
Teacher/Literacy	Heineman	Peggy Caldrone (T)	$TBD	August 17, 2020
Teacher/Explore	Mackeben	Heather Haas (T)	$TBD	August 17, 2020
Guidance Counselor	Marlowe	Kathryn Wuich (T)	$TBD	August 17, 2020
Teacher/1st Grade	Mackeben	Jaime Villalva (T)	$TBD	August 17, 2020
Teacher/Spanish	High School	Jillian Morgen (T)	$TBD	August 17, 2020
Teacher/Special Ed	Conley	Janice Riley (T)	$TBD	August 17, 2020
Psychologist	High School	Bianca Gallo (N)	$TBD	August 17, 2020

Change in Assignment, Status or Position	Location	Name	Salary	Effective Date
Teacher/4th Grade	Martin	Carrie Pulli (T)	$TBD	August 17, 2020
Teacher/4th Grade	Martin	Andrew Krupp (T)	$TBD	August 17, 2020
Teacher/3rd Grade	Martin	Stephanie Sargent (T)	$TBD	August 17, 2020
Teacher/6th Grade Special Ed	Marlowe	Janet Burkhalter (T)	$TBD	August 17, 2020
Teacher/Special Ed Literacy	Marlowe	Erin Pawelko (T)	$TBD	August 17, 2020
Teacher/Special Ed Math/SBS	Marlowe	Valene Sparber (T)	$TBD	August 17, 2020
Teacher/5th Grade	Conley	Catherine Vandy (T)	$TBD	August 17, 2020
Teacher/5th Grade	Conley	Jennifer Sherden (T)	$TBD	August 17, 2020
Teacher/8th Grade Social Studies	Marlowe	Jessica Perry (T)	$TBD	August 17, 2020
RTI Math Interventionist	Marlowe	Kristen Frerichs (T)	$TBD	August 17, 2020
Teacher/6th Grade Literacy	Marlowe	Nicole Koenig (T)	$TBD	August 17, 2020
Teacher/5th Grade	Conley	Megan Brickey (T)	$TBD	August 17, 2020
Teacher/ Social Studies	High School	Ashley Motz (T)	$TBD	August 17, 2020

Resignations	Location	Name	Salary/Reason	Effective Date
Teacher/Social Studies	High School	Ellysa Cassier	$50,076.00/Voluntary	May 22, 2020
Teacher/Spanish	High School	Helen Spader	$41,510.00/Voluntary	May 22, 2020

(N) = New Staff
(T) = Transfer of existing
(R) = Recalled

Huntley Community School District 158 – Board of Education
Personnel Report
May 21, 2020

Educational Support

New Position	Location	Name	Salary	Effective Date
Administrative Assistant Special Services	District Office	Sally Rasmussen (N)	$14.75 per hour	July 1, 2020
1:1 Aide	Martin	Merle Halan (T)	$17.75 per hour	August 17, 2020

Resignations	Location	Name	Salary/Reason	Effective Date
1:1 Aide	High School	Maycee Ward	$12.70 per hour/Voluntary	May 22, 2020
Program Aide	Heineman	Neha Shaw	$12.70 per hour/Voluntary	May 8, 2020
Media Aide	Martin	Kristy McGinness	$13.87 per hour/Voluntary	May 22, 2020
Cook	High School	Sandra Habbley	$16.38 per hour/Retirement	May 22, 2020

Extended Days

Name	Job Title	Location	Extra Days 2020-2021
Sandra Smith	Assistive Technology Facilitator	DO	3
Samantha Meinert	Guidance Counselor	HHS	3
Julie Atchley	Guidance Counselor	HHS	3
Laura Martens	Guidance Counselor	HHS	3
Patricia Zacharias	Guidance Counselor	HHS	3
Carolyn Frasor	Guidance Counselor	HHS	3
Maureen Chambers	Guidance Counselor	HHS	3
Paul Nordan	Guidance Counselor	Heineman	5
Shannon Mansfield	Guidance Counselor	Heineman	5
Amy Knight	Guidance Counselor	Marlowe	5
Katie Wuich	Guidance Counselor	Marlowe	5
Tamra Schuring	Guidance Counselor	Marlowe	5
Samantha Skubak	Guidance Counselor	HHS	6
Toni Klein	Guidance Counselor	HHS	6
Karen Miller	Guidance Counselor	HHS	7
Robin Yokas	Instructional Technology TOSA	DO	5
Angela Thompson	Nurse-HEA	Marlowe	1
Donna Kunz	Nurse-HEA	HHS	2
Cathy Stoesser	Nurse-HEA	Mackeben	2

(N) = New Staff
(T) = Transfer of existing
(R) = Recalled

Juianne Ossler	Nurse-HESPA	Leggee	2.5
Janet Roskopf	Nurse-HESPA	Marlowe	5
Heidi Fish	Nurse-HESPA	Martin	5
Deb Simboli	Nurse-HESPA	Chesak	6
Caryn Hursey	Nurse-HESPA	Heineman	6
Ellen Anderson Ronzia	Nurse-HESPA	HHS	6
Lindsie Teson	Nurse-HESPA	HHS	6
Nancy Palmer	Nurse-HESPA	Leggee	7.5
Kathy Kamper	RtI Facilitator	Chesak	2
Jenni Browne	RtI Facilitator	Conley	2
Shilo DeYoung	RtI Facilitator	Heineman	2
Karrie Baughman	RtI Facilitator	Leggee	2
Samantha Rosenthal	RtI Facilitator	Mackeben	2
Kerry Miller	RtI Facilitator	Marlowe	2
Jennifer Raines	RtI Facilitator	Martin	2
Debbie Ryan	SLP/AT	Martin	3
Page Schaschwary	Teacher/Business	HHS	20
Stephen Styers	Teacher/Math	HHS	10.11
Elizabeth Kienzle	Transition Facilitator	DO	13
Heather Schoenherr	Transition Specialist	DO	13

Summer Positions

Position	Name	Amount	Effective Dates
Teacher/Behind the Wheel	Matthew Adam	$34.72 per hour	June 1-June 26 & July 6-24, 2020
Teacher/Behind the Wheel	Aubrey Hannig	$34.72 per hour	June 1-June 26 & July 6-24, 2020
Teacher/Behind the Wheel	Kevin O'Brien	$34.72 per hour	June 1-June 26 & July 6-24, 2020
Teacher/Behind the Wheel	Kim Fekete	$34.72 per hour	June 1-June 26 & July 6-24, 2020
Teacher/Behind the Wheel	Christopher Fish	$34.72 per hour	June 1-June 26 & July 6-24, 2020
Teacher/Behind the Wheel	Daniel Jennings	$34.72 per hour	June 1-June 26 & July 6-24, 2020
Teacher/Behind the Wheel	Matthew Lewandowski	$34.72 per hour	June 1-June 26 & July 6-24, 2020
Teacher/Behind the Wheel	Cliff Pawlak	$34.72 per hour	June 1-June 26 & July 6-24, 2020
Behind the Wheel Coordinator	Cliff Pawlak	$1,000.00	June 1-June 26 & July 6-24, 2020

(N) = New Staff
(T) = Transfer of existing
(R) = Recalled

Teacher/Behind the Wheel	Paul Reinke	$34.72 per hour	June 1-June 26 & July 6-24, 2020
Teacher/Behind the Wheel	Chris Maxedon	$34.72 per hour	June 1-June 26 & July 6-24, 2020
Teacher/Behind the Wheel	Will Benson	$34.72 per hour	June 1-June 26 & July 6-24, 2020

Mandated Leaves

Type	Location	Number of Staff
FMLA	Chesak	2
FMLA	Conley	1
FMLA	High School	3
FMLA	Martin	1
FMLA	Leggee	1

Non-Mandated Leaves

Type	Location	Number of Staff
One Year Personal Unpaid Leave	Marlowe	1
Medical	ECC	1
Medical	Leggee	1

(N) = New Staff
(T) = Transfer of existing
(R) = Recalled

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: May 21, 2020

Subject: **Purchase Order Summary**
Board of Education Meeting, May 21, 2020
Finance Committee

The following is an executive summary of the attached report titled "Purchase Orders" which is a listing of purchase orders issued from April 9, 2020 to May 14, 2020 for which administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by $100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval.

Education Fund	$	2,902,314.49
Operations & Maintenance Fund		1,991,244.50
Debt Service Fund		0.00
Transporation Fund		1,810,470.96
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		19,637.93
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	6,723,667.88

At this time there is no Supplemental Purchase Order Summary for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Purchase Orders" which will contain a listing of purchase orders issued for which Administration will request Board Approval to issue payment once invoices have been received.

RECOMMENDATION
Administration requests that the Finance Committee recommends the Board of Education approve the Purchase Order Report at the May 21, 2020 Regular Board of Education meeting.

Huntley Community School District #158
Purchase Orders Report
From April 9, 2020 to May 15, 2020

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020050677	1ST Ayd Corporation						
		40-2554-410-00-79	Fleet Supplies		500.00	5/1/2020	40-2554-410-00-79
				Total	$500.00		
0020203042	1ST Ayd Corporation						
		40-2554-410-00-79	Fleet Supplies		1,097.58	5/4/2020	40-2554-410-00-79
				Total	$1,097.58		
0020050207	ABM Industry Groups LLC						
		20-2542-310-00-79	Custodial Contract Service		135,107.73	5/1/2020	20-2542-310-00-79
				Total	$135,107.73		
0020050217	ABM Industry Groups LLC						
		20-2542-320-00-79-605-14	Contractual Overtime		2,200.00	5/1/2020	20-2542-320-00-79-605-14
				Total	$2,200.00		
0020050227	ABM Industry Groups LLC						
		20-2542-319-00-79-605-14	Contractual Cust. Replacement		1,250.00	5/1/2020	20-2542-319-00-79-605-14
				Total	$1,250.00		
0020203043	ABM Industry Groups LLC						
		20-2542-320-00-79-605-14	Contractual Overtime		6,739.98	5/4/2020	20-2542-320-00-79-605-14
				Total	$6,739.98		
0020203093	ABM Industry Groups LLC						
		20-2542-490-00-79	Invent Supplies B & G		499.90	5/13/2020	20-2542-490-00-79
		20-2542-490-00-79	Invent Supplies B & G		29,650.00	5/13/2020	20-2542-490-00-79
		20-2542-490-00-79	Invent Supplies B & G		3,200.00	5/13/2020	20-2542-490-00-79
				Total	$33,349.90		
0020203106	Absolute Fire Protection Inc						
		60-2530-531-00-71-300	HS Fine Arts Expansion Construction		650.00	5/15/2020	60-2530-531-00-71-300
				Total	$650.00		
0020050637	Accountable Healthcare Staffing Inc						
		10-2140-310-00-79-600-14	Psychological Services		10,000.00	5/1/2020	10-2140-310-00-79-600-14
				Total	$10,000.00		
0020050337	ADP LLC						
		10-1100-220-00-79-600-14	Regular Programs Insurance		2,000.00	5/1/2020	10-1100-220-00-79-600-14
				Total	$2,000.00		
0020050437	ADP LLC						
		10-2520-310-00-74-500-14	Prof & Tech Fiscal		18,700.00	5/1/2020	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal		18,700.00	5/1/2020	10-2520-310-00-74-500-14
				Total	$37,400.00		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020050717	Advance Auto Parts					
		40-2554-410-00-79	Fleet Supplies	2,000.00	5/1/2020	40-2554-410-00-79
			Total	$2,000.00		
0020050027	Advantage Mechanical Inc					
		20-2542-323-00-79	Repairs & Maint Buildings	2,500.00	5/1/2020	20-2542-323-00-79
			Total	$2,500.00		
0020050317	Advantage Mechanical Inc					
		20-2542-390-00-79	Other Purchased Service	4,632.41	5/1/2020	20-2542-390-00-79
			Total	$4,632.41		
0020050427	AFLAC Group					
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	4,500.00	5/1/2020	10-2310-220-00-79-600-14
			Total	$4,500.00		
0020050237	Airgas USA LLC					
		20-2542-410-00-79	Supplies B & G	500.00	5/1/2020	20-2542-410-00-79
			Total	$500.00		
0020051617	Alexander Leigh Center for Autism					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	35,200.00	5/1/2020	10-4220-670-00-79-600-14
			Total	$35,200.00		
0020202923	Alexian Brothers					
		10-4210-670-00-79-600-14	Reg Ed Out of District	360.00	4/13/2020	10-4210-670-00-79-600-14
			Total	$360.00		
0020051077	Alpha Baking Company Inc					
		10-2560-415-00-71-100-13	Cafe Food Leggee	650.00	5/1/2020	10-2560-415-00-71-100-13
			Total	$650.00		
0020051087	Alpha Baking Company Inc					
		10-2560-415-00-71-300-13	Cafe Food HS	1,500.00	5/1/2020	10-2560-415-00-71-300-13
			Total	$1,500.00		
0020051097	Alpha Baking Company Inc					
		10-2560-415-00-72-110-13	Cafe Food Chesak	700.00	5/1/2020	10-2560-415-00-72-110-13
			Total	$700.00		
0020051107	Alpha Baking Company Inc					
		10-2560-415-00-72-120-13	Cafe Food Martin	1,000.00	5/1/2020	10-2560-415-00-72-120-13
			Total	$1,000.00		
0020051117	Alpha Baking Company Inc					
		10-2560-415-00-72-220-13	Cafe Food Marlowe	1,000.00	5/1/2020	10-2560-415-00-72-220-13
			Total	$1,000.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020051127	Alpha Baking Company Inc						
		10-2560-415-00-74-140-13	Cafe Food Mackeben		600.00	5/1/2020	10-2560-415-00-74-140-13
				Total	$600.00		
0020051137	Alpha Baking Company Inc						
		10-2560-415-00-74-150-13	Cafe Food Conley		600.00	5/1/2020	10-2560-415-00-74-150-13
				Total	$600.00		
0020051147	Alpha Baking Company Inc						
		10-2560-415-00-74-210-13	Cafe Food Heineman		800.00	5/1/2020	10-2560-415-00-74-210-13
				Total	$800.00		
0020202993	Amplified IT						
		10-2660-640-00-79-600-14	Dues & Fees Technology		4,900.00	4/20/2020	10-2660-640-00-79-600-14
				Total	$4,900.00		
0020203025	Amplified IT						
		10-2660-390-00-79-600-14	Purchased Service Technology		11,226.60	4/28/2020	10-2660-390-00-79-600-14
				Total	$11,226.60		
0020203065	Amplified IT						
		10-2660-390-00-79-600-14	Purchased Service Technology		1,000.00	5/6/2020	10-2660-390-00-79-600-14
				Total	$1,000.00		
0020050087	Anderson Lock Co Inc						
		20-2542-410-00-79	Supplies B & G		1,000.00	5/1/2020	20-2542-410-00-79
				Total	$1,000.00		
0020203075	Anderson Lock Co Inc						
		60-2530-531-00-71-300	HS Fine Arts Expansion Construction		1,556.14	5/7/2020	60-2530-531-00-71-300
				Total	$1,556.14		
0020203077	Anderson Lock Co Inc						
		20-2542-329-00-79	Buildings - Small Projects		545.00	5/7/2020	20-2542-329-00-79
				Total	$545.00		
0020203082	Anderson Lock Co Inc						
		60-2530-531-00-71-300	HS Fine Arts Expansion Construction		2,314.29	5/11/2020	60-2530-531-00-71-300
				Total	$2,314.29		
0020050037	Anderson Pest Solutions						
		20-2542-321-00-79	Sanitation/Exterminating		554.47	5/1/2020	20-2542-321-00-79
				Total	$554.47		
0020050667	AnthroMed LLC						
		10-2150-310-00-79-600-14	Sp Path & Audiology Serv		12,000.00	5/1/2020	10-2150-310-00-79-600-14
				Total	$12,000.00		

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020050807	Applied Maintenance					
		40-2554-410-00-79	Fleet Supplies	350.00	5/1/2020	40-2554-410-00-79
			Total	$350.00		
0020202967	Arrow Road Construction					
		20-2543-530-00-79	Improvements not Buildings	1,338,665.00	4/20/2020	20-2543-530-00-79
			Total	$1,338,665.00		
0020050057	Associated Electrical Contractors					
		20-2542-323-00-79	Repairs & Maint Buildings	1,000.00	5/1/2020	20-2542-323-00-79
			Total	$1,000.00		
0020050327	AT&T					
		20-2540-340-00-79	Telephone - Districtwide	10,000.00	5/1/2020	20-2540-340-00-79
			Total	$10,000.00		
0020050367	AT&T Long Distance					
		20-2540-340-00-79	Telephone - Districtwide	3,000.00	5/1/2020	20-2540-340-00-79
			Total	$3,000.00		
0020203033	Auto Tech Centers Inc					
		20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	10.00	4/30/2020	20-2545-323-00-79-600-14
			Total	$10.00		
0020203062	Aveanna Healthcare					
		10-2130-310-92-79-600-14	IDEA Health Services	336.00	5/6/2020	10-2130-310-92-79-600-14
			Total	$336.00		
0020203041	Barcode Logics					
		10-2660-410-00-79-600-14	Supplies Tech	2,807.26	5/4/2020	10-2660-410-00-79-600-14
			Total	$2,807.26		
0020050257	Batteries Plus LLC					
		20-2542-410-00-79	Supplies B & G	250.00	5/1/2020	20-2542-410-00-79
			Total	$250.00		
0020050197	Benefitfocus.com Inc					
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,700.00	5/1/2020	10-2310-220-00-79-600-14
			Total	$1,700.00		
0020050827	Blu Petroleum					
		40-2552-464-00-79	Diesel/Gasoline	40,000.00	5/1/2020	40-2552-464-00-79
			Total	$40,000.00		
0020051647	Blu Petroleum					
		40-2552-464-00-79	Diesel/Gasoline	2,000.00	5/1/2020	40-2552-464-00-79
			Total	$2,000.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020050417	Blue Cross Blue Shield						
		10-1100-220-00-79-600-14	Regular Programs Insurance		850,000.00	5/1/2020	10-1100-220-00-79-600-14
				Total	$850,000.00		
0020202936	BMO Mastercard						
		10-2660-332-00-79-600-14	Travel Technology		96.74	4/15/2020	10-2660-332-00-79-600-14
		10-2660-640-00-79-600-14	Dues & Fees Technology		340.00	4/15/2020	10-2660-640-00-79-600-14
				Total	$436.74		
0020202937	BMO Mastercard						
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies		12.95	4/15/2020	10-1800-410-82-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies		24.45	4/15/2020	10-1800-410-82-79-605-14
				Total	$37.40		
0020202938	BMO Mastercard						
		10-2520-332-00-74-500-14	Travel Fiscal		56.10	4/15/2020	10-2520-332-00-74-500-14
				Total	$56.10		
0020202939	BMO Mastercard						
		10-158	Activity Funds		17.99	4/15/2020	10-158
		10-158	Activity Funds		9.12	4/15/2020	10-158
				Total	$27.11		
0020202940	BMO Mastercard						
		10-1130-410-12-71-300-13	Music Supplies HS		25.94	4/15/2020	10-1130-410-12-71-300-13
		10-1130-410-12-71-300-13	Music Supplies HS		21.99	4/15/2020	10-1130-410-12-71-300-13
		10-2120-410-00-71-300-13	Supplies Counseling HS		-30.00	4/15/2020	10-2120-410-00-71-300-13
		10-2410-332-00-71-300-13	Prin Travel HS		-405.00	4/15/2020	10-2410-332-00-71-300-13
				Total	($387.07)		
0020202941	BMO Mastercard						
		10-158	Activity Funds		18.99	4/15/2020	10-158
				Total	$18.99		
0020202942	BMO Mastercard						
		10-158	Activity Funds		-59.92	4/15/2020	10-158
		10-158	Activity Funds		-32.45	4/15/2020	10-158
				Total	($92.37)		
0020202943	BMO Mastercard						
		10-1120-332-00-74-210-13	Teacher Travel Heineman		-135.00	4/15/2020	10-1120-332-00-74-210-13
		10-1120-332-00-74-210-13	Teacher Travel Heineman		-194.88	4/15/2020	10-1120-332-00-74-210-13
				Total	($329.88)		
0020202944	BMO Mastercard						
		10-158	Activity Funds		60.00	4/15/2020	10-158
				Total	$60.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020202945	BMO Mastercard						
		10-1120-332-00-72-220-13	Teacher Travel Marlowe		395.00	4/15/2020	10-1120-332-00-72-220-13
		10-1120-332-00-72-220-13	Teacher Travel Marlowe		-405.00	4/15/2020	10-1120-332-00-72-220-13
		10-1120-332-00-72-220-13	Teacher Travel Marlowe		-515.00	4/15/2020	10-1120-332-00-72-220-13
		10-1120-332-00-72-220-13	Teacher Travel Marlowe		-30.00	4/15/2020	10-1120-332-00-72-220-13
				Total	($555.00)		
0020202946	BMO Mastercard						
		10-158	Activity Funds		-399.53	4/15/2020	10-158
				Total	($399.53)		
0020202947	BMO Mastercard						
		10-2642-350-00-74-500-14	Advertising Human Res		1,211.00	4/15/2020	10-2642-350-00-74-500-14
				Total	$1,211.00		
0020202950	BMO Mastercard						
		20-2540-640-00-79	Dues & Fees		198.00	4/15/2020	20-2540-640-00-79
				Total	$198.00		
0020202973	BMO Mastercard						
		10-2520-332-00-74-500-14	Travel Fiscal		41.69	4/20/2020	10-2520-332-00-74-500-14
				Total	$41.69		
0020202974	BMO Mastercard						
		10-158	Activity Funds		-0.17	4/20/2020	10-158
		10-158	Activity Funds		12.59	4/20/2020	10-158
		10-158	Activity Funds		24.00	4/20/2020	10-158
				Total	$36.42		
0020202975	BMO Mastercard						
		10-1130-323-00-71-300-13	Repairs HS		278.00	4/20/2020	10-1130-323-00-71-300-13
		10-1130-332-00-71-300-13	Teacher Travel HS		150.00	4/20/2020	10-1130-332-00-71-300-13
		10-1130-410-00-71-300-13	Inst Supplies HS		119.00	4/20/2020	10-1130-410-00-71-300-13
		10-1130-410-13-71-300-13	Science Supplies HS		299.00	4/20/2020	10-1130-410-13-71-300-13
		10-1130-410-13-71-300-13	Science Supplies HS		314.10	4/20/2020	10-1130-410-13-71-300-13
		10-1130-490-00-71-300-13	Instructional Coaching Supplies HS		-60.00	4/20/2020	10-1130-490-00-71-300-13
		10-1538-410-00-71-305-13	TV Production Supplies		95.00	4/20/2020	10-1538-410-00-71-305-13
		10-2190-410-00-71-300-12	Graduation Supplies HHS		60.99	4/20/2020	10-2190-410-00-71-300-12
		10-2410-410-00-71-300-13	Office Supplies HS		-119.88	4/20/2020	10-2410-410-00-71-300-13
				Total	$1,136.21		
0020202976	BMO Mastercard						
		10-2546-490-00-79-600-14	Security Officer Supplies		280.00	4/20/2020	10-2546-490-00-79-600-14
				Total	$280.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020202977	BMO Mastercard						
		10-158	Activity Funds		-28.89	4/20/2020	10-158
				Total	($28.89)		
0020202978	BMO Mastercard						
		10-2410-410-00-74-150-14	Copier Paper & Toner Conley		23.04	4/20/2020	10-2410-410-00-74-150-14
		10-2410-410-00-74-150-14	Copier Paper & Toner Conley		111.08	4/20/2020	10-2410-410-00-74-150-14
				Total	$134.12		
0020202979	BMO Mastercard						
		20-2542-410-00-79	Supplies B & G		210.95	4/20/2020	20-2542-410-00-79
				Total	$210.95		
0020202980	BMO Mastercard						
		20-2540-465-00-79	Natural Gas		36,273.64	4/20/2020	20-2540-465-00-79
				Total	$36,273.64		
0020202981	BMO Mastercard						
		10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS		10.00	4/20/2020	10-1120-490-00-72-220-13
				Total	$10.00		
0020202982	BMO Mastercard						
		10-2660-319-61-79-600-14	Software Maintenance		188.07	4/20/2020	10-2660-319-61-79-600-14
		10-2660-319-61-79-600-14	Software Maintenance		123.67	4/20/2020	10-2660-319-61-79-600-14
		10-2660-332-00-79-600-14	Travel Technology		36.98	4/20/2020	10-2660-332-00-79-600-14
		10-2660-332-00-79-600-14	Travel Technology		28.93	4/20/2020	10-2660-332-00-79-600-14
				Total	$377.65		
0020203001	BMO Mastercard						
		10-1100-410-56-79-605-14	RtI Materials		24.49	4/22/2020	10-1100-410-56-79-605-14
		10-1100-410-56-79-605-14	RtI Materials		21.29	4/22/2020	10-1100-410-56-79-605-14
		10-1100-410-56-79-605-14	RtI Materials		183.12	4/22/2020	10-1100-410-56-79-605-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		32.99	4/22/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		14.94	4/22/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		46.92	4/22/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		20.93	4/22/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		7.99	4/22/2020	10-2210-490-00-74-500-14
		10-2210-490-00-74-500-14	Supplies Curr & Inst		21.19	4/22/2020	10-2210-490-00-74-500-14
		10-2212-332-00-74-500-14	Travel & Conference Curr		-2,025.00	4/22/2020	10-2212-332-00-74-500-14
				Total	($1,651.14)		
0020203015	BMO Mastercard						
		10-2660-332-00-79-600-14	Travel Technology		44.61	4/27/2020	10-2660-332-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech		178.55	4/27/2020	10-2660-410-00-79-600-14
				Total	$223.16		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020203016	BMO Mastercard						
		10-2210-490-00-74-500-14	Supplies Curr & Inst		6.99	4/27/2020	10-2210-490-00-74-500-14
				Total	$6.99		
0020203017	BMO Mastercard						
		10-1130-332-00-71-300-13	Teacher Travel HS		299.00	4/27/2020	10-1130-332-00-71-300-13
		10-2120-410-00-71-300-13	Supplies Counseling HS		50.00	4/27/2020	10-2120-410-00-71-300-13
				Total	$349.00		
0020203018	BMO Mastercard						
		10-1120-410-00-74-210-13	Inst Supplies Heineman		-75.00	4/27/2020	10-1120-410-00-74-210-13
				Total	($75.00)		
0020203019	BMO Mastercard						
		10-2410-491-00-72-220-13	Rebate Supplies Marlowe		381.93	4/27/2020	10-2410-491-00-72-220-13
		10-2410-491-00-72-220-13	Rebate Supplies Marlowe		411.54	4/27/2020	10-2410-491-00-72-220-13
				Total	$793.47		
0020203026	BMO Mastercard						
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		85.89	4/29/2020	10-1800-410-84-79-605-14
				Total	$85.89		
0020203027	BMO Mastercard						
		10-2310-410-00-74-500-14	Supplies Board		12.99	4/29/2020	10-2310-410-00-74-500-14
				Total	$12.99		
0020203028	BMO Mastercard						
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		31.43	4/29/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		38.81	4/29/2020	10-1800-410-84-79-605-14
		10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		48.67	4/29/2020	10-1800-410-84-79-605-14
				Total	$118.91		
0020203035	BMO Mastercard						
		10-2560-410-00-71-300-13	Cafe Supplies HS		152.50	5/1/2020	10-2560-410-00-71-300-13
				Total	$152.50		
0020203036	BMO Mastercard						
		10-2642-411-00-74-500-14	HR Employee Recognition		8,252.75	5/1/2020	10-2642-411-00-74-500-14
				Total	$8,252.75		
0020203094	Brehm Preparatory School						
		10-4120-670-00-79-605-14	Sp Ed Room & Board		2,611.98	5/13/2020	10-4120-670-00-79-605-14
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		4,431.04	5/13/2020	10-4220-670-00-79-600-14
				Total	$7,043.02		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020203095	Brehm Preparatory School						
		10-4120-670-00-79-605-14	Sp Ed Room & Board		3,731.40	5/13/2020	10-4120-670-00-79-605-14
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,815.74	5/13/2020	10-4220-670-00-79-600-14
				Total	$9,547.14		
0020203044	Brents Mailing Equipment						
		10-2321-390-00-74-500-14	Purchased Service Supt		1,600.00	5/4/2020	10-2321-390-00-74-500-14
				Total	$1,600.00		
0020050297	Brucker Company						
		20-2542-410-00-79	Supplies B & G		600.00	5/1/2020	20-2542-410-00-79
				Total	$600.00		
0020051907	BryMax Enterprises Inc						
		10-2560-415-00-71-300-13	Cafe Food HS		1,000.00	5/1/2020	10-2560-415-00-71-300-13
				Total	$1,000.00		
0020051917	BryMax Enterprises Inc						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		1,000.00	5/1/2020	10-2560-415-00-72-220-13
				Total	$1,000.00		
0020051927	BryMax Enterprises Inc						
		10-2560-415-00-74-210-13	Cafe Food Heineman		1,000.00	5/1/2020	10-2560-415-00-74-210-13
				Total	$1,000.00		
0020203079	BSN Sports						
		10-1500-412-00-72-220-13	Uniforms Marlowe		2,204.22	5/11/2020	10-1500-412-00-72-220-13
				Total	$2,204.22		
0020203032	Buck Bros Inc						
		20-2543-410-00-79	Grounds Supplies		96.94	4/30/2020	20-2543-410-00-79
				Total	$96.94		
0020202912	Building Technology Consultants PC						
		20-2540-310-00-79	Professional & Technical		9,362.40	4/13/2020	20-2540-310-00-79
				Total	$9,362.40		
0020202913	Burris Equipment Co						
		20-2543-410-00-79	Grounds Supplies		364.41	4/13/2020	20-2543-410-00-79
				Total	$364.41		
0020203076	Burris Equipment Co						
		20-2543-410-00-79	Grounds Supplies		364.41	5/7/2020	20-2543-410-00-79
				Total	$364.41		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020050517	Camelot Schools LLC						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,833.34	5/1/2020	10-4220-670-00-79-600-14
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		29,166.65	5/1/2020	10-4220-670-00-79-600-14
				Total	$34,999.99		
0020203008	Camelot Schools LLC						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		2,693.55	4/24/2020	10-4220-670-00-79-600-14
				Total	$2,693.55		
0020202902	CDW Government						
		10-2660-470-00-79-600-14	Software Technology		95,000.00	4/13/2020	10-2660-470-00-79-600-14
		10-2660-490-00-79-600-14	Inventoriable Equipment Tech		778,734.00	4/13/2020	10-2660-490-00-79-600-14
				Total	$873,734.00		
0020202934	CDW Government						
		10-2660-390-00-79-600-14	Purchased Service Technology		1,097.50	4/14/2020	10-2660-390-00-79-600-14
				Total	$1,097.50		
0020202951	CDW Government						
		10-2546-490-00-79-600-14	Security Officer Supplies		419.00	4/15/2020	10-2546-490-00-79-600-14
				Total	$419.00		
0020203003	CDW Government						
		10-2546-490-00-79-600-14	Security Officer Supplies		419.00	4/23/2020	10-2546-490-00-79-600-14
				Total	$419.00		
0020203037	CDW Government						
		10-1110-410-00-74-150-13	Inst Supplies Conley		1,050.00	5/1/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley		10.56	5/1/2020	10-1110-410-00-74-150-13
				Total	$1,060.56		
0020203059	CDW Government						
		10-2660-490-00-79-600-14	Inventoriable Equipment Tech		272.00	5/4/2020	10-2660-490-00-79-600-14
		10-2660-490-00-79-600-14	Inventoriable Equipment Tech		10.56	5/4/2020	10-2660-490-00-79-600-14
				Total	$282.56		
0020050727	Central States Bus Sales Inc						
		40-2554-410-00-79	Fleet Supplies		2,500.00	5/1/2020	40-2554-410-00-79
				Total	$2,500.00		
0020202953	Central States Bus Sales Inc						
		40-2552-540-00-79	Bus Purchases		379,364.00	4/16/2020	40-2552-540-00-79
				Total	$379,364.00		
0020203038	Century Springs						
		10-2410-490-00-71-300-13	HS Staff Recognition		81.00	5/1/2020	10-2410-490-00-71-300-13
				Total	$81.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020050757	CINTAS Corporation						
		40-2550-325-00-79	Rental Trans		600.00	5/1/2020	40-2550-325-00-79
				Total	$600.00		
0020202955	Clarity Assessments LLC						
		10-2140-310-92-79-600-14	IDEA Psychological Services		2,257.50	4/16/2020	10-2140-310-92-79-600-14
				Total	$2,257.50		
0020050587	Classroom Connection Day School						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		8,500.00	5/1/2020	10-4220-670-00-79-600-14
				Total	$8,500.00		
0020202949	ClientFirst Technology Consulting						
		10-2660-390-00-79-600-14	Purchased Service Technology		1,492.50	4/15/2020	10-2660-390-00-79-600-14
				Total	$1,492.50		
0020051962	Clinical Connections						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		1,000.00	5/1/2020	10-4220-670-00-79-600-14
				Total	$1,000.00		
0020051627	Comcast						
		20-2540-340-00-79	Telephone - Districtwide		24,000.00	5/1/2020	20-2540-340-00-79
				Total	$24,000.00		
0020050537	Connections Day School						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		25,000.00	5/1/2020	10-4220-670-00-79-600-14
				Total	$25,000.00		
0020203096	Connections Day School						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		4,872.15	5/13/2020	10-4220-670-00-79-600-14
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		7,064.70	5/13/2020	10-4220-670-00-79-600-14
				Total	$11,936.85		
0020203022	Conserv FS Inc						
		20-2543-410-00-79	Grounds Supplies		9,979.20	4/28/2020	20-2543-410-00-79
				Total	$9,979.20		
0020050277	CPC Inc. / Facility Tree						
		20-2542-390-00-79	Other Purchased Service		748.80	5/1/2020	20-2542-390-00-79
				Total	$748.80		
0020203063	CPI (Crisis Prevention Institute, Inc.)						
		10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		150.00	5/6/2020	10-2210-314-92-79-605-14
				Total	$150.00		
0020050047	Crescent Electric Supply Co						
		20-2542-410-00-79	Supplies B & G		1,000.00	5/1/2020	20-2542-410-00-79
				Total	$1,000.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020202924	Crescent Electric Supply Co						
		20-2542-410-00-79	Supplies B & G		4,763.88	4/13/2020	20-2542-410-00-79
				Total	$4,763.88		
0020202956	Crystal Lake School District 47						
		10-4120-310-92-79-600-14	IDEA Payments to Other Districts		75.00	4/16/2020	10-4120-310-92-79-600-14
				Total	$75.00		
0020050157	CT Veach Inc						
		20-2543-320-00-79-600-14	Grounds Contract		18,800.00	5/1/2020	20-2543-320-00-79-600-14
				Total	$18,800.00		
0020203034	CT Veach Inc						
		20-2543-323-00-79	Repairs-Grounds		635.00	4/30/2020	20-2543-323-00-79
		20-2543-323-00-79	Repairs-Grounds		480.00	4/30/2020	20-2543-323-00-79
		20-2543-323-00-79	Repairs-Grounds		250.00	4/30/2020	20-2543-323-00-79
		20-2543-323-00-79	Repairs-Grounds		885.00	4/30/2020	20-2543-323-00-79
		20-2543-323-00-79	Repairs-Grounds		2,950.00	4/30/2020	20-2543-323-00-79
		20-2543-323-00-79	Repairs-Grounds		6,925.00	4/30/2020	20-2543-323-00-79
				Total	$12,125.00		
0020050397	Datamation Imaging Services Corp						
		10-2660-390-00-79-600-14	Purchased Service Technology		200.00	5/1/2020	10-2660-390-00-79-600-14
				Total	$200.00		
0020051597	De Lage Landen Public Finance						
		10-2900-325-00-79-600-14	Copier Leases		710.00	5/1/2020	10-2900-325-00-79-600-14
				Total	$710.00		
0020202983	DecisionInsite LLC						
		10-2520-390-00-74-500-14	Purch Serv Fiscal		995.00	4/20/2020	10-2520-390-00-74-500-14
				Total	$995.00		
0020203029	Demco Inc						
		10-2660-410-00-79-600-14	Supplies Tech		1,705.20	4/29/2020	10-2660-410-00-79-600-14
				Total	$1,705.20		
0020051557	Easterseals						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		13,000.00	5/1/2020	10-4220-670-00-79-600-14
				Total	$13,000.00		
0020050707	Eds Automotive						
		40-2550-310-00-79	Prof & Tech Service Trans		850.00	5/1/2020	40-2550-310-00-79
				Total	$850.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020202928	Excellence & Quality Sheet Metal						
		20-2542-410-00-79	Supplies B & G		475.00	4/13/2020	20-2542-410-00-79
				Total	$475.00		
0020202929	Follett School Solutions Inc						
		10-1100-423-00-74-500-14	New Adoption		13,807.44	4/14/2020	10-1100-423-00-74-500-14
		10-1130-410-85-79-605-14	Title IV Supplies		13,518.00	4/14/2020	10-1130-410-85-79-605-14
		10-1600-410-89-79-605-14	Title I Supplies		35,000.00	4/14/2020	10-1600-410-89-79-605-14
		10-2220-430-00-79-600-14	Media Center Per Capita Grant		5,629.38	4/14/2020	10-2220-430-00-79-600-14
				Total	$67,954.82		
0020203030	Follett School Solutions Inc						
		10-1100-423-00-74-500-14	New Adoption		17,680.07	4/29/2020	10-1100-423-00-74-500-14
				Total	$17,680.07		
0020203103	Follett School Solutions Inc						
		10-1100-423-00-74-500-14	New Adoption		82,022.64	5/14/2020	10-1100-423-00-74-500-14
		10-1600-410-89-79-605-14	Title I Supplies		9,500.00	5/14/2020	10-1600-410-89-79-605-14
		10-3000-410-84-79-605-14	Title III Comm Svcs Supplies		800.00	5/14/2020	10-3000-410-84-79-605-14
				Total	$92,322.64		
0020050097	Fox Valley Fire Safety						
		20-2542-323-00-79	Repairs & Maint Buildings		1,000.00	5/1/2020	20-2542-323-00-79
				Total	$1,000.00		
0020050817	Fox Valley Fire Safety						
		20-2542-390-00-79	Other Purchased Service		801.00	5/1/2020	20-2542-390-00-79
				Total	$801.00		
0020202915	Fox Valley Fire Safety						
		10-2546-323-00-79-600-14	Security Officer Repairs		703.00	4/13/2020	10-2546-323-00-79-600-14
				Total	$703.00		
0020202932	Fox Valley Fire Safety						
		20-2542-323-00-79	Repairs & Maint Buildings		1,092.73	4/14/2020	20-2542-323-00-79
				Total	$1,092.73		
0020202966	Fox Valley Fire Safety						
		20-2542-390-00-79	Other Purchased Service		450.00	4/16/2020	20-2542-390-00-79
				Total	$450.00		
0020203000	Fox Valley Fire Safety						
		20-2542-323-00-79	Repairs & Maint Buildings		1,125.00	4/22/2020	20-2542-323-00-79
				Total	$1,125.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020051657	General Parts LLC						
		10-2560-323-00-71-100-13	Cafe Repairs Leggee		1,250.00	5/1/2020	10-2560-323-00-71-100-13
				Total	$1,250.00		
0020051667	General Parts LLC						
		10-2560-323-00-71-300-13	Cafe Repairs HS		2,100.00	5/1/2020	10-2560-323-00-71-300-13
				Total	$2,100.00		
0020051677	General Parts LLC						
		10-2560-323-00-72-110-13	Cafe Repairs Chesak		1,250.00	5/1/2020	10-2560-323-00-72-110-13
				Total	$1,250.00		
0020051687	General Parts LLC						
		10-2560-323-00-72-120-13	Cafe Repairs Martin		1,250.00	5/1/2020	10-2560-323-00-72-120-13
				Total	$1,250.00		
0020051697	General Parts LLC						
		10-2560-323-00-72-220-13	Cafe Repairs Marlowe		1,250.00	5/1/2020	10-2560-323-00-72-220-13
				Total	$1,250.00		
0020051707	General Parts LLC						
		10-2560-323-00-74-140-13	Cafe Repairs Mackeben		1,250.00	5/1/2020	10-2560-323-00-74-140-13
				Total	$1,250.00		
0020051717	General Parts LLC						
		10-2560-323-00-74-150-13	Cafe Repairs Conley		1,250.00	5/1/2020	10-2560-323-00-74-150-13
				Total	$1,250.00		
0020051727	General Parts LLC						
		10-2560-323-00-74-210-13	Cafe Repairs Heineman		1,250.00	5/1/2020	10-2560-323-00-74-210-13
				Total	$1,250.00		
0020203091	Generation Genius Inc						
		10-1100-423-00-74-500-14	New Adoption		3,975.00	5/12/2020	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption		-397.50	5/12/2020	10-1100-423-00-74-500-14
				Total	$3,577.50		
0020051827	Get Fresh Produce Inc						
		10-2560-415-00-71-100-13	Cafe Food Leggee		1,000.00	5/1/2020	10-2560-415-00-71-100-13
				Total	$1,000.00		
0020051837	Get Fresh Produce Inc						
		10-2560-415-00-71-300-13	Cafe Food HS		1,500.00	5/1/2020	10-2560-415-00-71-300-13
				Total	$1,500.00		
0020051847	Get Fresh Produce Inc						
		10-2560-415-00-72-110-13	Cafe Food Chesak		1,000.00	5/1/2020	10-2560-415-00-72-110-13
				Total	$1,000.00		

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0020051857	Get Fresh Produce Inc					
		10-2560-415-00-72-120-13	Cafe Food Martin	1,000.00	5/1/2020	10-2560-415-00-72-120-13
			Total	$1,000.00		
0020051867	Get Fresh Produce Inc					
		10-2560-415-00-72-220-13	Cafe Food Marlowe	1,500.00	5/1/2020	10-2560-415-00-72-220-13
			Total	$1,500.00		
0020051877	Get Fresh Produce Inc					
		10-2560-415-00-74-140-13	Cafe Food Mackeben	1,000.00	5/1/2020	10-2560-415-00-74-140-13
			Total	$1,000.00		
0020051887	Get Fresh Produce Inc					
		10-2560-415-00-74-150-13	Cafe Food Conley	1,000.00	5/1/2020	10-2560-415-00-74-150-13
			Total	$1,000.00		
0020051897	Get Fresh Produce Inc					
		10-2560-415-00-74-210-13	Cafe Food Heineman	1,500.00	5/1/2020	10-2560-415-00-74-210-13
			Total	$1,500.00		
0020050617	GFC Leasing WI					
		10-2900-325-00-79-600-14	Copier Leases	5,806.84	5/1/2020	10-2900-325-00-79-600-14
			Total	$5,806.84		
0020202957	GlenOaks Therapeutic Day School					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,098.20	4/16/2020	10-4220-670-00-79-600-14
			Total	$4,098.20		
0020203097	GlenOaks Therapeutic Day School					
		10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,688.38	5/13/2020	10-4220-670-00-79-600-14
			Total	$3,688.38		
0020202997	Gordon Flesch Co Inc					
		10-2900-390-00-79-600-14	Copier Maintenance	9,169.86	4/20/2020	10-2900-390-00-79-600-14
			Total	$9,169.86		
0020203021	Gordon Flesch Co Inc					
		10-2900-390-00-79-600-14	Copier Maintenance	2,695.71	4/27/2020	10-2900-390-00-79-600-14
			Total	$2,695.71		
0020051157	Gordon Food Service					
		10-2560-410-00-71-100-13	Cafe Supplies Leggee	1,200.00	5/1/2020	10-2560-410-00-71-100-13
			Total	$1,200.00		
0020051167	Gordon Food Service					
		10-2560-410-00-71-300-13	Cafe Supplies HS	6,000.00	5/1/2020	10-2560-410-00-71-300-13
			Total	$6,000.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020051177	Gordon Food Service						
		10-2560-410-00-72-110-13	Cafe Supplies Chesak		900.00	5/1/2020	10-2560-410-00-72-110-13
				Total	$900.00		
0020051187	Gordon Food Service						
		10-2560-410-00-72-120-13	Cafe Supplies Martin		1,200.00	5/1/2020	10-2560-410-00-72-120-13
				Total	$1,200.00		
0020051197	Gordon Food Service						
		10-2560-410-00-72-220-13	Cafe Supplies Marlowe		2,200.00	5/1/2020	10-2560-410-00-72-220-13
				Total	$2,200.00		
0020051207	Gordon Food Service						
		10-2560-410-00-74-140-13	Cafe Supplies Mackeben		800.00	5/1/2020	10-2560-410-00-74-140-13
				Total	$800.00		
0020051217	Gordon Food Service						
		10-2560-410-00-74-150-13	Cafe Supplies Conley		900.00	5/1/2020	10-2560-410-00-74-150-13
				Total	$900.00		
0020051227	Gordon Food Service						
		10-2560-410-00-74-210-13	Cafe Supplies Heineman		1,600.00	5/1/2020	10-2560-410-00-74-210-13
				Total	$1,600.00		
0020051237	Gordon Food Service						
		10-2560-415-00-71-100-13	Cafe Food Leggee		12,000.00	5/1/2020	10-2560-415-00-71-100-13
				Total	$12,000.00		
0020051247	Gordon Food Service						
		10-2560-415-00-71-300-13	Cafe Food HS		50,000.00	5/1/2020	10-2560-415-00-71-300-13
				Total	$50,000.00		
0020051257	Gordon Food Service						
		10-2560-415-00-72-110-13	Cafe Food Chesak		10,000.00	5/1/2020	10-2560-415-00-72-110-13
				Total	$10,000.00		
0020051267	Gordon Food Service						
		10-2560-415-00-72-120-13	Cafe Food Martin		13,000.00	5/1/2020	10-2560-415-00-72-120-13
				Total	$13,000.00		
0020051277	Gordon Food Service						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		20,000.00	5/1/2020	10-2560-415-00-72-220-13
				Total	$20,000.00		
0020051287	Gordon Food Service						
		10-2560-415-00-74-140-13	Cafe Food Mackeben		7,000.00	5/1/2020	10-2560-415-00-74-140-13
				Total	$7,000.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020051297	Gordon Food Service						
		10-2560-415-00-74-150-13	Cafe Food Conley		7,000.00	5/1/2020	10-2560-415-00-74-150-13
				Total	$7,000.00		
0020051307	Gordon Food Service						
		10-2560-415-00-74-210-13	Cafe Food Heineman		17,000.00	5/1/2020	10-2560-415-00-74-210-13
				Total	$17,000.00		
0020203061	Gordon Food Service						
		10-1400-410-09-71-300-13	Home Economics Supplies		309.46	5/6/2020	10-1400-410-09-71-300-13
				Total	$309.46		
0020050107	Grainger						
		20-2542-410-00-79	Supplies B & G		500.00	5/1/2020	20-2542-410-00-79
				Total	$500.00		
0020051797	Hershey Creamery Company						
		10-2560-415-00-71-300-13	Cafe Food HS		2,000.00	5/1/2020	10-2560-415-00-71-300-13
				Total	$2,000.00		
0020051807	Hershey Creamery Company						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		2,000.00	5/1/2020	10-2560-415-00-72-220-13
				Total	$2,000.00		
0020051817	Hershey Creamery Company						
		10-2560-415-00-74-210-13	Cafe Food Heineman		2,000.00	5/1/2020	10-2560-415-00-74-210-13
				Total	$2,000.00		
0020050067	Home Depot Credit Services						
		20-2542-410-00-79	Supplies B & G		1,500.00	5/1/2020	20-2542-410-00-79
				Total	$1,500.00		
0020051767	Home Juice Corp						
		10-2560-415-00-71-300-13	Cafe Food HS		500.00	5/1/2020	10-2560-415-00-71-300-13
				Total	$500.00		
0020051777	Home Juice Corp						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		500.00	5/1/2020	10-2560-415-00-72-220-13
				Total	$500.00		
0020051787	Home Juice Corp						
		10-2560-415-00-74-210-13	Cafe Food Heineman		500.00	5/1/2020	10-2560-415-00-74-210-13
				Total	$500.00		
0020203023	Hufcor Inc						
		20-2542-390-00-79	Other Purchased Service		2,890.00	4/28/2020	20-2542-390-00-79
		20-2542-390-00-79	Other Purchased Service		350.00	4/28/2020	20-2542-390-00-79
				Total	$3,240.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020203024	Hufcor Inc						
		20-2542-390-00-79	Other Purchased Service		3,960.00	4/28/2020	20-2542-390-00-79
		20-2542-390-00-79	Other Purchased Service		350.00	4/28/2020	20-2542-390-00-79
				Total	$4,310.00		
0020202916	Huntley Chamber of Commerce						
		10-2321-640-00-74-500-14	Dues & Fees Supt		80.00	4/13/2020	10-2321-640-00-74-500-14
				Total	$80.00		
0020202905	Illinois Architectural Glass						
		20-2542-520-00-79	Building projects		95,330.00	4/13/2020	20-2542-520-00-79
				Total	$95,330.00		
0020202917	Illinois Communications Sales Inc						
		10-2546-490-00-79-600-14	Security Officer Supplies		145.00	4/13/2020	10-2546-490-00-79-600-14
				Total	$145.00		
0020202918	Illinois Communications Sales Inc						
		10-2546-323-00-79-600-14	Security Officer Repairs		30.00	4/13/2020	10-2546-323-00-79-600-14
				Total	$30.00		
0020202998	Illinois Department of Public Health						
		10-2130-390-00-79-600-14	Purchased Services Health		60.00	4/20/2020	10-2130-390-00-79-600-14
				Total	$60.00		
0020202952	Infrared Testing Inc						
		20-2542-323-00-79	Repairs & Maint Buildings		3,300.00	4/16/2020	20-2542-323-00-79
				Total	$3,300.00		
0020050077	Interstate Battery Center						
		20-2542-410-00-79	Supplies B & G		200.00	5/1/2020	20-2542-410-00-79
				Total	$200.00		
0020202962	Interstate Battery Center						
		20-2542-410-00-79	Supplies B & G		866.92	4/16/2020	20-2542-410-00-79
				Total	$866.92		
0020203040	IPO/DBA Cardunal Office Supply						
		10-2642-411-00-74-500-14	HR Employee Recognition		521.04	5/1/2020	10-2642-411-00-74-500-14
				Total	$521.04		
0020202994	Jensens Plumbing & Heating Inc						
		20-2542-323-00-79	Repairs & Maint Buildings		5,095.00	4/20/2020	20-2542-323-00-79
				Total	$5,095.00		
0020202948	Johnson Floor Co						
		20-2542-323-00-79	Repairs & Maint Buildings		203.00	4/15/2020	20-2542-323-00-79
				Total	$203.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020202927	Jostens						
		10-2410-410-00-74-210-13	Office Supplies Heineman		912.29	4/13/2020	10-2410-410-00-74-210-13
				Total	$912.29		
0020202963	K & J Painting LLC						
		20-2542-323-00-79	Repairs & Maint Buildings		6,500.00	4/16/2020	20-2542-323-00-79
				Total	$6,500.00		
0020202907	Kids Therapy Ltd						
		10-2130-310-00-79-600-14	Health Services		340.00	4/13/2020	10-2130-310-00-79-600-14
				Total	$340.00		
0020051537	Klein Thorpe & Jenkins Ltd						
		10-2310-318-00-74-500-14	Legal Board		7,000.00	5/1/2020	10-2310-318-00-74-500-14
				Total	$7,000.00		
0020203002	K-Log Inc						
		10-1120-410-00-72-220-13	Inst Supplies Marlowe		25,084.04	4/22/2020	10-1120-410-00-72-220-13
				Total	$25,084.04		
0020050787	Leach Enterprises Inc						
		40-2554-410-00-79	Fleet Supplies		2,500.00	5/1/2020	40-2554-410-00-79
				Total	$2,500.00		
0020202935	Liberty Tools Inc						
		40-2552-490-00-79	Inventoriable Supplies		8,700.00	4/14/2020	40-2552-490-00-79
				Total	$8,700.00		
0020050447	Lincoln National Life						
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		90,000.00	5/1/2020	10-2310-220-00-79-600-14
				Total	$90,000.00		
0020050497	Little City Foundation						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		18,000.00	5/1/2020	10-4220-670-00-79-600-14
				Total	$18,000.00		
0020202961	LMC						
		20-2542-410-00-79	Supplies B & G		779.00	4/16/2020	20-2542-410-00-79
				Total	$779.00		
0020203088	LMC						
		20-2542-410-00-79	Supplies B & G		49,428.96	5/12/2020	20-2542-410-00-79
				Total	$49,428.96		
0020202984	MacGill & Co						
		10-2130-410-00-79-600-14	Supplies Health		134.10	4/20/2020	10-2130-410-00-79-600-14
				Total	$134.10		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020202985	MacGill & Co						
		10-2130-410-00-79-600-14	Supplies Health		134.10	4/20/2020	10-2130-410-00-79-600-14
				Total	$134.10		
0020202986	MacGill & Co						
		10-2130-410-00-79-600-14	Supplies Health		134.10	4/20/2020	10-2130-410-00-79-600-14
				Total	$134.10		
0020202987	MacGill & Co						
		10-2130-410-00-79-600-14	Supplies Health		134.10	4/20/2020	10-2130-410-00-79-600-14
				Total	$134.10		
0020202988	MacGill & Co						
		10-2130-410-00-79-600-14	Supplies Health		212.95	4/20/2020	10-2130-410-00-79-600-14
				Total	$212.95		
0020202989	MacGill & Co						
		10-2130-410-00-79-600-14	Supplies Health		351.60	4/20/2020	10-2130-410-00-79-600-14
				Total	$351.60		
0020202990	MacGill & Co						
		10-2130-410-00-79-600-14	Supplies Health		212.95	4/20/2020	10-2130-410-00-79-600-14
				Total	$212.95		
0020202991	MacGill & Co						
		10-2130-410-00-79-600-14	Supplies Health		134.10	4/20/2020	10-2130-410-00-79-600-14
				Total	$134.10		
0020202992	MacGill & Co						
		10-2130-410-00-79-600-14	Supplies Health		134.10	4/20/2020	10-2130-410-00-79-600-14
				Total	$134.10		
0020203004	MacGill & Co						
		10-2130-410-00-79-600-14	Supplies Health		1,625.00	4/23/2020	10-2130-410-00-79-600-14
				Total	$1,625.00		
0020051959	Manthey, Denise N						
		10-2130-310-00-79-600-14	Health Services		4,000.00	5/1/2020	10-2130-310-00-79-600-14
				Total	$4,000.00		
0020050507	Marklund Children`s Home						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		24,000.00	5/1/2020	10-4220-670-00-79-600-14
				Total	$24,000.00		
0020203039	Maxim Healthcare Services Inc						
		10-1101-310-00-79-605-14	Substitute Teacher-Contracted		435.00	5/1/2020	10-1101-310-00-79-605-14
				Total	$435.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020050287	McMaster Carr Supply Co						
		20-2542-410-00-79	Supplies B & G		700.00	5/1/2020	20-2542-410-00-79
				Total	$700.00		
0020050117	MDC Environmental Serv						
		20-2542-321-00-79	Sanitation/Exterminating		2,300.00	5/1/2020	20-2542-321-00-79
				Total	$2,300.00		
0020050127	Menards Inc						
		20-2542-410-00-79	Supplies B & G		1,000.00	5/1/2020	20-2542-410-00-79
				Total	$1,000.00		
0020050467	Mesirow Insurance Services Inc						
		10-1100-220-00-79-600-14	Regular Programs Insurance		16,500.00	5/1/2020	10-1100-220-00-79-600-14
				Total	$16,500.00		
0020203009	Metro Prep						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		4,640.60	4/24/2020	10-4220-670-00-79-600-14
				Total	$4,640.60		
0020202996	Midland Standard Engineering & Testin						
		60-2530-319-00-71-300	HS Fine Arts Expansion Prof/Tech		821.50	4/20/2020	60-2530-319-00-71-300
				Total	$821.50		
0020203083	Midland Standard Engineering & Testin						
		20-2540-310-00-79	Professional & Technical		2,800.00	5/11/2020	20-2540-310-00-79
				Total	$2,800.00		
0020203084	Midland Standard Engineering & Testin						
		20-2540-310-00-79	Professional & Technical		15,000.00	5/11/2020	20-2540-310-00-79
				Total	$15,000.00		
0020203013	Midwest Glass Tinters						
		20-2542-323-00-79	Repairs & Maint Buildings		350.00	4/27/2020	20-2542-323-00-79
				Total	$350.00		
0020202954	Midwest Transit Equip Kankakee						
		40-2552-540-00-79	Bus Purchases		389,396.00	4/16/2020	40-2552-540-00-79
		40-2552-540-00-79	Bus Purchases		892,460.00	4/16/2020	40-2552-540-00-79
				Total	$1,281,856.00		
0020203045	Midwest Transit Equip Kankakee						
		40-2550-323-00-79	Repairs and Maintenance		336.83	5/4/2020	40-2550-323-00-79
				Total	$336.83		
0020051527	Miller Hall & Triggs						
		10-2310-318-00-74-500-14	Legal Board		8,000.00	5/1/2020	10-2310-318-00-74-500-14
				Total	$8,000.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020203046	Miller Hall & Triggs						
		10-2310-318-00-74-500-14	Legal Board		2,517.40	5/4/2020	10-2310-318-00-74-500-14
				Total	$2,517.40		
0020203012	National Lift Truck Inc						
		60-2530-531-00-71-300	HS Fine Arts Expansion Construction		7,450.00	4/27/2020	60-2530-531-00-71-300
				Total	$7,450.00		
0020202933	Nawkaw Midwest						
		20-2542-410-00-79	Supplies B & G		3,400.00	4/14/2020	20-2542-410-00-79
				Total	$3,400.00		
0020203060	Nell, Amy						
		10-1125-390-90-79-600-14	Purchased Serv Parent-Tot		250.00	5/5/2020	10-1125-390-90-79-600-14
				Total	$250.00		
0020050147	Neuco						
		20-2542-410-00-79	Supplies B & G		1,000.00	5/1/2020	20-2542-410-00-79
				Total	$1,000.00		
0020050607	New Connections Academy						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		12,000.00	5/1/2020	10-4220-670-00-79-600-14
				Total	$12,000.00		
0020202908	New England Center for Children						
		10-1200-310-92-79-600-14	IDEA General Purchased Service		664.05	4/13/2020	10-1200-310-92-79-600-14
				Total	$664.05		
0020050547	New Hope Academy						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,000.00	5/1/2020	10-4220-670-00-79-600-14
				Total	$5,000.00		
0020202999	Nolan Fire Pump Testing						
		20-2542-390-00-79	Other Purchased Service		625.00	4/22/2020	20-2542-390-00-79
				Total	$625.00		
0020050017	North American Corporation						
		20-2542-410-00-79	Supplies B & G		8,959.60	5/1/2020	20-2542-410-00-79
				Total	$8,959.60		
0020202903	North American Corporation						
		20-2542-410-00-79	Supplies B & G		28.20	4/13/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		28.20	4/13/2020	20-2542-410-00-79
				Total	$56.40		
0020202904	North American Corporation						
		20-2542-410-00-79	Supplies B & G		379.80	4/13/2020	20-2542-410-00-79
				Total	$379.80		

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0020202931	North American Corporation						
		20-2542-410-00-79	Supplies B & G		1,794.40	4/14/2020	20-2542-410-00-79
				Total	$1,794.40		
0020202968	North American Corporation						
		20-2542-410-00-79	Supplies B & G		49.88	4/20/2020	20-2542-410-00-79
				Total	$49.88		
0020203014	North American Corporation						
		20-2542-410-00-79	Supplies B & G		1,479.00	4/27/2020	20-2542-410-00-79
				Total	$1,479.00		
0020203047	North American Corporation						
		20-2542-323-00-79	Repairs & Maint Buildings		186.00	5/4/2020	20-2542-323-00-79
				Total	$186.00		
0020203090	North American Corporation						
		20-2542-410-00-79	Supplies B & G		43.50	5/12/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		77.50	5/12/2020	20-2542-410-00-79
				Total	$121.00		
0020202909	North Shore Transit Inc						
		40-2552-331-00-79	Contracted Transportation		2,301.78	4/13/2020	40-2552-331-00-79
				Total	$2,301.78		
0020202958	North Shore Transit Inc						
		40-2552-331-00-79	Contracted Transportation		1,377.29	4/16/2020	40-2552-331-00-79
				Total	$1,377.29		
0020203010	North Shore Transit Inc						
		40-2552-331-00-79	Contracted Transportation		584.99	4/24/2020	40-2552-331-00-79
				Total	$584.99		
0020202919	Northwest Herald						
		10-2310-410-00-74-500-14	Supplies Board		81.60	4/13/2020	10-2310-410-00-74-500-14
				Total	$81.60		
0020051547	Northwestern Medicine						
		10-2130-220-00-79-600-14	Health Services Insurance		500.00	5/1/2020	10-2130-220-00-79-600-14
		10-2642-390-00-74-500-14	Purchased Service Human Res		250.00	5/1/2020	10-2642-390-00-74-500-14
				Total	$750.00		
0020203080	Northwestern Memorial HealthCare						
		10-1500-410-00-71-300-13	Training/Athletic Supplies HS		32,000.00	5/11/2020	10-1500-410-00-71-300-13
				Total	$32,000.00		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020050167	Office Depot						
		20-2540-410-00-79	Office Supplies B & G		187.50	5/1/2020	20-2540-410-00-79
				Total	$187.50		
0020203048	Office Depot						
		10-2630-332-00-74-500-14	Communications Travel		80.61	5/4/2020	10-2630-332-00-74-500-14
				Total	$80.61		
0020203092	Ombudsman						
		10-1100-310-89-79-605-14	Title I Instruc Pur Svc		2,012.00	5/12/2020	10-1100-310-89-79-605-14
		10-1130-314-06-71-305-13	Alternative School		200.00	5/12/2020	10-1130-314-06-71-305-13
		10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		797.00	5/12/2020	10-2212-310-00-79-505-14
				Total	$3,009.00		
0020050177	Omni Commercial Lighting Service						
		20-2542-323-00-79	Repairs & Maint Buildings		1,000.00	5/1/2020	20-2542-323-00-79
				Total	$1,000.00		
0020203073	Otis Elevator Company						
		20-2542-323-00-79	Repairs & Maint Buildings		4,620.00	5/7/2020	20-2542-323-00-79
				Total	$4,620.00		
0020203074	Otis Elevator Company						
		20-2542-323-00-79	Repairs & Maint Buildings		2,733.00	5/7/2020	20-2542-323-00-79
				Total	$2,733.00		
0020050797	Ottosen DiNolfo						
		10-2310-318-00-74-500-14	Legal Board		3,000.00	5/1/2020	10-2310-318-00-74-500-14
				Total	$3,000.00		
0020203049	Ottosen DiNolfo						
		10-2310-318-00-74-500-14	Legal Board		1,935.00	5/4/2020	10-2310-318-00-74-500-14
				Total	$1,935.00		
0020203050	Ottosen DiNolfo						
		10-2310-318-00-74-500-14	Legal Board		495.00	5/4/2020	10-2310-318-00-74-500-14
				Total	$495.00		
0020202969	P & M Distributors Inc						
		10-2560-415-00-71-300-13	Cafe Food HS		615.39	4/20/2020	10-2560-415-00-71-300-13
				Total	$615.39		
0020202914	Paddock Publications Inc						
		10-2321-410-00-74-500-14	Supplies Supt		121.90	4/13/2020	10-2321-410-00-74-500-14
				Total	$121.90		

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P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020202925	Partnering for Prevention LLC						
		10-1130-390-00-71-300-13	Consulting HS		7,795.00	4/13/2020	10-1130-390-00-71-300-13
				Total	$7,795.00		
0020051487	Pepsi-Cola Gen Bot Inc						
		10-2560-415-00-71-300-13	Cafe Food HS		7,500.00	5/1/2020	10-2560-415-00-71-300-13
				Total	$7,500.00		
0020202970	Pioneer Manufacturing - Athletics						
		20-2543-410-00-79	Grounds Supplies		342.90	4/20/2020	20-2543-410-00-79
				Total	$342.90		
0020203085	Poltex Inc						
		10-2546-490-00-79-600-14	Security Officer Supplies		2,940.00	5/11/2020	10-2546-490-00-79-600-14
				Total	$2,940.00		
0020050557	Pro Com Systems Inc						
		10-2660-390-00-79-600-14	Purchased Service Technology		2,000.00	5/1/2020	10-2660-390-00-79-600-14
				Total	$2,000.00		
0020202972	Pro Com Systems Inc						
		10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc		44,275.00	4/20/2020	10-2546-390-00-79-600-14
				Total	$44,275.00		
0020203102	Project Lead the Way						
		10-1130-410-67-71-300-13	PLTW Supplies		22,537.50	5/14/2020	10-1130-410-67-71-300-13
				Total	$22,537.50		
0020202920	Quaddient Leasing						
		10-2310-390-00-74-500-14	Purchased Service Board		1,968.00	4/13/2020	10-2310-390-00-74-500-14
				Total	$1,968.00		
0020202926	Quill and Scroll						
		10-1538-410-00-71-305-13	TV Production Supplies		550.00	4/13/2020	10-1538-410-00-71-305-13
				Total	$550.00		
0020202901	Ramirez, Alexandra						
		10-2410-410-00-71-300-13	Office Supplies HS		39.99	4/13/2020	10-2410-410-00-71-300-13
				Total	$39.99		
0020202995	Remkes Garage LLC						
		40-2550-323-00-79	Repairs and Maintenance		5,300.33	4/20/2020	40-2550-323-00-79
				Total	$5,300.33		
0020203051	Remkes Garage LLC						
		40-2554-410-00-79	Fleet Supplies		3,485.00	5/4/2020	40-2554-410-00-79
				Total	$3,485.00		

Huntley Community School District #158
Purchase Orders Report
From April 9, 2020 to May 15, 2020

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020050487	Revtrak, Inc.						
		10-2523-319-00-79-600-14	Banking Fees		10,000.00	5/1/2020	10-2523-319-00-79-600-14
				Total	$10,000.00		
0020203052	Rex Radiator & Welding Co						
		40-2554-410-00-79	Fleet Supplies		250.00	5/4/2020	40-2554-410-00-79
				Total	$250.00		
0020050737	Rush Truck Center Huntley						
		40-2550-323-00-79	Repairs and Maintenance		2,000.00	5/1/2020	40-2550-323-00-79
				Total	$2,000.00		
0020050747	Rush Truck Center Huntley						
		40-2554-410-00-79	Fleet Supplies		3,000.00	5/1/2020	40-2554-410-00-79
				Total	$3,000.00		
0020203053	Rush Truck Center Huntley						
		40-2554-410-00-79	Fleet Supplies		769.50	5/4/2020	40-2554-410-00-79
				Total	$769.50		
0020203054	Rush Truck Center Huntley						
		40-2554-410-00-79	Fleet Supplies		454.41	5/4/2020	40-2554-410-00-79
				Total	$454.41		
0020051637	Russo Power Equipment						
		20-2543-410-00-79	Grounds Supplies		1,500.00	5/1/2020	20-2543-410-00-79
				Total	$1,500.00		
0020203081	RVT Productions						
		10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies		4,100.00	5/11/2020	10-1120-490-02-72-220-13
				Total	$4,100.00		
0020051067	Safety Kleen						
		40-2550-310-00-79	Prof & Tech Service Trans		200.00	5/1/2020	40-2550-310-00-79
				Total	$200.00		
0020202906	Safeway Tuckpointing Co						
		20-2542-520-00-79	Building projects		13,500.00	4/13/2020	20-2542-520-00-79
				Total	$13,500.00		
0020202971	Safeway Tuckpointing Co						
		20-2542-323-00-79	Repairs & Maint Buildings		785.00	4/20/2020	20-2542-323-00-79
				Total	$785.00		
0020051960	Saxe, David						
		10-2140-310-92-79-600-14	IDEA Psychological Services		10,000.00	5/1/2020	10-2140-310-92-79-600-14
				Total	$10,000.00		

Huntley Community School District #158
Purchase Orders Report
From April 9, 2020 to May 15, 2020

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020203055	Saxe, David						
		10-2140-310-92-79-600-14	IDEA Psychological Services		1,599.00	5/4/2020	10-2140-310-92-79-600-14
				Total	$1,599.00		
0020203066	Scholastic Magazines						
		10-1110-410-00-74-150-13	Inst Supplies Conley		2,428.14	5/6/2020	10-1110-410-00-74-150-13
		10-1110-410-00-74-150-13	Inst Supplies Conley		2,428.14	5/6/2020	10-1110-410-00-74-150-13
				Total	$4,856.28		
0020203067	Scholastic Magazines						
		10-1110-410-00-74-150-13	Inst Supplies Conley		3,272.50	5/6/2020	10-1110-410-00-74-150-13
				Total	$3,272.50		
0020203005	School Health Corporation						
		10-2130-410-00-79-600-14	Supplies Health		1,953.63	4/23/2020	10-2130-410-00-79-600-14
				Total	$1,953.63		
0020203006	School Health Corporation						
		10-2130-410-00-79-600-14	Supplies Health		1,953.63	4/23/2020	10-2130-410-00-79-600-14
				Total	$1,953.63		
0020051317	Schuring & Schuring						
		10-2560-415-00-71-100-13	Cafe Food Leggee		6,000.00	5/1/2020	10-2560-415-00-71-100-13
				Total	$6,000.00		
0020051327	Schuring & Schuring						
		10-2560-415-00-71-300-13	Cafe Food HS		7,000.00	5/1/2020	10-2560-415-00-71-300-13
				Total	$7,000.00		
0020051367	Schuring & Schuring						
		10-2560-415-00-74-140-13	Cafe Food Mackeben		5,000.00	5/1/2020	10-2560-415-00-74-140-13
				Total	$5,000.00		
0020051373	Schuring & Schuring						
		10-2560-415-00-72-110-13	Cafe Food Chesak		8,000.00	5/1/2020	10-2560-415-00-72-110-13
				Total	$8,000.00		
0020051374	Schuring & Schuring						
		10-2560-415-00-72-120-13	Cafe Food Martin		8,000.00	5/1/2020	10-2560-415-00-72-120-13
				Total	$8,000.00		
0020051375	Schuring & Schuring						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		4,000.00	5/1/2020	10-2560-415-00-72-220-13
				Total	$4,000.00		
0020051377	Schuring & Schuring						
		10-2560-415-00-74-150-13	Cafe Food Conley		5,000.00	5/1/2020	10-2560-415-00-74-150-13
				Total	$5,000.00		

Huntley Community School District #158
Purchase Orders Report
From April 9, 2020 to May 15, 2020

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020051387	Schuring & Schuring					
		10-2560-415-00-74-210-13	Cafe Food Heineman	4,000.00	5/1/2020	10-2560-415-00-74-210-13
			Total	$4,000.00		
0020051397	Schuring & Schuring					
		10-2560-415-97-79-600-14	All Children Snacks	150.00	5/1/2020	10-2560-415-97-79-600-14
			Total	$150.00		
0020050957	Secretary of State 12					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050947	Secretary of State 11					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050967	Secretary of State 13					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050977	Secretary of State 14					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050987	Secretary of State 15					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050997	Secretary of State 16					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020051007	Secretary of State 17					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020051017	Secretary of State 18					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020051027	Secretary of State 19					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020051037	Secretary of State 20					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		

Huntley Community School District #158
Purchase Orders Report
From April 9, 2020 to May 15, 2020

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020050847	Secretary of State1					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050937	Secretary of State10					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050857	Secretary of State2					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050867	Secretary of State3					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050877	Secretary of State4					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050887	Secretary of State5					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050897	Secretary of State6					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050907	Secretary of State7					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050917	Secretary of State8					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020050927	Secretary of State9					
		40-2550-310-00-79	Prof & Tech Service Trans	4.00	5/1/2020	40-2550-310-00-79
			Total	$4.00		
0020202921	Sherwin Williams Co					
		20-2543-323-00-79	Repairs-Grounds	828.18	4/13/2020	20-2543-323-00-79
			Total	$828.18		
0020203098	Social Thinking					
		10-2110-410-92-79-605-14	IDEA Social Work Supplies	202.52	5/13/2020	10-2110-410-92-79-605-14
			Total	$202.52		

Huntley Community School District #158
Purchase Orders Report
From April 9, 2020 to May 15, 2020

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020202959	Soliant Health Inc						
		10-2130-310-92-79-600-14	IDEA Health Services		425.00	4/16/2020	10-2130-310-92-79-600-14
				Total	$425.00		
0020203011	Soliant Health Inc						
		10-2130-310-92-79-600-14	IDEA Health Services		425.00	4/24/2020	10-2130-310-92-79-600-14
				Total	$425.00		
0020203064	Soliant Health Inc						
		10-2130-310-92-79-600-14	IDEA Health Services		1,700.00	5/6/2020	10-2130-310-92-79-600-14
				Total	$1,700.00		
0020203099	Soliant Health Inc						
		10-2130-310-92-79-600-14	IDEA Health Services		425.00	5/13/2020	10-2130-310-92-79-600-14
				Total	$425.00		
0020203020	Sprint						
		20-2540-340-00-79	Telephone - Districtwide		13,966.01	4/27/2020	20-2540-340-00-79
				Total	$13,966.01		
0020202922	Stark & Son Trenching Inc						
		20-2543-323-00-79	Repairs-Grounds		5,931.00	4/13/2020	20-2543-323-00-79
				Total	$5,931.00		
0020203104	Stark & Son Trenching Inc						
		60-2530-531-00-71-300	HS Fine Arts Expansion Construction		4,230.00	5/14/2020	60-2530-531-00-71-300
				Total	$4,230.00		
0020203056	Streamwood Behavioral Health						
		10-4210-670-00-79-600-14	Reg Ed Out of District		140.00	5/4/2020	10-4210-670-00-79-600-14
				Total	$140.00		
0020050377	Talerico Martin Corp						
		10-2560-415-00-74-210-13	Cafe Food Heineman		1,000.00	5/1/2020	10-2560-415-00-74-210-13
				Total	$1,000.00		
0020050378	Talerico Martin Corp						
		10-2560-415-00-71-300-13	Cafe Food HS		2,000.00	5/1/2020	10-2560-415-00-71-300-13
				Total	$2,000.00		
0020050387	Talerico Martin Corp						
		10-2560-415-00-72-220-13	Cafe Food Marlowe		1,000.00	5/1/2020	10-2560-415-00-72-220-13
				Total	$1,000.00		
0020203068	Teacher Innovations, Inc						
		10-1110-410-00-74-150-13	Inst Supplies Conley		636.00	5/6/2020	10-1110-410-00-74-150-13
				Total	$636.00		

Huntley Community School District #158
Purchase Orders Report
From April 9, 2020 to May 15, 2020

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020203100	Therapy Shoppe Inc						
		10-2110-410-92-79-605-14	IDEA Social Work Supplies		216.19	5/13/2020	10-2110-410-92-79-605-14
				Total	$216.19		
0020203105	Thermosystems Building System						
		60-2530-531-00-71-300	HS Fine Arts Expansion Construction		2,616.00	5/15/2020	60-2530-531-00-71-300
				Total	$2,616.00		
0020203071	Thompson Elevator Inspection Service I						
		20-2542-390-00-79	Other Purchased Service		225.00	5/7/2020	20-2542-390-00-79
				Total	$225.00		
0020203070	Thomson Reuters						
		10-2660-470-00-79-600-14	Software Technology		967.00	5/7/2020	10-2660-470-00-79-600-14
				Total	$967.00		
0020203101	Thomson Reuters						
		10-2660-470-00-79-600-14	Software Technology		31.19	5/13/2020	10-2660-470-00-79-600-14
				Total	$31.19		
0020202910	TLC Engineering						
		20-2540-310-00-79	Professional & Technical		577.50	4/13/2020	20-2540-310-00-79
				Total	$577.50		
0020203072	Tovar Snow Professional						
		20-2542-322-00-79-605-14	Snow Removal		220.00	5/7/2020	20-2542-322-00-79-605-14
				Total	$220.00		
0020203007	Track Surfaces Company						
		20-2543-323-00-79	Repairs-Grounds		2,850.00	4/24/2020	20-2543-323-00-79
				Total	$2,850.00		
0020202930	Trane						
		20-2542-390-00-79	Other Purchased Service		2,228.75	4/14/2020	20-2542-390-00-79
				Total	$2,228.75		
0020202965	Trane						
		20-2542-323-00-79	Repairs & Maint Buildings		19,936.00	4/16/2020	20-2542-323-00-79
				Total	$19,936.00		
0020203078	Trane						
		20-2542-410-00-79	Supplies B & G		5,346.00	5/8/2020	20-2542-410-00-79
				Total	$5,346.00		
0020202960	Translation Today Network Inc						
		10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv		421.60	4/16/2020	10-2150-310-92-79-600-14
				Total	$421.60		

Huntley Community School District #158
Purchase Orders Report
From April 9, 2020 to May 15, 2020

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020050837	Tredroc Tire Services						
		40-2554-410-00-79	Fleet Supplies		3,400.00	5/1/2020	40-2554-410-00-79
				Total	$3,400.00		
0020203057	Tyler Technologies Inc						
		40-2550-310-00-79	Prof & Tech Service Trans		64,213.25	5/4/2020	40-2550-310-00-79
				Total	$64,213.25		
0020203089	Uline						
		20-2542-410-00-79	Supplies B & G		2,903.04	5/12/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		166.41	5/12/2020	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G		36.60	5/12/2020	20-2542-410-00-79
				Total	$3,106.05		
0020203058	Unicom Arc						
		10-2321-332-00-74-500-14	Travel Supt		1,614.34	5/4/2020	10-2321-332-00-74-500-14
		10-2321-390-00-74-500-14	Purchased Service Supt		12,750.00	5/4/2020	10-2321-390-00-74-500-14
				Total	$14,364.34		
0020203031	UPS Store #6063						
		20-2540-341-00-79-605-14	Postage		62.13	4/30/2020	20-2540-341-00-79-605-14
				Total	$62.13		
0020051607	Verizon Wireless						
		20-2540-340-00-79	Telephone - Districtwide		4,000.00	5/1/2020	20-2540-340-00-79
				Total	$4,000.00		
0020202964	Verizon Wireless						
		20-2540-340-00-79	Telephone - Districtwide		8,515.05	4/16/2020	20-2540-340-00-79
				Total	$8,515.05		
0020050137	Village of Algonquin						
		20-2546-310-00-71-305	Resource Officer HS		9,444.09	5/1/2020	20-2546-310-00-71-305
				Total	$9,444.09		
0020051517	Village of Huntley						
		20-2546-310-00-71-305	Resource Officer HS		5,360.20	5/1/2020	20-2546-310-00-71-305
				Total	$5,360.20		
0020050687	Village of Lake in the Hills						
		20-2546-310-00-71-305	Resource Officer HS		5,245.00	5/1/2020	20-2546-310-00-71-305
				Total	$5,245.00		
0020051757	Virtual Connections Academy						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,000.00	5/1/2020	10-4220-670-00-79-600-14
				Total	$5,000.00		

Huntley Community School District #158
Purchase Orders Report
From April 9, 2020 to May 15, 2020

P.O.#	Vendor Name	A.S.N.	Description		Amount	P.O. Date	State Account Number
0020050457	VSP of Illinois NFP						
		10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		8,000.00	5/1/2020	10-2310-220-00-79-600-14
				Total	$8,000.00		
0020203069	Wallingford Sales Company						
		20-2542-410-00-79	Supplies B & G		1,845.33	5/7/2020	20-2542-410-00-79
				Total	$1,845.33		
0020050767	WEX BANK						
		40-2552-464-00-79	Diesel/Gasoline		300.00	5/1/2020	40-2552-464-00-79
				Total	$300.00		
0020050777	WEX BANK						
		10-1700-464-21-71-300-13	Driver Education Gasoline		2,000.00	5/1/2020	10-1700-464-21-71-300-13
		10-1700-464-21-71-300-13	Driver Education Gasoline		30.00	5/1/2020	10-1700-464-21-71-300-13
				Total	$2,030.00		
0020051747	Winston Knolls Education Group						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		6,500.00	5/1/2020	10-4220-670-00-79-600-14
				Total	$6,500.00		
0020202911	Winston Knolls Education Group						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		1,884.96	4/13/2020	10-4220-670-00-79-600-14
				Total	$1,884.96		
0020050657	Woodstock Community Unit School Dist						
		10-4220-670-00-79-600-14	Sp Ed Private Tuition		30,000.00	5/1/2020	10-4220-670-00-79-600-14
				Total	$30,000.00		
0020050477	Zero Card						
		10-1100-220-00-79-600-14	Regular Programs Insurance		2,500.00	5/1/2020	10-1100-220-00-79-600-14
				Total	$2,500.00		
0020050267	Zieglers Ace Hardware						
		20-2542-410-00-79	Supplies B & G		300.00	5/1/2020	20-2542-410-00-79
				Total	$300.00		
0020051047	Zieglers Ace Hardware						
		40-2554-410-00-79	Fleet Supplies		100.00	5/1/2020	40-2554-410-00-79
				Total	$100.00		
				Total	$6,723,667.88		

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: May 21, 2020

Subject: **Imprest Checks Issue**
Board of Education Meeting, May 21, 2020
Finance Committee

The following is an executive summary of the attached report titled "Imprest Checks Issued" which is a listing of payments made as of May 14, 2020 for which the Board had not previously approved purchase orders. Therefore Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	$	13,435.52
Operations & Maintenance Fund		80,189.54
Debt Service Fund		0.00
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	93,625.06

RECOMMENDATION
Administration requests that the Finance Committee recommend the Board of Education approve the Imprest Checks Issued Report at the May 21, 2020 Regular Board meeting.

Vendor Name / P.O. Number	Description	Amount	State Account Number
Bhatt, Rhutva			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
Carmody, Allison			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
ComEd			
	Electric	16,049.57	20-2540-466-00-79
	Electric	14,621.00	20-2540-466-00-79
	Electric	21,844.98	20-2540-466-00-79
	Electric	24,526.79	20-2540-466-00-79
		$77,042.34	
Domenz, Kim			
	Athletic Fees - Heineman	40.00	10-1796-215
		$40.00	
Fahnestock, Keaton			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$150.00	
Favila, Amanda			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
Gallagher, Dean			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	150.00	10-1543-310-00-71-305-13
		$300.00	
HESPA			
	HESPA Dues	5,448.65	10-462
	HESPA Dues	5,427.41	10-462
		$10,876.06	
Highley, Eugene			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	150.00	10-1543-310-00-71-305-13
		$300.00	
Holling, Christopher			
	Activities Judges/Officials	150.00	10-1543-310-00-71-305-13
		$150.00	
Kowalkoski, Alex			
	Student Food Svc - Leggee	9.20	10-1611-105
	Student Food Svc - Leggee	3.30	10-1611-105
		$12.50	
Kriegler, Kenneth			
	Student Food Svc - HS	19.60	10-1611-305
		$19.60	
Marchadi, Harini			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13

Vendor Name / P.O. Number	Description	Amount	State Account Number
		$150.00	
Moore, Sam			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
Osberg, Chris			
	Student Food Svc - HS	45.00	10-1611-305
		$45.00	
Pavithran, Tara			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$150.00	
Pritchard, Jennifer			
	Student Food Svc - HS	21.70	10-1611-305
		$21.70	
Proper, Shaunna			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$150.00	
Schultz, Sara			
	Student Food Svc - HS	6.85	10-1611-305
		$6.85	
Siddiqui, Yasmeen			
	Registration Fee Preschool	112.00	10-1811-135
		$112.00	
Soto, Fatima			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	150.00	10-1543-310-00-71-305-13
		$225.00	
Stempfle, Dana			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	150.00	10-1543-310-00-71-305-13
		$225.00	
Tijerina, Karen			
	Student Food Svc - HS	24.95	10-1611-305
		$24.95	
United Way of McHenry Co			
	United Way Payable	13.43	10-498
	United Way Payable	13.43	10-498
		$26.86	
Urosevich, Kate			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
Village of Algonquin			
	Water/Sewer	10.00	20-2540-370-00-79
	Water/Sewer	503.95	20-2540-370-00-79
	Water/Sewer	570.70	20-2540-370-00-79
	Water/Sewer	1,051.30	20-2540-370-00-79
	Water/Sewer	1,011.25	20-2540-370-00-79
		$3,147.20	

Vendor Name / P.O. Number	Description		Amount	State Account Number
Wallace, James				
	Activities Judges/Officials		75.00	10-1543-310-00-71-305-13
			$75.00	
		Report Total	$93,625.06	

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: May 21, 2020

Subject: **Accounts Payable Report**
Board of Education Meeting, May 21, 2020
Finance Committee

The following is an executive summary of the attached report titled "Accounts Payable" which is a listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration is requesting Board Approval to issue payment:

Education Fund	$	11,827.12
Operations & Maintenance Fund		211.25
Debt Service Fund		0.00
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	12,038.37

At this time there is no Supplemental Accounts Payable Report for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Accounts Payable" which will include an additional listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration will request Board Approval to issue payment.

RECOMMENDATION
Administration requests that the Finance Committee recommend the Board of Education approve the Accounts Payable Report at the May 21, 2020 Regular Board meeting.

Huntley Community School District #158
Accounts Payable Report

Printed: 5/14/2020

Vendor Name	A.S.N.	Description	Amount	State Account Number
Baltzersen, Tricia				
	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	10-2310-230-00-74-500-14
		Total	$390.00	
Burns, Anne M				
	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	10-2310-230-00-74-500-14
		Total	$375.00	
DiCianni, Megan				
	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	10-2310-230-00-74-500-14
		Total	$390.00	
Fish, Christopher J				
	10-2310-230-00-74-500-14	Tuition Reimbursement	750.00	10-2310-230-00-74-500-14
		Total	$750.00	
Follmann, Joseph				
	10-2660-332-00-79-600-14	Travel Technology	149.45	10-2660-332-00-79-600-14
		Total	$149.45	
Fraser, William				
	10-2310-230-00-74-500-14	Tuition Reimbursement	355.00	10-2310-230-00-74-500-14
		Total	$355.00	
Gelasi, Paul				
	20-2540-332-00-79	Travel	17.14	20-2540-332-00-79
		Total	$17.14	
Gerke, Paula				
	10-2310-230-00-74-500-14	Tuition Reimbursement	337.00	10-2310-230-00-74-500-14
		Total	$337.00	
Golovin, Jennifer				
	10-2520-332-00-74-500-14	Travel Fiscal	223.21	10-2520-332-00-74-500-14
		Total	$223.21	
Gotsch, Courtney				
	10-2310-230-00-74-500-14	Tuition Reimbursement	337.00	10-2310-230-00-74-500-14
		Total	$337.00	
Gross, Stacy R.				
	10-2310-230-00-74-500-14	Tuition Reimbursement	337.00	10-2310-230-00-74-500-14
		Total	$337.00	

Huntley Community School District #158
Accounts Payable Report

Vendor Name	A.S.N.	Description		Amount	State Account Number
Hacker, Valerie					
	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
			Total	$390.00	
Hewitt, Emily					
	10-2310-230-00-74-500-14	Tuition Reimbursement		337.00	10-2310-230-00-74-500-14
			Total	$337.00	
Kefauver, Michael					
	10-2660-332-00-79-600-14	Travel Technology		480.70	10-2660-332-00-79-600-14
			Total	$480.70	
Kilar, Carolyn					
	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00	10-2310-230-00-74-500-14
			Total	$375.00	
Kossaris, Angela					
	10-2660-332-00-79-600-14	Travel Technology		156.09	10-2660-332-00-79-600-14
			Total	$156.09	
Letheby, Corey					
	20-2540-332-00-79	Travel		10.69	20-2540-332-00-79
			Total	$10.69	
Love, Kathryn					
	10-2212-332-00-74-500-14	Travel & Conference Curr		41.69	10-2212-332-00-74-500-14
			Total	$41.69	
McCrystal, Kathleen H.					
	10-2310-230-00-74-500-14	Tuition Reimbursement		750.00	10-2310-230-00-74-500-14
			Total	$750.00	
Nardi, Angelo					
	20-2540-332-00-79	Travel		23.23	20-2540-332-00-79
			Total	$23.23	
Pengiel, Nicholas					
	10-2660-332-00-79-600-14	Travel Technology		299.58	10-2660-332-00-79-600-14
			Total	$299.58	
Reed, Richard					
	10-2561-332-00-79-605-14	Dir Food Service Travel		31.05	10-2561-332-00-79-605-14
	10-2561-410-00-79-605-14	Dir Food Service Supplies		396.38	10-2561-410-00-79-605-14
			Total	$427.43	

Huntley Community School District #158
Accounts Payable Report

Vendor Name	A.S.N.	Description		Amount	State Account Number
Renkosik, Doug					
	20-2540-332-00-79	Travel		160.19	20-2540-332-00-79
			Total	$160.19	
Rick, Cynthia					
	10-2310-230-00-74-500-14	Tuition Reimbursement		381.65	10-2310-230-00-74-500-14
			Total	$381.65	
Ricker, Krysta					
	10-2310-230-00-74-500-14	Tuition Reimbursement		381.65	10-2310-230-00-74-500-14
			Total	$381.65	
Salerno, Lauren					
	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00	10-2310-230-00-74-500-14
			Total	$375.00	
Sanchez, Kirsten					
	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00	10-2310-230-00-74-500-14
			Total	$375.00	
Schwerzler, Therese					
	10-2410-332-00-71-300-13	Prin Travel HS		18.92	10-2410-332-00-71-300-13
			Total	$18.92	
Thompson, Angela					
	10-2310-230-00-74-500-14	Tuition Reimbursement		1,040.00	10-2310-230-00-74-500-14
			Total	$1,040.00	
Turk, Dana					
	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00	10-2310-230-00-74-500-14
			Total	$375.00	
Van Ness, Meghan					
	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
			Total	$390.00	
Wise, Colline					
	10-2310-230-00-74-500-14	Tuition Reimbursement		1,560.00	10-2310-230-00-74-500-14
			Total	$1,560.00	
Zhang, Guangping					
	10-2520-332-00-74-500-14	Travel Fiscal		28.75	10-2520-332-00-74-500-14
			Total	$28.75	
			Total	$12,038.37	

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: May 21, 2020

Subject: **Disbursements Issued**
Board of Education Meeting, May 21, 2020
Finance Committee

The following is an executive summary of the attached report titled "Disbursements Issued" which is a listing of disbursements issued from April 9, 2020 to May 14, 2020.

Education Fund	$ 6,979,366.38
Operations & Maintenance Fund	343,127.12
Debt Service Fund	0.00
Transporation Fund	146,674.24
Municipal Retirement and Social Security Fund	171,959.79
Capital Projects Fund	15,711.60
Working Cash Fund	0.00
Fire Prevention and Safety Fund	0.00
Total	$ 7,656,839.13

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Disbursements Issued Report at the May 21, 2020 Regular Board meeting.

Huntley Community School District #158
Disbursements Issued
From April 9, 2020 to May 14, 2020

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
A Parts Warehouse								
	52739	4/17/2020	40-2554-410-00-79	Fleet Supplies		240.00	0020202764	40-2554-410-00-79
					Total	$240.00		
ABM Industry Groups LLC								
	52740	4/17/2020	20-2542-310-00-79	Custodial Contract Service		135,009.73	0020040207	20-2542-310-00-79
	52740	4/17/2020	40-2550-321-00-79	Bus Sanitation		2,678.52	0020020187	40-2550-321-00-79
	52875	5/8/2020	20-2542-320-00-79-605-14	Contractual Overtime		3,208.95	0020020217	20-2542-320-00-79-605-14
					Total	$140,897.20		
Accountable Healthcare Staffing Inc								
	52741	4/17/2020	10-2140-310-00-79-600-14	Psychological Services		553.60	0020040637	10-2140-310-00-79-600-14
	52741	4/17/2020	10-2140-310-92-79-600-14	IDEA Psychological Services		960.00	0020202822	10-2140-310-92-79-600-14
	52836	4/24/2020	10-2140-310-92-79-600-14	IDEA Psychological Services		606.40	0020040637	10-2140-310-92-79-600-14
	52876	5/8/2020	10-2140-310-00-79-600-14	Psychological Services		760.00	0020040637	10-2140-310-00-79-600-14
	52940	5/9/2020	10-2140-310-92-79-600-14	IDEA Psychological Services		100.00	0020040637	10-2140-310-92-79-600-14
					Total	$2,980.00		
ADP LLC								
	52837	4/24/2020	10-2520-310-00-74-500-14	Prof & Tech Fiscal		5,116.62	0020020437	10-2520-310-00-74-500-14
					Total	$5,116.62		
ADP Net Pay Wires								
	2020041101	4/10/2020	10103	Payroll Education Fund		1,959,290.43		10103
	2020042601	4/25/2020	10103	Payroll Education Fund		1,883,217.85		10103
					Total	$3,842,508.28		

Huntley Community School District #158
Disbursements Issued
From April 9, 2020 to May 14, 2020

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
ADP Tax Wires								
	202041001	4/10/2020	10-2523-319-00-79-600-14	Banking Fees		-0.49		10-2523-319-00-79-600-14
	202041001	4/10/2020	10403	Garnish		972.36		10403
	202041001	4/10/2020	10452	FED W/H Taxes Payable		222,292.21		10452
	202041001	4/10/2020	10453	State W/H Taxes Payable		114,359.31		10453
	202041001	4/10/2020	10458	Family Services		1,796.92		10458
	202041001	4/10/2020	10464	Medicare		38,189.18		10464
	202041001	4/10/2020	10470	Social Security - ER Payable		36,359.92		10470
	202041001	4/10/2020	10471	Medicare - EE Payable		38,188.89		10471
	202041001	4/10/2020	10472	Social Security - EE		36,359.80		10472
	202041001	4/10/2020	10473	State Withholding - WI		1,910.51		10473
	202041001	4/10/2020	10475	AP Payroll Net Checks		-92.55		10475
	202041001	4/10/2020	10478	HSA Payable		1,684.64		10478
	202042501	4/25/2020	10-2523-319-00-79-600-14	Banking Fees		0.11		10-2523-319-00-79-600-14
	202042501	4/25/2020	10403	Garnish		621.10		10403
	202042501	4/25/2020	10452	FED W/H Taxes Payable		211,086.64		10452
	202042501	4/25/2020	10453	State W/H Taxes Payable		109,987.23		10453
	202042501	4/25/2020	10458	Family Services		1,532.58		10458
	202042501	4/25/2020	10464	Medicare		36,695.54		10464
	202042501	4/25/2020	10470	Social Security - ER Payable		34,819.61		10470
	202042501	4/25/2020	10471	Medicare - EE Payable		36,695.58		10471
	202042501	4/25/2020	10472	Social Security - EE		34,819.66		10472
	202042501	4/25/2020	10473	State Withholding - WI		1,759.15		10473
	202042501	4/25/2020	10478	HSA Payable		1,684.64		10478
					Total	$961,722.54		
Advantage Mechanical Inc								
	52742	4/17/2020	20-2542-323-00-79	Repairs & Maint Buildings		634.25	0020030027	20-2542-323-00-79
	52742	4/17/2020	20-2542-390-00-79	Other Purchased Service		4,629.32	0020040317	20-2542-390-00-79
					Total	$5,263.57		
Airgas USA LLC								
	52743	4/17/2020	20-2542-410-00-79	Supplies B & G		582.49	0020030237	20-2542-410-00-79
	52743	4/17/2020	20-2542-410-00-79	Supplies B & G		258.12	0020040237	20-2542-410-00-79
					Total	$840.61		
Alboum & Associates LLC								
	52744	4/17/2020	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		124.00	0020202793	10-2212-310-00-79-505-14
	52744	4/17/2020	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		12.32	0020202775	10-2212-310-00-79-505-14
	52744	4/17/2020	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc		111.36	0020202776	10-2212-310-00-79-505-14
					Total	$247.68		

Huntley Community School District #158
Disbursements Issued
From April 9, 2020 to May 14, 2020

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Alexander Leigh Center for Autism								
	52745	4/17/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		36,003.24	0020041617	10-4220-670-00-79-600-14
					Total	$36,003.24		
Alexian Brothers								
	52695	4/10/2020	10-1200-310-92-79-600-14	IDEA General Purchased Service		240.00	0020202743	10-1200-310-92-79-600-14
	52746	4/17/2020	10-1200-310-92-79-600-14	IDEA General Purchased Service		120.00	0020202794	10-1200-310-92-79-600-14
	52746	4/17/2020	10-4210-670-00-79-600-14	Reg Ed Out of District		3,800.00	0020202800	10-4210-670-00-79-600-14
	52746	4/17/2020	10-4210-670-00-79-600-14	Reg Ed Out of District		2,480.00	0020202765	10-4210-670-00-79-600-14
	52838	4/24/2020	10-4210-670-00-79-600-14	Reg Ed Out of District		360.00	0020202923	10-4210-670-00-79-600-14
					Total	$7,000.00		
Alpha Baking Company Inc								
	52839	4/24/2020	10-2560-415-00-71-100-13	Cafe Food Leggee		74.85	0020031077	10-2560-415-00-71-100-13
	52839	4/24/2020	10-2560-415-00-71-300-13	Cafe Food HS		843.20	0020031087	10-2560-415-00-71-300-13
	52839	4/24/2020	10-2560-415-00-72-110-13	Cafe Food Chesak		101.85	0020031097	10-2560-415-00-72-110-13
	52839	4/24/2020	10-2560-415-00-72-120-13	Cafe Food Martin		95.68	0020031107	10-2560-415-00-72-120-13
	52839	4/24/2020	10-2560-415-00-72-220-13	Cafe Food Marlowe		249.19	0020031117	10-2560-415-00-72-220-13
	52839	4/24/2020	10-2560-415-00-74-140-13	Cafe Food Mackeben		13.04	0020031127	10-2560-415-00-74-140-13
	52839	4/24/2020	10-2560-415-00-74-150-13	Cafe Food Conley		52.27	0020031137	10-2560-415-00-74-150-13
	52839	4/24/2020	10-2560-415-00-74-210-13	Cafe Food Heineman		254.86	0020031147	10-2560-415-00-74-210-13
					Total	$1,684.94		
Anderson Lock Co Inc								
	52747	4/17/2020	20-2542-410-00-79	Supplies B & G		1,017.93	0020030087	20-2542-410-00-79
	52747	4/17/2020	20-2542-410-00-79	Supplies B & G		437.00	0020040087	20-2542-410-00-79
					Total	$1,454.93		
Anderson Pest Solutions								
	52748	4/17/2020	20-2542-321-00-79	Sanitation/Exterminating		554.47	0020040037	20-2542-321-00-79
					Total	$554.47		
AT&T								
	52696	4/10/2020	20-2540-340-00-79	Telephone - Districtwide		2,857.54	0020030327	20-2540-340-00-79
	52749	4/17/2020	20-2540-340-00-79	Telephone - Districtwide		4,258.31	0020030327	20-2540-340-00-79
	52840	4/24/2020	20-2540-340-00-79	Telephone - Districtwide		56.38	0020040327	20-2540-340-00-79
	52877	5/8/2020	20-2540-340-00-79	Telephone - Districtwide		6,155.45	0020050327	20-2540-340-00-79
	52877	5/8/2020	20-2540-340-00-79	Telephone - Districtwide		1,105.63	0020040327	20-2540-340-00-79
	52877	5/8/2020	20-2540-340-00-79	Telephone - Districtwide		1,239.43	0020030327	20-2540-340-00-79
	52941	5/9/2020	20-2540-340-00-79	Telephone - Districtwide		2,629.25	0020040327	20-2540-340-00-79
					Total	$18,301.99		

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Disbursements Issued
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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Attainment Company								
	52878	5/8/2020	10-1200-410-66-71-300-13	STEP Supplies		4,717.00	0020202655	10-1200-410-66-71-300-13
					Total	$4,717.00		
Auto Tech Centers Inc								
	52750	4/17/2020	40-2550-323-00-79	Repairs and Maintenance		1,175.43	0020202766	40-2550-323-00-79
					Total	$1,175.43		
Aveanna Healthcare								
	52751	4/17/2020	10-2130-310-00-79-600-14	Health Services		1,296.00	0020202795	10-2130-310-00-79-600-14
	52751	4/17/2020	10-2130-310-00-79-600-14	Health Services		1,838.40	0020202823	10-2130-310-00-79-600-14
					Total	$3,134.40		
Awrey, Terry								
	52711	4/17/2020	10-1200-310-66-71-300-13	STEP Purchased Services		42.83		10-1200-310-66-71-300-13
					Total	$42.83		
Belin, Marcus								
	52712	4/17/2020	10-2410-332-00-71-300-13	Prin Travel HS		497.38		10-2410-332-00-71-300-13
					Total	$497.38		
Benefitfocus.com Inc								
	2020043004	4/30/2020	10477	Flex Plan		18,232.99		10477
	52752	4/17/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		1,627.36	0020040197	10-2310-220-00-79-600-14
					Total	$19,860.35		
Bhatt, Rhutva								
	52879	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		
Bilingual Educational Specialists Inc								
	52753	4/17/2020	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv		650.00	0020202796	10-2150-310-92-79-600-14
					Total	$650.00		
Blu Petroleum								
	52754	4/17/2020	40-2552-464-00-79	Diesel/Gasoline		997.34	0020031647	40-2552-464-00-79
	52754	4/17/2020	40-2552-464-00-79	Diesel/Gasoline		3,022.01	0020020827	40-2552-464-00-79
					Total	$4,019.35		
Blue Cross Blue Shield								
	2020041707	4/17/2020	10-1100-220-00-79-600-14	Regular Programs Insurance		155,023.94	0020040417	10-1100-220-00-79-600-14
	2020041707	4/17/2020	10-1100-220-00-79-600-14	Regular Programs Insurance		242,968.09	0020030417	10-1100-220-00-79-600-14
	2020042807	4/28/2020	10-1100-220-00-79-600-14	Regular Programs Insurance		203,025.97	0020040417	10-1100-220-00-79-600-14
					Total	$601,018.00		

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
BMO Mastercard							
	2020041010	4/23/2020	10-1110-323-00-72-110-13	Repairs & Maintenance Chesak	32.99	0020202719	10-1110-323-00-72-110-13
	2020041010	4/23/2020	10-1110-332-00-72-120-13	Teacher Travel Martin	814.63	0020202838	10-1110-332-00-72-120-13
	2020041010	4/23/2020	10-1110-332-00-74-140-13	Teacher Travel Mackeben	75.00	0020202713	10-1110-332-00-74-140-13
	2020041010	4/23/2020	10-1110-410-00-71-100-13	Inst Supplies Leggee	362.49	0020202681	10-1110-410-00-71-100-13
	2020041010	4/23/2020	10-1110-410-00-71-100-13	Inst Supplies Leggee	79.41	0020202714	10-1110-410-00-71-100-13
	2020041010	4/23/2020	10-1110-410-00-72-110-13	Inst Supplies Chesak	740.90	0020202688	10-1110-410-00-72-110-13
	2020041010	4/23/2020	10-1110-410-00-72-110-13	Inst Supplies Chesak	189.31	0020202719	10-1110-410-00-72-110-13
	2020041010	4/23/2020	10-1110-410-00-72-120-13	Inst Supplies Martin	89.98	0020202711	10-1110-410-00-72-120-13
	2020041010	4/23/2020	10-1110-410-00-74-140-13	Inst Supplies Mackeben	367.22	0020202840	10-1110-410-00-74-140-13
	2020041010	4/23/2020	10-1110-410-00-74-140-13	Inst Supplies Mackeben	415.41	0020202858	10-1110-410-00-74-140-13
	2020041010	4/23/2020	10-1110-410-00-74-140-13	Inst Supplies Mackeben	98.19	0020202713	10-1110-410-00-74-140-13
	2020041010	4/23/2020	10-1110-410-00-74-150-13	Inst Supplies Conley	747.88	0020202684	10-1110-410-00-74-150-13
	2020041010	4/23/2020	10-1110-410-00-74-150-13	Inst Supplies Conley	1,459.27	0020202717	10-1110-410-00-74-150-13
	2020041010	4/23/2020	10-1110-410-02-74-140-13	Mackeben Art Supplies	187.42	0020202840	10-1110-410-02-74-140-13
	2020041010	4/23/2020	10-1110-410-02-74-150-13	Art Supplies Conley	226.19	0020202844	10-1110-410-02-74-150-13
	2020041010	4/23/2020	10-1110-410-12-72-120-13	Music SuppliesMartin	60.99	0020202678	10-1110-410-12-72-120-13
	2020041010	4/23/2020	10-1110-410-12-72-120-13	Music SuppliesMartin	427.00	0020202711	10-1110-410-12-72-120-13
	2020041010	4/23/2020	10-1120-332-00-72-220-13	Teacher Travel Marlowe	129.00	0020202866	10-1120-332-00-72-220-13
	2020041010	4/23/2020	10-1120-332-00-72-220-13	Teacher Travel Marlowe	810.00	0020202774	10-1120-332-00-72-220-13
	2020041010	4/23/2020	10-1120-332-00-74-210-13	Teacher Travel Heineman	897.00	0020202683	10-1120-332-00-74-210-13
	2020041010	4/23/2020	10-1120-410-00-72-220-13	Inst Supplies Marlowe	22.32	0020202866	10-1120-410-00-72-220-13
	2020041010	4/23/2020	10-1120-410-00-72-220-13	Inst Supplies Marlowe	494.02	0020202774	10-1120-410-00-72-220-13
	2020041010	4/23/2020	10-1120-410-00-72-220-13	Inst Supplies Marlowe	962.93	0020202687	10-1120-410-00-72-220-13
	2020041010	4/23/2020	10-1120-410-00-72-220-13	Inst Supplies Marlowe	116.33	0020202847	10-1120-410-00-72-220-13
	2020041010	4/23/2020	10-1120-410-00-74-210-13	Inst Supplies Heineman	576.46	0020202683	10-1120-410-00-74-210-13
	2020041010	4/23/2020	10-1120-410-00-74-210-13	Inst Supplies Heineman	149.75	0020202716	10-1120-410-00-74-210-13
	2020041010	4/23/2020	10-1120-410-00-74-210-13	Inst Supplies Heineman	430.81	0020202843	10-1120-410-00-74-210-13
	2020041010	4/23/2020	10-1120-410-00-74-210-13	Inst Supplies Heineman	100.95	0020202861	10-1120-410-00-74-210-13
	2020041010	4/23/2020	10-1120-410-09-72-220-13	Home Ec Marlowe	113.91	0020202774	10-1120-410-09-72-220-13
	2020041010	4/23/2020	10-1120-410-09-72-220-13	Home Ec Marlowe	113.77	0020202687	10-1120-410-09-72-220-13
	2020041010	4/23/2020	10-1120-410-09-72-220-13	Home Ec Marlowe	92.06	0020202847	10-1120-410-09-72-220-13
	2020041010	4/23/2020	10-1120-410-09-74-210-13	Home Ec Heineman	65.28	0020202683	10-1120-410-09-74-210-13
	2020041010	4/23/2020	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	175.81	0020202687	10-1120-410-13-72-220-06
	2020041010	4/23/2020	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	838.64	0020202847	10-1120-410-13-72-220-08
	2020041010	4/23/2020	10-1120-410-13-74-210-06	Heineman Science Supplies 6	83.22	0020202716	10-1120-410-13-74-210-06
	2020041010	4/23/2020	10-1120-410-13-74-210-07	Heineman Science Supplies 7	85.00	0020202843	10-1120-410-13-74-210-07
	2020041010	4/23/2020	10-1120-410-22-74-210-13	PLTW Supplies Heineman	11.99	0020202843	10-1120-410-22-74-210-13
	2020041010	4/23/2020	10-1120-410-80-72-220-13	PBIS	32.34	0020202774	10-1120-410-80-72-220-13

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2020041010	4/23/2020	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	72.95	0020202774	10-1120-490-00-72-220-13
	2020041010	4/23/2020	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	23.40	0020202687	10-1120-490-00-72-220-13
	2020041010	4/23/2020	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	150.00	0020202866	10-1120-490-00-72-220-13
	2020041010	4/23/2020	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	186.23	0020202847	10-1120-490-00-72-220-13
	2020041010	4/23/2020	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	765.28	0020202774	10-1120-490-02-72-220-13
	2020041010	4/23/2020	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	723.58	0020202847	10-1120-490-02-72-220-13
	2020041010	4/23/2020	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	475.57	0020202687	10-1120-490-02-72-220-13
	2020041010	4/23/2020	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	72.98	0020202683	10-1120-490-02-74-210-13
	2020041010	4/23/2020	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	135.99	0020202687	10-1120-710-00-72-220-13
	2020041010	4/23/2020	10-1125-410-97-79-600-14	All Children Supplies	101.48	0020202685	10-1125-410-97-79-600-14
	2020041010	4/23/2020	10-1125-410-97-79-600-14	All Children Supplies	251.91	0020202845	10-1125-410-97-79-600-14
	2020041010	4/23/2020	10-1125-410-97-79-600-14	All Children Supplies	417.16	0020202790	10-1125-410-97-79-600-14
	2020041010	4/23/2020	10-1125-415-90-79-600-14	Food Supplies Parent-Tot	210.00	0020202845	10-1125-415-90-79-600-14
	2020041010	4/23/2020	10-1125-490-00-79-600-14	Supplies Preschool	168.92	0020202685	10-1125-490-00-79-600-14
	2020041010	4/23/2020	10-1125-490-00-79-600-14	Supplies Preschool	7.66	0020202863	10-1125-490-00-79-600-14
	2020041010	4/23/2020	10-1125-490-00-79-600-14	Supplies Preschool	160.95	0020202845	10-1125-490-00-79-600-14
	2020041010	4/23/2020	10-1125-490-00-79-600-14	Supplies Preschool	66.83	0020202790	10-1125-490-00-79-600-14
	2020041010	4/23/2020	10-1130-323-00-71-300-13	Repairs HS	8.67	0020202712	10-1130-323-00-71-300-13
	2020041010	4/23/2020	10-1130-332-00-71-300-13	Teacher Travel HS	-269.12	0020202857	10-1130-332-00-71-300-13
	2020041010	4/23/2020	10-1130-332-00-71-300-13	Teacher Travel HS	269.12	0020202839	10-1130-332-00-71-300-13
	2020041010	4/23/2020	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	100.00	0020202712	10-1130-335-00-71-300-13
	2020041010	4/23/2020	10-1130-410-00-71-300-13	Inst Supplies HS	1,688.00	0020202839	10-1130-410-00-71-300-13
	2020041010	4/23/2020	10-1130-410-00-71-300-13	Inst Supplies HS	66.73	0020202712	10-1130-410-00-71-300-13
	2020041010	4/23/2020	10-1130-410-02-71-300-13	Art Supplies HS	-235.00	0020202839	10-1130-410-02-71-300-13
	2020041010	4/23/2020	10-1130-410-02-71-300-13	Art Supplies HS	235.00	0020202679	10-1130-410-02-71-300-13
	2020041010	4/23/2020	10-1130-410-05-71-300-13	English Supplies HS	29.04	0020202839	10-1130-410-05-71-300-13
	2020041010	4/23/2020	10-1130-410-05-71-300-13	English Supplies HS	101.16	0020202679	10-1130-410-05-71-300-13
	2020041010	4/23/2020	10-1130-410-06-71-300-13	World Languages Supplies HS	29.94	0020202679	10-1130-410-06-71-300-13
	2020041010	4/23/2020	10-1130-410-12-71-300-13	Music Supplies HS	225.99	0020202839	10-1130-410-12-71-300-13
	2020041010	4/23/2020	10-1130-410-13-71-300-13	Science Supplies HS	498.77	0020202712	10-1130-410-13-71-300-13
	2020041010	4/23/2020	10-1130-410-13-71-300-13	Science Supplies HS	137.15	0020202839	10-1130-410-13-71-300-13
	2020041010	4/23/2020	10-1130-410-15-71-300-13	Social Studies Supplies HS	169.27	0020202679	10-1130-410-15-71-300-13
	2020041010	4/23/2020	10-1130-410-32-71-305-09	Freshman Academy Supplies	154.44	0020202839	10-1130-410-32-71-305-09
	2020041010	4/23/2020	10-1130-410-59-71-300-14	HS Special Ed Supplies	69.97	0020202839	10-1130-410-59-71-300-14
	2020041010	4/23/2020	10-1130-410-67-71-300-13	PLTW Supplies	149.85	0020202708	10-1130-410-67-71-300-13
	2020041010	4/23/2020	10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	34.31	0020202857	10-1130-490-00-71-300-13
	2020041010	4/23/2020	10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	113.44	0020202679	10-1130-490-00-71-300-13
	2020041010	4/23/2020	10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	345.58	0020202712	10-1130-490-00-71-300-13
	2020041010	4/23/2020	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	26.99	0020202679	10-1130-490-02-71-300-13
	2020041010	4/23/2020	10-1200-310-92-79-600-14	IDEA General Purchased Service	314.99	0020202704	10-1200-310-92-79-600-14

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	2020041010	4/23/2020	10-1200-310-92-79-600-14	IDEA General Purchased Service	50.00	0020202791	10-1200-310-92-79-600-14
	2020041010	4/23/2020	10-1200-410-66-71-300-13	STEP Supplies	1,786.68	0020202704	10-1200-410-66-71-300-13
	2020041010	4/23/2020	10-1200-410-66-71-300-13	STEP Supplies	2,042.67	0020202791	10-1200-410-66-71-300-13
	2020041010	4/23/2020	10-1200-410-92-79-600-14	IDEA Instructional Supplies	238.39	0020202791	10-1200-410-92-79-600-14
	2020041010	4/23/2020	10-1200-410-92-79-600-14	IDEA Instructional Supplies	81.63	0020202835	10-1200-410-92-79-600-14
	2020041010	4/23/2020	10-1200-490-92-79-600-14	IDEA Supplies - Amazon	199.68	0020202704	10-1200-490-92-79-600-14
	2020041010	4/23/2020	10-1200-490-92-79-600-14	IDEA Supplies - Amazon	16.99	0020202835	10-1200-490-92-79-600-14
	2020041010	4/23/2020	10-1200-490-92-79-600-14	IDEA Supplies - Amazon	576.12	0020202854	10-1200-490-92-79-600-14
	2020041010	4/23/2020	10-1200-490-92-79-600-14	IDEA Supplies - Amazon	608.53	0020202791	10-1200-490-92-79-600-14
	2020041010	4/23/2020	10-1200-491-92-79-600-14	IDEA Supplies - Office Depot	468.10	0020202704	10-1200-491-92-79-600-14
	2020041010	4/23/2020	10-1225-410-95-79-600-14	ECE Instr Supplies	135.17	0020202685	10-1225-410-95-79-600-14
	2020041010	4/23/2020	10-1225-410-95-79-600-14	ECE Instr Supplies	406.69	0020202845	10-1225-410-95-79-600-14
	2020041010	4/23/2020	10-1225-410-95-79-600-14	ECE Instr Supplies	32.60	0020202863	10-1225-410-95-79-600-14
	2020041010	4/23/2020	10-1225-410-95-79-600-14	ECE Instr Supplies	412.52	0020202790	10-1225-410-95-79-600-14
	2020041010	4/23/2020	10-1400-410-03-71-300-13	Business Supplies	35.71	0020202839	10-1400-410-03-71-300-13
	2020041010	4/23/2020	10-1400-410-03-71-300-13	Business Supplies	235.00	0020202679	10-1400-410-03-71-300-13
	2020041010	4/23/2020	10-1400-410-09-71-300-13	Home Economics Supplies	37.27	0020202712	10-1400-410-09-71-300-13
	2020041010	4/23/2020	10-1400-410-09-71-300-13	Home Economics Supplies	113.18	0020202679	10-1400-410-09-71-300-13
	2020041010	4/23/2020	10-1400-410-62-71-300-13	Co-Op Supplies	108.94	0020202679	10-1400-410-62-71-300-13
	2020041010	4/23/2020	10-1500-332-00-71-300-13	Athletic Trips HS	151.78	0020202673	10-1500-332-00-71-300-13
	2020041010	4/23/2020	10-1500-332-00-71-300-13	Athletic Trips HS	5,953.70	0020202693	10-1500-332-00-71-300-13
	2020041010	4/23/2020	10-1500-332-00-71-300-13	Athletic Trips HS	8.30	0020202706	10-1500-332-00-71-300-13
	2020041010	4/23/2020	10-1500-332-00-71-300-13	Athletic Trips HS	704.90	0020202712	10-1500-332-00-71-300-13
	2020041010	4/23/2020	10-1500-332-00-71-300-13	Athletic Trips HS	78.87	0020202763	10-1500-332-00-71-300-13
	2020041010	4/23/2020	10-1500-410-00-74-210-13	Training Supplies Heineman	244.00	0020202716	10-1500-410-00-74-210-13
	2020041010	4/23/2020	10-1535-410-00-74-210-15	Wrestling Supplies Heineman	95.14	0020202683	10-1535-410-00-74-210-15
	2020041010	4/23/2020	10-1538-410-00-71-305-13	TV Production Supplies	89.00	0020202679	10-1538-410-00-71-305-13
	2020041010	4/23/2020	10-1543-332-00-71-305-13	Activities Travel	1,739.64	0020202682	10-1543-332-00-71-305-13
	2020041010	4/23/2020	10-158	Activity Funds	298.76	0020202681	10-158
	2020041010	4/23/2020	10-158	Activity Funds	4,848.01	0020202682	10-158
	2020041010	4/23/2020	10-158	Activity Funds	219.61	0020202678	10-158
	2020041010	4/23/2020	10-158	Activity Funds	375.19	0020202680	10-158
	2020041010	4/23/2020	10-158	Activity Funds	467.28	0020202675	10-158
	2020041010	4/23/2020	10-158	Activity Funds	63.20	0020202684	10-158
	2020041010	4/23/2020	10-158	Activity Funds	2,126.80	0020202693	10-158
	2020041010	4/23/2020	10-158	Activity Funds	686.54	0020202677	10-158
	2020041010	4/23/2020	10-158	Activity Funds	271.10	0020202852	10-158
	2020041010	4/23/2020	10-158	Activity Funds	750.24	0020202837	10-158
	2020041010	4/23/2020	10-158	Activity Funds	198.75	0020202887	10-158
	2020041010	4/23/2020	10-158	Activity Funds	-78.46	0020202867	10-158

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2020041010	4/23/2020	10-158	Activity Funds	120.60	0020202860	10-158
	2020041010	4/23/2020	10-158	Activity Funds	92.41	0020202859	10-158
	2020041010	4/23/2020	10-158	Activity Funds	113.42	0020202856	10-158
	2020041010	4/23/2020	10-158	Activity Funds	93.20	0020202849	10-158
	2020041010	4/23/2020	10-158	Activity Funds	729.68	0020202844	10-158
	2020041010	4/23/2020	10-158	Activity Funds	1,288.29	0020202842	10-158
	2020041010	4/23/2020	10-158	Activity Funds	516.21	0020202841	10-158
	2020041010	4/23/2020	10-158	Activity Funds	1,868.20	0020202848	10-158
	2020041010	4/23/2020	10-158	Activity Funds	628.40	0020202838	10-158
	2020041010	4/23/2020	10-158	Activity Funds	41.34	0020202707	10-158
	2020041010	4/23/2020	10-158	Activity Funds	340.33	0020202831	10-158
	2020041010	4/23/2020	10-158	Activity Funds	3,308.30	0020202763	10-158
	2020041010	4/23/2020	10-158	Activity Funds	23.28	0020202759	10-158
	2020041010	4/23/2020	10-158	Activity Funds	96.86	0020202719	10-158
	2020041010	4/23/2020	10-158	Activity Funds	229.28	0020202717	10-158
	2020041010	4/23/2020	10-158	Activity Funds	851.44	0020202715	10-158
	2020041010	4/23/2020	10-158	Activity Funds	1,029.90	0020202714	10-158
	2020041010	4/23/2020	10-158	Activity Funds	357.06	0020202711	10-158
	2020041010	4/23/2020	10-158	Activity Funds	306.06	0020202710	10-158
	2020041010	4/23/2020	10-158	Activity Funds	322.32	0020202840	10-158
	2020041010	4/23/2020	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	8.19	0020202853	10-1800-410-82-79-605-14
	2020041010	4/23/2020	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	687.10	0020202832	10-1800-410-82-79-605-14
	2020041010	4/23/2020	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	35.80	0020202708	10-1800-410-82-79-605-14
	2020041010	4/23/2020	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	1,522.69	0020202708	10-1800-410-84-79-605-14
	2020041010	4/23/2020	10-2120-410-00-71-300-13	Supplies Counseling HS	122.39	0020202839	10-2120-410-00-71-300-13
	2020041010	4/23/2020	10-2120-410-00-71-300-13	Supplies Counseling HS	-20.00	0020202857	10-2120-410-00-71-300-13
	2020041010	4/23/2020	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	221.03	0020202791	10-2150-410-92-79-605-14
	2020041010	4/23/2020	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	1,203.40	0020202704	10-2210-314-92-79-605-14
	2020041010	4/23/2020	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	1,655.91	0020202791	10-2210-314-92-79-605-14
	2020041010	4/23/2020	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	65.00	0020202687	10-2210-314-92-79-605-14
	2020041010	4/23/2020	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	738.00	0020202791	10-2210-410-92-79-600-14
	2020041010	4/23/2020	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	75.25	0020202835	10-2210-410-92-79-600-14
	2020041010	4/23/2020	10-2210-430-82-71-300-14	ESL Prof Library	19.95	0020202758	10-2210-430-82-71-300-14
	2020041010	4/23/2020	10-2210-490-00-74-500-14	Supplies Curr & Inst	313.34	0020202676	10-2210-490-00-74-500-14
	2020041010	4/23/2020	10-2210-490-00-74-500-14	Supplies Curr & Inst	29.73	0020202708	10-2210-490-00-74-500-14
	2020041010	4/23/2020	10-2210-490-00-74-500-14	Supplies Curr & Inst	9.67	0020202760	10-2210-490-00-74-500-14
	2020041010	4/23/2020	10-2210-490-00-74-500-14	Supplies Curr & Inst	365.66	0020202832	10-2210-490-00-74-500-14
	2020041010	4/23/2020	10-2210-490-00-74-500-14	Supplies Curr & Inst	6.98	0020202853	10-2210-490-00-74-500-14
	2020041010	4/23/2020	10-2212-332-00-74-500-14	Travel & Conference Curr	224.56	0020202758	10-2212-332-00-74-500-14
	2020041010	4/23/2020	10-2212-332-00-74-500-14	Travel & Conference Curr	7.00	0020202833	10-2212-332-00-74-500-14

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2020041010	4/23/2020	10-2212-332-00-74-500-14	Travel & Conference Curr	2,563.16	0020202832	10-2212-332-00-74-500-14
	2020041010	4/23/2020	10-2212-332-00-74-500-14	Travel & Conference Curr	801.66	0020202760	10-2212-332-00-74-500-14
	2020041010	4/23/2020	10-2220-430-00-71-300-13	Media Center HS	284.06	0020202712	10-2220-430-00-71-300-13
	2020041010	4/23/2020	10-2220-430-00-72-120-13	Media Center Martin	215.75	0020202838	10-2220-430-00-72-120-13
	2020041010	4/23/2020	10-2220-430-00-72-120-13	Media Center Martin	275.32	0020202711	10-2220-430-00-72-120-13
	2020041010	4/23/2020	10-2220-430-00-72-220-13	Media Center Marlowe	-12.31	0020202687	10-2220-430-00-72-220-13
	2020041010	4/23/2020	10-2220-430-00-74-150-13	Media Center Conley	18.32	0020202844	10-2220-430-00-74-150-13
	2020041010	4/23/2020	10-2220-430-00-74-210-13	Media Center Heineman	29.57	0020202683	10-2220-430-00-74-210-13
	2020041010	4/23/2020	10-2220-490-00-72-110-13	Media Center AV Chesak	271.26	0020202688	10-2220-490-00-72-110-13
	2020041010	4/23/2020	10-2220-490-00-74-150-13	Media Center AV Conley	28.98	0020202844	10-2220-490-00-74-150-13
	2020041010	4/23/2020	10-2300-410-97-79-600-14	All Children Gen Admin Sup	26.98	0020202790	10-2300-410-97-79-600-14
	2020041010	4/23/2020	10-2310-230-00-74-500-14	Tuition Reimbursement	130.00	0020202839	10-2310-230-00-74-500-14
	2020041010	4/23/2020	10-2310-410-00-74-500-14	Supplies Board	130.95	0020202862	10-2310-410-00-74-500-14
	2020041010	4/23/2020	10-2310-410-00-74-500-14	Supplies Board	125.03	0020202761	10-2310-410-00-74-500-14
	2020041010	4/23/2020	10-2310-415-00-74-500-14	Leadership Supplies	414.52	0020202692	10-2310-415-00-74-500-14
	2020041010	4/23/2020	10-2321-332-00-74-500-14	Travel Supt	289.40	0020202762	10-2321-332-00-74-500-14
	2020041010	4/23/2020	10-2321-332-00-74-500-14	Travel Supt	-343.70	0020202865	10-2321-332-00-74-500-14
	2020041010	4/23/2020	10-2321-410-00-74-500-14	Supplies Supt	89.62	0020202692	10-2321-410-00-74-500-14
	2020041010	4/23/2020	10-2321-410-00-74-500-14	Supplies Supt	20.91	0020202846	10-2321-410-00-74-500-14
	2020041010	4/23/2020	10-2321-410-00-74-500-14	Supplies Supt	12.99	0020202836	10-2321-410-00-74-500-14
	2020041010	4/23/2020	10-2321-415-00-74-500-14	Community Supplies	30.06	0020202709	10-2321-415-00-74-500-14
	2020041010	4/23/2020	10-2321-415-00-74-500-14	Community Supplies	28.86	0020202686	10-2321-415-00-74-500-14
	2020041010	4/23/2020	10-2323-640-00-74-500-14	Dues & Fees Curr & Inst	150.00	0020202758	10-2323-640-00-74-500-14
	2020041010	4/23/2020	10-2410-332-00-71-300-13	Prin Travel HS	475.00	0020202712	10-2410-332-00-71-300-13
	2020041010	4/23/2020	10-2410-332-00-74-210-13	Principal Travel Heineman	100.98	0020202861	10-2410-332-00-74-210-13
	2020041010	4/23/2020	10-2410-332-00-74-210-13	Principal Travel Heineman	128.82	0020202843	10-2410-332-00-74-210-13
	2020041010	4/23/2020	10-2410-410-00-71-100-13	Office Supplies Leggee	12.30	0020202681	10-2410-410-00-71-100-13
	2020041010	4/23/2020	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	37.80	0020202859	10-2410-410-00-71-100-14
	2020041010	4/23/2020	10-2410-410-00-71-300-13	Office Supplies HS	4.49	0020202679	10-2410-410-00-71-300-13
	2020041010	4/23/2020	10-2410-410-00-71-300-13	Office Supplies HS	139.32	0020202712	10-2410-410-00-71-300-13
	2020041010	4/23/2020	10-2410-410-00-72-110-13	Office Supplies Chesak	28.96	0020202688	10-2410-410-00-72-110-13
	2020041010	4/23/2020	10-2410-410-00-72-110-13	Office Supplies Chesak	563.97	0020202719	10-2410-410-00-72-110-13
	2020041010	4/23/2020	10-2410-410-00-72-110-13	Office Supplies Chesak	26.99	0020202849	10-2410-410-00-72-110-13
	2020041010	4/23/2020	10-2410-410-00-72-120-13	Office Supplies Martin	45.06	0020202711	10-2410-410-00-72-120-13
	2020041010	4/23/2020	10-2410-410-00-72-220-13	Office Supplies Marlowe	431.65	0020202774	10-2410-410-00-72-220-13
	2020041010	4/23/2020	10-2410-410-00-72-220-13	Office Supplies Marlowe	41.62	0020202687	10-2410-410-00-72-220-13
	2020041010	4/23/2020	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	194.47	0020202687	10-2410-410-00-72-220-14
	2020041010	4/23/2020	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	727.66	0020202840	10-2410-410-00-74-140-14
	2020041010	4/23/2020	10-2410-410-00-74-150-13	Office Supplies Conley	109.21	0020202844	10-2410-410-00-74-150-13
	2020041010	4/23/2020	10-2410-410-00-74-150-13	Office Supplies Conley	121.49	0020202684	10-2410-410-00-74-150-13

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Disbursements Issued
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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
	2020041010	4/23/2020	10-2410-410-00-74-150-13	Office Supplies Conley	32.99	0020202717	10-2410-410-00-74-150-13
	2020041010	4/23/2020	10-2410-410-00-74-210-13	Office Supplies Heineman	41.08	0020202716	10-2410-410-00-74-210-13
	2020041010	4/23/2020	10-2410-410-00-74-210-13	Office Supplies Heineman	139.64	0020202843	10-2410-410-00-74-210-13
	2020041010	4/23/2020	10-2410-410-00-74-210-13	Office Supplies Heineman	8.97	0020202683	10-2410-410-00-74-210-13
	2020041010	4/23/2020	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	85.96	0020202683	10-2410-410-00-74-210-14
	2020041010	4/23/2020	10-2410-490-00-71-300-13	HS Staff Recognition	24.00	0020202706	10-2410-490-00-71-300-13
	2020041010	4/23/2020	10-2410-490-00-71-300-13	HS Staff Recognition	241.98	0020202829	10-2410-490-00-71-300-13
	2020041010	4/23/2020	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	111.29	0020202866	10-2410-491-00-72-220-13
	2020041010	4/23/2020	10-2410-491-00-74-210-13	Rebate Supplies Heineman	211.24	0020202716	10-2410-491-00-74-210-13
	2020041010	4/23/2020	10-2410-491-00-74-210-13	Rebate Supplies Heineman	1,699.98	0020202861	10-2410-491-00-74-210-13
	2020041010	4/23/2020	10-2520-410-00-74-500-14	Supplies Fiscal	-177.41	0020202834	10-2520-410-00-74-500-14
	2020041010	4/23/2020	10-2520-410-00-74-500-14	Supplies Fiscal	207.31	0020202709	10-2520-410-00-74-500-14
	2020041010	4/23/2020	10-2520-410-00-74-500-14	Supplies Fiscal	297.68	0020202886	10-2520-410-00-74-500-14
	2020041010	4/23/2020	10-2520-640-00-74-500-14	Dues & Fees Fiscal	340.00	0020202834	10-2520-640-00-74-500-14
	2020041010	4/23/2020	10-2546-490-00-79-600-14	Security Officer Supplies	223.33	0020202836	10-2546-490-00-79-600-14
	2020041010	4/23/2020	10-2546-490-00-79-600-14	Security Officer Supplies	43.26	0020202855	10-2546-490-00-79-600-14
	2020041010	4/23/2020	10-2560-410-00-72-120-13	Cafe Supplies Martin	36.10	0020202709	10-2560-410-00-72-120-13
	2020041010	4/23/2020	10-2560-410-00-74-210-13	Cafe Supplies Heineman	394.29	0020202886	10-2560-410-00-74-210-13
	2020041010	4/23/2020	10-2560-415-97-79-600-14	All Children Snacks	37.95	0020202845	10-2560-415-97-79-600-14
	2020041010	4/23/2020	10-2633-360-00-74-500-14	Newsletter Printing	92.31	0020202836	10-2633-360-00-74-500-14
	2020041010	4/23/2020	10-2642-350-00-74-500-14	Advertising Human Res	995.00	0020202689	10-2642-350-00-74-500-14
	2020041010	4/23/2020	10-2642-410-00-74-500-14	Supplies Human Res	135.98	0020202850	10-2642-410-00-74-500-14
	2020041010	4/23/2020	10-2642-410-00-74-500-14	Supplies Human Res	113.94	0020202868	10-2642-410-00-74-500-14
	2020041010	4/23/2020	10-2660-319-61-79-600-14	Software Maintenance	249.91	0020202707	10-2660-319-61-79-600-14
	2020041010	4/23/2020	10-2660-332-00-79-600-14	Travel Technology	-483.76	0020202851	10-2660-332-00-79-600-14
	2020041010	4/23/2020	10-2660-332-00-79-600-14	Travel Technology	-4,000.00	0020202830	10-2660-332-00-79-600-14
	2020041010	4/23/2020	10-2660-332-00-79-600-14	Travel Technology	929.60	0020202674	10-2660-332-00-79-600-14
	2020041010	4/23/2020	10-2660-410-00-79-600-14	Supplies Tech	82.50	0020202851	10-2660-410-00-79-600-14
	2020041010	4/23/2020	10-2660-410-00-79-600-14	Supplies Tech	12.87	0020202830	10-2660-410-00-79-600-14
	2020041010	4/23/2020	10-2660-410-00-79-600-14	Supplies Tech	112.77	0020202707	10-2660-410-00-79-600-14
	2020041010	4/23/2020	10-2660-470-00-79-600-14	Software Technology	143.04	0020202830	10-2660-470-00-79-600-14
	2020041010	4/23/2020	20-2540-410-00-79	Office Supplies B & G	195.37	0020202691	20-2540-410-00-79
	2020041010	4/23/2020	20-2540-640-00-79	Dues & Fees	455.00	0020202869	20-2540-640-00-79
	2020041010	4/23/2020	20-2542-410-00-79	Supplies B & G	682.61	0020202691	20-2542-410-00-79
	2020041010	4/23/2020	20-2542-410-00-79	Supplies B & G	130.43	0020202869	20-2542-410-00-79
	2020041010	4/23/2020	20-2542-410-00-79	Supplies B & G	760.74	0020202864	20-2542-410-00-79
	2020041010	4/23/2020	20-2542-410-00-79	Supplies B & G	1,499.97	0020202718	20-2542-410-00-79
	2020041010	4/23/2020	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	12.00	0020202718	20-2545-323-00-79-600-14
	2020041010	4/23/2020	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	6.00	0020202691	20-2545-323-00-79-600-14
				Total	$82,354.60		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Brehm Preparatory School								
	52755	4/17/2020	10-4120-670-00-79-605-14	Sp Ed Room & Board		3,607.02	0020202797	10-4120-670-00-79-605-14
	52755	4/17/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,261.86	0020202797	10-4220-670-00-79-600-14
					Total	$8,868.88		
Brucker Company								
	52756	4/17/2020	20-2542-410-00-79	Supplies B & G		119.10	0020202801	20-2542-410-00-79
					Total	$119.10		
BSN Sports								
	52880	5/8/2020	10-1532-410-00-74-210-13	Track Supplies Heineman		345.15	0020202025	10-1532-410-00-74-210-13
					Total	$345.15		
Burris Equipment Co								
	52841	4/24/2020	20-2543-410-00-79	Grounds Supplies		364.41	0020202913	20-2543-410-00-79
					Total	$364.41		
Camelot Education								
	52757	4/17/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		29,130.18	0020030517	10-4220-670-00-79-600-14
	52842	4/24/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		2,693.55	0020203008	10-4220-670-00-79-600-14
					Total	$31,823.73		
Carmody, Allison								
	52881	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		
CDW Government								
	52758	4/17/2020	10-2660-470-00-79-600-14	Software Technology		50.00	0020202902	10-2660-470-00-79-600-14
	52758	4/17/2020	60-2530-319-00-71-300	HS Fine Arts Expansion Prof/Tech		9,505.74	0020202631	60-2530-319-00-71-300
	52882	5/8/2020	10-2660-470-00-79-600-14	Software Technology		95,000.00	0020202902	10-2660-470-00-79-600-14
					Total	$104,555.74		
Center for Teaching for Biliteracy								
	52759	4/17/2020	10-2212-314-83-79-505-14	Title II Prof Development		4,600.00	0020202815	10-2212-314-83-79-505-14
	52759	4/17/2020	10-2212-314-83-79-505-14	Title II Prof Development		2,300.00	0020202889	10-2212-314-83-79-505-14
					Total	$6,900.00		
Central States Bus Sales Inc								
	52760	4/17/2020	40-2554-410-00-79	Fleet Supplies		1,146.51	0020030727	40-2554-410-00-79
	52883	5/8/2020	40-2554-410-00-79	Fleet Supplies		891.65	0020030727	40-2554-410-00-79
					Total	$2,038.16		
Century Springs								
	52761	4/17/2020	10-2410-490-00-71-300-13	HS Staff Recognition		107.00	0020202894	10-2410-490-00-71-300-13
					Total	$107.00		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Chesney, Kendra								
	52713	4/17/2020	10-2310-230-00-74-500-14	Tuition Reimbursement		750.00		10-2310-230-00-74-500-14
					Total	$750.00		
CINTAS Corporation								
	52884	5/8/2020	40-2550-325-00-79	Rental Trans		336.98	0020030757	40-2550-325-00-79
	52884	5/8/2020	40-2550-325-00-79	Rental Trans		168.49	0020040757	40-2550-325-00-79
					Total	$505.47		
Classroom Connection Day School								
	52762	4/17/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		8,675.10	0020040587	10-4220-670-00-79-600-14
					Total	$8,675.10		
ClientFirst Technology Consulting								
	52763	4/17/2020	10-2660-390-00-79-600-14	Purchased Service Technology		2,366.25	0020202871	10-2660-390-00-79-600-14
	52843	4/24/2020	10-2660-390-00-79-600-14	Purchased Service Technology		1,492.50	0020202949	10-2660-390-00-79-600-14
					Total	$3,858.75		
Clinical Connections								
	52697	4/10/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		495.00	0020021962	10-4220-670-00-79-600-14
					Total	$495.00		
Complete Northern Illinois Fence Inc								
	52764	4/17/2020	40-2550-323-00-79	Repairs and Maintenance		3,155.00	0020202812	40-2550-323-00-79
					Total	$3,155.00		
Connections Day School								
	52698	4/10/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		22,249.65	0020030537	10-4220-670-00-79-600-14
	52885	5/8/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		27,316.73	0020040537	10-4220-670-00-79-600-14
					Total	$49,566.38		
Corapi, Jillian								
	52714	4/17/2020	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00		10-2310-230-00-74-500-14
					Total	$375.00		
CPC Inc. / Facility Tree								
	52886	5/8/2020	20-2542-390-00-79	Other Purchased Service		748.80	0020050277	20-2542-390-00-79
					Total	$748.80		
Crescent Electric Supply Co								
	52765	4/17/2020	20-2542-410-00-79	Supplies B & G		558.51	0020202883	20-2542-410-00-79
	52887	5/8/2020	20-2542-410-00-79	Supplies B & G		3,115.46	0020202165	20-2542-410-00-79
					Total	$3,673.97		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Crystal Lake School District 47								
	52766	4/17/2020	10-4120-310-92-79-600-14	IDEA Payments to Other Districts		56.25	0020202824	10-4120-310-92-79-600-14
	52844	4/24/2020	10-4120-310-92-79-600-14	IDEA Payments to Other Districts		75.00	0020202956	10-4120-310-92-79-600-14
					Total	$131.25		
CT Veach Inc								
	52767	4/17/2020	20-2543-320-00-79-600-14	Grounds Contract		18,800.00	0020040157	20-2543-320-00-79-600-14
					Total	$18,800.00		
D158 Activity								
	202043012	4/30/2020	10-158	Activity Funds		2,705.28		10-158
					Total	$2,705.28		
D158 LIGHT Program								
	52768	4/17/2020	10-1200-410-66-71-300-13	STEP Supplies		525.61	0020202744	10-1200-410-66-71-300-13
					Total	$525.61		
Datamation Imaging Services Corp								
	52769	4/17/2020	10-2660-390-00-79-600-14	Purchased Service Technology		125.00	0020202872	10-2660-390-00-79-600-14
	52942	5/9/2020	10-2660-390-00-79-600-14	Purchased Service Technology		125.00	0020040397	10-2660-390-00-79-600-14
					Total	$250.00		
Daugherty Sales								
	52770	4/17/2020	20-2542-323-00-79	Repairs & Maint Buildings		1,080.00	0020202749	20-2542-323-00-79
					Total	$1,080.00		
Dean, Adam								
	52715	4/17/2020	10-2546-332-00-79-600-14	Security Officer Travel		218.50		10-2546-332-00-79-600-14
					Total	$218.50		
DecisionInsite LLC								
	52845	4/24/2020	10-2520-390-00-74-500-14	Purch Serv Fiscal		995.00	0020202983	10-2520-390-00-74-500-14
					Total	$995.00		
del Castillo, Rocio								
	52716	4/17/2020	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies		395.50		10-1800-410-84-79-605-14
	52716	4/17/2020	10-2212-332-00-74-500-14	Travel & Conference Curr		1,186.86		10-2212-332-00-74-500-14
					Total	$1,582.36		
Domenz, Kim								
	52888	5/8/2020	10-1796-215	Athletic Fees - Heineman		40.00		10-1796-215
					Total	$40.00		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Duppler, Erica								
	52717	4/17/2020	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00		10-2310-230-00-74-500-14
					Total	$375.00		
Earthwise Environmental Inc								
	52771	4/17/2020	20-2542-390-00-79	Other Purchased Service		400.00	0020202817	20-2542-390-00-79
					Total	$400.00		
Easterseals								
	52846	4/24/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		15,758.00	0020041557	10-4220-670-00-79-600-14
					Total	$15,758.00		
Eds Automotive								
	52889	5/8/2020	40-2550-310-00-79	Prof & Tech Service Trans		30.00	0020030707	40-2550-310-00-79
					Total	$30.00		
Enabling Devices Inc								
	52699	4/10/2020	10-1200-410-92-79-600-14	IDEA Instructional Supplies		376.75	0020202658	10-1200-410-92-79-600-14
					Total	$376.75		
Fahnestock, Keaton								
	52890	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		150.00		10-1543-310-00-71-305-13
					Total	$150.00		
Favila, Amanda								
	52891	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		
Fox Valley Fire Safety								
	52772	4/17/2020	20-2542-390-00-79	Other Purchased Service		801.00	0020040817	20-2542-390-00-79
	52847	4/24/2020	20-2542-323-00-79	Repairs & Maint Buildings		299.00	0020040097	20-2542-323-00-79
	52847	4/24/2020	20-2542-390-00-79	Other Purchased Service		63.00		20-2542-390-00-79
	52892	5/8/2020	20-2542-323-00-79	Repairs & Maint Buildings		1,125.00	0020030097	20-2542-323-00-79
					Total	$2,288.00		
Freund, Christina								
	52510	4/27/2020	10-2310-230-00-74-500-14	Tuition Reimbursement		-375.00		10-2310-230-00-74-500-14
	52848	4/24/2020	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00		10-2310-230-00-74-500-14
					Total	$0.00		
Gallagher, Dean								
	52893	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		300.00		10-1543-310-00-71-305-13
					Total	$300.00		

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Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
General Parts LLC								
	52849	4/24/2020	10-2560-323-00-71-300-13	Cafe Repairs HS		174.75	0020031667	10-2560-323-00-71-300-13
	52849	4/24/2020	10-2560-323-00-74-150-13	Cafe Repairs Conley		286.00	0020031717	10-2560-323-00-74-150-13
	52849	4/24/2020	10-2560-323-00-74-210-13	Cafe Repairs Heineman		888.41	0020031727	10-2560-323-00-74-210-13
					Total	$1,349.16		
Get Fresh Produce Inc								
	52850	4/24/2020	10-2560-415-00-71-100-13	Cafe Food Leggee		866.26	0020031827	10-2560-415-00-71-100-13
	52850	4/24/2020	10-2560-415-00-72-110-13	Cafe Food Chesak		696.80	0020031847	10-2560-415-00-72-110-13
	52850	4/24/2020	10-2560-415-00-72-120-13	Cafe Food Martin		984.68	0020031857	10-2560-415-00-72-120-13
	52850	4/24/2020	10-2560-415-00-72-220-13	Cafe Food Marlowe		746.30	0020031867	10-2560-415-00-72-220-13
	52850	4/24/2020	10-2560-415-00-74-140-13	Cafe Food Mackeben		1,024.45	0020031877	10-2560-415-00-74-140-13
	52850	4/24/2020	10-2560-415-00-74-150-13	Cafe Food Conley		403.34	0020031887	10-2560-415-00-74-150-13
	52850	4/24/2020	10-2560-415-00-74-210-13	Cafe Food Heineman		500.45	0020031897	10-2560-415-00-74-210-13
					Total	$5,222.28		
Gexpro								
	52773	4/17/2020	20-2542-410-00-79	Supplies B & G		249.24	0020202802	20-2542-410-00-79
					Total	$249.24		
GFC Leasing WI								
	52774	4/17/2020	10-2900-325-00-79-600-14	Copier Leases		5,806.84	0020040617	10-2900-325-00-79-600-14
					Total	$5,806.84		
GlenOaks Therapeutic Day School								
	52851	4/24/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		4,098.20	0020202957	10-4220-670-00-79-600-14
					Total	$4,098.20		

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Gordon Food Service								
	52852	4/24/2020	10-2560-410-00-71-100-13	Cafe Supplies Leggee		385.04	0020031157	10-2560-410-00-71-100-13
	52852	4/24/2020	10-2560-410-00-71-300-13	Cafe Supplies HS		1,217.76	0020031167	10-2560-410-00-71-300-13
	52852	4/24/2020	10-2560-410-00-72-110-13	Cafe Supplies Chesak		173.53	0020031177	10-2560-410-00-72-110-13
	52852	4/24/2020	10-2560-410-00-72-120-13	Cafe Supplies Martin		643.54	0020031187	10-2560-410-00-72-120-13
	52852	4/24/2020	10-2560-410-00-72-220-13	Cafe Supplies Marlowe		767.67	0020031197	10-2560-410-00-72-220-13
	52852	4/24/2020	10-2560-410-00-74-140-13	Cafe Supplies Mackeben		134.88	0020031207	10-2560-410-00-74-140-13
	52852	4/24/2020	10-2560-410-00-74-150-13	Cafe Supplies Conley		259.01	0020031217	10-2560-410-00-74-150-13
	52852	4/24/2020	10-2560-410-00-74-210-13	Cafe Supplies Heineman		564.87	0020031227	10-2560-410-00-74-210-13
	52852	4/24/2020	10-2560-415-00-71-100-13	Cafe Food Leggee		1,944.36	0020031237	10-2560-415-00-71-100-13
	52852	4/24/2020	10-2560-415-00-71-300-13	Cafe Food HS		21,370.17	0020031247	10-2560-415-00-71-300-13
	52852	4/24/2020	10-2560-415-00-72-110-13	Cafe Food Chesak		2,732.32	0020031257	10-2560-415-00-72-110-13
	52852	4/24/2020	10-2560-415-00-72-120-13	Cafe Food Martin		3,803.56	0020031267	10-2560-415-00-72-120-13
	52852	4/24/2020	10-2560-415-00-72-220-13	Cafe Food Marlowe		12,133.98	0020031277	10-2560-415-00-72-220-13
	52852	4/24/2020	10-2560-415-00-74-140-13	Cafe Food Mackeben		1,268.61	0020031287	10-2560-415-00-74-140-13
	52852	4/24/2020	10-2560-415-00-74-150-13	Cafe Food Conley		1,985.46	0020031297	10-2560-415-00-74-150-13
	52852	4/24/2020	10-2560-415-00-74-210-13	Cafe Food Heineman		6,121.90	0020031307	10-2560-415-00-74-210-13
					Total	$55,506.66		
Greene, Noelle								
	52718	4/17/2020	10-2310-230-00-74-500-14	Tuition Reimbursement		780.00		10-2310-230-00-74-500-14
					Total	$780.00		
Harris Bank N.A.								
	202042208	4/30/2020	10-2523-319-00-79-600-14	Banking Fees		1,593.77		10-2523-319-00-79-600-14
					Total	$1,593.77		
Hastings Asphalt Services Inc								
	52775	4/17/2020	20-2543-323-00-79	Repairs-Grounds		8,660.00	0020202811	20-2543-323-00-79
					Total	$8,660.00		
Hayden Construction & Service								
	52776	4/17/2020	20-2542-323-00-79	Repairs & Maint Buildings		515.00	0020202750	20-2542-323-00-79
					Total	$515.00		
Hershey Creamery Company								
	52854	4/24/2020	10-2560-415-00-72-220-13	Cafe Food Marlowe		591.24	0020031807	10-2560-415-00-72-220-13
					Total	$591.24		
HESPA								
	52777	4/17/2020	10462	HESPA Dues		5,469.89		10462
	52943	5/9/2020	10462	HESPA Dues		10,876.06		10462
					Total	$16,345.95		

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Highley, Eugene								
	52894	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		300.00		10-1543-310-00-71-305-13
					Total	$300.00		
Hollabaugh, Jennifer								
	52719	4/17/2020	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00		10-2310-230-00-74-500-14
					Total	$375.00		
Holling, Christopher								
	52895	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		150.00		10-1543-310-00-71-305-13
					Total	$150.00		
Home Depot Credit Services								
	52835	4/17/2020	20-2542-410-00-79	Supplies B & G		666.38	0020030067	20-2542-410-00-79
	52896	5/8/2020	20-2542-410-00-79	Supplies B & G		10.02	0020040067	20-2542-410-00-79
					Total	$676.40		
Home Juice Corp								
	52855	4/24/2020	10-2560-415-00-74-210-13	Cafe Food Heineman		240.00	0020031787	10-2560-415-00-74-210-13
					Total	$240.00		
Illinois Communications Sales Inc								
	52897	5/8/2020	10-2546-323-00-79-600-14	Security Officer Repairs		30.00	0020202918	10-2546-323-00-79-600-14
	52897	5/8/2020	10-2546-490-00-79-600-14	Security Officer Supplies		145.00	0020202917	10-2546-490-00-79-600-14
					Total	$175.00		
Illinois Department of Public Health								
	52778	4/17/2020	10-1110-332-00-71-100-13	Teacher Travel Leggee		60.00	0020202779	10-1110-332-00-71-100-13
	52778	4/17/2020	10-2130-390-00-79-600-14	Purchased Services Health		60.00	0020202778	10-2130-390-00-79-600-14
	52856	4/24/2020	10-2130-390-00-79-600-14	Purchased Services Health		60.00	0020202998	10-2130-390-00-79-600-14
					Total	$180.00		
IMRF								
	20204806	4/30/2020	50454	IMRF & SS (Board)		171,959.79		50454
					Total	$171,959.79		
Jensens Plumbing & Heating Inc								
	52779	4/17/2020	20-2542-323-00-79	Repairs & Maint Buildings		13,386.70	0020202884	20-2542-323-00-79
					Total	$13,386.70		
Johnson Controls								
	52780	4/17/2020	20-2542-390-00-79	Other Purchased Service		2,374.50	0020202751	20-2542-390-00-79
					Total	$2,374.50		

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Johnson Floor Co								
	52857	4/24/2020	20-2542-329-00-79	Buildings - Small Projects		9,040.00	0020202870	20-2542-329-00-79
					Total	$9,040.00		
Jostens								
	52944	5/9/2020	10-2410-410-00-74-210-13	Office Supplies Heineman		858.11	0020202927	10-2410-410-00-74-210-13
					Total	$858.11		
Kasch, Jennifer								
	52720	4/17/2020	10-1200-310-66-71-300-13	STEP Purchased Services		106.49		10-1200-310-66-71-300-13
					Total	$106.49		
Kehler, Jessica								
	52721	4/17/2020	10-2310-230-00-74-500-14	Tuition Reimbursement		520.00		10-2310-230-00-74-500-14
					Total	$520.00		
Kelso Burnett Co								
	52858	4/24/2020	20-2542-410-00-79	Supplies B & G		2,515.60	0020202598	20-2542-410-00-79
					Total	$2,515.60		
Kempf, Thomas								
	52722	4/17/2020	10-2410-490-00-71-300-13	HS Staff Recognition		66.43		10-2410-490-00-71-300-13
					Total	$66.43		
Kent, Deborah								
	52723	4/17/2020	10-2660-332-00-79-600-14	Travel Technology		55.25		10-2660-332-00-79-600-14
					Total	$55.25		
Kids Therapy Ltd								
	52781	4/17/2020	10-2130-310-00-79-600-14	Health Services		340.00	0020202907	10-2130-310-00-79-600-14
					Total	$340.00		
Kienzle, Elizabeth								
	52724	4/17/2020	10-1200-310-66-71-300-13	STEP Purchased Services		40.13		10-1200-310-66-71-300-13
					Total	$40.13		
Kimley-Horn and Associates Inc								
	52782	4/17/2020	20-2540-310-00-79	Professional & Technical		16,277.11	0020201056	20-2540-310-00-79
	52859	4/24/2020	20-2540-310-00-79	Professional & Technical		10,082.66	0020201056	20-2540-310-00-79
					Total	$26,359.77		
Klein Thorpe & Jenkins Ltd								
	52783	4/17/2020	10-2310-318-00-74-500-14	Legal Board		484.50	0020021537	10-2310-318-00-74-500-14
	52898	5/8/2020	10-2310-318-00-74-500-14	Legal Board		280.50	0020031537	10-2310-318-00-74-500-14
					Total	$765.00		

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Kowalkoski, Alex								
	52899	5/8/2020	10-1611-105	Student Food Svc - Leggee		12.50		10-1611-105
					Total	$12.50		
Kriegler, Kenneth								
	52900	5/8/2020	10-1611-305	Student Food Svc - HS		19.60		10-1611-305
					Total	$19.60		
Laser Pro Company								
	52784	4/17/2020	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman		696.60	0020202755	10-2410-410-00-74-210-14
					Total	$696.60		
Leach Enterprises Inc								
	52785	4/17/2020	40-2554-410-00-79	Fleet Supplies		1,691.44	0020202818	40-2554-410-00-79
					Total	$1,691.44		
Liberty Tools Inc								
	52786	4/17/2020	40-2552-490-00-79	Inventoriable Supplies		8,700.00	0020202935	40-2552-490-00-79
					Total	$8,700.00		
Lincoln National Life								
	52700	4/10/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		74,363.45	0020040447	10-2310-220-00-79-600-14
	52860	4/24/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		1,362.87	0020050447	10-2310-220-00-79-600-14
	52901	5/8/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		74,169.38	0020050447	10-2310-220-00-79-600-14
					Total	$149,895.70		
Lindquist, Joe								
	52861	4/24/2020	10-1500-319-00-74-210-13	Sports Officials Heineman		65.00		10-1500-319-00-74-210-13
					Total	$65.00		
Little City Foundation								
	52787	4/17/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		12,366.82	0020030497	10-4220-670-00-79-600-14
					Total	$12,366.82		
Mainstage Theatrical Supply								
	52862	4/24/2020	60-2530-531-00-71-300	HS Fine Arts Expansion Construction		6,205.86	0020202560	60-2530-531-00-71-300
					Total	$6,205.86		
Marblesoft Keyguard AT								
	52701	4/10/2020	10-1200-410-92-79-600-14	IDEA Instructional Supplies		62.20	0020202736	10-1200-410-92-79-600-14
					Total	$62.20		
Marchadi, Harini								
	52902	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		150.00		10-1543-310-00-71-305-13
					Total	$150.00		

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Marklund Children`s Home								
	52702	4/10/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		27,970.74	0020030507	10-4220-670-00-79-600-14
					Total	$27,970.74		
Maxim Healthcare Services Inc								
	52903	5/8/2020	10-1101-310-00-79-605-14	Substitute Teacher-Contracted		435.00	0020203039	10-1101-310-00-79-605-14
					Total	$435.00		
McHenry Specialties								
	52788	4/17/2020	10-1500-410-00-71-300-13	Training/Athletic Supplies HS		181.00	0020202813	10-1500-410-00-71-300-13
					Total	$181.00		
MDC Environmental Serv								
	52789	4/17/2020	20-2542-321-00-79	Sanitation/Exterminating		2,300.00	0020040117	20-2542-321-00-79
					Total	$2,300.00		
Menards Inc								
	52790	4/17/2020	20-2542-410-00-79	Supplies B & G		104.39	0020020127	20-2542-410-00-79
	52863	4/24/2020	20-2543-410-00-79	Grounds Supplies		5,514.10	0020202697	20-2543-410-00-79
					Total	$5,618.49		
Mesirow Insurance Services Inc								
	52904	5/8/2020	10-1100-220-00-79-600-14	Regular Programs Insurance		16,500.00	0020050467	10-1100-220-00-79-600-14
					Total	$16,500.00		
Metro Prep								
	52791	4/17/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		4,408.57	0020202825	10-4220-670-00-79-600-14
	52864	4/24/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		4,640.60	0020203009	10-4220-670-00-79-600-14
					Total	$9,049.17		
Meyers, Lori								
	52725	4/17/2020	10-1110-410-00-72-120-13	Inst Supplies Martin		113.18		10-1110-410-00-72-120-13
					Total	$113.18		
Mikolas, Christine								
	52726	4/17/2020	10-1200-310-66-71-300-13	STEP Purchased Services		47.38		10-1200-310-66-71-300-13
					Total	$47.38		
Moore, Jeff M								
	52792	4/17/2020	10-1120-390-02-74-210-13	Heineman Fine Arts Pur Svc		250.00	0020202780	10-1120-390-02-74-210-13
					Total	$250.00		
Moore, Sam								
	52905	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		

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National Lift Truck Inc								
	52793	4/17/2020	20-2542-323-00-79	Repairs & Maint Buildings		389.42	0020202752	20-2542-323-00-79
					Total	$389.42		
Nawkaw Midwest								
	52794	4/17/2020	20-2542-410-00-79	Supplies B & G		3,400.00	0020202933	20-2542-410-00-79
					Total	$3,400.00		
Nell, Amy								
	52945	5/9/2020	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot		250.00	0020203060	10-1125-390-90-79-600-14
					Total	$250.00		
Neuco								
	52906	5/8/2020	20-2542-410-00-79	Supplies B & G		170.50	0020020147	20-2542-410-00-79
					Total	$170.50		
New Connections Academy								
	52703	4/10/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		9,674.02	0020030607	10-4220-670-00-79-600-14
	52907	5/8/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		11,950.26	0020040607	10-4220-670-00-79-600-14
					Total	$21,624.28		
New England Center for Children								
	52795	4/17/2020	10-1200-310-92-79-600-14	IDEA General Purchased Service		664.05	0020202908	10-1200-310-92-79-600-14
					Total	$664.05		
New Hope Academy								
	52704	4/10/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		8,215.22	0020030547	10-4220-670-00-79-600-14
	52908	5/8/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		7,782.84	0020040547	10-4220-670-00-79-600-14
					Total	$15,998.06		
North American Corporation								
	52796	4/17/2020	20-2542-410-00-79	Supplies B & G		9,438.60	0020040017	20-2542-410-00-79
					Total	$9,438.60		
North Shore Transit Inc								
	52797	4/17/2020	40-2552-331-00-79	Contracted Transportation		2,301.78	0020202909	40-2552-331-00-79
	52797	4/17/2020	40-2552-331-00-79	Contracted Transportation		1,297.75	0020202826	40-2552-331-00-79
	52865	4/24/2020	40-2552-331-00-79	Contracted Transportation		1,377.29	0020202958	40-2552-331-00-79
	52865	4/24/2020	40-2552-331-00-79	Contracted Transportation		584.99	0020203010	40-2552-331-00-79
					Total	$5,561.81		
Northwest Herald								
	52909	5/8/2020	10-2310-410-00-74-500-14	Supplies Board		81.60	0020202919	10-2310-410-00-74-500-14
					Total	$81.60		

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Office Depot								
	52910	5/8/2020	10-2630-332-00-74-500-14	Communications Travel		80.61	0020203048	10-2630-332-00-74-500-14
					Total	$80.61		
Ombudsman								
	52798	4/17/2020	10-1100-310-89-79-605-14	Title I Instruc Pur Svc		3,245.00	0020202783	10-1100-310-89-79-605-14
					Total	$3,245.00		
Omni Commercial Lighting Service								
	52799	4/17/2020	20-2542-323-00-79	Repairs & Maint Buildings		440.00	0020202885	20-2542-323-00-79
	52799	4/17/2020	20-2542-323-00-79	Repairs & Maint Buildings		266.45	0020030177	20-2542-323-00-79
					Total	$706.45		
Osberg, Chris								
	52911	5/8/2020	10-1611-305	Student Food Svc - HS		45.00		10-1611-305
					Total	$45.00		
Ottosen DiNolfo								
	52912	5/8/2020	10-2310-318-00-74-500-14	Legal Board		1,935.00	0020203049	10-2310-318-00-74-500-14
	52912	5/8/2020	10-2310-318-00-74-500-14	Legal Board		495.00	0020203050	10-2310-318-00-74-500-14
					Total	$2,430.00		
Paddock Publications Inc								
	52913	5/8/2020	10-2321-410-00-74-500-14	Supplies Supt		121.90	0020202914	10-2321-410-00-74-500-14
					Total	$121.90		
Parker, Alicia								
	52727	4/17/2020	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		70.03		10-2210-314-92-79-605-14
					Total	$70.03		
Patlin Inc								
	52800	4/17/2020	40-2554-410-00-79	Fleet Supplies		404.96	0020202769	40-2554-410-00-79
					Total	$404.96		
Paula Kluth Consulting								
	52801	4/17/2020	10-2130-310-92-79-600-14	IDEA Health Services		5,187.55	0020202798	10-2130-310-92-79-600-14
					Total	$5,187.55		
Pavithran, Tara								
	52914	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		150.00		10-1543-310-00-71-305-13
					Total	$150.00		
PlumbMaster Inc								
	52802	4/17/2020	20-2542-410-00-79	Supplies B & G		94.09	0020202803	20-2542-410-00-79
					Total	$94.09		

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Pritchard, Jennifer								
	52915	5/8/2020	10-1611-305	Student Food Svc - HS		21.70		10-1611-305
					Total	$21.70		
Project Lead the Way								
	52705	4/10/2020	10-1130-410-67-71-300-13	PLTW Supplies		329.50	0020201728	10-1130-410-67-71-300-13
					Total	$329.50		
Proper, Shaunna								
	52916	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		150.00		10-1543-310-00-71-305-13
					Total	$150.00		
Quartix Inc								
	52803	4/29/2020	20-2542-390-00-79	Other Purchased Service		-179.82	0020202900	20-2542-390-00-79
	52803	4/17/2020	20-2542-390-00-79	Other Purchased Service		179.82	0020202900	20-2542-390-00-79
					Total	$0.00		
Quill and Scroll								
	52804	4/17/2020	10-1538-410-00-71-305-13	TV Production Supplies		275.00	0020202926	10-1538-410-00-71-305-13
					Total	$275.00		
Quinlan & Fabish Music Co								
	52805	4/17/2020	10-1120-323-02-72-220-13	Instrument Repair Marlowe		710.90	0020202756	10-1120-323-02-72-220-13
					Total	$710.90		
Ramirez, Alexandra								
	52806	4/17/2020	10-2410-410-00-71-300-13	Office Supplies HS		39.99	0020202901	10-2410-410-00-71-300-13
					Total	$39.99		
Raptor Technologies								
	52807	4/17/2020	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc		5,500.00	0020202879	10-2546-390-00-79-600-14
					Total	$5,500.00		
Remkes Garage LLC								
	52808	4/17/2020	40-2550-323-00-79	Repairs and Maintenance		5,300.33	0020202995	40-2550-323-00-79
					Total	$5,300.33		
Revtrak, Inc.								
	20204708	4/30/2020	10-2523-319-00-79-600-14	Banking Fees		913.83	360	10-2523-319-00-79-600-14
					Total	$913.83		
Rex Radiator & Welding Co								
	52917	5/8/2020	40-2554-410-00-79	Fleet Supplies		250.00	0020203052	40-2554-410-00-79
					Total	$250.00		

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Rush Truck Center Huntley								
	52706	4/10/2020	10-2550-410-97-79-600-14	All Children Trans Supplies		170.70		10-2550-410-97-79-600-14
	52809	4/17/2020	40-2550-323-00-79	Repairs and Maintenance		5,108.80	0020202880	40-2550-323-00-79
	52809	4/17/2020	40-2554-410-00-79	Fleet Supplies		22,622.47	0020202819	40-2554-410-00-79
					Total	$27,901.97		
Saxe, David								
	52707	4/10/2020	10-2140-310-92-79-600-14	IDEA Psychological Services		1,599.00	0020031960	10-2140-310-92-79-600-14
	52810	4/17/2020	10-2140-310-92-79-600-14	IDEA Psychological Services		3,198.00	0020041960	10-2140-310-92-79-600-14
	52918	5/8/2020	10-2140-310-92-79-600-14	IDEA Psychological Services		1,599.00	0020203055	10-2140-310-92-79-600-14
					Total	$6,396.00		
Scardina, Katherine								
	52728	4/17/2020	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00		10-2310-230-00-74-500-14
					Total	$375.00		
Schneider, Margaret								
	52729	4/17/2020	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev		34.55		10-2210-314-92-79-605-14
					Total	$34.55		
Schocks Towing								
	52811	4/17/2020	40-2550-323-00-79	Repairs and Maintenance		975.00	0020202770	40-2550-323-00-79
					Total	$975.00		
Schoenherr, Heather								
	52730	4/17/2020	10-1200-310-66-71-300-13	STEP Purchased Services		70.61		10-1200-310-66-71-300-13
					Total	$70.61		
School Health Corporation								
	52866	4/24/2020	10-2130-410-00-79-600-14	Supplies Health		127.20	0020200045	10-2130-410-00-79-600-14
	52866	4/24/2020	10-2130-410-00-79-600-14	Supplies Health		130.55	0020200044	10-2130-410-00-79-600-14
					Total	$257.75		
Schoolbells Ltd								
	52812	4/17/2020	40-2552-331-00-79	Contracted Transportation		8,371.00	0020202820	40-2552-331-00-79
					Total	$8,371.00		
SchoolMint Inc								
	52813	4/17/2020	10-1130-410-00-71-300-13	Inst Supplies HS		13,406.40	0020202898	10-1130-410-00-71-300-13
					Total	$13,406.40		
Schultz, Sara								
	52919	5/8/2020	10-1611-305	Student Food Svc - HS		6.85		10-1611-305
					Total	$6.85		

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Schuring & Schuring								
	52867	4/24/2020	10-2560-415-00-71-100-13	Cafe Food Leggee		966.37	0020031317	10-2560-415-00-71-100-13
	52867	4/24/2020	10-2560-415-00-71-300-13	Cafe Food HS		877.16	0020031327	10-2560-415-00-71-300-13
	52867	4/24/2020	10-2560-415-00-72-110-13	Cafe Food Chesak		980.71	0020031373	10-2560-415-00-72-110-13
	52867	4/24/2020	10-2560-415-00-72-120-13	Cafe Food Martin		816.58	0020031374	10-2560-415-00-72-120-13
	52867	4/24/2020	10-2560-415-00-72-220-13	Cafe Food Marlowe		1,559.24	0020031375	10-2560-415-00-72-220-13
	52867	4/24/2020	10-2560-415-00-74-140-13	Cafe Food Mackeben		678.19	0020031367	10-2560-415-00-74-140-13
	52867	4/24/2020	10-2560-415-00-74-150-13	Cafe Food Conley		490.31	0020031377	10-2560-415-00-74-150-13
	52867	4/24/2020	10-2560-415-00-74-210-13	Cafe Food Heineman		651.33	0020031387	10-2560-415-00-74-210-13
					Total	$7,019.89		
Schwingen, Rachael								
	52731	4/17/2020	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00		10-2310-230-00-74-500-14
					Total	$375.00		
SEDOM of McHenry County								
	52814	4/17/2020	10-4210-670-00-79-600-14	Reg Ed Out of District		1,440.00	0020202772	10-4210-670-00-79-600-14
					Total	$1,440.00		
Service Sanitation Inc								
	52815	4/17/2020	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs		835.06	0020202897	10-1500-320-00-71-300-13
					Total	$835.06		
Sherwin Williams Co								
	52920	5/8/2020	20-2543-323-00-79	Repairs-Grounds		828.18	0020202921	20-2543-323-00-79
					Total	$828.18		
Siddiqui, Yasmeen								
	52921	5/8/2020	10-1811-135	Registration Fee Preschool		112.00		10-1811-135
					Total	$112.00		
Smith Seckman Reid								
	52816	4/17/2020	20-2540-310-00-79	Professional & Technical		1,501.00	0020201636	20-2540-310-00-79
					Total	$1,501.00		
Soriano, Missy								
	52732	4/17/2020	10-1200-310-66-71-300-13	STEP Purchased Services		72.50		10-1200-310-66-71-300-13
					Total	$72.50		
Soto, Fatima								
	52922	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		225.00		10-1543-310-00-71-305-13
					Total	$225.00		

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Sprint								
	52923	5/8/2020	20-2540-340-00-79	Telephone - Districtwide		13,966.01	0020203020	20-2540-340-00-79
					Total	$13,966.01		
Stempfle, Dana								
	52924	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		225.00		10-1543-310-00-71-305-13
					Total	$225.00		
Streamwood Behavioral Health								
	52925	5/8/2020	10-4210-670-00-79-600-14	Reg Ed Out of District		140.00	0020203056	10-4210-670-00-79-600-14
					Total	$140.00		
Sunrise Southwest LLC								
	52817	4/17/2020	40-2552-331-00-79	Contracted Transportation		2,157.15	0020202827	40-2552-331-00-79
	52817	4/17/2020	40-2552-331-00-79	Contracted Transportation		3,839.80	0020202799	40-2552-331-00-79
					Total	$5,996.95		
Surak-Roesner, Linda								
	52733	4/17/2020	10-1110-332-00-71-100-13	Teacher Travel Leggee		25.98		10-1110-332-00-71-100-13
					Total	$25.98		
Swanson, Kelli								
	52734	4/17/2020	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00		10-2310-230-00-74-500-14
					Total	$390.00		
Talerico Martin Corp								
	52868	4/24/2020	10-2560-415-00-71-300-13	Cafe Food HS		1,376.85	0020030378	10-2560-415-00-71-300-13
	52868	4/24/2020	10-2560-415-00-74-210-13	Cafe Food Heineman		520.98	0020030377	10-2560-415-00-74-210-13
					Total	$1,897.83		
Teachers Retirement System								
	202042305	4/30/2020	10451	TRS Payable		215,858.29		10451
	202042305	4/30/2020	10468	TRS Health Ins		48,703.10		10468
	20204805	4/30/2020	10451	TRS Payable		217,193.69		10451
	20204805	4/30/2020	10468	TRS Health Ins		49,075.11		10468
					Total	$530,830.19		
Team Reil Inc								
	52818	4/17/2020	20-2543-323-00-79	Repairs-Grounds		1,480.00	0020202789	20-2543-323-00-79
					Total	$1,480.00		
Tennis Warehouse								
	52869	4/24/2020	10-1530-410-00-71-300-15	Tennis Boys Supplies HS		1,199.00	0020201478	10-1530-410-00-71-300-15
					Total	$1,199.00		

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The Huntley Education Association								
	202041412	4/30/2020	10460	IEA Dues Payable		26,108.32		10460
	202042712	4/30/2020	10460	IEA Dues Payable		26,108.32		10460
					Total	$52,216.64		
Thermosystems Building System								
	52819	4/17/2020	20-2542-390-00-79	Other Purchased Service		3,137.00	0020202753	20-2542-390-00-79
					Total	$3,137.00		
Thompson Elevator Inspection Service Inc								
	52946	5/9/2020	20-2542-390-00-79	Other Purchased Service		225.00	0020203071	20-2542-390-00-79
					Total	$225.00		
Tijerina, Karen								
	52926	5/8/2020	10-1611-305	Student Food Svc - HS		24.95		10-1611-305
					Total	$24.95		
TLC Engineering								
	52927	5/8/2020	20-2540-310-00-79	Professional & Technical		577.50	0020202910	20-2540-310-00-79
					Total	$577.50		
Top Line Transportation								
	52820	4/17/2020	40-2552-331-00-79	Contracted Transportation		1,050.00	0020202821	40-2552-331-00-79
					Total	$1,050.00		
Tovar Snow Professional								
	52870	4/24/2020	20-2542-322-00-79-605-14	Snow Removal		1,430.00	0020020247	20-2542-322-00-79-605-14
					Total	$1,430.00		
TPI Tyler Press Inc								
	52821	4/17/2020	10-1200-410-66-71-300-13	STEP Supplies		283.10		10-1200-410-66-71-300-13
					Total	$283.10		
Trane								
	52822	4/17/2020	20-2542-410-00-79	Supplies B & G		377.28	0020202754	20-2542-410-00-79
					Total	$377.28		
TSA Consulting Group Inc								
	202032503	4/30/2020	10455	Annuities Payable		67,812.13		10455
	202041403	4/30/2020	10455	Annuities Payable		66,579.13		10455
					Total	$134,391.26		

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Tyler Technologies Inc								
	52823	4/17/2020	40-2550-310-00-79	Prof & Tech Service Trans		2,470.39	0020202881	40-2550-310-00-79
	52928	5/8/2020	40-2550-310-00-79	Prof & Tech Service Trans		64,213.25	0020203057	40-2550-310-00-79
					Total	$66,683.64		
Unicom Arc								
	52929	5/8/2020	10-2321-332-00-74-500-14	Travel Supt		1,614.34	0020203058	10-2321-332-00-74-500-14
	52929	5/8/2020	10-2321-390-00-74-500-14	Purchased Service Supt		12,750.00	0020203058	10-2321-390-00-74-500-14
					Total	$14,364.34		
United Way of McHenry Co								
	52824	4/17/2020	10461	United Way Payable		13.43		10461
	52947	5/9/2020	10461	United Way Payable		26.86		10461
					Total	$40.29		
UPS Store #6063								
	52825	4/17/2020	20-2540-341-00-79-605-14	Postage		5.41	0020202804	20-2540-341-00-79-605-14
	52930	5/8/2020	20-2540-341-00-79-605-14	Postage		62.13	0020203031	20-2540-341-00-79-605-14
					Total	$67.54		
Urosevich, Kate								
	52931	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		
Verizon Wireless								
	52826	4/17/2020	20-2540-340-00-79	Telephone - Districtwide		126.44	0020041607	20-2540-340-00-79
	52871	4/24/2020	20-2540-340-00-79	Telephone - Districtwide		3,043.93	0020202964	20-2540-340-00-79
	52932	5/8/2020	20-2540-340-00-79	Telephone - Districtwide		3,112.75	0020051607	20-2540-340-00-79
					Total	$6,283.12		
Village of Algonquin								
	52827	4/17/2020	20-2546-310-00-71-305	Resource Officer HS		9,444.09	0020040137	20-2546-310-00-71-305
	52933	5/8/2020	20-2540-370-00-79	Water/Sewer		3,147.20		20-2540-370-00-79
					Total	$12,591.29		
Village of Huntley								
	52828	4/17/2020	20-2546-310-00-71-305	Resource Officer HS		292.50	0020202875	20-2546-310-00-71-305
	52828	4/17/2020	20-2546-310-00-71-305	Resource Officer HS		438.75	0020202874	20-2546-310-00-71-305
	52828	4/17/2020	20-2546-310-00-71-305	Resource Officer HS		877.50	0020202876	20-2546-310-00-71-305
	52828	4/17/2020	20-2546-310-00-71-305	Resource Officer HS		683.80	0020202877	20-2546-310-00-71-305
	52828	4/17/2020	20-2546-310-00-71-305	Resource Officer HS		325.00	0020202878	20-2546-310-00-71-305
	52872	4/24/2020	20-2540-370-00-79	Water/Sewer		6,711.38		20-2540-370-00-79
					Total	$9,328.93		

Huntley Community School District #158
Disbursements Issued
From April 9, 2020 to May 14, 2020

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Village of LITH								
	52873	4/24/2020	20-2540-370-00-79	Water/Sewer		2,376.00		20-2540-370-00-79
					Total	$2,376.00		
Virtual Connections Academy								
	52708	4/10/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		4,788.22	0020031757	10-4220-670-00-79-600-14
	52934	5/8/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,914.86	0020041757	10-4220-670-00-79-600-14
					Total	$10,703.08		
VSP of Illinois NFP								
	52829	4/17/2020	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance		7,266.98	0020040457	10-2310-220-00-79-600-14
					Total	$7,266.98		
Wallace, James								
	52935	5/8/2020	10-1543-310-00-71-305-13	Activities Judges/Officials		75.00		10-1543-310-00-71-305-13
					Total	$75.00		
Wallingford Sales Company								
	52830	4/17/2020	20-2542-410-00-79	Supplies B & G		5,758.00	0020202888	20-2542-410-00-79
					Total	$5,758.00		
WeatherGuard Roofing Company								
	52831	4/17/2020	20-2542-323-00-79	Repairs & Maint Buildings		196.00	0020202805	20-2542-323-00-79
					Total	$196.00		
WEX BANK								
	52936	5/8/2020	10-1700-464-21-71-300-13	Driver Education Gasoline		30.00	0020040777	10-1700-464-21-71-300-13
					Total	$30.00		
Wilkinson, Jennifer								
	52735	4/17/2020	10-2310-230-00-74-500-14	Tuition Reimbursement		375.00		10-2310-230-00-74-500-14
					Total	$375.00		
Wilson, Danielle								
	52832	4/17/2020	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies		1,262.50	0020202814	10-1120-490-02-72-220-13
					Total	$1,262.50		
Wilson, Glen								
	52736	4/17/2020	10-1500-332-00-71-300-13	Athletic Trips HS		339.25		10-1500-332-00-71-300-13
					Total	$339.25		
Winston Knolls Education Group								
	52833	4/17/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		1,884.96	0020202911	10-4220-670-00-79-600-14
	52937	5/8/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		5,385.60	0020041747	10-4220-670-00-79-600-14
					Total	$7,270.56		

Huntley Community School District #158
Disbursements Issued
From April 9, 2020 to May 14, 2020

Vendor Name	Check #	Check Date	A.S.N.	Description		Amount	PO #	State Account Number
Wold Architects and Engineers								
	52709	4/10/2020	20-2540-310-00-79	Professional & Technical		390.53	0020202320	20-2540-310-00-79
	52709	4/10/2020	20-2540-310-00-79	Professional & Technical		138.30	0020201097	20-2540-310-00-79
	52834	4/17/2020	20-2540-310-00-79	Professional & Technical		296.97	0020200581	20-2540-310-00-79
	52938	5/8/2020	20-2540-310-00-79	Professional & Technical		296.98	0020200581	20-2540-310-00-79
	52938	5/8/2020	20-2540-310-00-79	Professional & Technical		112.50	0020201097	20-2540-310-00-79
					Total	$1,235.28		
Wolf, Kevin								
	52737	4/17/2020	10-1200-332-00-79-600-14	Travel Sp Ed		796.83		10-1200-332-00-79-600-14
					Total	$796.83		
Woodstock Community Unit School Dist 200								
	52710	4/10/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		9,417.72	0020020657	10-4220-670-00-79-600-14
	52874	4/24/2020	10-4220-670-00-79-600-14	Sp Ed Private Tuition		7,279.76	0020030657	10-4220-670-00-79-600-14
					Total	$16,697.48		
Yokas, Robin								
	52738	4/17/2020	10-2212-332-00-74-500-14	Travel & Conference Curr		84.62		10-2212-332-00-74-500-14
					Total	$84.62		
Zero Card								
	20204604	4/30/2020	10-1100-220-00-79-600-14	Regular Programs Insurance		386.81		10-1100-220-00-79-600-14
	52440	5/11/2020	10-1100-220-00-79-600-14	Regular Programs Insurance		-310.50	0020030477	10-1100-220-00-79-600-14
					Total	$76.31		
Zieglers Ace Hardware								
	52939	5/8/2020	20-2542-410-00-79	Supplies B & G		23.58	0020010267	20-2542-410-00-79
	52939	5/8/2020	40-2554-410-00-79	Fleet Supplies		115.91	0020021047	40-2554-410-00-79
					Total	$139.49		
					Total	$7,656,839.13		

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: May 21, 2020

Subject: **Resolution – Restricting Funds**
Board of Education Meeting, May 21, 2020
Finance Committee

The District currently has a Reserve for Replacement. In an effort to set funds aside for future material capital projects and formalize the restriction of these dollars, we need to pass a resolution. Consistent with year's past, Administration is recommending restricting the previous years' budgeted Reserve for Replacement of $500k for Fiscal Year 2018 and $500k for Fiscal Year 2019. Please see the attached resolution for the restriction of these funds.

The District currently has $6.5M restricted for Reserve for Replacement. Thus, with the additional $1.0M restricted, the Reserve for Replacement will be $7.5M. The following funds have been restricted over the years:

- ✓ In Fiscal Year 2014, as a result of the Fiscal Year 2013 operating results, the District passed a resolution restricting $2M for Reserve for Replacement.
- ✓ In Fiscal Year 2016, as a result of Fiscal Year 2014 and 2015 operating results, the District passed a resolution restricting $2.6M for Reserve for Replacement.
- ✓ In Fiscal Year 2017, as a result of Fiscal Year 2016 operating results, the District is passed a resolution restricting $800k for Reserve for Replacement.
- ✓ In Fiscal Year 2018, as a result of Fiscal Year 2017 operating results, the District is passed a resolution restricting $1.1M for Reserve for Replacement.

The resolution attached states:

"That the sum of One Million Dollars ($1,000,000.00) currently on deposit within the Educational Fund, and not designated or committed for any other purpose(s), is hereby designated and committed for future capital improvements of the District."

RECOMMENDATION
Administration recommends the Board of Education approve the attached resolution at the May 21, 2020 Regular Board meeting.

RESOLUTION

A RESOLUTION DESIGNATING AND COMMITTING CERTAIN MONIES WITHIN THE EDUCATIONAL FUND FOR CAPITAL IMPROVEMENT AND LIFE SAFETY TYPE PROJECTS BY HUNTLEY COMMUNITY SCHOOL DISTRICT 158, ALGONQUIN, ILLINOIS.

WHEREAS, Huntley Community School District 158, Algonquin, Illinois (the "District") maintains a system of funds, including, but not limited to, an Educational Fund to account for and segregate District revenues; and

WHEREAS, it is in the best interests of the District to designate and commit certain monies within the Educational Fund for future capital improvement projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Huntley Community School District 158, Algonquin, Illinois, as follows:

Section 1. That the sum of One Million Dollars ($1,000,000.00) currently on deposit within the Educational Fund, and not designated or committed for any other purpose(s), is hereby designated and committed for future capital improvements of the District.

Section 2. This Resolution shall be in full force and effect upon its passage in the manner provided by law.

PASSED: This 21st day of May, 2020.

APPROVED: This 21st day of May, 2020.

_____

ATTEST: _____

AYES: _____

NAYS: _____

ABSENT: _____

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

DATE: May 21, 2020

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: District-Wide Dry Sprinkler Replacement Bid # 2020-37**(A)**
Board of Education Meeting, May 21, 2020
Action Item

Background:

At the August 1, 2019 Committee of the Whole meeting, the Building Committee was presented the Summer 2020 O & M Deferred Maintenance Capital Projects Report. Included in the report was the cost for replacement of all dry pendant head fire sprinklers in Chesak, Leggee, Huntley High and Martin Schools which are beyond ten year in age. The budget for this work was $43,333.00 based on the District's experience with the replacement cost for the eighteen similar fire sprinkler heads in the 300 wing of Martin which failed and flood that wing during the polar vortex in January/February 2019.

A bid specification and drawings were released to bid on March 2, 2020.

Bids were received and opened in a virtual bid opening conducted in a Zoom meeting on March 24, 2020.

A tabulation of the bids and Wold Architects and Engineer's recommendation letter is attached.

Recommendation:

The Administration recommends the Board of Education approve the District-Wide Dry Sprinkler Replacement Bid # 2020-37 to Nelson Fire Protection Company in the amount of $49,175.00 at their May 21, 2020 Board meeting.

April 28, 2020

Doug Renkosik, Operations and Maintenance Director
Huntley Community School District No. 158
650 Dr. John Burkey Drive
Algonquin, Illinois 60102

Re: Huntley Community School District No. 158
District-Wide Dry Sprinkler Replacement
Project No. 2020-37
Commission No. 203009

Dear Doug:

On Tuesday, April 14, 2020 at 9:00 a.m. we received four (4) bids for the District-Wide Dry Sprinkler Replacement project. A copy of the Bid Tabulation is enclosed for your review.

We recommend the District award the contract to Nelson Fire Protection Company in the base bid amount of $49,175.00. Our recommendation is based on a scope review held with the Low Bidder on Friday, April 17, 2020.

Please do not hesitate to contact me with any questions or concerns.

Sincerely,

Wold Architects & Engineers



Matt Verdun | PE, LEED AP
Associate

Enclosure

cc: Roger Schroepfer, Wold

KH/O:/SD/Huntley/203009/crsp/apr20

Wold Architects and Engineers
220 North Smith Street, Suite 310
Palatine, IL 60067
woldae.com | 847 241 6100

PLANNERS
ARCHITECTS
ENGINEERS

Project Name: Hunltey Community School District No. 158
District-Wide Dry Sprinkler Replacement
Commission No.: 203009
Date: Tuesday, April 14, 2020
Time: 9:00 A.M.

BID TABULATION

Wold Architects and Engineers
220 North Smith Street, Suite 310
Palatine, Illinois 60067
Phone: (847) 241-6100 Fax: (847) 241-6105

Bidders Name	Addendum Numbers	Bid Security	Base Bid	Remarks
Absolute Fire Protection 7910 Burden Road Rockford, Illinois 61115 P: (815) 654-7449 F: (815) 654-9572	Y	Y	$55,000.00	
Fox Valley Fire & Safety 2730 Pinnacle Drive Elgin, Illinois 60124 P: (847) 695-5990 F: (847) 695-3699	N	Y	$77,900.00	- No Addenda noted. - Missing pages 4-6 of Bid Form.
Nelson Fire Protection Company 10853 North 2nd Street Rockford, Illinois 61115 P: (815) 877-6004 F: (815) 877-6042	Y	Y	$49,175.00	
SJ Carlson Fire Protection, Inc. 4544 Shepherd Trail Rockford, Illinois 61113 P: (815) 636-1993 F: (815) 636-1994	N	Y	$56,397.00	- Only Addenda 1 & 2 noted.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: May 21, 2020

To: Board of Education

From: Dr. Erika Schlichter, Assistant Superintendent

Cc: Dr. Scott Rowe, Superintendent

Subject: **Secondary Science Curriculum Review**

Executive Summary

In alignment with the District 158 curriculum review cycle, a review of sixth through twelfth grade science programming has been completed during the 2019-2020 school year. An emphasis was placed on further alignment to the Next Generation Science Standards and the inquiry design process, with the ultimate goal of stimulating students' interests in science and further preparing them for college, careers, and citizenship.

The review was completed by a representative team of staff and administrators from the middle schools and high school, led by the Curriculum Department. The team began their work at the end of the 2018-2019 school year, completing their recommendations in the spring of 2020. All decision-making was completed via consensus, with a focus on aligning curriculum between both middle schools. Special emphasis was also placed on articulating curriculum at the sixth through twelfth grade levels.

The attached report includes background about the work structure, philosophical underpinnings of the review, needs assessment, program recommendations, and revised curricula for existing classes. All revised curriculum maps and materials for existing classes are also included in the report. Materials will be on display for 30 days, per Illinois School Code. Funds for materials purchase have been allocated in the FY20 and FY21 budgets. This report was presented for a first reading at the April 16, 2020 regular Board of Education Meeting.

RECOMMENDATION

The Administration recommends the science review and materials proposal for approval as presented.

Huntley Community School District 158
6-12 SCIENCE CURRICULUM REVIEW PROPOSAL

Table of Contents

Contents:

1. **Summary of Proposal**
2. **Appendices:**

Appendix A: Science Charge Statement

Appendix B: Curriculum Maps

Appendix C: Materials Evaluation Rubric

Appendix D: Recommendation for Materials

Huntley Community School District 158
6-12 Science Curriculum Review Proposal

Overview

The science review fully aligns the curriculum and assessment of Huntley District 158 with the Next Generation Science Standards (NGSS). The review not only focused on updating the curriculum and assessment, but also provided professional development to help educators make instructional shifts in the classroom to further personalize the education of their students.

The review was comprised of two main teams: one which focused on updating middle school science, and a second which focused on updating the three main high school science courses (biology, physics, and chemistry). Both curriculum teams were comprised of teachers, instructional coaches, and administrators with representatives from both middle schools. The teams began by developing a charge statement (see Appendix A). The charge statement acted as an overarching document that drove the group's collaboration and common goal setting.

The purpose of this document is to provide an update on the science review and to propose materials for adoption. This document begins by providing basic information about the NGSS before going into details about each phase of the curriculum review and concluding with a summary.

The Next Generation Science Standards: The NGSS fall into three categories: disciplinary core ideas, science and engineering practices, and crosscutting concepts. Disciplinary core ideas constitute foundational information about science all students should know. The science and engineering practices are intended to have students focus on scientific inquiry and the engineering design process. Finally, the crosscutting concepts are designed to show students the links between various science disciplines.

Implementation of the NGSS requires shifting instructional practices. The standards acknowledge that content knowledge is necessary, but not sufficient for powerful science teaching and learning. The focus of learning is on making connections to the world around you, solving realistic problems, and making and supporting hypotheses based on evidence. The shift from knowledge and facts to inquiry will be challenging for students. Teachers will be required to shift instructional practices to guide students and to support them as they meet these new challenges.

Science Curriculum Review Process

This section describes the phases through which the science curriculum review worked to ensure that all students will experience an appropriate and effective program with an increased focus on student-centered learning. To meet these objectives the curriculum review followed the six phases of the curriculum cycle. The following list includes each of the phases and the academic year(s) in which each phase will/did occur.

Curriculum Cycle Phases

- **Review and Needs Assessment** (2019 - 2020)
- **Curriculum Development** (2019 - 2020)
- **Assessment Writing** (2019 - 2020)
- **Resource Review & Selection** (2019 - 2020)
- **Professional Development for Instruction** (2019 - 2021)
- **Implementation** (2020 - 2021)
- **Refinement and Adjustment** (2022 - 2024)

Phase 1: Review and Needs Assessment (2019 - 2020)

In the summer of 2019, the team conducted a scan of the current environment to determine areas of focus for the review. The results of the current reality analysis indicated that the NGSS called for an innovative approach to instruction, assessment, and curriculum design. Additionally, it was determined that the current materials available to teachers were not meeting the needs of the students.

Phase 2: Curriculum Development and Assessment Writing (2019-2020)
The teams began by identifying levels of complexity for standards and breaking them down into meaningful learning targets. The teams built detailed plans and local curriculum maps for each unit. An overview of the local curriculum maps are attached as Appendix B. The next step for all levels is assessment writing. This will take place over the summer and during the first semester of the 2020-2021 school year.

Phase 3: Resource Review and Selection (2019-2020)
The members of the team reviewed material options from several major vendors. All members of the team provided feedback on the reviewed materials using the materials evaluation rubric, attached as Appendix C.

Using structured feedback from all science teachers, the team has recommended the purchase of several curricular materials. A list of proposed curricular materials is attached as Appendix D.

Phase 4: Professional Development for Instruction (2019-2021)
Professional learning on the new standards began during the summer between the 2018-2019 and 2019-2020 school years. The important work of phase 4 will continue from now through the 2020-2021 school year and will be woven into the plan for implementation.

Additional embedded professional development on instructional practices and assessment will be provided by instructional coaches, the department chair, and level leaders as a part of the implementation of the new local curriculum and assessments.

Phase 5: Implementation (2020-2021)
The implementation phase of a new curriculum is the most important part of the curriculum review cycle. In order to make substantive changes, there will be a focus on balancing professional development with accountability. Implementation efforts will be coordinated at the district, building, and classroom levels through shared leadership among the curriculum directors, the science department chair, building administration, and classroom teachers. During the implementation process, accountability will be built through the coordination of common assessments. Level meetings, evaluations, instructional walkthroughs, and informal feedback will be used as a means for communication and ongoing assessment of needs.

Phase 6: Refinement and Adjustment (2022-2024)
Refinement of the science program will occur during years five and six of the science curriculum review cycle. Refinement and adjustment to the local curriculum will be based on the common assessment findings and the feedback from teachers and administrators.

Summary
The process of writing local curriculum has greatly increased the science teachers' understanding of the NGSS and has prepared them for writing assessments that reflect the standards and related instructional shifts. Through a rigorous materials adoption process, rigorous and relevant curricular materials are being recommended to the Board for approval. The formal implementation of the revised curriculum and curricular materials will begin during the spring of 2020 through professional development. It will continue with assessment writing and implementation of new curriculum and curricular materials which will be the focus through the end of the 2021 - 2022 school year.

District 158
Science Curriculum Review
Charge Statement

1. PURPOSE/OBJECTIVES

The work of the Science Curriculum Review will be done in a representative group, The Curriculum Writing Committee. The committee will focus on the following objectives:

Establishing the Intent and Purpose:

- To establish a common purpose of instruction in Huntley Community School District 158
- To create the guiding principles that will frame the work of the review
- To advise a complete a scan of the current environment related to curriculum and instruction
- To build a common understanding of the Next Generation Science Standards (NGSS) and their implications for the review process
- To conduct a needs assessment based on the current environment related to curriculum

Curriculum Development and Assessment Writing:

- To develop common assessments aligned to the NGSS standards
- To review and select curricular resources based on the established needs
- To ensure 6-12 vertical alignment

Implementation

- To make recommendations for planning and facilitation of implementation and adoption of the new curriculum and curricular materials
- To advise the professional growth needs related to the implementation of the new curriculum and curricular materials
- To give feedback and develop a plan for sustainable professional development
- To shift instruction to an inquiry design model

2. LEVEL OF AUTHORITY and CONSTRAINTS of the Curriculum Writing Teams

- Provide feedback and advise the curriculum review process
- Providing a system of accountability for the curriculum review process
- Make recommendations related to curricular materials

3. COMMUNICATION

The Curriculum Writing Committees will provide two-way feedback and communication between the teachers and the curriculum department to help guide the curriculum review. It is imperative that the committees communicate honestly and openly, honoring the following norms:

- Presume positive intent
- Place all opinions on the table during the committee meeting
- Implement specific ongoing communication strategies within buildings/teams to communicate the committee progress and gather feedback
- Collectively commit to continuous improvement

4. TIME REQUIREMENT

- Summer meetings
- Time to communicate with buildings/teams/PLCs
- Pre or post work (readings, gathering information, etc)

5. RESOURCES AVAILABLE

- Professional development pay ($23) for professional learning during summer & after school hours
- Professional curriculum development pay ($30) for Writing Committee summer hours
- Research-based literature for knowledge building
- Internal expertise (i.e. district capabilities and prior experience)
- External research and other school districts
- Utilization of curriculum and special education departments when appropriate

6. MEMBERSHIP

Building Admin Reps	D.O. Reps	Teacher Representatives
Cindy Fuhrer, HHS Department Chair Tony Venetico, Principal MMS Jake Litchfield, Principal HMS	Bill Johnson, Curriculum Director Dr. Erika Schlichter, Assist. Superintendent for Curriculum Kevin Wolf, Director of Special Ed.	All 6-12 science teachers Cathie O'Malley, Instructional Coach Jeannette Perreault, Instructional Coach Emily Kaffe, Instructional Coach

Name of Course: Science
Grade Level: 6th Grade

Instructional Unit #1

Name of Unit: Microbiomes
Length of Unit: 15 days
Compelling Question: How can having 100 trillion microorganisms on and in the human body keep us healthy?

Standards	Resources:
MS-LS1-1: Conduct an investigation to provide evidence that living things are made of cells; either one cell or many different numbers and types of cells.	Amplify Science

Instructional Unit #2

Name of Unit: Metabolism
Length of Unit: 25 days
Compelling Question: How do the trillions of cells in the human body get what they need to function, and what do the cells do with the things they absorb?

Standards	Resources:
MS-LS1-3: In multicellular organisms, the body is a system of multiple interacting subsystems. These subsystems are groups of cells that work together to form tissues and organs that are specialized for	Amplify Science

Instructional Unit #3

Name of Unit: Metabolism Engineering Internship
Length of Unit: 13 days
Compelling Question: Design a health bar to meet the metabolic needs of populations affected by natural disasters.

Standards	Resources:
MS-ETS1-1. Define the criteria and constraints of a design problem with sufficient precision to ensure a successful solution, taking into account relevant scientific principles and potential impacts on	Amplify Science

Instructional Unit #4

Name of Unit: Traits and Reproduction
Length of Unit: 20 days
Compelling Question: Why do traits vary, and why do they vary even among siblings?

Standards	Resources:
MS-LS1-2: Develop and use a model to describe the function of a cell as a whole and ways parts of cells contribute to the function.	Amplify Science

Instructional Unit #5

Name of Unit: Thermal Energy
Length of Unit: 22 days
Compelling Question: Why do things change temperatures?

Standards	Resources:
MS-PS1-4: Develop a model that predicts and describes changes in particle motion, temperature, and state of a pure substance when thermal energy is added	Amplify Science

Instructional Unit #6

Name of Unit: Ocean, Atmosphere, and Climate
Length of Unit: 22 days
Compelling Question: What determines the air temperature of a location on Earth?

Standards	Resources:
ESS2-3: Analyze and interpret data on the distribution of fossils and rocks, continental shapes, and seafloor structures to provide evidence of the past plate	Amplify Science

Instructional Unit #7

Name of Unit: Weather Patterns	
Length of Unit: 22 days	
Compelling Question: Why do some rain storms have more rain than others?	
Standards	**Resources:**
ESS2-4: Develop a model to describe the cycling of water through Earth's systems driven by energy from the sun and the force of gravity	Amplify Science
Instructional Unit #8	
Name of Unit: Earth's Changing Climate	
Length of Unit: 22 days	
Compelling Question: Why is the ice on Earth's surface melting?	
Standards	**Resources:**
MS-ESS3-3. Apply scientific principles to design a method for monitoring and minimizing a human impact on the environment.	Amplify Science
Instructional Unit #9	
Name of Unit: Earth's Changing Climate Engineering Internship	
Length of Unit: 10 days	
Compelling Question: Design a plan to reduce the city's climate impact using white or solar roofs on buildings citywide.	
Standards	**Resources:**
MS-ETS1-1: Define the criteria and constraints of a design problem with sufficient precision to ensure a successful solution, taking into account relevant scientific principles and potential impacts on	Amplify Science
Name of Course: Science **Grade Level:** 7th Grade	
Instructional Unit #1	
Name of Unit: Geology on Mars	
Length of Unit: 17 days	
Compelling Question: How can we search for evidence that other planets were once habitable?	
Standards	**Resources:**
MS-ESS1-3. Analyze and interpret data to determine scale properties of objects in the solar system	Amplify Science
Instructional Unit #2	
Name of Unit: Plate Motion	
Length of Unit: 20 days	
Compelling Question: Why are the Mesosaurus fossils separated by thousands of kilometers of ocean when the species once lived all together?	
Standards	**Resources:**
MS-ESS1-4. Construct a scientific explanation based on evidence from rock strata for how the geologic time scale is used to organize Earth's 4.6-billion-year-old history.	Amplify Science
Instructional Unit #3	
Name of Unit: Plate Motion (Engineering Internship)	
Length of Unit: 10 days	
Compelling Question: How can we design an effective tsunami warning system?	
Standards	**Resources:**
MS-ETS1-1. Define the criteria and constraints of a design problem with sufficient precision to ensure a successful solution, taking into account relevant scientific principles and potential impacts on	Amplify Science
Instructional Unit #4	
Name of Unit: Rock Transformations	
Length of Unit: 19 days	
Compelling Question: Why are the samples from the Great Plains and from the Rocky Mountains composed of such similar minerals, when they look so different and come from different areas?	

Standards	Resources:
MS-ESS2-1. Develop a model to describe the cycling of Earth's materials and the flow of energy that drives this process.	Amplify Science
Instructional Unit #5	
Name of Unit: Phase Change	
Length of Unit: 21 days	
Compelling Question: Why did the methane lake on Titan disappear?	
Standards	**Resources:**
MS-PS1-4. Develop a model that predicts and describes changes in particle motion, temperature, and state of a pure substance when thermal energy is added or removed.	Amplify Science
Instructional Unit #6	
Name of Unit: Phase Change (Engineering Internship)	
Length of Unit: 10 days	
Compelling Question: How can we design portable baby incubators that use phase change to keep babies at a healthy temperature?	
Standards	**Resources:**
MS-ETS1-1. Define the criteria and constraints of a design problem with sufficient precision to ensure a successful solution, taking into account relevant scientific principles and potential impacts on	Amplify Science
Instructional Unit #7	
Name of Unit: Chemical Reactions	
Length of Unit: 23 days	
Compelling Question: Why is there a mysterious brown substance in the tap water of Westfield?	
Standards	**Resources:**
MS-PS1-1. Develop models to describe the atomic composition of simple molecules and extended structures.	Amplify Science
Instructional Unit #8	
Name of Unit: Populations and Resources	
Length of Unit: 22 days	
Compelling Question: What caused the size of the moon jelly population in Glacier Sea to increase?	
Standards	**Resources:**
MS-LS2-1. Analyze and interpret data to provide evidence for the effects of resource availability on organisms and populations of organisms in an ecosystem	Amplify Science
Instructional Unit #9	
Name of Unit: Matter and Energy in Ecosystems	
Length of Unit: 25 days	
Compelling Question: Why did the biome ecosystem collapse?	
Standards	**Resources:**
MS-LS1-7. Develop a model to describe how food is rearranged through chemical reactions forming new molecules that support growth and/or release energy as this matter moves through an organism.	Amplify Science
Name of Course: Science **Grade Level:** 8th Grade	
Instructional Unit #1	
Name of Unit: Harnessing human energy	
Length of Unit: 17 days	
Compelling Question: What is energy and why does it matter to a rescue team?	
Standards	**Resources:**
MS-PS3-1. Construct and interpret graphical displays of data to describe the relationships of kinetic energy to the mass of an object and to the speed of an object.	Amplify Science

Instructional Unit #2	
Name of Unit: Force and Motion	
Length of Unit: 18 days	
Compelling Question: How does a pod in space move without fuel?	
Standards	**Resources:**
MS-PS2-1. Apply Newton's Third Law to design a solution to a problem involving the motion of two colliding objects.	Amplify Science

Instructional Unit #3	
Name of Unit: Force and Motion Engineering Internship	
Length of Unit: How can seat belts be made safer?	
Compelling Question: 10 days	
Standards	**Resources:**
MS-ETS1-1. Define the criteria and constraints of a design problem with sufficient precision to ensure a successful solution, taking into account relevant scientific principles and potential impacts on	Amplify Science

Instructional Unit #4	
Name of Unit: Magnetic Fields	
Length of Unit: 12 days	
Compelling Question: How do magnets work and why are some stronger than others?	
Standards	**Resources:**
MS-PS2-3. Ask questions about data to determine the factors that affect the strength of electric and magnetic forces	Amplify Science

Instructional Unit #5	
Name of Unit: Light Waves	
Length of Unit: 14 days	
Compelling Question: How does the sun cause skin cancer?	
Standards	**Resources:**
MS-PS4-1. Use mathematical representations to describe a simple model for waves that includes how the amplitude of a wave is related to the energy in a wave.	Amplify Science

Instructional Unit #6	
Name of Unit: Earth, Moon, and Sun	
Length of Unit: 19 days	
Compelling Question: What is gravity and why is it different in outer space?	
Standards	**Resources:**
MS-ESS1-1. Develop and use a model of the Earth-sun-moon system to describe the cyclic patterns of lunar phases, eclipses of the sun and moon, and seasons.	Amplify Science

Instructional Unit #7	
Name of Unit: Natural Selection	
Length of Unit: 17 days	
Compelling Question: How do antibiotics become less effective to the same disease?	
Standards	**Resources:**
MS-LS3-1. Develop and use a model to describe why structural changes to genes (mutations) located on chromosomes may affect proteins and may result in harmful, beneficial, or neutral effects to the	Amplify Science

Instructional Unit #8
Name of Unit: Natural Selection Engineering Internship
Length of Unit: 11 days

Compelling Question: How can we stop the spread of malaria?	
Standards	**Resources:**
MS-ETS1-1. Define the criteria and constraints of a design problem with sufficient precision to ensure a successful solution, taking into account relevant scientific principles and potential impacts on	Amplify Science
Instructional Unit #9	
Name of Unit: Evolutionary History	
Length of Unit: 19 days	
Compelling Question: Why do species, both living and extinct, share similarities and also have differences?	
Standards	**Resources:**
MS-LS4-3. Analyze displays of pictorial data to compare patterns of similarities in the embryological development across multiple species to identify relationships not evident in the fully formed anatomy.	Amplify Science
Name of Course: Science **Grade Level:** Biology	
Instructional Unit #1	
Name of Unit: Living Systems	
Length of Unit: 26 days	
Compelling Question: How do living systems carry out life functions and respond to changes in the environment?	
Standards	**Resources:**
DCI: LS1.A - Develop and use a model to illustrate the hierarchical organization of interacting systems that provide specific functions within multicellular organisms	Amplify Science
Instructional Unit #2	
Name of Unit: Matter and energy in living systems	
Length of Unit: 22 days	
Compelling Question: How do organisms transfer matter and energy in a closed system? How does matter and energy move through a closed system?	
Standards	**Resources:**
DCI: LS2.B: Use mathematical representations to support and revise explanations based on evidence about factors affecting biodiversity and populations	Amplify Science
Instructional Unit #3	
Name of Unit: Stability and Change in Ecosystems	
Length of Unit: 22 days	
Compelling Question: How do changes in population size affect the composition and stability of an ecosystem?	
Standards	**Resources:**
DCI: LS2.C - Use mathematical and/or computational representations to support explanations of factors that affect carrying capacity of ecosystems at different scales	Amplify Science
Instructional Unit #4	
Name of Unit: DNA Structure and Function	
Length of Unit: 21 days	
Compelling Question: How does the information in DNA get transferred into observable traits?	
Standards	**Resources:**
DCI: LS1.B: Construct an explanation based on evidence for how the structure of DNA determines the structure of proteins, which carry out the essential functions	Amplify Science
Instructional Unit #5	
Name of Unit: Genetics and Heredity	
Length of Unit: 21 days	
Compelling Question: Can scientists alter the genetic material of other organisms? How might humans use this ability?	
Standards	**Resources:**

DCI: LS1.A: Develop and use a model to illustrate the hierarchical organization of interacting systems that provide specific functions within multicellular organisms.	Amplify Science
Instructional Unit #6	
Name of Unit: The Evolution of Species	
Length of Unit: 18 days	
Compelling Question: What are the mechanisms of natural selection, and how do they lead to changes in species over time?	
Standards	**Resources:**
DCI: LS3.B - New genetic combinations through meiosis, (2) viable errors occurring during replication, and/or (3) mutations caused by environmental factors.	Amplify Science
Instructional Unit #7	
Name of Unit: Patterns of Evolution	
Length of Unit: 21 days	
Compelling Question: Does the evolution of a parasite influence the evolution of its host and vice versa?	
Standards	**Resources:**
DCI: LS4 - Construct an explanation based on evidence that describes how genetic variations of traits in a population increase some individuals' probability of survival	Amplify Science
Instructional Unit #8	
Name of Unit: Human Impacts on the Environment	
Length of Unit: 21 days	
Compelling Question: What are the effects of building a damn?	
Standards	**Resources:**
DCI: LS4.B: Natural selection occurs only if there is variation in the genetic information within a population that is expressed in traits that lead to differences in survival and reproductive ability among	Amplify Science
Name of Course: Science **Grade Level:** Chemistry	
Instructional Unit #1	
Name of Unit: Atoms, elements, and electrons	
Length of Unit: 20 days	
Compelling Question: How do different types of atomic models relate to colors in a firework display?	
Standards	**Resources:**
HS-PS1-1: Use the periodic table as a model to predict the relative properties of elements based on the patterns of electrons in the outermost energy level	Chemistry Alive
Instructional Unit #2	
Name of Unit: The Periodic Table	
Length of Unit: 20 days	
Compelling Question: Why are elements in pure form so rare?	
Standards	**Resources:**
PS1.A: Use the periodic table as a model to predict the relative properties of elements based on the patterns of electrons in the outermost energy level	Chemistry Alive
Instructional Unit #3	
Name of Unit: Chemical Bonding	
Length of Unit: 15 days	
Compelling Question: Why do gems have different properties than metals?	
Standards	**Resources:**
HS-PS1-2: Construct and revise an explanation for the outcome of a simple chemical reaction based on the outermost electron states of atoms	Chemistry Alive

Instructional Unit #4	
Name of Unit: Physical Properties of Materials	
Length of Unit: How can we produce better food?	
Compelling Question: 14 days	
Standards	**Resources:**
HS-PS1-3: Plan and conduct an investigation to gather evidence to compare the structure of substances at the bulk scale to infer the strength of electrical forces	Chemistry Alive
Instructional Unit #5	
Name of Unit: Chemical Quantities	
Length of Unit: 13 days	
Compelling Question: Why do we quantify matter in different ways?	
Standards	**Resources:**
HS-PS1-7: Use mathematical representations to support the claim that atoms, and therefore mass, are conserved during a chemical reaction	Chemistry Alive
Instructional Unit #6	
Name of Unit: Chemical Reactions	
Length of Unit: 10 days	
Compelling Question: How is energy obtained from chemical reactions?	
Standards	**Resources:**
CCC-5: The total amount of energy and matter in closed systems is conserved. Changes of energy and matter in a system can be described in terms of energy and matter flows into, out of, and within	
Instructional Unit #7	
Name of Unit: Stoichiometry	
Length of Unit: 10 days	
Compelling Question: Is there any math in my sandwich?	
Standards	**Resources:**
HS-PS1-7: Use mathematical representations to support the claim that atoms, and therefore mass, are conserved during a chemical reaction.	
Instructional Unit #8	
Name of Unit: Thermochemistry	
Length of Unit: 10 days	
Compelling Question: Why do you get hot when you exercise?	
Standards	**Resources:**
PS1.B: Plan and conduct an investigation to gather evidence to compare the structure of substances at the bulk scale	
Name of Course: Science **Grade Level:** Physics	
Instructional Unit #1	
Name of Unit: Physics and Engineering	
Length of Unit: 35 days	
Compelling Question: How can a beam be reduced in cost while simultaneously supporting more weight?	
Standards	**Resources:**
HS-PS2-1 Analyze data to support the claim that Newton's second law of motion describes.	HMH Physics
Instructional Unit #2	

Name of Unit: Energy and matter	
Length of Unit: 28 days	
Compelling Question: How can you predict the outcome of a collision?	
Standards	**Resources:**
HS-PS2-2 - Use mathematical representations to support the claim that the total momentum of a system objects is conserved when there is no net force on the system.	HMH Physics
Instructional Unit #3	
Name of Unit: Field Forces and Energy	
Length of Unit: 28 days	
Compelling Question: What field forces affect your everyday experience? How do objects stay in orbit?	
Standards	**Resources:**
HS-PS2-4 Use mathematical representations of Newton's Law of Gravitation and Coulomb's Law to describe and predict the gravitational and electrostatic forces between objects.	HMH Physics
Instructional Unit #4	
Name of Unit: Electromagnetism and Generators	
Length of Unit: 30 days	
Compelling Question: How can you transform motion into electric energy?	
Standards	**Resources:**
HS-PS2-5 Plan and conduct an investigation to provide evidence that an electric current can produce a magnetic field and that a changing magnetic field can produce an electric current.	HMH Physics
Instructional Unit #5	
Name of Unit: Wave Energy and Communication	
Length of Unit: 33 days	
Compelling Question: Why can light waves be transmitted across empty space, while sound waves cannot?	
Standards	**Resources:**
HS-PS4-1 Use mathematical representations to support a claim regarding relationships among the frequency, wavelength, and speed of waves traveling in various media.	HMH Physics

Science Curriculum Selection Criteria

POINTS TO CONSIDER	NOTES
1. Materials a. Ease of Navigation (Can I find what I'm looking for easily?) b. Equipment (Are we going to need things to teach this?) c. Consumables (Is there enough to start and will it be easy to replace?)	
2. Teacher Support a. Pacing (Is there a suggested timeline?) b. Content (Is the content covered in the teacher's manual?) c. Standards (Are they clearly aligned to each lesson?) d. Lesson plans (Are they clear enough that a first-year teacher could understand them?)	
3. Phenomena-based a. Phenomena included? (Will we have to supply the topic?) b. Is this "phenomena-driven" or are they using the term "phenomena" to describe the content? (Are students going to be encouraged to interact with the material or are they going to have the content "delivered" to them?)	
4. Clearly states CCCs and SEPs a. Clearly states the CCC for each lesson b. Clearly states the SEP for each lesson	
5. Assessments (Are these comprehensive enough to satisfy common assessments?)	

Science Curriculum Selection Criteria

a. Formative b. Summative Assessments are 3 D? (include content, CCCs, and SEPs) Yes or No	
6. ESL/ELL/Special Needs (What kind of support is available?)	
7. Differentiation - Do they provide details about how to differentiate for all students?	
8. Content (Is it “age-appropriate?) a. Student-led/directed b. Problem-based c. Project-based d. Direct instruction e. Labs i. Inquiry-based ii. Step by step	
9. References (What are organizations saying?)	

Appendix D: Materials Recommendation		
Course	**Title**	**Publisher**
6th Grade Science	Amplify Science Middle School: Full Year Grade 6 Course - Integrated Model - SIX YEAR LICENSE - UPFRONT (2020)	Amplify Science
6th Grade Science	Amplify Science Middle School: Grade 6 Integrated Course Model Kits (2020)	Amplify Science
6th Grade Science	Amplify Science Middle School: Grade 6 Integrated Course Model Print Teacher Guides (2020)	Amplify Science
7th Grade Science	YEAR LICENSE - UPFRONT (2020)	Amplify Science
7th Grade Science	Amplify Science Middle School: Grade 7 Integrated Course Model Kits (2020)	Amplify Science
7th Grade Science	Teacher Guides (2020)	Amplify Science
8th Grade Science	YEAR LICENSE - UPFRONT (2020)	Amplify Science
8th Grade Science	Amplify Science Middle School: Grade 8 Integrated Course Model Kits (2020)	Amplify Science
8th Grade Science	Teacher Guides (2020)	Amplify Science
Physics	Science Dimensions Physics Student License Digital 6 Year (2020)	Houghton, Mifflin, Harcourt
Physics	2020 Science Dimensions Physics Digital Teacher Resource 6 Year	Houghton, Mifflin, Harcourt
Physics	2020 HMH Science Dimensions Physics Teacher Edition	Houghton, Mifflin, Harcourt
Physics	HMH Science Multilingual Science Glossary Grades 9-12	Houghton, Mifflin, Harcourt
Physics	2020 HMH Science Dimensions Physics Student Edition Hardcover	Houghton, Mifflin, Harcourt
Biology	Science Dimensions Biology Student License Digital 6 Year (2020)	Houghton, Mifflin, Harcourt
Biology	2020 Science Dimensions Biology Digital Teacher Resource 6 Year	Houghton, Mifflin, Harcourt
Biology	2020 HMH Science Dimensions Biology Teacher Edition	Houghton, Mifflin, Harcourt
Biology	HMH Science Multilingual Science Glossary Grades 9-12	Houghton, Mifflin, Harcourt
Biology	2020 HMH Science Dimensions Biology Student Edition Hardcover	Houghton, Mifflin, Harcourt
Chemistry	Science Alive! Chemistry Student License Digital 6 Year (2020)	Pearson
Chemistry	Science Alive! Chemistry Digital Teacher Resource 6 Year	Pearson
Chemistry	Science Alive! Chemistry Teacher Edition	Pearson
Chemistry	Science Alive! Chemistry Student Edition Hardcover	Pearson

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HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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Date: May 21, 2020

To: Board of Education

From: Dr. Erika Schlichter, Assistant Superintendent

Cc: Dr. Scott Rowe, Superintendent

Subject: **Physical Education and Health Curriculum Review**

Executive Summary

In alignment with the District 158 curriculum review cycle, a review of physical education and health programming has been completed during the 2019-2020 school year. An emphasis was placed on:

- Embedding technology into our current physical education (PE) courses
- Incorporating social and emotional learning into both PE and health
- Moving to a structure that supports life-long healthy habits

The review was completed by a representative team of staff and administrators from kindergarten through twelfth grade buildings, led by the Curriculum Department. The team began their work at the beginning of the 2019-2020 school year, completing their recommendations in the spring of 2020. All decision-making was completed via consensus, with a focus on articulation and ensuring programming is equitable across the district.

The attached report includes background about the work structure, philosophical underpinnings of the review, needs assessment, program recommendations, and revised curricula for existing classes. All revised curriculum maps and materials for existing classes are also included in the report. Materials will be on display for 30 days, per Illinois School Code. Funds for all proposed materials have been allocated in the FY20 and FY21 budgets. This report was presented for first reading on at the April 16, 2020 regular Board meeting.

RECOMMENDATION

The Administration recommends the physical education and health curriculum review and materials for approval as presented.

Huntley Community School District 158
PE & Health CURRICULUM REVIEW PROPOSAL

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Appendix C: 6-8 Competency Structure

Appendix D: 9-12 Competency Structure

Appendix E: Recommendation for Materials

Huntley Community School District 158
PE/Health Curriculum Review Proposal

Overview

The physical education (PE) and health review not only focused on updating the curriculum and assessment, but also provided professional development to help educators make instructional shifts in the classroom to further personalize the education of their students.

The review was comprised of two main teams: one which focused on PE, and a second which focused on health. Both teams were subdivided into three groups by grade band: kindergarten through fifth grade, middle school, and high school. There were also three subcommittees which met to focus on specific areas of need. The three subcommittees focused on: social and emotional learning (SEL), technology integration, and professional learning needs. The teams began by developing a charge statement (see Appendix A). The charge statement acted as an overarching document that drove the group's collaboration and common goal setting.

The purpose of this document is to provide an update on the PE/Health review and to propose materials for adoption. This document begins by providing basic information about the process before going into details about each phase of the curriculum review and concluding with a summary.

The PE/Health Standards: PE and health standards fall into three overarching categories: physical fitness, nutrition, and SEL. While our traditional PE and health courses cover all standards, our scan of current reality found that we would better meet the needs of our students by intertwining all three categories of standards into both PE and health. Furthermore, while basic SEL skills are covered in health, they do not go into enough depth to meet the ever growing SEL needs of our students.

Implementation of SEL into the everyday PE curriculum requires large shifts in mindset and instructional practices which will take time and professional learning to fully implement. Furthermore, while content knowledge in health is necessary, it is not sufficient and we must focus and realign our health curriculum on skills rather than memorization of content knowledge. The new focus of learning is on making connections to the student's world, dealing with everyday issues, making informed decisions, and providing students with the tools they need to live mentally, physically, and socially productive lives. The shift from knowledge and facts to a skills-based curriculum will be a challenge for teachers and students alike.

PE/Health Curriculum Review Process

This section describes the phases through which the PE/Health curriculum review worked to ensure that all students will experience an appropriate and effective program with an increased focus on student-centered learning. To meet these objectives the curriculum review followed the six phases of the curriculum cycle. The following list includes each of the phases and the academic year(s) in which each phase will/did occur.

Curriculum Cycle Phases

- **Review and Needs Assessment** (2019 - 2020)
- **Curriculum Development** (2019 - 2020)
- **Assessment Writing** (2019 - 2020)
- **Resource Review & Selection** (2019 - 2020)
- **Professional Development for Instruction** (2019 - 2022)
- **Implementation** (2020 - 2022)
- **Refinement and Adjustment** (2022 - 2023)

Phase 1: Review and Needs Assessment (2019 - 2020)
In the fall of 2019, the team conducted a scan of the current environment to determine areas of focus for the review. The results of the current reality analysis indicated that programming needed to be updated and integrated. While PE needed to focus on individualizing students' education via innovative technology, health needed to focus on moving to a more skills-based curriculum. Additionally, both groups agreed to complete a feasibility study to decide if they could imbed additional SEL skills into their curriculum. Finally, it was determined that the current materials available to teachers were not meeting the needs of the students.

Phase 2: Curriculum Development and Assessment Writing (2019-2020)
The teams began by identifying levels of complexity for standards and breaking them down into meaningful learning targets. The teams built detailed plans and local curriculum maps for each unit. Finally, the teams developed PE competencies, to bring common focus to their programs at all levels. The competencies for each grade band are attached as Appendix B, Appendix C, and Appendix D. While this process was very familiar to elementary teachers (who currently have report cards based on "power standards"/competencies) and the high school (who previously developed competencies that mirror those of the Vanguard program,) it was totally new to the middle schools. While the elementary and high school teachers only needed to make small tweaks to their work, they were a great asset to assist the middle schools in building their competencies from scratch. This is one of many examples from this review of the power of working collaboratively, kindergarten through twelfth grade, and is practice that must be incorporated more often in the coming years.

The next step for all levels in PE is to use individual student data to truly personalize a student's PE experience. This will take place in a variety of ways, namely in the district wide implementation of using data from heart rate monitors and individual student performance to help students set and achieve personalized experiences, nutritional, and SEL goals. Rather than a traditional PE program where some students feel out of place, the goal of the District 158 PE department is to help all students set meaningful and achievable goals that not only help them stay physically healthy, but also builds their confidence and makes them life-long proponents of physical, mental, and social health. This will take place over the summer and during the first semester of the 2020-2021 school year. The next step for health is to implement a kindergarten through twelfth grade list of common academic language (currently underway), develop common assessments (summer of 2020), and implement a curriculum that shifts away from a focus on content knowledge to one that focuses on the skills students need in order to remain healthy the rest of their lives.

Phase 3: Resource Review and Selection (2019-2020)
The members of the team reviewed material options from several major vendors. Using structured feedback from all PE/Health teachers, the team has recommended the purchase of several curricular items. A list of proposed curricular materials is attached as Appendix E.

Phase 4: Professional Development for Instruction (2019-2022)
Professional learning on the new standards began during the 2019-2020 school year. The important work of phase 4 will continue from now through the 2021-2022 school year and will be woven into the plan for implementation. Professional learning for best practices in integrating technology into the PE environment will be the main focus of the 2020-2021 school year. Pending board approval of Appendix E, a core team of 6th through twelfth grade staff will become certified **r**ecognizing, **u**nderstanding, **l**abeling, **e**xpressing, and **r**egulating emotion (RULER) educators through Yale University. They will develop District 158 specific SEL lessons based off of the RULER framework, will provide professional development, and will oversee the implementation of the RULER framework at the secondary level during the 2021-2022 school year.

Additional embedded professional development on instructional practices and assessment will be provided by instructional coaches, the department chair, and level leaders as a part of the implementation of the new local curriculum and assessments.

Phase 5: Implementation (2020-2022)

The implementation phase of a new curriculum is the most important part of the curriculum review cycle. In order to make substantive changes, there will be a focus on balancing professional development with accountability. Implementation efforts will be coordinated at the district, building, and classroom levels through shared leadership among the curriculum directors, the PE/Health department chair, building administration, and classroom teachers. During the implementation process, accountability will be built through the coordination of common assessments. Level meetings, evaluations, instructional walkthroughs, and informal feedback will be used as a means for communication and ongoing assessment of needs.

Phase 6: Refinement and Adjustment (2022-2023)
Refinement of the PE/Health program will occur during years five and six of the PE/Health curriculum review cycle. Refinement and adjustment to the local curriculum will be based on the common assessment findings and the feedback from teachers and administrators.

Summary
Through multiple school visits, extensive professional development, and a rigorous materials adoption process, rigorous and relevant curricular materials are being recommended to the Board for approval. The formal implementation of the revised curriculum and curricular materials will begin during the spring of 2020. The integration of technology that will allow us to truly individualize students' education will be complete by the end of the 2020-2021 school year. Integration of the RULER SEL curriculum is projected to be complete by the end of the 2021-2022 school year.

District 158
PE & Health Curriculum Review
Charge Statement

1. PURPOSE/OBJECTIVES

The work of the PE/Health Curriculum Review will be done in a representative group, The Curriculum Writing Committee. The committee will focus on the following objectives:

District 158 PE & Health Values:

- **We value lifelong health, wellness, and fitness -** We will instill this value in all students by teaching and assessing a well-balanced, skill and content based curriculum. We will meet student's individual needs through setting individual goals through the use of embedded technology, teaching tools, and ensuring all students are health literate.
- **We value lifelong social, emotional, and mental health -** We will provide students a safe environment to learn and grow. We believe that an integrated health, social emotional, and physical education curriculum are necessary to meet the needs of our students. We will instill this value in our students by incorporating a well balanced social-emotional and health curriculum into our program.
- **We value our content and profession -** We will instill this value in our students through our everyday actions and positive interactions with our students. We will show the importance of what we do, both inside and outside of the classroom, through professional learning, community involvement, and extended learning opportunities.

Establishing the Intent and Purpose:

- To establish a common purpose of instruction in Huntley Community School District 158
- To create the guiding principles that will frame the work of the review
- To advise a complete a scan of the current environment related to curriculum and instruction
- To conduct a needs assessment based on the current environment related to curriculum

Curriculum Development and Assessment Writing:

- To develop common assessments aligned to state and national standards
- To review and select curricular resources based on the established needs
- To ensure K-12 vertical alignment
- To conduct a feasibility study of embedding Tier I social and emotional learning into PE/health

Implementation

- To make recommendations for planning and facilitation of implementation and adoption of the new curriculum and curricular materials
- To advise the professional learning needs related to the implementation of the new curriculum and curricular materials
- To give feedback and develop a plan for sustainable professional development
- To shift instruction to a curriculum that focuses on the interconnection and importance of lifelong social, mental, and physical health.

2. LEVEL OF AUTHORITY and CONSTRAINTS of the Curriculum Writing Teams

- Provide feedback and advise the curriculum review process
- Provide a system of accountability for the curriculum review process
- Make recommendations related to curricular materials

3. COMMUNICATION

The Curriculum Writing Committee will provide two-way feedback and communication between the teachers and the curriculum department to help guide the curriculum review. It is imperative that the committees communicate honestly and openly, honoring the following norms:

- Presume positive intent
- Place all opinions on the table during the committee meeting
- Implement specific ongoing communication strategies within buildings/teams to communicate the committee progress and gather feedback
- Collectively commit to continuous improvement

4. TIME REQUIREMENT

- Summer meetings
- Time to communicate with buildings/teams/PLCs
- Pre or post work (readings, gathering information, etc)

5. RESOURCES AVAILABLE

- Professional development pay ($23) for professional learning during summer & after school hours
- Professional curriculum development pay ($30) for Writing Committee summer hours
- Research-based literature for knowledge building
- Internal expertise (i.e. district capabilities and prior experience)
- External research and other school districts
- Utilization of curriculum and special education departments when appropriate

6. MEMBERSHIP

Building Admin Reps	D.O. Reps	Teacher Representatives
Jennifer Heuck, HHS Department Chair Tony Venetico, Principal MMS Jake Litchfield, Principal HMS Rita Castans, Assistant Principal MMS	Bill Johnson, Curriculum Director Amy MacCrindle, Curriculum Director Kat Romero, Curriculum Director Dr. Erika Schlichter, Assist. Superintendent for Curriculum Kevin Wolf, Director of Special Ed.	Teacher representatives for all K-12 buildings Jack Towne, Instructional Coach Emily Kaffel, Instructional Coach

K-5 Physical Education Competency and Grading Structure

Physical Education	Emerging	Developing	Mastering	Extending	Evidence
Demonstrates competency in motor skills & movement patterns	Student shows an emerging ability to demonstrate control when performing a variety of motor skills and movement patterns.	Student shows a developing ability to demonstrate control when performing a variety of motor skills and movement patterns.	Student has mastered the ability to demonstrate control when performing a variety of motor skills and movement patterns.	After mastering the skill the students movements are fluid and smooth while demonstrating control when performing a variety of motor skills and movement patterns.	Skills Assessments (closed-skill setting)
Demonstrates understanding of movement concepts, principles & strategies	Student has a limited understanding of spatial awareness and relationships to objects and people. Student has a limited understanding of how to execute basic movement patterns.	Student has a basic understanding of spatial awareness and relationships to objects and people. Student has a basic understanding of how to execute basic movement patterns.	Student has a consistent understanding of spatial awareness and relationships to objects and people. Student has a consistent understanding of how to execute basic movement patterns.	Student has a highly developed understanding of spatial awareness and relationships to objects and people. Student has a highly developed understanding of how to execute basic movement patterns.	Teacher Observations on Game Day 3-5 times a year. Written Test - Google Forms, Plickers
Exhibits responsible personal & social behavior	Student has a limited ability to demonstrate safe movement in physical activities and exhibit responsible personal and social behavior that respects self and others. Student has an emerging level of daily participation in moderate to vigorous physical activity while performing basic movement patterns.	Student has a basic ability to demonstrate safe movement in physical activities and exhibit responsible personal and social behavior that respects self and others. Student shows a developing level of daily participation in moderate to vigorous physical activity while performing basic movement patterns.	Student has a consistent ability to demonstrate safe movement in physical activities and exhibit responsible personal and social behavior that respects self and others. Student has mastered the level of daily participation in moderate to vigorous physical activity while performing basic movement patterns.	Student has a highly developed ability to demonstrate safe movement in physical activities and exhibit responsible personal and social behavior that respects self and others. Student has a highly developed level of participation daily in moderate to vigorous physical activity while performing basic movement patterns.	Teacher Observation - Classroom Dojo, Think Sheets

HMS/MMS PHYSICAL EDUCATION AND PERSONAL FITNESS COMPETENCIES

MMS/HMS Competencies	Competency Statements	6-8
Motor Skills and Movement Patterns (Psychomotor)	**Students demonstrate competency in motor skills and movement patterns.**	Demonstrate physical competency in a variety of motor skills and movement patterns. (19.A)
		Demonstrate control when performing combinations and sequences of locomotor, non locomotor, and manipulative motor patterns in selected activities (19.A.3a)
		Participate daily in moderate to vigorous physical activity while performing multiple movement patterns consistently with additional combination movement patterns (19.A.3b)

MMS/HMS Competencies	Competency Statements	6-8
Concepts and Strategies (Psychomotor/ Cognitive)	**Students apply knowledge of concepts, principles, strategies and tactics related to movement and performance.**	Analyze various movement concepts and applications (19.B & 19.C)
		Compare and contrast efficient and inefficient movement patterns. (19.B.3a.)
		Understand multiple movement patterns and their effects on the brain (19.B.3b)
		Demonstrate knowledge of rules, safety, and strategies during physical activity. (19.C)
		Apply rules and safety procedures in physical activities. (19.C.3a)
		Apply basic offensive, defensive, and cooperative strategies in selected activities, games, and sports (19.Cb)

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MMS/HMS Competencies	Competency Statements	6-8
Engagement in Purposeful Fitness and Physical Activity	**Students apply knowledge and skills, as well as use 21st century tools and resources, to improve and maintain physical**	Know and apply the principles and components of health-related and skill-related fitness as applied to learning and performance of physical activities. (20.A & 20.B)
		Identify and participate in activities associated with the components of health related and skill related fitness. (20.A.3b)

	activity and fitness for positive health.	
MMS/HMS Competencies	Competency Statements	6-8
Responsible Personal and Social Behavior (Affective)	**Students participate regularly in physical activity while exhibiting responsible personal and social behavior that respects self and others.**	Demonstrate personal responsibility during group physical activities. (21.A)
		Follow directions and decisions of responsible individuals (e.g., teachers, peer leaders, squad leaders). (21.A.3a)
		Participate in establishing procedures for group physical activities (21.A.3b)
		Remain on task independent of distraction (e.g., peer pressure, environmental stressors). (21.A.3c)
		Demonstrate cooperative skills during structured group physical activity.
		Work cooperatively with others to accomplish a set goal in both competitive and noncompetitive situations (e.g., baseball, choreographing a dance). (21.B.3a.)
MMS/HMS Competencies	Competency Statements	6-8
Recognizes the Value of Physical Activity	**Students recognize the value of physical activity for health, enjoyment,**	Know and apply the principles and components of health-related and skill-related fitness as applied to learning and performance of physical activities. (20.A. & 20.B)
		Identify the principles of training: frequency, intensity, time and type (FITT). (20.A.3a)

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	challenge, self-expression, and/or social interaction. (Understand the value of lifelong fitness, not necessarily act upon)	Monitor intensity of exercise through a variety of methods (e.g., perceived exertion, pulse, heart rate monitors), with and without the use of technology. (20.B.3a)
		Evaluate the strengths and weaknesses contained in a personal fitness profile. (20.B.3b)
		Discuss and understand the importance of fitness as it relates to academic performance (20.B.3c)

HHS PHYSICAL EDUCATION AND PERSONAL FITNESS COMPETENCIES

HHS Competencies	Competency Statements	9-10	11-12
Motor Skills and Movement Patterns (Psycho-motor)	**Students demonstrate competency in motor skills and movement patterns.**	Demonstrate physical competency in a variety of motor skills and movement patterns. (19.A)	
		Perform skills efficiently in a variety of leisure activities, sports, creative movement, and work-related and fitness activities. (19.A.4a)	Demonstrate knowledge and skills in a self-selected individual sport, creative movement, work-related, and fitness activities. (19.A.5a.)
		Participate daily in moderate to vigorous physical activity, based on HRM, while performing movement patterns in a variety of activities. (19.A.4.b)	Participate daily in moderate to vigorous physical activity, based on HRM, while performing movement patterns in a variety of activities. (19.A.5b.)

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HHS Competencies	Competency Statements	9-10	11-12
Concepts and Strategies (Psycho-motor/Cog-nitive)	**Students apply knowledge of concepts, principles, strategies and tactics related to movement and performance.**	Analyze various movement concepts and applications (19.B & 19.C)	
		Applies terminology associated with exercise and activities. Uses various movements for efficiency and effectiveness. (19.B.4a.)	Apply the principles of efficient movement to evaluate personal performance, pace of play, break down of skill, and similarities and differences in movement patterns. (19.B.5a)
		Analyze multiple movement patterns with additional combination movement patterns and their effects on the brain. (19.B.4b)	Develop and implement a variety of movement concepts to enhance brain function. (19.B.5b)
		Demonstrate knowledge of rules, safety, and strategies during physical activity. (19.C)	
		Demonstrate competency of rules and safety procedures for physical activities. (19.C.4a)	Select components (e.g., equipment, boundaries, number of players, rules) which promote participation in novel or original physical activitIes. (19.C.5a)
		Select and apply offensive, defensive, and cooperative strategies in selected activities, games, and sports. (19.C.4b)	Analyze and apply complex offensive, defensive, and cooperative strategies for selected games and sports. (19.C.5b)

HHS Competencies	Competency Statements	9-10	11-12
Engage-ment in Purposeful Fitness and Physical Activity	**Students apply knowledge and skills, as well as use 21st century tools and resources, to improve and maintain physical activity and fitness for positive health.**	Know and apply the principles and components of health-related and skill-related fitness as applied to learning and performance of physical activities. (20.A & 20.B)	
		Applies knowledge that is associated with the benefits related to exercise and lifetime activity (S3.H1)	Implement and maintains a portfolio of an individualized health-related fitness plan which includes the principles of training, RPE, HR, and chooses an appropriate level of challenge for success and desire, including a strength and conditioning program and participation in a community event. (20.A.5a)
		Participate in various types of fitness training programs (e.g., circuit, cross and interval training) and describe the characteristics and implications and benefits of each. (20.A.4b)	Develop and implement various types of fitness training programs (e.g., circuit, cross and interval training) and describe the characteristics, implications and benefits of each to include different energy systems used based on HR and muscles used. (20.A.5b)

HHS Competencies	Competency Statements	9-10	11-12
Responsible Personal and Social Behavior (Affective)	**Students participate regularly in physical activity while exhibiting responsible personal and social behavior that respects self and others.**	Demonstrate personal responsibility during group physical activities. (21.A)	
		Demonstrate decision-making skills both independently and with others during physical activities (21.A.4a)	Demonstrate individual moral and ethical conduct through the use of various team-building strategies in physical activity settings (e.g., etiquette, fair play, self-officiating, coaching, organizing a group activity). (21.A.5a)
		Apply identified procedures and safe practices to all group physical activity settings. (21.A.4b)	
		Complete a given task on time (21.A.4c)	
		Demonstrate cooperative skills during structured group physical activity.	
		Work cooperatively with others to achieve group goals in competitive and non-competitive situations (e.g., challenge course, orienteering) (21.B.4a.)	Demonstrate when to lead and when to be supportive to accomplish group goals. Accepts others ideas, cultural diversity, personal characteristics and body types. Sees the opportunity for

			social interaction and support in physical activity (21.B.5a.)
		CASEL Competencies	
		Self Awareness: Students will be able to accurately recognize one's own emotions, thoughts, and values and how they influence behavior. The ability to accurately assess one's strengths and limitations, with a well-grounded sense of confidence, optimism, and a "growth mindset. **Self Management:** The ability to successfully regulate one's emotions, thoughts, and behaviors in different situations — effectively managing stress, controlling impulses, and motivating oneself. The ability to set and work toward personal and academic goals. **Social Awareness:** The ability to take the perspective of and empathize with others, including those from diverse backgrounds and cultures. The ability to understand social and ethical norms for behavior and to recognize family, school, and community resources and supports. **Relationship Skills:** The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. The ability to communicate clearly, listen well, cooperate with others, resist	

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		inappropriate social pressure, negotiate conflict constructively, and seek and offer help when needed. **Responsible Decision Making:** The ability to make constructive choices about personal behavior and social interactions based on ethical standards, safety concerns, and social norms. The realistic evaluation of consequences of various actions, and a consideration of the well-being of oneself and others.	
HHS Competencies	Competency Statements	9-10	11-12
Recognizes the Value of Physical Activity	**Students recognize the value of physical activity for health, enjoyment, challenge, self-expression, and/or social interaction. (Understand the value of lifelong fitness, not necessarily act upon)**	Know and apply the principles and components of health-related and skill-related fitness as applied to learning and performance of physical activities. (20.A. & 20.B)	
		Interpret the effects of exercise/physical activity on the level of health-related and skill-related fitness. (20.A.4a)	
		Record and interpret health-related physiological data (e.g., blood pressure, body mass index, oxygen exchange), with and without the use of technology (20.B.4a)	Collect and interpret health-related fitness data over a period of time, with and without the use of technology and HRM's. (20.B.5a)
		Prepare an individual health-related fitness profile and evaluate fitness level on each component. (20.B.4b)	Evaluate the effects of fitness choices and heredity on wellness.Understand the relationship among physical activity, nutrition during exercise, and body composition and how it impacts different life choices in

			adhering to physical activity, both skill-related and health-related components. (20.B.5b)
		Understand and explain the importance of fitness as it relates to academic performance. (20.B.4c)	Analyze and explain the correlation between the level of fitness (HR) and academic achievement (20.B.5c)

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Appendix E: Materials Recommendation		
Course	**Title**	**Vendor**
Physical Education	IHT ZONE Heart Rate Curriculum	Interactive Health Technologies
Physical Education	IHT ZONE SEL Strategy Guide	Interactive Health Technologies
Health	Recognizing, Understanding, Labeling, Expressing, and Regulating Emotion Curriculum	Yale University

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: May 21, 2020

To: Board of Education

From: Dr. Erika Schlichter, Assistant Superintendent

Cc: Dr. Scott Rowe, Superintendent

Subject: **Materials Adoption for New HHS Courses**

Executive Summary

The following materials are being proposed for adoption and approval for the 2020-2021 school year. All materials are for the support and implementation of the 2020-2021 HHS new courses that the Board has previously approved.

Please see the attached list for information about each proposed material.

The materials will be on display for 30 days. After the 30-day display period, the recommendation for approval will be brought before the Board of Education at the June 18, 2020 meeting.

Recommendation

The Administration requests that the Board of Education move forward the proposal for materials for new HHS courses for approval at the Board of Education meeting on June 18, 2020.

HHS New Course Materials Recommendation 2020-21

Course	Title	Publisher	ISBN or Product Code
Intermediate Algebra TM	*Beginning and Intermediate Algebra*	McGraw Hill	139780073384375
Fashion Basics Dual Credit	*Apparel: Concepts & Practical Application Fairchild,*	Kemp-Gatterson	139781563674815
Lit for the Fine Arts	*Arcadia*	Michael Publishing	13978057369566
Lit for the Fine Arts	*Amadeus*	Samuel French	139780060935498
Lit for the Fine Arts	*Picasso at the Lapin Agile*	Harper Perennial	139780573695643

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Date: May 21, 2020

To: Board of Education

From: Dr. Erika Schlichter, Assistant Superintendent

Cc: Dr. Scott Rowe, Superintendent

Subject: **Proposal for Assessment Platform**

Executive Summary

Huntley District 158 has used an assessment screener tool for more than ten years to identify student learning needs. The needs of students and teachers have changed over time. In addition, the industry has expanded to offer several excellent competing products to meet these needs. In keeping with our continuous improvement approach, Administration has completed a review of our current assessment screener needs, resulting in a recommendation to shift from NWEA MAP to Star 360 (Renaissance Learning).

The attached memo summarizes the review process, findings, and recommendation for adoption of Star 360 as an assessment screener tool. The recommendation includes adoption of Renaissance Learning's Early Childhood product, MyIGDIs, along with Star 360 in grades K-8. This proposal includes the addition of grade 8, as NWEA MAP is not currently utilized in 8th grade. Star 360 has a slightly lower per-student cost than our current product. However, the addition of 8th grade to the testing cycle will result in slightly higher total cost for of this proposal compared to our current expenditures.

The initial implementation cost of Star 360 and MyIGDIs is 87,385.88, which includes several one-time fees for set-up and data integration. These funds have been placed in the FY21 budget, largely covered as a reallocation of the funds currently spent on NWEA MAP. In addition, the proposal includes a one-time professional learning cost of $15,400. This professional learning cost is projected to be allocated out of reimbursable PD grant funds from the Regional Office of Education in FY21.

RECOMMENDATION

The Administration recommends that the Board of Education approve the contract with Renaissance Learning as presented.

Memo

Date: May 21, 2020

Subject: Assessment Platform Proposal

Introduction

A review of academic universal screener assessments was conducted during the 2019-20 school year as a part of our normal review cycle of materials and purchased services.

A needs assessment was led through a collaborative effort between the Center for Learning and Innovation and building administration. A representative team consisting of teachers, coaches, RTI facilitators, building administration, and district administration of all levels was assembled to evaluate potential platform options. Currently, District 158 utilizes NWEA MAP as the academic universal screener for PK-7th grade. After reviewing the needs district-wide, and also the available assessment platforms that could meet those needs, the review team has made the following recommendations:

- There is an identified need for a more robust academic screener assessment in the district.
- NWEA-MAP is no longer meeting the needs of students in the district.
- Star Assessments, from Renaissance Learning, including MyIGDIs for pre-school, is recommended as the platform to meet the need for a PK-8 academic universal screener assessment solution, replacing NWEA MAP.

Universal Screener Assessment Platform Proposal

Background

Huntley District 158 utilizes a range of assessments for different purposes. These include state assessments, universal screeners, and classroom assessments. A universal screener helps inform instruction, identifies at-risk and advanced students, and provides data on how our curriculum and instructional practices are meeting our needs. NWEA MAP has served this purpose for the past 10 years at the elementary and middle school level, and is currently being utilized in grades K-7. The NWEA CPAA assessment is being utilized in Pre-School.

At the time that NWEA MAP was adopted by District 158, this resource was one of the only platforms in existence to serve this purpose, and districts had little choice among vendors. During the intervening years, several excellent platforms have been developed and are in wide use in high achieving districts across the country. In addition, we

learned at the beginning of this school year that NWEA is not continuing the CPAA assessment, which leaves Early Childhood without a screener. Consequently, if we wish to maintain a unified PK-8 approach, NWEA MAP will not meet this need.

Needs Assessment and Resource Evaluation

The 2019-20 school year is the final year in our current contract with NWEA MAP. In alignment with our continuous improvement practices, we undertook a review of our needs and the available resources in order to determine whether our current resource continues to best meet the needs of our students. During the course of the review, we surveyed our review teams and building administration for in depth feedback about the use of our current resource and identified needs for the future. In addition, we completed an in depth analysis of several other providers who provide similar resources.

The following academic universal screeners were analyzed through the course of the review:

- NWEA MAP (our current vendor)
- iReady
- Fastbridge
- Star 360 and myIGDIs

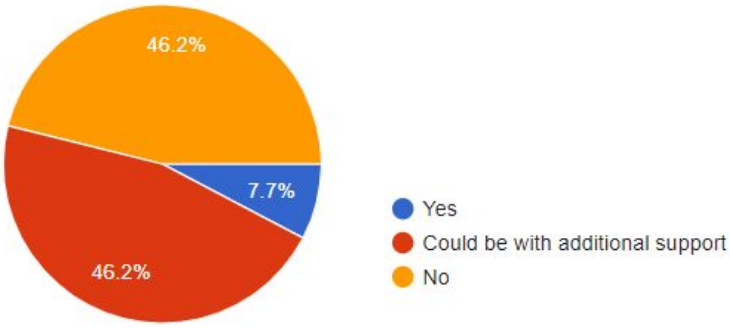
Based on a survey of the review team, it became apparent that NWEA MAP data is difficult for teachers to utilize and lacked connection to standards in a manner that facilitated improvement of instruction in the classroom. The following summary is based on responses recorded in a variety of surveys:

How do teachers use MAP currently?	**What features would need to be added to MAP to make it more useful?**
• Placing students into classes • Sending home scores to parents • Some use it to target areas of growth even though they do not feel the data is reliable • Goal Setting & RTI	• Aligning it to standards like our instruction • Shorter assessment • It is not assessing what we are teaching, it needs to align to our current instruction based on standards • Provide specific areas of growth • Available in Spanish and English

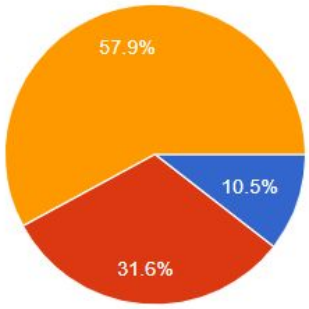
Administrative Feedback on Universal Screener Needs:

When asked ***is MAP currently meeting your needs as a universal screener*** the following answers were collected:

Administrative Perspective



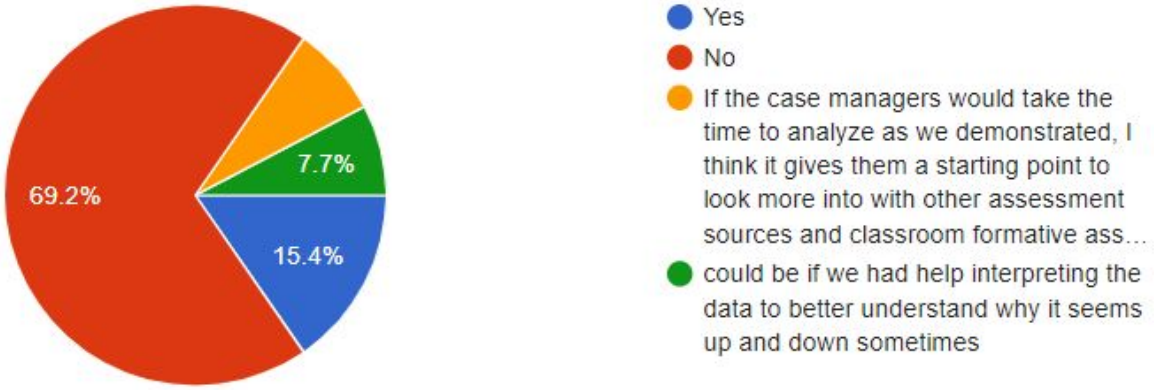
Teacher Perspective



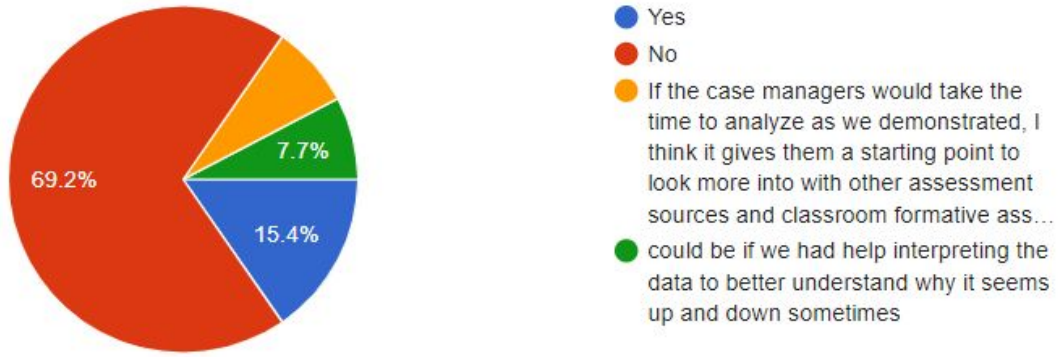
Do you feel that ***the time used to administer MAP is useful in informing your School Improvement Goals***?



Do you feel that **the time used to administer MAP is useful in informing interventions?**



Do you feel that **the time used to administer MAP is useful in informing classroom instruction**?



Recommendation

The review team identified Star 360 and myIGDIs, from Renaissance Learning, as the recommended resource to adopt as a universal screener beginning in the 2020-21 school year.

Summary

Throughout the process, it became clear that Star 360 and MyIGDIs surpass the current functionality of our universal screener and will be beneficial as we continue down the personalized learning path.

Star 360 is a comprehensive pre-K–12 assessment solution that will allow District 158 to accurately measure students' achievement and growth in reading and math, and to identify students' instructional needs. It is a computer-adaptive test and can be utilized for numerous purposes including as a universal screener and progress monitoring tool. It consists of the following components:

- **myIGDIs** is designed to help identify Early Childhood children at-risk of developmental delays early and monitor development gains to help children become school-ready.
- **Star Early Literacy** assesses emerging literacy skills in grades pre-K–3.
- **Star Reading** assesses the higher order comprehension skills of independent reading in grades K–8. Students switch to this assessment once they surpass a certain score on the Early Literacy assessment
- **Star Math** assesses the math achievement in students in grades 1–8.
- **Star Spanish** is the Spanish-language version of the Star 360 computer-adaptive assessment and provides information to help students transition to English-language literacy, meet English-language standards, and achieve English-language readiness for college and careers.

- **Star Custom** is a skills probe and formative assessment platform that allows teachers to create tests to assess student mastery of a single standard or a set of closely related standards in reading and math. It includes a library of thousands of pre-built assessments and a bank of thousands of items for reading and math.

Star 360 Implementation Plans

A 3-year plan on how to utilize Star is included below. As with any multi-year plan, changes will need to occur based on feedback, readiness of staff, and forward progress made.

Draft 5 Year Plan

Year	Pre-K - 12th Grade
2020 - 2021	• Administer Universal Screener as a replacement of MAP 3 times a year • Professional Development Focus on Using Data to inform instruction
2021 - 2022	• Continue prior year's goals • Professional Development Focus on Using Progress Monitoring Tools
2022 - 2023	• Continue prior years' goals • Professional Development Focus on Tailoring Instruction to Needs
2023 - 2024 and Beyond	**Continued Support of Implementation**

Next Steps & Timeline



Financial Implications

Current Costs NWEA MAP

Platform	Cost
NWEA MAP K-7	**$12.50** a Student (plus site licenses)
CPAA (Pre-School)	**$13.50** a Student
Total Current Cost	**Approximately $63,000**

Proposed Star 360 Costs

Platform	Cost
Star PK-8th Grade	**$12.25** a Student **$750** site license per school (x8) **$7,500** Data Integration
myIGDIs (year one is print and digital pieces, in the future it is only digital needs)	**$5.00** a Student (275 students) **$3,729.38** (one time fee for print)
Total Cost	**$87,385.88** (Including increase of 8th grade and one time fees)

Year one would include additional professional development costs of:

Platform	Cost
Champions Onsite Academy - training for 30 participants in a train the trainer model	**$3000** a day (x3 days)
Renaissance U - Online learning access for all educators in a building to access on demand professional learning, tutorials, videos, access to research database, and more	**$900** per school (x7 schools)
Total Cost	**$15,400**

RENAISSANCE®

Terms of Service and License
Renaissance Learning, Inc.

These Terms of Services and License are applicable to any Quote (as defined herein) to provide access to the Applications, Hosting Services and Services identified therein and to Licensee's use of the Applications, the Hosting Services and Services. Each Quote shall be deemed to be part of this Agreement and subject to the terms and conditions set forth herein.

1. Definitions. Capitalized terms used but not otherwise defined herein shall have the meanings assigned to them as set forth in Exhibit A.

2. License to Applications and Hosting Services

2.1 Grant of License. Subject to Licensee's compliance with the terms and conditions of the Agreement, Renaissance grants Licensee a non-exclusive, non-sublicensable, non-transferable, revocable, limited license, during the Subscription Period, to access and to use the Applications and Content provided therein in accordance with Section 2.3 below (the "License").

2.2 Hosting Services. Renaissance shall provide Licensee with remote access to the Applications via the Internet (the "Hosting Services") for the Licensed Sites. The Applications will be housed at a Renaissance chosen facility, and will operate on servers determined by Renaissance, which may include servers owned by or leased by Renaissance.

2.3 Authorized Use.

a. Renaissance Application. The following requirements apply to Renaissance Applications only:

i. Student Capacity. The number of unique students permitted to use the Renaissance Applications (excluding Renaissance-U) at any Licensed Site is limited to the Student Capacity set forth in the Quote. Circumventing the Student Capacity by any means is a material breach of the Agreement and may result in immediate termination of the Agreement by Renaissance. Student Capacity is allocated when a unique Licensee student first logs in and performs any activity or when any activity is first assigned to such student. Student Capacity may not be used interchangeably across students and any unused Student Capacity is non-refundable and expires at the end of the applicable Subscription Period. If a unique student no longer attends school at the License Site, Licensee may dis-enroll that unique student as an Authorized User of the Renaissance Application under Product Administration in the Renaissance Application and use that seat for a new unique student at the Licensed Site. Additional Student Capacity may be purchased through the Renaissance Applications or by contacting Renaissance and placing an order for the desired incremental, additional capacity amount, increasing the Student Capacity for that unique Quote. Any incremental, additional Student Capacity purchased shall be subject to these Terms of Services and License. Licensee can view allocated Student Capacity and which students are using the allocated Student Capacity under Product Administration in the Renaissance Applications.

ii. Location. Except as set forth in this Section 2.3(b)(ii) or approved in advance by Renaissance, in writing, the Renaissance Applications can only be accessed and used by Authorized Users at the Licensed Site. Licensee shall not make the Renaissance Applications available in whole or in part in any networked or time-sharing environment extending beyond the Licensed Site. Notwithstanding anything to the contrary in this Section 2.3(b)(ii), the following is permitted for an Authorized User subject to the terms and conditions contained in the Agreement: (i) teacher and administrator access to Renaissance-U and the management feature of the Renaissance Applications via the Internet is permitted from outside a Licensed Site; (ii) Homebound Student access to the student portion of the Renaissance Applications via Internet is permitted for up to 60 days during the Subscription Period from such Homebound Student's home using a computer owned or leased by Licensee or such Homebound Student; (iii) student and parent access to the Home Connect feature of the Renaissance Applications via Internet is permitted from such student or parent's home using a computer owned or leased by Licensee, such student or parent; (iv) access to the Renaissance Applications by Authorized Users at a public library on computers owned or leased by such public library only to the extent the Licensed Site is providing a summer reading program authorized by Licensee through such public library (v) access to Accelerated Reader or Accelerated Reader 360 by Authorized Users in connection with a

summer reading program authorized by Licensee and (vi) with respect to a Licensee that is an International School, access to the Renaissance Applications by its Authorized Users outside the Licensed Site subject to the conditions set forth in Exhibit B. Licensee shall not make any portion of the Renaissance Applications accessible to parents or students, which are not specifically intended for parent or student use, as the case may be, including, but not limited to, the educator and administrator portion of the Renaissance Applications.

b. myON Applications. The myON Applications can only be accessed and used by Authorized Users, provided that Authorized Users that are parents shall only access and use the myON Applications to review reports.

c. Access. Renaissance shall provide Licensee access to the Applications by the date identified in the Quote. Access rights granted to Licensee shall be limited to those access rights necessary to use of the intended functionality of the Applications. Renaissance reserves the right to restrict or prevent access to activities or suspected activities that involve security breaches, hacking, distributed denial of service attacks, or uploading a virus, Trojan horse, time bomb, unauthorized application, or any other harmful form of programming or vandalism.

2.4 Account Set Up.

a. Renaissance shall create an administrator account to enable Licensee's administrator access the Applications and provide Licensee with the identification number, password, encryption key, or other access codes to access the administrator account (the "Admin Login Information").

b. Renaissance shall assist Licensee with loading the Licensee Data and creating user names and passwords for each Authorized User to use the Applications (the "Onboarding Services"). To the extent Licensee has purchased any Data Integration Services as identified in the Quote, Renaissance grants Licensee a non-exclusive, non-sublicensable, non-transferable, revocable, limited license, during the Subscription Period, to access and integrate the API provided by Renaissance with Licensee's Student Information System to enable the Applications to obtain and update Licensee Data in the Applications. Any use of the Applications through the Admin Login Information or any other accounts created by Licensee (collectively, the "Login Information") will be considered use by the Licensee. Licensee agrees not to sell, transfer, or assign its Login Information or allow others to use it except Authorized Users. Licensee agrees to immediately notify Renaissance of any unauthorized use of its Login Information or any other breach of security or confidentiality thereof, and in such event Renaissance shall have the right, without limitation of any other rights under the Agreement, at law or in equity, to terminate the Agreement and/or take any steps necessary to prevent the unauthorized use.

2.5 Reserved.

2.6 Service Level. Renaissance shall use reasonable commercial efforts to ensure that the Hosting Services are Operational during at least 99% of each calendar month of the Subscription Period. "Operational" means functioning so as to allow normal operation for the intended purpose of the Applications for Authorized Users to access the Applications hosted on the Hosting Services. The inability of the Licensee to access the Hosting Services due to its own hardware or software issues or internet connectivity issues is not sufficient to constitute the services non-operational. Notwithstanding the foregoing, the service level does not apply to (i) maintenance as described in Section 2.8 and (ii) any application or service provided by a third party, including, without limitation, Third Party Services, does not include availability impacted by scheduled maintenance or planned updates and is subject to Licensee complying with the system requirements set forth at https://www.renaissance.com/system-requirements/.

2.7 Third Party Services. The Applications and Hosting Services may operate using third party applications and services obtained separately by Licensee ("Third Party Services"). Renaissance is not responsible for the operation or functionality of such Third Party Services. While Renaissance may configure its Applications and Hosting Services to operate with Third Party Services, Renaissance cannot and does not guarantee that such Third Party Services will operate correctly or that the Third Party Services will be available during the entire Subscription Period and Renaissance does not endorse the Third Party Services.

2.8 Maintenance. Renaissance reserves the right to update the Applications and Hosting Services and provide maintenance releases related to the Applications and Hosting Services. All updates and maintenance releases that are deployed shall be deemed subject to all applicable terms and conditions in the Agreement. Licensee does not have any right hereunder to receive any new versions of the Applications that Renaissance may, in its sole discretion, release from time to time.

2.9 Technological Changes. As technology advances it becomes necessary for software application providers to discontinue support for older operating systems and third-party applications. It is the responsibility of Licensee to keep its computers, networks, operating systems, and third-party applications up-to-date and functional. For the avoidance of doubt, this includes Licensee being responsible for any hardware or software upgrades required to operate Applications and/or revisions thereto.

3. Professional Services

3.1 Professional Services. If identified in the Quote, Renaissance will provide the Professional Services identified therein in accordance with terms and conditions set forth in the Agreement including those terms and conditions set forth in Exhibit C attached hereto.

3.2 Quality of Services. Renaissance agrees to perform the Professional Services with care, skill, and diligence, in accordance with the applicable professional standards currently recognized in the educational software applications industry, and shall be responsible for the professional quality and completeness of all Professional Services furnished hereunder.

3.3 Deliverables. Renaissance shall own all right, title and interest in and to all Deliverables and any other work product, regardless of medium, created in the performance of Professional Services hereunder; provided, however, that Licensee is granted a non-transferable, non-sublicensable, non-exclusive, limited license to use the Deliverables for Licensee's internal, authorized purposes for the duration of the term of the Subscription Period.

3.4 Reschedule Professional Services. For those Professional Services that require Renaissance to be present at Licensee's facility or any other facility chosen by Licensee, if Licensee reschedules the date for provision of such Professional Services, Licensee shall pay Renaissance a one-time fee equal to $200 to the extent Renaissance had already booked its travel arrangements.

3.5 Cancellation of Professional Services. Notwithstanding the termination provisions of this Agreement and subject to this Section 3.5, the Parties agree that Licensee only has the right to cancel any particular Professional Service without terminating the Agreement in its entirety by providing Renaissance with written notice prior to Renaissance rendering such Professional Service and no later than the first anniversary of the date identified in the Quote for such Professional Service. If Licensee exercises its right to cancel a Professional Service for which Renaissance has already booked travel, Licensee shall pay Renaissance a one-time cancellation fee of $750. To the extent the Licensee does not schedule the Professional Services it purchases as identified in the Quote on or prior to the first anniversary of the date identified in the Quote for such Professional Service, Licensee shall have no right to cancel the Professional Service and will have no right to seek a refund from Renaissance.

3.6 Subcontractors. Renaissance may employ third parties to assist with the performance of Professional Services; however, Renaissance is solely responsible for ensuring that any third party performing Professional Services under the Agreement is bound by the obligations of confidentiality and assignment provided herein. Renaissance shall pay all fees, wages, salaries, and other amounts due any third party in connection with Renaissance's performance of its obligations under the Agreement and shall be responsible for all reports and obligations respecting any such third party relating to any taxes, insurance, and similar matters.

4. Fees. Licensee shall pay Renaissance the fees in the amounts specified in the Quote (the "Fees"). Upon Licensee's acceptance of the Quote, Licensee shall submit to Renaissance the fully executed Quote and its purchase order and Renaissance shall issue Licensee an invoice for the Fees. Licensee shall pay the Fees within 30 days of Renaissance's invoice. Any amounts owed by the Licensee under this Agreement that are not paid when due (and not subject to a good faith dispute), shall bear interest, from the time the payment was due until the time paid, at a rate of 1% per month compounded monthly, or if lower, the highest rate allowed by law. Notwithstanding any language to the contrary contained therein, no terms or conditions stated in a Licensee purchase order or in any other Licensee order documentation shall be incorporated into or form any part of this Agreement and all such terms and conditions shall be null and void. Failure to pay the Fees in accordance with the Agreement shall constitute a material breach by Licensee.

5. Term; Termination; Effect of Termination

5.1 Term. The Agreement shall be effective as the date of set forth in the Quote and continue until the end of the Subscription Period (the "Term").

5.2 Termination.

a. Termination for Convenience. Licensee may terminate the Agreement within 30 days of the start date of the Subscription Period by providing Renaissance with written notice.

b. Termination for Breach. Either party may terminate the Agreement by written notice if the other party fails to cure any material breach within 30 days of receipt of written notice.

c. Termination for Bankruptcy. Either party may terminate the Agreement immediately if any of the following events occur affecting the other party: (a) voluntary bankruptcy or application for bankruptcy; (b) involuntary bankruptcy or application for bankruptcy not discharged within 60 days; (c) appointment of receiver or trustee in bankruptcy for all or a portion of the other party's assets; or (d) an assignment for the benefit of creditors.

5.3 Effect of Expiration or Termination; Survival.

a. Access. Upon expiration or termination of the Agreement for any reason, Licensee access to the Applications, Hosting Services and Services will be discontinued upon the effective date of expiration or

termination. Licensee agrees to, and direct its Authorized Users to, cease access of the Applications, Hosting Services and Services and will remove, and direct its Authorized Users to remove, any Applications components installed on any computers. Licensee shall also return or destroy all materials provided by Renaissance under the Agreement, including any Content, within 30 days of termination or expiration of the Agreement

b. Refunds.

i. If Licensee terminates the Agreement pursuant to Section 5.2(a), (1) Licensee shall be entitled to a refund on all Fees except for any Fees for Professional Services provided prior to the notice of termination and (2) if Renaissance had already booked travel to provide on-site Professional Services prior to the notification of termination, Licensee shall pay Renaissance a cancellation fee equal to $750.

ii. If Licensee terminates the Agreement pursuant to Section 5.2(b) or (c), Licensee shall be entitled to a refund equal to a prorated amount of the Fees from the date of termination through the end of the Subscription Period.

If the Agreement terminates for any other reason, Licensee shall not be entitled to any refund.

c. Survival. Those provisions that naturally survive termination or expiration of the Agreement shall survive such termination or expiration, including, but not limited to, Sections 5.3, 6-10 and Section 12.

6. Intellectual Property Rights; Ownership

6.1 No Transfer of Ownership. Licensee acknowledges that all Intellectual Property Rights in Renaissance's Marks, the Applications, the Hosting Services, Services and Content as well as any corrections, bug fixes, enhancements, updates or other modifications, including custom modifications thereto whether made by Renaissance or any third party, are owned and retained by Renaissance and the relevant licensors of any embedded Third Party Services. By virtue of the Agreement, no ownership of any Intellectual Rights relating to the Applications, Content, Hosting Services, Services, Renaissance's Marks or other information or material provided by Renaissance to Licensee is assigned or transferred to Licensee and such Intellectual Property Rights are protected by U.S. and international copyright and other intellectual property laws.

6.2 No Implied Grants. Except as explicitly granted under the Agreement, no other right, license, release, covenant not to sue or other rights or immunities, express or implied, by estoppels or otherwise are granted to any part of the Applications, Content, Hosting Services, Services or Renaissance's Marks.

6.3 Licensee Data. Licensee shall exclusively own all right, title and interest in and to all Licensee Data. Licensee hereby grants to Renaissance a non-exclusive, royalty-free, worldwide license to use, reproduce, adapt, combine with other data, edit and re-format, generate, and store Licensee Data for use in connection with the Applications, Hosting Services and Professional Services for the duration of the Agreement for Renaissance to carry out its rights and obligations hereunder. Licensee hereby further grants to Renaissance an irrevocable, perpetual, non-exclusive, royalty-free, worldwide license to use, reproduce, adapt, combine with other data, edit and re-format, generate, and store any Licensee Data that does not constitute Personally Identifiable Information for Authorized Users in the United States or Personal Data for Authorized Users in all other countries for any lawful purpose consistent with this Agreement and the Privacy Policy. Licensee covenants that it is responsible for any data, including Licensee Data, submitted via the Applications and to the Hosting Services, including the accuracy, quality, integrity, legality, reliability, and appropriateness of such Licensee Data. Other than as set forth in this Section, Renaissance shall acquire no rights in any Licensee Data. Licensee represents and warrants that it has the right to provide Renaissance with the Licensee Data for the purposes described in the Agreement.

6.4 Renaissance Data. Renaissance aggregates or anonymizes certain data and information (including Personally Identifiable Information for Authorized Users in the United States or Personal Data for Authorized Users in all other countries) that it collects regarding use of the Applications, Content and Hosting Services related to the operation of the Applications and Hosting Services ("Renaissance Data") that is not subject to this policy. Renaissance Data is not reidentified or sold to any third parties, but to the extent permitted by law, Renaissance shall be allowed to utilize, reproduce, adapt, combine with other data, edit, re-format, generate, store, and/or disclose any and all Renaissance Data for any lawful purpose consistent with this Agreement and the Privacy Policy.

6.5 Feedback. Licensee (a) shall provide Renaissance with information concerning errors, problems, complaints and other matters related to the Applications, Content and the Services and (b) may provide Licensee's feedback and/or suggestions for improvements to the Applications, Content and Services (collectively, "Feedback"). Licensee acknowledges and agrees that (a) Licensee shall not retain, acquire or assert any Intellectual Property Right or other right, title or interest in or to the Feedback; (b) Renaissance may have development ideas similar to the Feedback; (c) Feedback does not contain Confidential Information or proprietary information of Licensee or any third party; and (d) Renaissance is not under any obligation of confidentiality with respect to the Feedback. In view of

the foregoing, Licensee grants Renaissance and its Affiliates an exclusive, transferable, irrevocable, free-of-charge, sublicensable and perpetual right to use Feedback in any manner and for any purpose.

7. Confidential Information. Except as expressly and unambiguously allowed herein, each party agrees that it will hold in confidence and not use or disclose any Confidential Information received from the other party except to the receiving party's employees, affiliates, consultants and advisors who need access to the Confidential Information for the receiving party to exercise its rights or carry out its obligations under the Agreement and who are legally bound to maintain the confidentiality of the Confidential Information. Each party further agrees to use the same means it uses to protect its own confidential and proprietary information, but in any event not less than reasonable means, to prevent disclosure and to protect the confidentiality of Confidential Information received from the other party. Upon discovery of any unauthorized disclosure of Confidential Information the receiving party shall use its good faith efforts to prevent any further disclosure or unauthorized use thereof. In case of discovery of unauthorized disclosure, the receiving party shall notify the disclosing party without any delay. Upon termination of this Agreement or upon request of the disclosing party, the receiving party will return to the disclosing party all Confidential Information of such disclosing party, all documents and media containing such Confidential Information and any and all copies or extracts thereof, or certify in writing that all such copies and documents have been destroyed. The foregoing shall not prevent either party from disclosing Confidential Information which belongs to such party or which (i) is in or becomes part of the public domain through no act or omission of the receiving party, (ii) can be demonstrated by the receiving party as being known to the receiving party previously, (iii) is rightfully obtained by the receiving party from a third party, (iv) is independently developed by the receiving party without use of the other party's Confidential Information, or (v) is required to be disclosed pursuant to a requirement of a governmental agency or law so long as the disclosing party provides the other party with prompt notice of such required disclosure and complies with any protective order imposed on such disclosure.

8. Data Protection.

8.1 Prohibited Data. Licensee hereby acknowledges that the Applications are intended for academic practice and assessment only and that the Applications are not intended for the storage or use of any data not related to such purpose including, without limitation, social security numbers, financial account numbers, health information, behavioral records, disciplinary records, driver's license, passport or visa number, credit card data or any Special Categories of Data ("Prohibited Data"). Licensee agrees to not input any Prohibited Data into the Applications.

8.2 Data Protection Addendum. The additional provisions of the Data Protection Addendum located at https://doc.renlearn.com/KMNet/R62068.pdf are incorporated herein based on the location of the Authorized Users of Licensee.

9. Indemnification

9.1 Renaissance Indemnification. Subject to the limitations set forth in Section 9.2, Renaissance agrees to indemnify Licensee against any Actions by a third party alleging that the Applications or Hosting Services, as provided by Renaissance under this Agreement, infringe a United States copyright, trademark, or patent issued on or before the Effective Date, by paying the amounts Licensee is obligated to pay to the third party in accordance with a final judgement or settlement of the claims. Notwithstanding the foregoing in this Section 9.1, Renaissance shall have no liability and Renaissance's obligations under this Section 9.1 shall not apply if the claim, judgment or settlement is either partially or in whole based on (i) any software, service or other material provided by or on behalf of Licensee, (ii) any modification of the Applications or Hosting Services if such modification is not done by Renaissance or if such modification is done by Renaissance pursuant to Licensee's written instruction, (iii) Licensee continuing any allegedly infringing activity after being notified of any such allegedly infringing activity or after being informed of or provided with modifications that would have avoided the alleged infringement; (iv) any Third Party Services or (v) Licensee's use of the Applications or Hosting Services that is not strictly in accordance with the terms and condition of the Agreement. If the Applications or Hosting Services as provided by Renaissance are found, in a final non-appealable order or decision from a court of competent jurisdiction, to infringe the rights of a third party and as a result a final injunction is obtained against the Licensee's use of the Applications or Hosting Services, or if in Renaissance's opinion, actions are needed to avoid potential infringement, Renaissance may, at its expense and option: (i) procure for Licensee the continued right to the Applications or Hosting Services, (ii) replace or modify the Applications or Hosting Services in whole or in part, with substantially similar, functionally equivalent, non-infringing Applications or Hosting Services, or (iii) if Renaissance is unable to effect the foregoing despite its reasonable efforts, Renaissance may terminate the Agreement or request Licensee to discontinue use of the Applications or Hosting Services in whole or in part, subject to Licensee having a right to terminate the Agreement.

9.2 Licensee Indemnification. Licensee agrees to defend, indemnify, and hold harmless Renaissance, its Affiliates and their respective directors, officers, employees,

contractors and agents, from all Losses that result from any third party Action and amounts paid in settlement thereof alleging or relating to claims of Licensee's breach of the Agreement or any violation of the terms of use or any other agreement governing the use of the Applications, Hosting Services, Services or Content.

9.3 Indemnification Procedure. The indemnification obligations of the parties specified above are subject to the following conditions: the indemnified Party (a) promptly notifies the indemnifying party in writing of the claim, (b) provides exclusive control to indemnifying party to defend (including choosing its counsel) and settle the Action at the indemnifying Party's exclusive discretion, (c) agrees to cooperate (at indemnifying party's expense) in good faith with the indemnifying Party in the defense as the indemnifying party may reasonably request, and (d) shall not agree and/or acknowledge (i) any liability regarding the Applications or Hosting Services and (ii) the validity, enforceability or infringement of any intellectual property right asserted against the Applications or Hosting Services.

9.4 Sole Remedy. Notwithstanding anything to the contrary in the Agreement, the indemnity provided in this Section shall be the sole and exclusive remedy for Licensee regarding third party Intellectual Property Rights infringement claims.

10. Limitation of Liability and Disclaimer of Warranties

10.1 Disclaimer of Limited Warranty. EXCEPT AS OTHERWISE PROVIDED IN THE AGREEMENT, THE APPLICATIONS, HOSTING SERVICES, SERVICES AND CONTENT ARE PROVIDED ON AN "AS IS," "AS AVAILABLE" BASIS; RENAISSANCE AND ITS AFFILIATES AND THEIR RESPECTIVE LICENSORS MAKE NO WARRANTY THAT THE APPLICATIONS, HOSTING SERVICES, SERVICES OR CONTENT WILL BE UNINTERRUPTED, SECURE, OR ERROR FREE OR THAT DEFECTS IN APPLICATIONS, HOSTING SERVICES, SERVICES OR CONTENT WILL BE CORRECTED; AND; RENAISSANCE AND ITS AFFILIATES AND THEIR RESPECTIVE LICENSORS SPECIFICALLY DISCLAIM, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, ANY REPRESENTATIONS OR WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, REGARDING THE APPLICATIONS, HOSTING SERVICES, SERVICES AND CONTENT, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, TITLE OR ANY IMPLIED WARRANTIES ARISING FROM COURSE OF DEALING OR PERFORMANCE.

10.2 Limitation of Liabilities.

a. Direct Damages Only. To the maximum extent permitted by law, the liability of Renaissance shall be limited to direct damages only, thus excluding liability for any other damages such as indirect, special, incidental, consequential or punitive damages (including, but not limited to, lost profits, lost data, lost revenue, lost savings and loss of goodwill).

b. Aggregate Liability. To the maximum extent permitted by law, in no event shall Renaissance's aggregate liability with respect to any matters whatsoever arising under or in connection with the Agreement exceed the lesser of (i) total fees paid by Licensee to Renaissance under the Agreement within the twelve-month period prior to the date the cause of action giving rise to liability arose or (ii) $100,000. The foregoing liability is cumulative with all payments for claims or damages in connection with the Agreement being aggregated to determine satisfaction of the limit.

c. Third Party Products and Services. Licensee understands that Renaissance is not responsible for and will have no liability for hardware, software or other items or any services provided by any persons other than Renaissance, including, without limitation, Third Party Services.

d. Professional Services. Any liability of Renaissance with respect to the Professional Services or Deliverables will be limited exclusively to correction of such Professional Services or such Deliverables or, if such correction is not possible or impractical, to refund of the pertinent Fees.

e. Economic Basis of Agreement. The parties acknowledge that the fees, the rights granted to each party and the allocation of the risk (as expressed in the indemnities and the limits of warranties, liabilities, damages and remedies) contained in the Agreement reflect the economic basis of the Agreement, in absence of which the Agreement would not have been made.

11. Force Majeure. In the event of an issue that causes either Party's delay or failure to perform its obligations under the Agreement due to acts of God and natural disasters (each, a "Force Majeure"), the affected Party will: (a) promptly give the other Party notice in writing of the Force Majeure; (b) use all reasonable efforts to mitigate the effects of the Force Majeure upon that Party's performance of its obligations under the Agreement; and (c) promptly resume performance of its obligations after the Force Majeure has passed. Provided a Party affected by a Force Majeure complies with the foregoing, delay or failure to perform its obligations under the Agreement shall not constitute a breach of the Agreement.

12. Miscellaneous

12.1 Entire Agreement. The Agreement and any and all Quotes and all exhibits and attachments attached hereto, constitutes the entire agreement between the parties and supersedes all previous and/or inconsistent

agreements, negotiations, representations and promises, written and oral, regarding the subject matter. No modification, course of conduct, amendment, supplement to or waiver of the Agreement or any provisions hereof shall be binding upon the parties unless made in writing and duly signed by both parties.

12.2 Severability. If any provision of the Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable as if such provision had not been set forth herein. The parties agree to substitute for such provision a valid provision that most closely approximates the intent of the severed provision.

12.3 Waiver. A failure of any party to exercise any right given to it hereunder, or to insist upon strict compliance by the other party of any obligation hereunder, shall not constitute a waiver of the first party's right to exercise such a right, or to exact compliance with the terms hereof. Moreover, waiver by any party of a particular default by another party shall not be deemed a continuing waiver so as to impair the aggrieved party's rights in respect to any subsequent default of the same or a different nature.

12.4 Governing Law. If Licensee is a publicly funded, non-profit educational institution in the United States, the Agreement will be governed by the internal laws of the State in which License is situated, without giving effect to the state's choice of law rules and the exclusive venue for disputes arising out of the Agreement shall be an appropriate state or federal court located in such State. In all other cases, the Agreement shall be governed by the laws of state of Wisconsin without giving effect to the state's choice of law rules and the exclusive venue for disputes arising out of the Agreement shall be an appropriate state or federal court located in Wisconsin.

12.5 Dispute Resolution. If a dispute arises between the parties relating to the interpretation or performance of the Agreement, the parties agree to hold a meeting, attended by individuals with decision-making authority regarding the dispute, to attempt in good faith, to negotiate a resolution of the dispute prior to pursuing other available remedies.

12.6 Notices. All notices required or permitted under the Agreement shall be in writing and shall be deemed delivered when (a) delivered in person, (b) deposited in the United States mail, postage prepaid, (c) via a recognized national delivery service, such as UPS, FedEx or DHL, or (d) via e-mail, with receipt of confirmation of delivery, addressed to the addresses set forth in the Quote.

12.7 Captions. The captions that head certain Sections and paragraphs in the Agreement are inserted only as a matter of convenience, and in no way define, limit, or extend or interpret the scope of the Agreement or of any particular Section.

12.8 Assignment. The rights and obligations of either party under the Agreement may not be transferred or assigned directly or indirectly without the prior written consent of the other party, except that Renaissance may assign the Agreement without restriction to an entity that acquires substantially all of its stock, assets, or business. Except as otherwise expressly provided herein, the provisions hereof will inure to the benefit of, and be binding upon, the successors, assigns, heirs, executors and administrators of the parties.

12.9 Relationship of the Parties. The parties are independent contractors and not joint venture partners or otherwise Affiliated. Neither party has any right or authority to assume or create any obligations of any kind or to make any representation or warranty on behalf of the other Party, whether express or implied, or to bind the other Party in any respect whatsoever. There are no third-party beneficiaries to the Agreement.

12.10 Limitation of Action. Any action by Licensee in connection with the Agreement must be brought within two years after the cause of action arose or such longer period of time as required by applicable law.

12.11 Duplicates, Originals, Counterparts. The Agreement and any Quote may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same agreement.

12.12 Scanned Documents & Electronic Signatures. Electronic signatures by duly authorized signatories of the parties are valid. Each party may scan and electronically preserve the Agreement and all other documents related to the Agreement. All documents that have been scanned and stored by a party are treated as original documents for all purposes.

12.13 Export Law Assurances. Licensee may not use or otherwise export the Applications except as authorized by U.S. law. In particular, but without limitation, the Applications may not be exported (i) into (or to a national or resident of) any U.S. embargoed country (ii) to anyone on the U.S. Treasury Department's list of Specially Designated Nationals or the U.S. Department of Commerce's Table of Denial Orders. By using the Applications, Licensee represents and warrants that Licensee is not located in, under control of, or a national or resident of any such country or on any such list.

12.14 Representations. Each party represents and warrants that it has been duly authorized to enter into the Agreement for and on behalf of any person, company, or other entity identified herein.

12.15 Equitable Rights. Each party acknowledges that a breach by a party of Section 6 (Intellectual Property Rights; Ownership) or Section 7 (Confidentiality) may cause the non-breaching party irreparable damages, for which an award of damages would not be adequate compensation and agrees that, in the event of such breach or threatened breach, the non-breaching party

will be entitled to seek equitable relief, including a restraining order, injunctive relief, specific performance and any other relief that may be available from any court, in addition to any other remedy to which the non-breaching party may be entitled at law or in equity, without the necessity of posting bond. Such remedies shall not be deemed to be exclusive but shall be in addition to all other remedies available at law or in equity, subject to any express exclusions or limitations in the Agreement to the contrary.

EXHIBIT A

Definitions

"Action" shall mean any third-party claim, suit, arbitration, action, or proceeding.

"Agreement" means the Quote, these Terms of Service and License, including any amendments and/or restatements expressly agreed upon by the parties.

"Applications" means the commercial software products being provided to Licensee under the Agreement and applicable Quote, including, in all cases, executable program modules thereof, as well as related documentation and computer readable media. The Applications are set forth in the Quote and shall include Application component of Renaissance-U to the extent identified in such Quote.

"Authorized User" means an employee of the Licensed Site (including administrators and teachers), a student enrolled at the Licensed Site or a parent of such student, provided that such student is one that is counted in Licensee's Student Capacity.

"Confidential Information" means all business, technical, and financial information that one party ("**receiving party**") obtains from the other party ("**disclosing party**"). Confidential Information of Renaissance includes, but is not limited to, trade secrets, technology, information pertaining to business operations and strategies, information pertaining to pricing and marketing, and any technical information relative to the setup and security of the Application or Hosting Service including, but not limited to, Hosting Service Internet addresses, Login Information, Internet URL's, Virtual Private Network setup and encryption key information.

"Content" means all types of information including, without limitation, books, articles, recordings, documentation, photographs, graphics, video, databases or any other compilations rendered available by Renaissance or accessible through the Applications or Deliverables. For the avoidance of doubt, Content includes any and all original expression in any media, as well as any derivations of such original expressions.

"Data Integration Services" means any commercial software products being provided to Licensee under the Agreement and applicable Quote that enables a Licensee to connect the Applications to Licensee's student information system to enable automatic loading and updating of Licensee Data in the Applications.

"Deliverables" means any work product or materials to be developed or delivered by Renaissance in connection with providing the Services to Licensee.

"Homebound Student" means a student that is an Authorized User of a Licensed Site that cannot attend school due to medical or emotional conditions substantiated to the extent required by a health care provider in the jurisdiction of the Licensed Site.

"Intellectual Property Rights" means all intangible assets including (a) patents (design, utility or otherwise), patent disclosures, applications and inventions (whether ultimately deemed patentable or not), (b) trademarks, service marks, trade dress, trade names, logos, corporate names and domain names, together with all of the goodwill associated therewith, (c) all original expresions in any fixed medium, including registered and unregistered copyrights and copyrightable works (including Applications), and rights in data and databases, (d) trade secrets, know-how and other confidential information, and (e) all other intangible assets related to any other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection in any part of the world.

"International School" means a school that promotes international education, in an international environment, by following a national or international curriculum different from that of the school's country of residence.

"Licensed Site" means the physical location of a single school which has purchased Student Capacity for the Applications and identified in the Quote. Multiple schools in one building are each a separate Licensed Site and each must purchase a separate license.

"Licensee" means the entity identified in the Quote.

"Licensee Data" means (a) any information or data that Licensee collects on individual Authorized Users, including, without limitation, personal information (e.g., an Authorized User's name, age, gender, race, place of residence, and other directory information), enrollment information (e.g., the school a student attends, a student's current grade level and years of attendance, the number of days a student was absent), academic information (e.g., the courses a student completed, the test scores and grades a students earned, the academic requirements a student has fulfilled, and education records), and various other forms of data collected and used by such Licensee; (b) any data or outputs, including, but not limited to assignments, assessment and quiz scores, generated from using the Applications (including data or outputs contain with reports generated by the Applications); (c) Authorized User sign-on information; and (d) any data inputs by individual Authorized Users of myON Applications, including but not limited to essays, reading journals, book reviews, book notes, etc.

"Losses" mean all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind, including reasonable attorneys' fees and the cost of enforcing any right to indemnification hereunder and the cost of pursuing any insurance providers.

"Marks" mean any word(s) and/or symbol(s) used alone or in combination as trade names, trademarks, logos and service marks, in all cases, registered or unregistered.

"Mobile Applications" mean applications by which Licensee may have the ability to access some or all of the Applications on mobile devices.

"myON Application" means those Applications identified as a myON Application in the Quote.

"Privacy Policies" means the applicable Application Privacy Policy located at https://www.renaissance.com/privacy-policy/ which may be updated from time-to-time by Renaissance in its sole discretion.

"Professional Services" means those professional services identified in the Quote and further described in Exhibit B and any other professional, technical or support services that Renaissance provides to Licensee.

"Quote" means (a) a quote issued by Renaissance to Licensee to provide access to the Applications, Hosting Services and Services identified therein for the Subscription Period that is accepted by Licensee by executing the quote and submitting Licensee's purchase order (the "**Initial Quote**") and (b) a quote issued by Renaissance to Licensee to provide access to additional Applications, Hosting Services or Services within the Subscription Period of the Initial Quote that is accepted by Licensee by submitting Licensee's purchase order.

"Renaissance" means Renaissance Learning, Inc., a Wisconsin corporation.

"Renaissance Application" means those Applications identified as a Renaissance Application in the Quote.

"Terms of Service and License" means these Terms of Service and License and the Privacy Policies, as amended by the parties.

"Services" mean the Onboarding Services and Professional Services.

"Student Capacity" with respect to any Licensed Site, means the maximum number of Licensee students that are authorized to use the Renaissance Applications during the Subscription Period. Student Capacity for any Renaissance Application is identified in the Quote either under the Quantity column or separately as student subscriptions. Student Capacity may only be increased as described in section 2.3(a)(i) in these Terms of Service and License.

"Subscription Period" means the time period set forth in the Quote during which Licensee has access to the Applications unless the Agreement is terminated earlier in accordance with the Agreement, then the time period shall end as of the date of termination.

EXHIBIT B

International School Conditions to Use Renaissance Applications Outside of Licensed Site

- Licensee acknowledges and agrees that Renaissance will not provide any Licensee support to students or parents in connection with their use of the Renaissance Application outside the Licensed Site.
- Licensee must turn off its IP whitelist, which currently limits access to the Renaissance Application only to devices in Licensee's designated networks at Licensee's buildings. Licensee acknowledges and agrees that turning off its IP whitelist shall not change the relationship between Licensee and Renaissance and Renaissance will still be providing access to the Renaissance Application as a provider of Licensee.
- Renaissance does system maintenance and other updates to the Renaissance Application after hours to avoid impact on its licensees. Licensee acknowledges that if Licensee's students are attempting to use the Renaissance Application during this period, the system performance may slow down or may be temporarily unavailable and Renaissance disclaims any liability for the availability or lack thereof of the Renaissance Application.
- Any use of the Renaissance Applications not in accordance with the Agreement will immediately void Licensee's license to use the Renaissance Application.
- Licensee understand that one of the primary purposes for the restrictions in the Agreement is to minimize student cheating and to protect the Renaissance's Application's content from unauthorized access or distribution which would compromise the Renaissance Application and its contents. Licensee hereby releases Renaissance from any liability that may arise from or in connection with the security of the Renaissance Application, the inability to access or use the Renaissance Application and the results of use of the Renaissance Application, in all cases, where the Renaissance Application is used by Licensee's students outside of the Licensed Site. Licensee also agrees to promptly notify Renaissance upon becoming aware that any of the Renaissance Application's content has been compromised in any fashion, including, without limitation, posting or sharing answers by Licensee's students.

EXHIBIT C

Professional Services and Other Terms and Conditions

1. Included Professional Services

The following Professional Services are provided without additional charge:

a. Renaissance Smart Start: A free on-demand, in-product training program utilizing Content, including instructional videos, resources, and activities for mastering critical early steps for use of certain Renaissance Applications. Licensee's administrators and teachers of the Licensed Sites can access and revisit Smart Start Content unlimited times through their Renaissance Home portal, however, Content, including copies of PDFs or other written materials is for the Licensee's internal use only.

b. myON PD Portal: A free on-demand, in-product training program utilizing Content, including instructional videos, resources, and activities for mastering critical early steps for use of certain myON Applications. Licensee's administrators and teachers of the Licensed Sites can access and revisit the myON PD Portal unlimited times through their myON Applications, however, Content, including copies of PDFs or other written materials is for the Licensee's internal use only.

2. Additional Professional Services

The following Professional Services are available for an additional charge and if purchased by Licensee will be identified in the Quote:

a. Custom On-Site Seminars and Leadership Seminars: Six-hours of professional development in the form of either one six-hour on-site seminar or two three-hour on-site seminars on the same day, each for up to 30 participants per seminar for hands on training.

b. Implementation Site Visits: Six-hours of implementation support in the form of data reviews, classroom coaching, Q&A sessions, meeting with PLCs, and debrief with building leadership for small groups but no more than 30 participants.

c. Star Champions' Academy: Three six-hour on-site seminars for up to 20 participants per seminar for hands on training. The 20 participants must be the same participants at each seminar. Licensee is required to purchase Renaissance-U for the Subscription Period.

d. Virtual Onsite Seminars: 90-minute professional development virtual on-site seminar targeted at one specific topic, for up to 30 participants provided by Renaissance remotely. Licensee is responsible for providing an onsite facilitator who will work with Renaissance to plan the seminar in advance, test the technology, and co-facilitate during the seminar. Seminars are anticipated to be a two-way live video feed via webcam and/or 3-D Webcam technology; however, should these video technologies not be available or working effectively at the time of the seminar, it will not inhibit the delivery the seminar.

e. Webinars: Webinar related to a specific topic, for up to 30 participants in 1 hour increments up to 3 hours. Webinars can be used for Q&A session as well if arranged in advance.

f. Implementation and Data Coaching Services: Renaissance will provide Licensee a dedicated Renaissance coach to facilitate a tailored action plan, provide email and phone support to building leadership and seven 30-60 minute structured sessions for up to 30 participants for learning experiences, data conferences or questions-and-answers. Licensee is responsible for scheduling the coaching sessions and it is recommended that Licensee schedule such sessions evenly distributed throughout the Subscription Period. The content of the coaching session will focus on data, but the content can be tailored to the specific needs of the participants, to the extent that Licensee participates in a pre-planning meeting with Renaissance in advance of the coaching session. Renaissance shall provide these services remotely.

g. Renaissance-U: An Application that provides professional development courses via on-demand, online tutorials and Implementation and Data Coaching Services. Licensee's administrators have a portal to monitor participant progress through the courses offered. If a Licensee has multiple Licensed Sites, it must purchase a license to access Renaissance-U for each Licensed Site. Licensee understands that as of August 2018, Renaissance-U will hosted on Teaching Channel's platform and agrees that use of Renaissance-U on the Teaching Channel Platform by Licensee and its Authorized Users is subject to Teaching Channel's Terms of Use and Privacy Policy located at https://www.teachingchannel.org (the "Teaching Channel Terms"). Licensee agrees that it and its Authorized Users will comply with the Teaching Channel Terms.

h. Smart Start Coaching: Three initial training sessions with a Renaissance coach based on the Smart Start product training course content, and phone and email support for school leadership, to be used over the first three months of the Subscription Period.

i. Strategic Planning, Monitoring, and Reporting: District-level service that begins with a planning session with the key Licensee stakeholders to establish the goals for the implementation of the

Applications and key performance indicators that will indicate progress toward those goals. A strategic plan will be delivered to Licensee, followed by three progress reports related to the goals and key performance indicators. Upon delivery of each of the progress reports Licensee may also participate in a 30-minute conversation with Renaissance to review progress and recommendations. A "plus" version of this service is also available that offers the Strategic Planning, Monitoring and Reporting Services and district-level Implementation and Data Coaching Services throughout the Subscription Term.

j. Project Management: Project Management services are available for districts that need extra support managing the technical and logistical tasks associated with implementation of the Applications. Services are tailored to Licensee's needs, but typically include an in-person kick off meeting to develop the scope of the project and communication plan. The assigned project manager will serve as the Licensee's single point of contact, provide periodic updates, and oversee Renaissance delivery of the Professional Services purchased by the Licensee in accordance with the project plan.

k. Dedicated District Consultant ("DDC"): A DDC is an individual embedded by Renaissance to assist in the implementation and provide Professional Services. The specific scope of the DDC's role will be defined in a subsequent statement of work between the Parties, but generally includes the DDC meeting with key district representatives to identify implementation expectations with specific goals and performance indicators. The DDC would then develop a tactic plan with a specific timeline indicating how Professional Services and implementation support services will be delivered throughout the Subscription Period.

l. Renaissance Results Package #1 (Remote): Renaissance guides grade-level or department teaching teams to use data to inform instruction, measure growth, and replicate best practices through two webinars for one-hour for up to 30 people and 6 remote facilitated data team meetings per Results Team, delivered via WebEx for 40-60 minutes per meeting for up to 6 people. In addition, Renaissance will provide access to Renaissance-U for the Subscription Period.

m. Renaissance Results Package #2 (Onsite and Remote): Renaissance guides grade-level or department teaching teams to use data to inform instruction, measure growth, and replicate best practices through 1 on-site training seminar for six hours for up to 30 people and 6 remote facilitated data team meetings per participating Results Team, delivered via WebEx for 40-60 minutes per meeting for up to 6 people. In addition, Renaissance will provide access to Renaissance-U for the Subscription Period.

n. Renaissance Results Package #3 (Onsite and Remote): Renaissance guides grade-level or department teaching teams to use data to inform instruction, measure growth, and replicate best practices through 1 on-site training seminar for six hours for up to 30 people, 4 on-site days for facilitated data team meetings for 40-60 minutes per Results Team for up to 6 people and 2 remote facilitated data team meetings delivered via WebEx for 40-60 minutes per meeting for up to 6 people. In addition, Renaissance will provide access to Renaissance-U for the Subscription Period.

o. Renaissance Advanced Certification: Renaissance will certify Licensee's district personnel to provide ongoing professional development support to educators within the Licensee's district. Licensee's district personnel chosen to be certified (a "Certification Candidate") will be given individual access to Renaissance-U and must complete the course applicable to the certification topic (reading, assessment, or math) prior to attending the required two-day in person certification training (the "Certification Training Event"). The Certification Candidate must attend the Certification Training Event which will be held at various locations nationally (travel and expenses to attend are the responsibility of the Licensee and Certification Candidate), or alternately Renaissance can send a Renaissance consultant to Licensee to provide the Certification Training Event to the extent there are a minimum of 4 Certification Candidates on the same topic. Upon successful completion of the Certification Training Event, the Certification Candidates are deemed certified (a "Certified Licensee Personnel") that attended shall have rights to use all training materials found within Renaissance-U (to include projection of eLearning content in group professional development sessions and reproduction of PDFs) to conduct training session for educators within the Licensee's district and no other third parties. Certified Licensee Personnel shall not charge any fees for providing training. Certification is good for one year and includes registration for the Certified Licensee Personnel into the national certification Renaissance-U professional learning community and invitation to a quarterly webinar for all Renaissance Certified Licensee Personnel across the county. Certified Licensee Personnel that are active within the online community and attend all four quarterly webinars are eligible to renew their certification for up to two years. After the third year recertification is required. Certification is personal to the individual chosen by Licensee to be certified and does not transfer to any other person.

3. Other Terms and Conditions

a. On-Site Professional Services. For any Professional Services that Renaissance will provide on-site, the following shall apply:

   i. Licensee shall provide facilities for its participants.

   ii. The facilities provided by Licensee must be conducive to adult learning with computer, broadband Internet connection and two-way sound for each participant.

   iii. Renaissance will tailor the content to the specific needs of the participants, to the extent that the Licensee participates in a pre-planning meeting with Renaissance 4-6 weeks prior to the event.

   iv. Because travel is booked 4-6 weeks in advance, additional fees may apply for late booking, and last-minute rescheduling or cancellation.

b. Remote Professional Services: For any Professional Services that Renaissance will provide remotely, the following shall apply:

   i. Licensee shall provide facilities for its participants.

   ii. The facilities provided by Licensee must be conducive to adult learning with computer, broadband Internet connection and two-way sound for each participant and a hard-wired broadband internet connection for the computer that is projecting the online presentation.

   iii. Renaissance will tailor the content to the specific needs of the participants, to the extent that the Licensee participates in a pre-planning meeting with Renaissance 3-5 business days prior to the event.

   iv. Any materials sent electronically to support the session must be printed by Licensee for each participant.

c. Learning Environment: Professional development sessions are designed to engage learners with hands-on experiences in the Applications, customization to group needs, and individualized support. Licensee assumes the responsibility for any diminished quality and/or satisfaction concerns if an appropriate learning setting is not provided by Licensee, including, without limitation, keeping to group size limits provided by Renaissance and providing facilities that meet technology and learning environment requirements.

d. Ownership: All print and digital content provided as a part of the service is the sole property of Renaissance and is deemed Content under the Agreement. Recording or reproduction in any form is not permitted. Renaissance does not provide copies of any of the PowerPoint presentations presented during any seminar, webinar or any other presentation.

e. Learning Outcomes: It is the responsibility of the Licensee to participate in a planning call with Renaissance a minimum of 3-5 business days for remote Professional Services and 4-6 weeks for onsite Professional Services, prior to the delivery of the Professional Services to determine the agreed upon learning outcomes. Renaissance will plan the delivery of the Professional Service to meet those pre-determined learning outcomes. At times the needs expressed by the participants of the Professional Services event do not exactly match the learning outcomes identified in the pre-planning meeting. Renaissance will use commercially reasonable efforts to address those needs as time allows, but Renaissance will first focus on fulfilling the learning outcomes agreed to during the pre-planning meeting.

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Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Huntley Community School District 158 - 340233
650 Academic Dr
Algonquin, IL 60102-4423
Contact: Amy MacCrindle - (847) 659-6158
Email: amaccrindle@district158.org

Reference ID: 279572
Created: 05/12/2020

Quote Summary	
School Count: 8	
Renaissance Products & Services Total	$133,513.30
Applied Discounts	$(46,347.30)
Shipping and Processing	$0.00
Sales Tax	$219.38
Grand Total	**USD $87,385.38**

This quote includes: Renaissance myIGDIs and Renaissance Star 360.

To receive applicable discounts, all orders included on this quote must be received at the same time.

By signing below, you

- agree that this Quote, any other quotes issued to you during the Subscription Period and your use of the Applications, the Hosting Services and Services are subject to the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R003981304GH3CB5.pdf which are incorporated herein by reference;
- consent to the Terms of Service and License; and
- consent to the collection, use, and disclosure of the personal information of children under the age of 13 as discussed in the US Privacy Notice located at https://doc.renlearn.com/KMNet/R60990.pdf?int=https://www.renaissance.com/privacy/.

To accept this offer and place an order, please sign and return this Quote.

Renaissance will issue an invoice pursuant to this Quote on the Invoice Date you specify below. If no Invoice Date is listed, Renaissance will issue an invoice within 30 days from the date of this Quote. If your organization requires a purchase order prior to invoicing, please check the box below and issue your purchase order to the Renaissance address below no later than 15 days prior to the Invoice Date. Payment is due net 30 days from the Invoice Date.

If your billing address is different from the address at the top of this Quote, please add that billing address below.

Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	Huntley Community School District 158 - 340233
Ted Wolf	By:
Name: Ted Wolf	Name:
Title: VP - Corporate Controller	Title:
Date: 05/12/2020	Date:
	Invoice Date:

Mail: PO Box 8036, Wisconsin Rapids, WI 54495-8036
Fax: (877)280-7642
Email: electronicorders@renaissance.com

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Phone: (877)444-3172

If changes are necessary, or additional information is required, please contact your account executive Cicely Glanton at (866)559-4813, Thank You.

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This quote is valid for 30 days. All quotes and orders are subject to availability of merchandise. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Students can become their most amazing selves — only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom — transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

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Quote Details

Huntley Community School District 158 - 340233

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Data Integration Services					
Custom Data Integration Level 4 (1,501 - 15,000 Subscriptions)	07/01/2020 - 06/30/2021	1	$7,500.00	$0.00	$7,500.00
Huntley Community School District 158 Subtotal					**$7,500.00**
Sales Tax					**$0.00**
Huntley Community School District 158 Total				**$0.00**	**$7,500.00**

Conley Elementary School - 2061274

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Renaissance Applications					
Star 360 One-Time Fee	04/01/2020 - 06/30/2021	1	$1,599.00	$(1,599.00)	$0.00
Star 360 Subscription	04/01/2020 - 06/30/2020	609	$3.55	$(2,161.95)	$0.00
Star 360 Subscription	07/01/2020 - 06/30/2021	609	$14.25	$(1,218.00)	$7,460.25
Platform Services					
Annual All Product Renaissance Platform	04/01/2020 - 06/30/2020	1	$187.50	$(187.50)	$0.00
Annual All Product Renaissance Platform	07/01/2020 - 06/30/2021	1	$750.00	$0.00	$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	$0.00	$0.00	$0.00
Conley Elementary School Subtotal					**$13,376.70**
Sales Tax					**$0.00**
Conley Elementary School Total				**$(5,166.45)**	**$8,210.25**

Hannah Martin Elementary School - 1629471

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Renaissance Applications					
Star 360 One-Time Fee	04/01/2020 - 06/30/2021	1	$1,599.00	$(1,599.00)	$0.00
Star 360 Subscription	04/01/2020 - 06/30/2020	786	$3.55	$(2,790.30)	$0.00
Star 360 Subscription	07/01/2020 - 06/30/2021	786	$14.25	$(1,572.00)	$9,628.50
Platform Services					
Annual All Product Renaissance Platform	04/01/2020 - 06/30/2020	1	$187.50	$(187.50)	$0.00
Annual All Product Renaissance Platform	07/01/2020 - 06/30/2021	1	$750.00	$0.00	$750.00

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Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	$0.00	$0.00	$0.00
			Hannah Martin Elementary School Subtotal		**$16,527.30**
			Sales Tax		**$0.00**
			Hannah Martin Elementary School Total	**$(6,148.80)**	**$10,378.50**

Heineman Middle School - 2282585

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Renaissance Applications					
Star 360 One-Time Fee	04/01/2020 - 06/30/2021	1	$1,599.00	$(1,599.00)	$0.00
Star 360 Subscription	04/01/2020 - 06/30/2020	815	$3.55	$(2,893.25)	$0.00
Star 360 Subscription	07/01/2020 - 06/30/2021	815	$14.25	$(1,630.00)	$9,983.75
Platform Services					
Annual All Product Renaissance Platform	04/01/2020 - 06/30/2020	1	$187.50	$(187.50)	$0.00
Annual All Product Renaissance Platform	07/01/2020 - 06/30/2021	1	$750.00	$0.00	$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	$0.00	$0.00	$0.00
			Heineman Middle School Subtotal		**$17,043.50**
			Sales Tax		**$0.00**
			Heineman Middle School Total	**$(6,309.75)**	**$10,733.75**

Henry Marlow Middle School - 2448720

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Renaissance Applications					
Star 360 One-Time Fee	04/01/2020 - 06/30/2021	1	$1,599.00	$(1,599.00)	$0.00
Star 360 Subscription	04/01/2020 - 06/30/2020	1,290	$3.55	$(4,579.50)	$0.00
Star 360 Subscription	07/01/2020 - 06/30/2021	1,290	$14.25	$(2,580.00)	$15,802.50
Platform Services					
Annual All Product Renaissance Platform	04/01/2020 - 06/30/2020	1	$187.50	$(187.50)	$0.00
Annual All Product Renaissance Platform	07/01/2020 - 06/30/2021	1	$750.00	$0.00	$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	$0.00	$0.00	$0.00
			Henry Marlow Middle School Subtotal		**$25,498.50**
			Sales Tax		**$0.00**

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Henry Marlow Middle School Total	**$(8,946.00)**	**$16,552.50**

Kathy Leggee Elementary - 1299840					
Products & Services	**Subscription Period**	**Quantity**	**Unit Price**	**Discount**	**Total**
Renaissance Applications					
Star 360 One-Time Fee	04/01/2020 - 06/30/2021	1	$1,599.00	$(1,599.00)	$0.00
Star 360 Subscription	04/01/2020 - 06/30/2020	930	$3.55	$(3,301.50)	$0.00
Star 360 Subscription	07/01/2020 - 06/30/2021	930	$14.25	$(1,860.00)	$11,392.50
Platform Services					
Annual All Product Renaissance Platform	04/01/2020 - 06/30/2020	1	$187.50	$(187.50)	$0.00
Annual All Product Renaissance Platform	07/01/2020 - 06/30/2021	1	$750.00	$0.00	$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	$0.00	$0.00	$0.00
Kathy Leggee Elementary Subtotal					**$19,090.50**
Sales Tax					**$0.00**
Kathy Leggee Elementary Total				**$(6,948.00)**	**$12,142.50**

Mackeben Elementary School - 2613625					
Products & Services	**Subscription Period**	**Quantity**	**Unit Price**	**Discount**	**Total**
Renaissance Applications					
Star 360 One-Time Fee	04/01/2020 - 06/30/2021	1	$1,599.00	$(1,599.00)	$0.00
Star 360 Subscription	04/01/2020 - 06/30/2020	513	$3.55	$(1,821.15)	$0.00
Star 360 Subscription	07/01/2020 - 06/30/2021	513	$14.25	$(1,026.00)	$6,284.25
Platform Services					
Annual All Product Renaissance Platform	04/01/2020 - 06/30/2020	1	$187.50	$(187.50)	$0.00
Annual All Product Renaissance Platform	07/01/2020 - 06/30/2021	1	$750.00	$0.00	$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	$0.00	$0.00	$0.00
Mackeben Elementary School Subtotal					**$11,667.90**
Sales Tax					**$0.00**
Mackeben Elementary School Total				**$(4,633.65)**	**$7,034.25**

May Chesak Elementary - 1237672

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Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Renaissance Applications					
Star 360 One-Time Fee	04/01/2020 - 06/30/2021	1	$1,599.00	$(1,599.00)	$0.00
Star 360 Subscription	04/01/2020 - 06/30/2020	733	$3.55	$(2,602.15)	$0.00
Star 360 Subscription	07/01/2020 - 06/30/2021	733	$14.25	$(1,466.00)	$8,979.25
Platform Services					
Annual All Product Renaissance Platform	04/01/2020 - 06/30/2020	1	$187.50	$(187.50)	$0.00
Annual All Product Renaissance Platform	07/01/2020 - 06/30/2021	1	$750.00	$0.00	$750.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	$0.00	$0.00	$0.00
		May Chesak Elementary Subtotal			**$15,583.90**
				Sales Tax	**$0.00**
		May Chesak Elementary Total		**$(5,854.65)**	**$9,729.25**

Reed Road Campus - 7002816					
Products & Services	**Subscription Period**	**Quantity**	**Unit Price**	**Discount**	**Total**
Renaissance Applications					
myIGDIs Assessments Student Subscription	07/01/2020 - 06/30/2021	275	$5.00	$0.00	$1,375.00
Professional Services					
Renaissance Smart Start Product Training (included with purchase)		1	$0.00	$0.00	$0.00
Additional Products & Services					
myIGDIs Print Kit - Early Literacy - English 2.0		2	$225.00	$0.00	$450.00
myIGDIs Print Kit - Early Literacy /P3		12	$225.00	$0.00	$2,700.00
myIGDIs Print Kit - Early Numeracy		12	$225.00	$(2,340.00)	$360.00
		Reed Road Campus Subtotal			**$7,225.00**
				Sales Tax	**$219.38**
		Reed Road Campus Total		**$(2,340.00)**	**$5,104.38**

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www.renaissance.com

Huntley Community School District 158 - 340233
650 Academic Dr
Algonquin, IL 60102-4423
Contact: Amy MacCrindle - (847) 659-6158
Email: amaccrindle@district158.org

Reference ID: 459682
Created: 05/06/2020

Quote Summary	
School Count: 8	
Renaissance Products & Services Total	$16,200.00
Applied Discounts	$(800.00)
Shipping and Processing	$0.00
Sales Tax	$0.00
Grand Total	**USD $15,400.00**

This quote includes: Renaissance-U.

This Quote and your use of the Applications, the Hosting Services and Services are subject to the terms and conditions you or your state department, district, purchasing cooperative or archdiocese previously agreed to with Renaissance which terms and conditions are incorporated herein. To accept this offer and place an order, please sign and return this Quote.

Renaissance will issue an invoice pursuant to this Quote on the Invoice Date you specify below. If no Invoice Date is listed, Renaissance will issue an invoice within 30 days from the date of this Quote. If your organization requires a purchase order prior to invoicing, please check the box below and issue your purchase order to the Renaissance address below no later than 15 days prior to the Invoice Date. Payment is due net 30 days from the Invoice Date.

If your billing address is different from the address at the top of this Quote, please add that billing address below.

Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	Huntley Community School District 158 - 340233
Ted Wolf	By:
Name: Ted Wolf	Name:
Title: VP - Corporate Controller	Title:
Date: 05/06/2020	Date:
	Invoice Date:

Mail: PO Box 8036, Wisconsin Rapids, WI 54495-8036
Fax: (877)280-7642
Email: electronicorders@renaissance.com
Phone: (877)444-3172

If changes are necessary, or additional information is required, please contact your account executive Mary Olson at (866)391-5199, Thank You.

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Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
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Students can become their most amazing selves — only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom — transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

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Quote Details

Huntley Community School District 158 - 340233

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Professional Services					
Champions Academy Onsite		3	$3,000.00	$(800.00)	$8,200.00
Huntley Community School District 158 Total				**$(800.00)**	**$8,200.00**

Conley Elementary School - 2061274

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Additional Products & Services					
REN U LEVEL 4 (DISTRICTS W/3 - 24 SCHOOLS)	05/01/2020 - 04/30/2021	1	$900.00	$0.00	$900.00
Conley Elementary School Total				**$0.00**	**$900.00**

Hannah Martin Elementary School - 1629471

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Additional Products & Services					
REN U LEVEL 4 (DISTRICTS W/3 - 24 SCHOOLS)	05/01/2020 - 04/30/2021	1	$900.00	$0.00	$900.00
Hannah Martin Elementary School Total				**$0.00**	**$900.00**

Heineman Middle School - 2282585

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Additional Products & Services					
REN U LEVEL 4 (DISTRICTS W/3 - 24 SCHOOLS)	05/01/2020 - 04/30/2021	1	$900.00	$0.00	$900.00
Heineman Middle School Total				**$0.00**	**$900.00**

Henry Marlow Middle School - 2448720

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Additional Products & Services					
REN U LEVEL 4 (DISTRICTS W/3 - 24 SCHOOLS)	05/01/2020 - 04/30/2021	1	$900.00	$0.00	$900.00
Henry Marlow Middle School Total				**$0.00**	**$900.00**

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Kathy Leggee Elementary - 1299840					
Products & Services	**Subscription Period**	**Quantity**	**Unit Price**	**Discount**	**Total**
Additional Products & Services					
REN U LEVEL 4 (DISTRICTS W/3 - 24 SCHOOLS)	05/01/2020 - 04/30/2021	1	$900.00	$0.00	$900.00
		Kathy Leggee Elementary Total		**$0.00**	**$900.00**

Mackeben Elementary School - 2613625					
Products & Services	**Subscription Period**	**Quantity**	**Unit Price**	**Discount**	**Total**
Additional Products & Services					
REN U LEVEL 4 (DISTRICTS W/3 - 24 SCHOOLS)	05/01/2020 - 04/30/2021	1	$900.00	$0.00	$900.00
		Mackeben Elementary School Total		**$0.00**	**$900.00**

May Chesak Elementary - 1237672					
Products & Services	**Subscription Period**	**Quantity**	**Unit Price**	**Discount**	**Total**
Additional Products & Services					
REN U LEVEL 4 (DISTRICTS W/3 - 24 SCHOOLS)	05/01/2020 - 04/30/2021	1	$900.00	$0.00	$900.00
		May Chesak Elementary Total		**$0.00**	**$900.00**

Reed Road Campus - 7002816					
Products & Services	**Subscription Period**	**Quantity**	**Unit Price**	**Discount**	**Total**
Additional Products & Services					
REN U LEVEL 4 (DISTRICTS W/3 - 24 SCHOOLS)	05/01/2020 - 04/30/2021	1	$900.00	$0.00	$900.00
		Reed Road Campus Total		**$0.00**	**$900.00**

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HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: May 21, 2020

To: Board of Education

From: Dr. Erika Schlichter, Assistant Superintendent for Learning and Innovation

Cc: Dr. Scott Rowe, Superintendent

Subject: **Contract with Education Elements for Support of Personalized and Competency Based Learning**

Executive Summary

During the course of the 2019-20 school year, District 158 has had a partnership with Education Elements, a premier personalized and competency-based consulting firm, to provide support and improvement for the Vanguard Vision competency-based education program at Huntley High School. This partnership has proven very valuable for the high school, as Education Elements has engaged in learning walks, provided feedback, and directly supported teachers and administrators with structures and instructional strategies. Education Elements is an industry leader in the area of personalized and competency based learning, as well as organizational improvement.

The current contract with Education Elements is ending in May 2019. Administration is recommending entering into a contract that would extend services through the 2020-21 school year to support continued growth of Vanguard Vision, as well as personalization of learning across the entire 6-12 level. As District 158 continues on the journey toward quality personalization of learning for students, Education Elements will provide valuable support and resources to ensure successful outcomes.

Details of the agreement are provided in the attached contract and statement of work. The total cost of the contract is $31,000. These funds have been allocated fully from the District's Title 2 federal grant allocation. Grant funds will cover all costs for this work, with no financial impact to District 158 local funds.

Recommendation

Administration recommends that the Board of Education approve the contract with Education Elements as presented.

999 Skyway Road, Suite 325
San Carlos, CA 94070
www.edelements.com
bizops@edelements.com

STATEMENT OF WORK

This SOW Number 2020-01 is issued under and subject to all of the terms and conditions of the Master Services Agreement between Education Elements, Inc. ("***EdElements***") and Huntley Community School District 158 (***"Customer"***), dated as of April 18, 2019,

This SOW shall become effective (the "***Effective Date***") upon the date it is signed by both Parties.

SOW #:	Huntley CSD 158 – 2020-01
Pricing Valid to:	06/30/2020
Type:	Existing Customer

EE Partner:	Kelly Freiheit

Customer Information

Organization Name:	Huntley Community School District 158
Customer Contact Name:	Erika Schlichter, Ed.D Assistant Superintendent for Learning and Innovation
Customer Phone:	847-659-6139
Customer Email:	eschlichter@district158.org

Billing Contact Name:	Erika Schlichter, Ed.D
Billing Address:	650 Academic Drive, Algonquin, IL 60102
Billing Phone:	847-659-6139
Billing Email:	eschlichter@district158.org

Invoices will be delivered via email.

Offering

Services Fees (See Appendix A for additional details)

Service Name	Service Description	Dates	Fees
Professional Services	Project Lead Strategy Calls (1x/month, 45 mins) with principals and project leads will provide project leadership team with an opportunity to think through current challenges and spend time discussing the outcomes of the work against measures of success. There will be a Learning Series virtually the 3 schools; which will include 4 x 90 min sessions around responsive practices. Lastly, EE will support 2 MS with the instructional vision of building the foundational knowledge around personalized learning.	07/01/2020 – 12/31/2020	$31,000.00
		Total Fees:	**$31,000.00**

General Terms

1. By signing this SOW, you are offering to subscribe and/or acquire (as applicable) the applications and/or services listed above. Your offer becomes a binding commitment upon acceptance by Education Elements, and is not subject to the issuance of any further purchase orders, confirmations or other events. The MSA and this SOW represent the entire agreement between the parties and cannot be overridden by terms contained in any later received document unless the additional terms are accepted in writing by Customer and Education Elements. Without limiting the generality of the foregoing, no condition of your order, to which notice of objection is hereby given, or in any future correspondence between us shall alter or supplement the terms of the MSA or this SOW, unless in writing executed by both parties. Neither Education Elements' performance nor delivery shall be construed as an acceptance of Customer's additional or different terms.

2. This SOW may be executed in counterparts and may be exchanged by facsimile or electronically. Each such counterpart shall be deemed an original, all of which together shall constitute one and the same instrument.

Special Terms

1. The "Special Terms" set forth herein shall override the General Terms above to the extent of any express inconsistency.

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San Carlos, CA 94070
www.edelements.com
bizops@edelements.com

Payment Schedule

Payment Schedule	Amount	Invoice Date	Payment Due Date
Payment 1	$31,000.00	Upon full execution of this agreement.	Net 30

Total Fees: **$31,000.00**

Acknowledged and Agreed

***CUSTOMER*:**

By: _____

Name: _____

Title: _____

Date: _____

EDUCATION ELEMENTS, INC.:

By: _____

Name: _____

Title: _____

Date: _____

Education Elements
999 Skyway Road,
Suite 325
San Carlos, CA, 94070

Huntley 158: Building Responsive Teams and Classrooms

May 14, 2020

Our Understanding

- Huntley High School's Vanguard Vision program is entering into its third year — a competency-based school-within-a-school model as part of their competency-based pilot initiative from the State of Illinois.
- Heineman Middle School and Marlowe Middle School are making shifts towards personalized learning to ensure greater learning outcomes for students throughout their journey through grades 6-12.
- Huntley 158 is committed to ensuring their school leaders and teams have the knowledge and skills to achieve its ambitious goals in competency-based and personalized learning environments for enhanced student engagement and achievement. The district leadership team shares Education Elements' perspective that leaders, particularly in times of crisis, understand why new practices and dynamic shifts matter, but may struggle to build buy-in, transfer knowledge to others, and make changes that are the right size for their schools.
- Education Elements believes that school leaders (i.e. principals, APs, instructional coaches, department chairs) play a key role in driving and supporting innovation at their schools. We believe that by utilizing responsive practices from both books: *The NEW Team Habits* and *The NEW School Rules: 6 Vital Practices for Thriving and Responsive Schools*, school leaders will be empowered to design and lead more responsive, thriving learning environments based on competency-based and personalized learning practices.
- Huntley 158 would like to engage with Education Elements to deepen and expand responsive organizational and instructional design practices within their leadership teams at both the middle school and high school. This will enhance the quality and effectiveness of personalized learning and competency-based education within their schools.

Outcomes

- Our goal is to co-create school-wide responsive practices that will enable Heineman Middle School, Marlowe Middle School, and Huntley High School to achieve their goals with personalized and competency-based learning implementation. Specifically, we want to strengthen school leadership teams' ability to execute key actions, course correct as needed, and celebrate wins and progress.

- By the end of Phase 1 of this project (outlined in this proposal), the leadership teams at the middle schools and high school (4-6 members per team) will:
    - Establish or enhance their capacity to implement, monitor, and scale the adoption of responsive practices that enable their respective school teams to drive sustainable instructional shifts related to competency-based and personalized learning.
    - Define clear roles and accountabilities within their teams to enhance instructional shifts.
    - Establish a cadence of internal meetings with defined purposes and protocols to support decision-making and information sharing that support instructional strategies.
- By the end of Phase 2 of this project (outlined in this proposal), the middle school leadership teams will also:
    - Develop foundational knowledge around personalized learning to understand the importance of leveraging data-informed decisions, flexible content and tools, targeted instruction, and student ownership and reflection in all elements of the teaching and learning process.
    - Draft a long-term plan for the development of the school's personalized learning moving forward based on a continuous improvement cycle (plan, do, reflect, revise).
    - Create a support plan for professional development around personalized learning and revise it based on learnings/data collected through learning walks.

Detailed Approach

The following table outlines our proposed set of activities and deliverables to provide comprehensive support based on the assumption we will have to navigate different scenarios depending on the district's capacity and readiness to engage with in-person and/or distance collaboration. For the purposes of this proposal, we have outlined two scenarios: one that incorporates in-person collaboration sessions while relying on social distancing and additional precautionary measures as recommended by healthcare officials; and one that relies solely on remote collaboration. In any scenario, we would work together remotely to prepare for each virtual and/or in-person visit, summarize learnings, and prepare deliverables.

Virtual Support: July 2020 - December 2020		In-Person with Precautionary Measures	Remote Collaboration
Monthly Support Calls Principals, Project Lead(s)	**Monthly Support Calls** will be geared towards following-up on action items, reflecting on lessons learned, sharing resources, and setting goals and next steps. In these sessions, we will build common language around responsive practices, get an instructional "pulse check" at the middle schools and high school, and make responsive decisions essential to changing the way innovation occurs within and across teams in the district.	**12 calls x 45 minutes**	
Responsive Teaming Series: Summer 2020		Remote Collaboration	
Learning Series: Responsive Leadership for Instructional	**Session I: Plan For Change, Not Perfection** In this session, we will explore the tension between planning, preparation, and purpose. We will leverage frameworks to help school-level teams develop continuous improvement cycles that allow for learning and	**4 x 90 minute virtual sessions**	

Innovation Principals, School Leadership Teams (4-6 ppl) from MS and HS, Project Lead(s) Up to 15 ppl	iteration.	
	Session II: Define the Work Before You Define the People In this session, we will rethink the relationship between roles, accountabilities, and people — an essential component in changing the way work gets done and decisions get made within and across departments/teams.	
	Session III: Build Trust and Allow Authority to Spread In this session, we will debrief our experiments with responsive planning and explore the role of teams in achieving the academic and strategic vision of schools by rethinking the way we structure meetings, the way we distribute authority, and build trust.	
	Session IV: Aim For "Safe Enough to Try" Instead of Consensus In this session, we will explore how we, as individuals and organizations, build systems for better decision-making that default to "yes" instead of "no," thus granting authority to others, aiming for "safe enough to try" instead of consensus.	

Deliverables

- Define the roles and accountabilities for school leadership teams as they relate to achieving the academic vision of their respective schools
- Clarify responsibilities based on responsive leadership practices that support continuous improvement cycles for personalized and competency-based learning implementation
- Draft protocols and templates that leverage decision making processes for the different internal meetings

Visit 1: Early Fall 2020 (1 day total)		In-Person with Precautionary Measures	Remote Collaboration
Responsive Teams & Classrooms MS School Leadership Teams (4-6 ppl), Project Lead(s)	**Foundations: Personalized Learning** Build foundational knowledge around personalized learning, specifically around curriculum, instruction, assessment, and reporting	**.5 day**	**90 mins x 2 sessions**
	Strategy Session I Draft a long-term plan for implementing personalized learning moving forward based on a continuous improvement cycle (plan, do, reflect, revise).	**.5 day**	**90 mins x 2 sessions**
Visit 2: Late Fall 2020 (1 day total)		In-Person with Precautionary Measures	Remote Collaboration
Responsive Teams & Classrooms MS School Leadership Teams (4-6 ppl), Project Lead(s)	**Strategy Session II** Refine the support plan for professional development around personalized learning based on learnings/data collected through learning walks in the morning.	**1 full day**	**90 mins x 4 sessions**

Deliverables:

- Resources related to building knowledge and capacity around personalized curriculum, instruction, assessment, and reporting for school leadership teams
- Provide structures for a long-term implementation plan for personalized learning at middle school campuses, leveraging a continuous improvement cycle
- Develop a learning walks/reflection tool for assessing personalized learning practices in the areas of curriculum, instruction, assessment, and reporting

Project Governance

In order to successfully manage a scope of work of this size, we recommend a project governance and management structure that will ensure clear communication, engage stakeholders, and adequately inform decision-makers. This structure is a key component of our successful track-record of change management.

- The **Project Leads** are responsible for day-to-day management of the project, including managing planning, logistics, and communication in partnership with the Education Elements team, and elevating decisions. Recommended 1-2 people.
- The **School Leadership Teams** will participate directly in Education Elements virtual and/or in-person learning experiences to refine their practices around either personalized learning or competency-based education. Recommended 4-6 people per school. The principal should be a member of this team, along with other site leaders (i.e. APs, department chairs, coaches, etc.).

Our team is passionate and mission-driven. We are former teachers, coaches, principals, school board members, data experts and consultants — all of whom are committed to making a difference in education. Below is a table that highlights specific team roles we expect to fill the roles necessary to complete this project.

ROLE	RESPONSIBILITIES
Quality Assurance	• Build and maintain a long-standing relationship with Huntley 158 • Provide high-level oversight to the project • Mitigate risks and support issue resolution
Project Lead	• Responsible for successful, high-quality delivery of tasks & deliverables • Manages projects on a daily basis • Primary point of contact for Huntley 158
Subject Matter Expertise	• Shares critical expertise to team during specific tasks or across entire project • Supports with deliverables, frameworks, presentations when needed

Pricing

The work outlined in this proposal will occur between July 1, 2020 - December 31, 2020 and is **$31,000.00**. Our pricing is inclusive of all expenses (e.g. workshop materials, project management, supplies, travel costs, hotels and meals). The project will be invoiced for the full amount upon signature of the contract.

ABSENCES AND ATTENDANCE

If your child is to be absent because of illness, you are required to call the school absentee line by the beginning of the school day and report the absence each day. If your child is absent and we do not receive a call, we will call you at home or your place of employment to verify the absence. The purpose of this procedure is to determine if your child has arrived safely at school. School policy requires a written excuse from a doctor for any student who is absent from school due to illness for three or more consecutive days.

Parents are urged to request homework if their child is absent two or more consecutive days. Contact the school office as soon in the day as possible to request homework. This will allow the teacher time to prepare what is needed.

A student must be in attendance for a minimum of 5 consecutive hours (300 minutes) to be considered a full school day, 2.5 hours (150 minutes) for a half day for grades two through five, and 2 hours (120 minutes) for Kindergarten through first grade. When your child arrives after the official start time, parents are required to sign their children in at the office. Students who leave school early for reasons of illness, appointments, or notes from home will be released only to their parent or legal guardian unless prior arrangements have been made through the school office. Parents are required to sign their child out in the office.

Conscientious school attendance is one of the most important tasks of a student. The attendance maintained while in school will be looked upon by future employers as one of the basic criteria of employment. Students who stay home for trivial illnesses or because they do not feel like attending school are, in effect, hurting no one but themselves. They are missing vital information in their education and, therefore, placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance. The attendance-monitoring program is divided into four (4) levels of absenteeism:

Level 1: 10 Full Days Absent

- At this level, a letter will be sent to the parents notifying them of the dates of the absences and the services our school can offer in relation to missed assignments, etc. We will also ask that if the absence will be prolonged, i.e., hospital, illness, etc., the school should be notified and a program can be set up to help the student make up the work.
- This is not a punitive letter, but one of concern on our part.

Level 2: 15 Full Days Absent

- A second letter will be sent once again advising parents of the days missed and how a continued pattern of absenteeism may affect their child's grades.
- If there is an absenteeism pattern, a conference with the school administration will also be required. During this conference it may be determined that a doctor's note may be required for all sick days to be recorded as excused or medically verified.
- If there is not an absenteeism pattern, the conference will be waived and only the letter sent.
- If absences to date are found to be unexcused, steps for truancy referral may be taken.

Level 3: 20 Full Days Absent

1

- A registered letter will be sent to the parents notifying them of the days the student has been absent. This letter will advise the parents that they must schedule a meeting with school administration. Failure to attend this meeting may result in a direct referral to the Regional Superintendent for truancy.

Excused Absence

An excused absence is defined as an absence due to sickness or an emergency in a family in accordance with the State Law. Students who have been excused from school are expected to hand in missed schoolwork. It is the student's responsibility to work with teacher for missed assignments. Please contact the appropriate teacher/s to make these arrangements.

Acceptable absences include:

1. Personal illness
2. Death in the immediate family
3. Family emergency*
4. Religious holiday observance
5. Quarantine
6. Court appearance
7. School sponsored activity

* "Needed at home" is not a sufficient excuse. The note from the parent must indicate the reason for the emergency requiring the student to miss school.

Unexcused Absence

Examples of absences that cannot be excused include but are not limited to:

1. Errands which could be scheduled when a student is not required to be in school
2. Oversleeping
3. Car trouble or missing bus ride

Prearranged Student Absences

For planned absences, such as family vacations during the school year, parents should notify the teacher and office in writing in
advance. While such absences are discouraged, alternative assignments may be provided, when possible, as long as teachers have sufficient notice. It must be realized that not all lessons taught in school can be made up at home or assigned weeks in advance. Alternative assignments/makeup work cannot replace actual attendance at school.

Absence and Participation in After School Activities

A student must be present at school a minimum of four hours to be eligible for participation in after school co-curricular activities such as athletics, concerts, presentations, plays, trips, etc. If a student goes home ill during the day, that student becomes ineligible for participation in any school co-curricular activities that day.

Tardiness - To School

It is very important that children arrive at school on time. The educational process is disrupted for all concerned when this does NOT occur. When tardy to school, a student must report to the office to sign in before attending class. Excused tardies are appointments with orthodontist, dentist, doctor, eye doctor, etc. Unexcused tardies include oversleeping or missing the bus.

BEHAVIOR AND DISCIPLINE

Mission: To teach, develop, and reinforce positive self and social awareness which will empower all students to become valuable members of their community.

Vision: A collaborative community that guides one another to be culturally responsive members who display empathy and innovation through the development of social, emotional, and life skills

One of the core values of the elementary schools in District #158 is the maintenance of a pleasant, orderly, supportive atmosphere. A spirit of cooperation among students, teachers, parents and administrators promotes a positive learning climate that enables and encourages excellence in education. In an effort to support this cooperation, all students and their parents should review the following rights, responsibilities and rules:

Discipline of Students with Disabilities: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. No special education student shall be expelled for conduct that is a manifestation of his or her disability.

Student Rights
1. A meaningful learning experience.
2. A school climate free of violence and disruption.
3. A written code of discipline.

Student Responsibilities
1. Attain the best possible level of academic achievement.
2. Respect the rights of fellow students and school personnel.
3. Obey all school rules as well as city, state and federal laws.

Staff Rights
1. To teach/work in an atmosphere that promotes the educational process.

Staff Responsibilities
1. To maintain an atmosphere conducive to learning.
2. To communicate with students, parents and administrators.
3. To redirect inappropriate behavior.

4. To assign appropriate consequences.

Disciplinary measures: Potential disciplinary measures include, without limitation, any of the following:

1. Verbal warning.
2. Notifying parent(s)/guardian(s).
3. Disciplinary conference.
4. Withholding of privileges.
5. Temporary removal from the classroom.
6. Lunch or teacher detention
7. Return of property or restitution for lost, stolen, or damaged property.
8. In-school suspension.
9. After-school or Saturday detention.
10. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
11. Suspension of bus riding privileges.
12. Out-of-school suspension.
13. Expulsion.
14. Notifying juvenile authorities or other law enforcement.
15. Other disciplinary action as deemed appropriate by the administration.

Level-Step Disciplinary System

Administrators will at every stage be concerned with finding causes for misconduct for which the actions of the students are symptoms. It will be the goal to seek and find appropriate help for students who are in need. The system identifies three levels of misbehavior and clearly states the consequences for each rule infraction. Consequences are progressively more serious as infractions accumulate and severity increases. It is the hope and intent that this system will deter future misconduct, and engender in students a respect for the rights of others and the need for the rule of law both in school and society.

Level A - SCHOOL RULE INFRACTIONS THAT DISRUPT THE EDUCATIONAL ENVIRONMENT

- Such as, but not limited to, classroom disruption, insubordination, personal dishonesty, academic dishonesty, throwing objects, public display of affection, profanity, failure to report to an assigned disciplinary action, bus violations, dress code violations, electronic device/cell phone violation, being in an unauthorized area, violation of normal school rules, unexcused tardiness to class or school, and unexcused absence from class.

- **Level A infractions may result in warnings, loss of a school privilege, lunch/recess detention, before/after school**
detentions, parent conference, or suspension in/ from school.
Level B - SERIOUS RULE INFRACTIONS THAT INFRINGE UPON THE RIGHTS/SAFETY OF OTHERS
- Such as, but not limited to, repeated level A infractions, aggressive behavior (includes play fighting), fighting, aiding and
abetting the violation of school rules, vandalism, theft, extortion, possession of inappropriate objects or material, technology violations, forgery, harassment of other students, chronic misbehavior, tampering with fire extinguisher or health safety equipment, false fire alarm, and truancy.
- **Level B infractions may result in warnings, loss of a school privilege, lunch/recess detention, before/after school**
detentions, parent conference, suspension in/from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement.
Level C - ILLEGAL BEHAVIOR
- Such as, but not limited to, repeated level B infractions, an act that endangers oneself or others, felonious acts, threats/physical attacks of a staff member on or off campus, threat(s) towards others, possession or assisting in the possession of a weapon, arson, possession of or use of illegal drugs, marijuana or alcohol, participation in a transaction/transfer of or attempted transaction/transfer of drugs, marijuana or alcohol, use or possession of tobacco, tobacco products or alternative nicotine products, gambling, gang activity, and assault.
- Level C infractions may result in warnings, loss of a school privilege, lunch/recess detention, before/after school
detentions, parent conference, suspension from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement. Any student who possesses a weapon, as defined in Section 10-22.6(d) of the School Code or Board Policy 7:190, shall be expelled for not less than one year.
Explanation of Terms

Conduct motivated in whole or in part by prohibited discrimination may be subject to increased disciplinary measures, where determined to be appropriate by the administration. The Board may also consider whether conduct was motivated in whole or in part by prohibited discrimination when determining whether to expel a student based on such conduct. Prohibited discrimination means conduct based upon actual or perceived color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, or pregnancy.

Detention - Detentions are assigned in cases of serious misconduct and/or frequent misconduct of the same nature. A detention must be processed through the administration. A detention may be up to 30 minutes and may occur before school, during lunch/recess or after the school day. Absence on the

day of a detention will cause the detention to be served on the next school day. If the detention is assigned before or after school, students and parents will be notified in writing at least one day in advance of the day assigned. Parents are responsible for providing transportation. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in additional detention and/or parent phone conference.

In-School Intervention - Students will be in a supervised location working on classroom assignments. Any disruption will result in additional disciplinary action.

Suspension - A student who has been suspended will not be readmitted to school or to classes without a parent conference. Students may not participate in or attend extra-curricular activities while under suspension. At the time of a suspension the student will remain in the office until a parent/guardian or their designee comes to pick up the student from school.

A suspension may not exceed ten days. Prior to a suspension, a student will be advised of the reason for the proposed suspension and afforded an opportunity to present information on their own behalf. It must be determined that the student is guilty of noncompliance with the school rule of the conduct charged, and that suspension is reasonably justified.

Parents or guardian will be given prompt notice of the suspension and the reason thereof. The parents or guardian have a right to request a review before the school board or an appointed hearing officer.

A suspended student shall have the opportunity to make up any assignments and tests missed during the suspension period. The school will provide work for the student so that his/her future learning is not affected by the suspension. A student will receive credit for these assignments.

Parents have the right to request a hearing from the Board of Education.

Right to Review: The Appeals process must follow these 3 steps:

A. Appeal to the Building Principal
B. Appeal to Associate Superintendent or Designee
C. Appeal to the Board of Education

Expulsion. Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss

their son/daughter's behavior. The request shall include:

a. details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
b. The time, date, and place of the hearing;
c. A brief description of what will happen during the hearing;
d. A list of the student's previous suspensions;
e. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years; and

f. A request that the student or parent/guardian inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and his or her parent/guardian may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A student may be readmitted to school after expulsion by official action of the Board of Education

BIRTH CERTIFICATE REQUIREMENTS

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's county birth certificate to be on file with the district. If the certified copy is not available, then the school must be furnished at a minimum: the student's identity and age, along with an affidavit explaining the inability to furnish the birth certificate. If the person enrolling the student does not comply, the school district must report this fact in writing to the local law enforcement agency and provide written notice to the person enrolling the student that if they haven't complied within 10 days, the situation will be reported to local law enforcement for investigation.

CLOTHING AND GROOMING

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress, which is considered disruptive to the educational process, is not permitted. Parents will be contacted in situations where student dress presents a problem. Experience has shown that student conduct, identification with the school purposes and activities, personal pride and self-respect and even the level of learning responses of students are all definitely related to personal appearance and mode of dress. Students should dress neatly but simply for school, rejecting extreme fads concerning hairstyles, make-up or clothing.

We ask parents and students to become involved in supporting a "level of dress" that helps to promote a good atmosphere for learning. Articles of clothing that are considered inappropriate are, but not limited to, headwear, shoes with wheels, overly revealing clothing, dangerous/disruptive accessories, and clothing making reference to drugs, marijuana or alcoholic beverages. Any clothing that tends to disrupt the educational process and/or is demeaning to oneself is also considered inappropriate. During the school day students may be asked to remove or turn inside out any inappropriate items of clothing.

ELECTRONIC ITEMS (Non-School Issued)

Below is a list of items that may not be visible or accessed during the school day. Students choosing to bring these items to school must store them in backpacks. Electronic items must be stored in the "off" position. Please be aware that the school cannot accept responsibility for lost, damaged, or stolen items.

- Toys (electronic or other)
- Games (electronic or other)
- Cell phones, MP3 players, Smart Watches

Smartphones, e-readers and other educational electronic devices may be used for instructional purposes when the teacher deems appropriate.

Telecommunication Device Possession and Use by Students

Guidelines governing use of cellular, radio, and/or other telecommunication devices at school, on school property, or at school-sponsored events.

In general, students are allowed to possess cellular, radio, and/or other telecommunication devices at school, on school property, or at school-sponsored activities, but the use of these devices is restricted to areas designated by the building principal before and after school hours only. During the school day and/or while participating in school-sponsored activities, students will be expected to leave these devices in their lockers or cubbies in the off position. Cellular, radio, and/or other telecommunication devices found in a student's possession during the school day, while participating in school-sponsored activities, or outside the principal's designated areas may be confiscated, and the student may be subject to additional discipline. Parents are required to pick up confiscated items.

The School District also restricts parents' and/or visitors' use of cellular, radio, and/or other telecommunication devices to appropriate areas to be used only in such instances in which either an emergency exists or the use of the device is not disruptive to the ongoing activity. Parents or visitors who violate this policy may be asked to leave the school building.

Students will not be allowed to make phone calls during the school day except as permitted by a faculty member. Students generally are not called to the telephone from classes except for emergencies.

EMERGENCY DRILLS

Emergency drill procedures will be discussed with all children by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location.

EXCEPTIONAL TALENT PROGRAM

The Gifted Program starts formal identification at the end of grade two. All students are reevaluated at the end of grade five. Both objective and subjective measures are used for identification. Students are placed in the program based upon Standardized test scores in math, reading and language arts, a teacher input and Student Ability Index (SAI) scores. These measures are placed on a matrix for final

selection. The students selected for the Gifted Program are placed with a teacher who has formal gifted training or experience with gifted students whenever possible.
The program is based on the Consultation Model. Consultation is a collaborative problem solving process between the teacher(s) and coordinator(s) through a sharing of expertise with the ultimate goals of better serving students. This model is based upon best practice in the field of Gifted Education.

FIELD TRIPS

We encourage all students to participate in field trips. We believe the whole world is a classroom and many sound educational activities that support the curriculum are best appreciated by actually visiting specific sites. Any admission fee and a prorated cost for transportation are assessed and payable prior to the trip. Occasionally a lunch stop is scheduled at a fast food restaurant and may be part of the fee. Students always have the option to bring a sack lunch if they so desire. Permission slips will be required. Please complete the entire form each time your student is involved in a field trip. You will be given appropriate time to complete the form and pay the fee. Please contact the teacher with questions.

FOOD

Snacks and lunches from home should be nutritious. Candy and pop are discouraged. Gum is not allowed. When bringing treats for classroom celebrations, please remember that District #158 requires that all treats must be commercially prepared and packaged. <u>The distribution of edible birthday treats is not permitted in schools.</u>

GANG AND GANG RELATED ACTIVITY POLICY

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gangs", as used in this policy shall mean three or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district's rules and regulations.
No student:
1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other insignia which is evidence of membership or affiliation with any gang.
2. shall draw gang graffiti or distribute gang related literature.
3. shall use any speech or act in furtherance of gang activity.
4. shall solicit others for membership in any gang.
5. shall request any person to pay protection or otherwise use extortion on any person.
6. shall commit any other illegal act or other violation of school district policies in furtherance of gang related activities.

7. shall incite other persons to inflict physical violence against any other person.
8. shall participate in any activity that could be interpreted as relating to gangs or gang activity.
Penalties for Violations: Any student found to have violated this policy shall be guilty of gross misconduct. All gang related paraphernalia or materials will be confiscated. Violation of this policy may result in disciplinary measures up to and including ten (10) days suspension with consideration for expulsion and, in addition, a report to the police if a violation of the law is involved.

NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURES

Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, marital or parental status, or pregnancy.

Concerns or complaints related to potential violations of this policy should be directed to:

Nondiscrimination Coordinator:

Ms. Jessica Lombard
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Complaint Managers:

Dr. Erika Schlichter	Mr. Mark Altmayer	Mr. Adam Zehr	Dr. Rocio Del Castillo
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

HARASSMENT/HAZING

Hazing

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Soliciting, encouraging, aiding, or engaging in hazing is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Students engaging in hazing that endanger the mental or physical health or safety of another may also be subject to:
- Suspension for up to 10 days
- Expulsion for the remainder of the school term

Harassment

It is the policy of District 158 to provide an educational environment free from harassment. No person, including a district employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status, marital status, pregnancy, association with a person or group with one or more of the aforementioned characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Sexual harassment means sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student’s academic status; or
2. Has the purpose or effect of:
    a. Substantially interfering with a student’s educational environment;
    b. Creating an intimidating, hostile, or offensive educational environment,
    c. Depriving a student of educational aid, benefits, services, or treatment, or
    d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or Complaint Manager. Any student who believes he or she is being harassed may file a complaint by using the Uniform Grievance Policy outlined in Board Policy 2:260 and this Handbook.

A student’s good faith action in reporting harassment will not result in any adverse actions against the complainant. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline.

The full Board Policy on harassment may be obtained by calling the administrative office at (847)659-6158.

Bullying

Bullying is defined as:

- An act that is repetitive in nature (similar behavior which occurs more than once)
- Creates a power imbalance (by size, age, numbers or emotionally)
- Is intended to hurt or harm the victim (socially, emotionally, or physically)

"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(s) or staff member which can reasonably be expected to have one or more of the following effects:

1. Placing the student in reasonable fear of harm to their person or property
2. Causing a substantially detrimental effect on the student's physical or mental health
3. Substantially interfering with the student's academic performance
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in 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, 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.

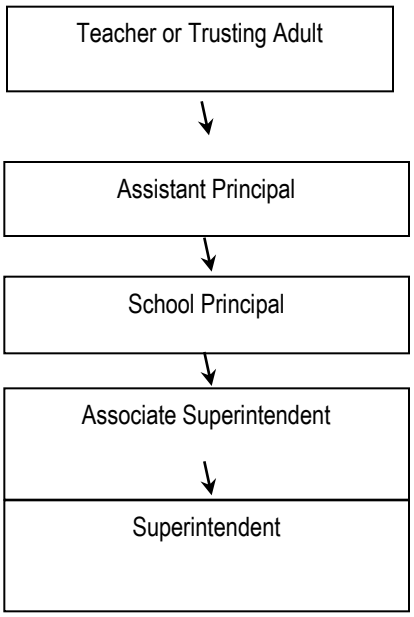
The entire Board Policy on bullying may be obtained by calling the Administrative Office at (847)659-6158.

Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the District tip line: (847) 659-INFO (4636)
3. Using the District Bullying/Harassment Report form found on the district website.
4. Following the Uniform Grievance Procedure outlined in Board Policy 2:260 and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

Generally speaking, questions or concerns should be first discussed with the staff member who is closest to the situation. It is always best to follow the chain of command to ensure that all parties involved are properly informed of the situation. Parents should expect a response from the staff member listed or his or her designee, within 24 hours to discuss their concern. If no contact has been made, please proceed to the next step in the chain.



The entire policy may be obtained from the Administrative Office 847-659-6158.

Following the Uniform Grievance Procedure outlined in Board Policy 2:260 and this Handbook, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

HEALTH AND SAFETY
Health Services

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The health program is designed primarily to maintain health and prevent serious disability or illness. A Nurse is employed by the District in each school to be on duty when children are present during the regular school day. Except in emergencies, students need a pass from their teacher to visit the Health Office. If the nurse is not there or the Health Office is closed, the student should report to the main office.

Accident and Illness Procedure

When a student becomes ill at school, he/she may visit the Health Office. The Registered Nurse will assess the seriousness of the illness or injury and administer first aid. If warranted the parents are notified. Possible outcomes, after being assessed by the nurse may be that the child may return to class, be picked up by the parent or guardian, or sent to the hospital via EMS. If the child has a fever of 100 degrees or greater, the student MUST be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions, lethargy, serious head injuries, undiagnosed persistent or disruptive cough, eye drainage or redness, undiagnosed or new rashes and serious limb injuries. These situations will be given a "nurse home" attendance code. Parents will be called to come to school to assist if children are incontinent and need assistance in cleaning themselves. Parents are required to sign their child out in the office before leaving the building.

If a student sustains a concussion, please notify the Health Office. The school will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the School Nurse daily to evaluate symptom severity.

If an accident or illness merits being excused from school and/or physical education/recess, a doctor's note is required that specifies when he/she may return to normal activity. **The school nurse will not be able to write a note to excuse the student from PE/Recess.** A physician's release to return to PE is required whenever a doctor's note for no PE has been given and for concussions.

Administering Medication to Students

Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed medication during school hours, all medication shall be transported to and from school by a parent or guardian. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, or epinephrine auto-injectors, as outlined in Sections below.

The R.N., principal and/or their designee will administer the medication in compliance with the following regulations:

1. Prescription Medication:
   - An "Administration of Medication Form" (which can be obtained on the website) signed by the parent or guardian.
   - An "Administration of Medication Form" (which can be obtained on the website) *signed by the medical doctor*, renewed annually at the beginning of the school year.

- The original prescription bottle must be brought to school by the parent (children may NOT carry the medication to school).
- The prescription bottle label must contain the child's name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication. Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

2. Non-Prescription Medication:
   - An "Administration of Medication Form" (which can be obtained on the website) signed by the parent or guardian.
   - An "Administration of Medication Form" (which can be obtained on the website) *signed by the medical doctor*, renewed annually at the beginning of the school year. Some non-prescription medications may be supplied by the school – please check your school for specifics. (All medication needs to be labeled with the child's name and brought to school by the parent). Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student non-prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

3. Self-Administration of Medication

   Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, and epinephrine auto-injectors, where appropriate. The parent or guardian must sign a statement acknowledging that the district is to incur no liability as a result of any injury or claim arising from the self-administration of the medication or use of an epinephrine auto-injector regardless of whether authorization was given by the student's parent/guardian or by the appropriate medical official, and that the parent/guardian will indemnify and hold harmless the school district and its employees and agents against any such claims.

   A. Diabetes Medication

   Students may carry and self-administer their own diabetes medication. However, most parents of elementary aged students usually prefer the R.N. to monitor the student's diabetes.

   B. Asthma Medication

   Students may carry and self-administer their own asthma inhalers. However, most parents of elementary aged students usually prefer the R.N. to monitor the child's use of the inhaler.

   - If the parent would like their child to carry their own inhaler, the parent must provide:
     - Written authorization through the "Request for Self Administration of Asthma Medication" form found on the website.
     - A prescription label with the name of the medication, the prescribed dosage and the time or circumstances under which the medication is to be administered.

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- Please provide an Asthma Action Plan (blank form can be obtained from the website) completed by the student's physician and submitted every year at the beginning of the school year.

C. Epinephrine Auto injectors (Epi-Pens). Students may carry and self-administer an Epi-pen. However, most parents of elementary aged students usually prefer the Epi-Pen to be kept in the Health Office.

- Please submit a Food Allergy Action Plan (blank form can be obtained from the website) completed by the student's physician. A Food Allergy Action Plan needs to be updated by the physician and submitted every year at the beginning of the school year.
- If the parent would like their child to carry and self-administer their Epi-pen, the parent must also provide:
  - 1) signed written authorization for the self-administration of medication, and written authorization from the student's physician, physician's assistant, or advanced practice registered nurse, which includes the following information:

i. The name of the student;
ii. The name and purpose of the epinephrine auto-injector;
iii. The prescribed dosage;
iv. The time or times at which or the special circumstances under which the epi-pen is to be administered;
v. The necessity for the medication during the school day;
vi. The likely side effects;
vii. An emergency number where the physician can be reached.
viii. A Food Allergy Action Plan is still required to be submitted.

4. **Effective July 1, 2020, students who are diagnosed with epilepsy or a seizure disorder must submit a seizure action plan at the beginning of each school year. This form is available on the District 158 website.**

5. Epinephrine Auto injectors (Epi-Pens), UNDESIGNATED

The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011, permitting schools to stock a supply of Epinephrine Auto-Injectors, authorizing physicians to provide school districts and non-public schools with a prescription to obtain the Emergency Auto-Injectors from local pharmacists, and giving School Nurses or other trained personnel the authority to provide/administer the epinephrine to any student or staff member whom the nurse believes is having an anaphylactic reaction. Undesignated epi-pens will be available in all the schools during school hours and kept in the nurses' offices. The School Nurse or other trained personnel may administer an undesignated epinephrine auto-injector to any person the nurse believes in good faith is having an anaphylactic reaction. This includes parents, visitors, and guests. The standing order and emergency supply of Auto-Injectors are kept in the office of the School Nurse.

Students with food allergies should also complete the “Food Allergy Action Plan” form, which is available on the district website.

Communicable Diseases

Please notify the school office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable disease such as; chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, coronaviruses, and Strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor’s release for the student to re-enter school. Please check with the health office for specifics. *As always, please keep your child at home during an illness to decrease the number of students who are exposed to the illness. Students who have been running a fever (100 or greater) should be kept home fever-free for 24 hours before they return to school (unless guidelines from the CDC or IDPH increase this timeframe). Students should also remain at home for 24 hours after vomiting has stopped and the student can tolerate a solid diet. Parents are also strongly encouraged to keep students home until diarrhea-free for 24 hours.*

Emergency Information

There are times when a student’s illness or injury requires transportation to the hospital. The local rescue squad will transport the student requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent or guardian before transport. In order to contact parents quickly in the event of an emergency, it is required that we have complete and current information in PowerSchool on the following items;

- Your home address and telephone number
- Working status of both parents, including the name of the company, the address and the phone number where you can be reached
- The name and phone number of a neighbor or friend who is willing to attend to your child in an emergency.
- It is the parent's’ responsibility to notify the Registration Office at the District Office of any changes in the aforementioned items.

Physical Examinations and Immunizations

In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering kindergarten, sixth grade and ninth grade. Physicals are also required of all transfer students and students participating in interscholastic sports. The physical examinations must include a record of all immunizations that the child has received**.** All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school.

Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization as prescribed by the rules and

regulations of the Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required legal immunizations, against measles, tetanus, diphtheria, poliomyelitis, varicella, pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B, will be excluded from all District schools. There are two exceptions to this State Law:

- Children whose parents or legal guardians object to immunizations on religious grounds must present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. Upon receipt of the form, the Superintendent or designee shall immediately inform the parent/guardian of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- If the physical condition of the child is such that any one or more of the immunization agents should not be administered on medical grounds, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

A dental examination must be provided to the health office before May 15 of the current year for students in kindergarten, 2nd, 6th and 9th grades. A vision examination must be provided to the health office for students entering kindergarten or transfer students entering Illinois schools for the first time. Dental and vision examination forms can be downloaded from our website. A student may be exempt from the dental or vision examination requirements if the student's parent/guardian show an undue burden or lack of access to a dentist or qualified physician/optometrist.
All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school. Physical forms are available in the Health Office or the District 158 website.

Individual Restrictions
At times, individual students may require special restrictions to their activity level due to a medical situation. Any restrictions for activity, or recess involvement, need to be submitted by a medical physician and must specify the amount of time that the student has the activity restrictions. Please note any physician directives for activity restrictions need to be reviewed, and resubmitted, annually.

HOMEWORK
Homework is an extension of learning in the classroom. Homework is assigned to challenge, reinforce and motivate, and is not given for disciplinary reasons. The quantity of homework will increase throughout the grade school years, as students are able to assume greater responsibilities and independence. Whenever possible, supervised study time will be given in the classroom to help students get off to a good start on their assignments. Homework is a good way of involving parents in the learning process and keeping them informed about their child's progress. It is important, however,

that assignments be completed by the student in order for the teacher to make an accurate assessment of the student's learning. Both long and short term homework assignments will help students establish regular study habits, learn to budget time, develop an interest in the work assigned and learn the importance of accomplishing and turning in the work on time.

INTERNET

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

Additionally, if students have been provided with a 1:1 technology device; the following are guidelines for the expectation of using technology responsibly:

a. Bringing a charged device to school every day
b. Storing the device in the provided case at all times
c. Moving safely through the hallway while carrying a device
d. Respecting the property and privacy of others by not using another student's device or account
e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works
f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. The Technology Director will work with the building administrator and the building administrator will deal directly with the violator.

Unacceptable Use - Staff and students are responsible for his or her actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;

b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;

c. Downloading of copyrighted material for other than personal use;

d. Using the network for private financial or commercial gain;

e. Wastefully using resources, such as file space and bandwidth;

f. Hacking or gaining unauthorized access to files, resources, or entities;

g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video;

h. Using another user's account or password;

i. Posting material authored or created by another without his/her consent;

j. Posting anonymous messages;

k. Using the network for commercial or private advertising;

l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and

m. Using the network while access privileges are suspended or revoked.

Network Etiquette - Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.

b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the network in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This

includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. The Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Keep your accounts and passwords confidential and do not use another individual's account.
Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.

b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

a. Internet access is limited to only those *acceptable uses* as detailed in these procedures.

b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

d. The Network Administrator and Building Principals shall monitor student and staff Internet

Access to Student Social Networking Passwords and Websites

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account that violates a school disciplinary rule or policy. The student may be required to share the content that is reported in order to allow school officials to make a factual determination as part of its investigation. School officials may not request or require the student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

LIBRARY RESOURCE CENTER (LRC)

The Learning Resource Center provides materials that support both the mission and the curriculum of the school district. Students receive instruction on the use of the LRC, information on available books and resources, and opportunities to check out materials. Library visits vary depending upon the building and grade level, but generally occur at least once per week.

Books are checked out for one week and may be renewed two to three times (if the book is not on hold). Fines are not charged for late books; however children are not allowed to check out additional materials until late books have been returned. Overdue notices will be sent home with students when a book is two or more weeks overdue. The price of the book is listed on the overdue notice. If the book is lost or damaged, the student will be asked to pay for the book before more materials are checked out. Should the book be found later, a refund will be issued up to one year from payment, assuming the book is in good condition. Report cards for students with books more than one month overdue (or any books overdue at the end of the year) will be held in the school office for parent pick-up.

LOST AND FOUND

Lost clothing, book bags, etc. will be kept in the lost and found area. Please label all items with your child's name to facilitate return. Small articles and valuables such as wallets, purses, jewelry and watches are kept in the office. Students may claim their possessions by identifying them.

LUNCH AND RECESS

Cafeteria Expectations

Students are expected to cooperate with the following procedures:

1. Deposit all lunch litter in the garbage cans provided.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around the area in a clean condition for others.
4. Cafeteria lines will move with order and efficiency if all students have their lunch card, are patient and polite in waiting their turn.
5. Be considerate of others.

Purchasing Food

Students are advised that the school district uses an electronic system for purchasing lunch. All students SHOULD have their ID card to make any food purchases in the cafeteria. Money may be added to the lunch account by creating a secure online account at MySchoolbucks.com (these funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or check to their teacher in an envelope with their name and student identification number on it. The cafeteria will place these payments in the student's lunch account

MySchoolbucks.com

By creating a secure online account, parents can manage their student's account easily and conveniently. MySchoolbucks.com provides you with a direct link to your student's school lunch account wherever you have internet access. Now parents can experience the benefits of using MySchoolbucks.com by taking advantage of some of our popular features:

- Spending History- Parents can view a 7 day history of student purchases.
- Low Balance Email Notification – Parents can receive email notification when their student's account balance is low.
- Smart Pay - Set accounts to automatically replenish.
- Expired Credit Card Notification – Parents can receive email notification prior to credit card expiration.
- Spending Limit Settings – Parents can set daily and weekly spending limits for their students by calling the district's food service office.
- Multi Student funding – Parents can fund multiple students at the same time.

Nutritious Food

All students are offered a complete meal that includes; fluid milk, grains, meat/meat alternate, fruits, and vegetables that meet federal guidelines. Additional food items may also be offered at a la carte pricing.

Recess

When weather conditions permit, students will go outside to recess if the wind chill temperature is greater than 15 degrees Fahrenheit. Please see that your child is dressed appropriately.
Students recovering from a cold or illness related absence may stay inside during recess for up to three days, provided they bring a note from home. After three consecutive days, a doctor's note is required. If your child is to be excused from Physical Education for an injury or illness, your child's outside recess will be modified.

Peaceful Playground

District 158 Elementary Schools promote positive student interaction through the use of the Peaceful Playground program. Children learn cooperation through Peaceful Playground games and strategies at the start of the year.

Behavior Expectations for Recess:

- play safely
- follow Peaceful Playground guidelines for games and
- conflict resolution
- no chasing, wrestling or play fighting
- only handball games allowed
- respect playground equipment
- respect others

PARENT TEACHER ASSOCIATION (PTA)

The PTA is a partnership. The PTA brings people together to share thoughts and ideas about programs and activities that
benefit students and their families. The PTA works with staff to help promote school goals and bring a sense of community to
our schools. For further information, please check your school's web page for the PTA link.
Invitations to private parties (birthdays, holidays) should be distributed outside of school. These types of invitations will only be
distributed at school if the entire classroom is invited to the private party. Birthday acknowledgements (balloons, flowers, etc.) will not be sent to classrooms and cannot be sent home on the bus.

PHYSICAL EDUCATION

We are asking all students in grades K-5 to purchase gym shoes exclusively for P.E. class. All students will be expected to participate in P.E. except those who have a written doctor's excuse. Normally a student who provides a note from a parent can be excused from P.E. for up to 3 days. After 3 days, a doctor's note must be provided. An excuse for P.E. applies to recess as well.

PROPERTY

Students are to respect the property of others including that of students, staff and school. School issued materials, such as textbooks, tablets, lab materials, etc. are on loan to students. Any damage or replacement costs are the student's responsibility. Student storage areas are for school property and thus are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

REPORT CARDS

Report cards are completed on a trimester basis. K-5 students will be assessed on end of the year grade-level standards in order to show what a student knows, or is able to do, in relation to the standard. The reports show the student progress towards mastery of specific learning targets._
No student shall be denied equal access to programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extracurricular programs and activities on the basis of sex, sexual orientation, or gender identity. Any student may file a sex equity complaint with the district's Complaint Managers or Nondiscrimination Coordinator, in accordance with the district's Uniform Grievance Policy (Board Policy 2:260). A student may appeal the School Board's resolution of a complaint filed to the Regional Superintendent, and, thereafter, to the State Superintendent of Education

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RtI) is a multi-tier approach for early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children. Children with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

The state of Illinois provides districts and schools with a framework for using RtI to determine a student's eligibility for and entitlement to special education services. Effective, research-based core instruction, interventions, and assessment plays a critical role in this process and data from the core curricula and instruction, as well as interventions, are used in the eligibility determination process. If the intervention plan shows the student demonstrates performance discrepancy as indicated by national, state and local assessments AND does not demonstrate educational progress through those established national, state or local norms, the team will then refer the child to the Individual Problem Solving Team to discuss the process of special education entitlement.

SECTION 504

students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental

impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Parents seeking information about Section 504 rights and services should contact the Assistant Principal at their student's school.

SMOKING – Cigarettes and Alternative Nicotine Products
All District 158 buildings and grounds are smoke-free environments. This includes all after school activities and school related events.

SPECIAL EDUCATION
The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA). Once a student is determined to have a disability under IDEA an Individualized Education Plan will be developed by a team of educators along with parents.

District 158 provides a continuum of services to children with Individual Education Plans (IEPs). Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Plan (IEP) team, including parents and educators, meets annually to determine the needs of students and the child's least restrictive environment. Students who move into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan.

All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois.

Discipline: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Students eligible for special education services or those students receiving services under a Section 504 service plan may have an individualized behavioral intervention plan as provided in District Policy and as required by Illinois law. **However, all students must conform to the School handbook policy codes.**

Transportation: All Huntley School District 158 students with Individualized Educational Programs are provided with transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. Parents wishing to waive the right to district approved

transportation and desiring reimbursement for such services must seek reimbursement through the state of Illinois. District 158 will not provide reimbursement for expenses incurred by parental transport of students, as transportation is provided through avenues determined via the IEP conference at no expense to the student or guardian. Individuals wishing to apply for state reimbursement must do so within the state appointed guideline and meet deadlines set forth by the state. Applications for reimbursement from the state may be obtained by the Huntley School District 158 Transportation Department at 847-659-3000.

STUDENT RECORDS

The District will maintain two sets of records for each student: a permanent record and a temporary record. All student permanent records are kept upon graduation for 60 years. (i.e., if your child graduated from high school in the class of 2000, records would be kept until the year 2060.) The permanent records may include:

- basic identifying information
- academic transcripts
- attendance record
- accident and health reports
- information pertaining to release of this record
- honors and awards
- school-sponsored activities and athletics
- The temporary record may include:
- family background
- intelligence and aptitude tests
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- disciplinary information
- special education files
- verified reports of information from non-educational
- persons
- verified information or clear relevance to the
- student's education
- information pertaining to release of this record.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

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1. **The right to inspect and copy the student's education records within 10 business days or 45 school days of the day the District receives a request for access.**
Parents and students 18 years of age have the right to inspect and copy their permanent record. Parent/s guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardians or eligible student of the time and place where the records may be inspected.
The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a
student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).
2. **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading irrelevant, or improper.**
Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading,
irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.
If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible
student when notified of the right to a hearing.
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without**
consent.
Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and
substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**
Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parents'/guardians' name and address, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.
Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written
objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or**
benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**
The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

STUDENT PLACEMENT
Student placement is a function of building administration. Teachers work together with administration to place students in classrooms. Parents may provide written comments or information pertaining to their child's learning needs by May 1st.

TRANSPORTATION

Bussing: What every parent and student needs to know:

The Transportation Department and its staff are dedicated to the service, safety and well-being of all of School District 158's students that it transports. Therefore, the following guidelines and rules need to be followed and adhered to.

Bus Transportation

School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law.

Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday through Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students that are transported in the district and the growth in the district, it is no longer feasible to let students ride home on routes other than their designated routes. In the event of an emergency the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of regular bus students riding the bus. Parents will have to send a note with the child to be given to the principal or designee of the change approved by Transportation. Any changes school principals authorize need to go through the Transportation office for reasons previously stated.

Bus Danger Zones

Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

Bus Drivers

School District 158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the bus rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation office.

Bus Stops

Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus. The private property of those living near the bus stop is to be respected. Bus drivers are required to report any student(s) that are consistently tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are not provided, students need to stay off the road and harms way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the bus driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

School Bus Conduct Procedures

Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the right of riding the bus may be suspended and the student may face further consequences as described in the Student Handbook. The school discipline system applies to students at the bus stop, on the ride, and throughout the school day. It then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for

equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

School bus riders, while in transit, are the responsibility of school bus personnel. Decisions regarding special education students will take into account related disabilities and I.E.P.'s pertaining to transportation. Students at bus stops, bus loading and unloading zones and in route are also subject to the District's Rules and Policies.

Non-Bused Students

In the interest of safety and security of the students, please follow the pick-up/drop-off procedures specific to your school.

VISITORS

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational
environment for District 158 students, we are asking all visitors to use the same procedures when entering the building. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

- All visits to classrooms must be prearranged with the teacher.
- Conferences will be held outside school hours or during the teacher's conference/preparation period.
- Upon entering the building please report directly to the office.
- A school official will inquire as to the nature of your visit.
- A school official will ask you to sign in.
- You will be issued a visitors pass that should be worn visibly. All staff members have been instructed to stop and question
- anyone without an office-issued pass.
- At the conclusion of your scheduled visit, please stop in the office, sign-out and turn in your visitor's pass.

VOLUNTEERS

In School District 158, we are fortunate to have extensive community and parental involvement. Throughout the year, there are many opportunities to volunteer in the schools. In an effort to sustain a safe and orderly school environment and because our students need and deserve the full attention of our volunteers, we have established volunteer guidelines whereby no younger siblings will be allowed to accompany a volunteer during school hours. We hope that everyone understands that this is in the best interest of our students as we continue to strive for their academic excellence. If you are interested in volunteering, please contact the school office.

WAIVER OF STUDENT FEES

Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for waiver of school fees by completing and submitting a District fee waiver form and confirmation of

current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office at 847.659.6158.

DISCLAIMER:
School rules published in this handbook are subject to change to insure continued compliance with federal, state or local regulations. They are subject to review and alteration as necessary for the routine operation of the school



HUNTLEY HIGH SCHOOL

Student Academic, Activities, and Athletic Handbook 2020-2021

HUNTLEY COMMUNITY SCHOOL DISTRICT 158
MISSION STATEMENT

Our learning community will inspire, challenge and empower all students always.



WELCOME

Welcome to Huntley High School. This handbook is designed to acquaint you with the rules, regulations and procedures used at Huntley High School. It will be your guide to available services, your key to responsibility and your outline of acceptable conduct. Read this handbook, familiarize yourself with it and use it to make your time at HHS both rewarding and enjoyable.

HUNTLEY HIGH SCHOOL ADMINISTRATORS

Principal Marcus Belin	6601
Associate Principal Shelly Kish	6602
Associate Principal Danyce Letkewicz	6605
Associate Principal Tom Kempf	6696
Dean of Students (Freshman) Chris Duncan	6762
Dean of Students (A-G 10th-12th) Alice Ohlinger	6683
Dean of Students (H-O 10th-12th) Jim Stotz	6668
Dean of Students (P-Z 10th-12th) Dan Farlik	6506
Athletic Director Glen Wilson	6516
Assistant Athletic Director	6517
CTE Department Chair Nick Wedoff	6655
English Department Chair Shaina Pocztowski	6536
World Language/Fine Arts Department Chair Leah Novak	6562
Math Department Chair Josh Gschwend	6665
PE Department Chair Jennifer Heuck	6748
Science Department Chair Cindy Fuhrer	6663
Social Studies Department Chair Brian Truax	6693
Student Services Department Chair Kari Breese	6537

Important Telephone Numbers

Attendance Line (24 hour automated)	847-659-6611
District Office	847-659-6158
Student Services Office – Freshman	847-659-6632
Student Services Office (A-G 10th-12th)	847-659-6540
Student Services Office (H-O 10th-12th)	847-659-6630
Student Services Office (P-Z 10th-12th)	847-659-6606
Transportation	847-659-3000
Tip Line - Confidential	847-659-6599

Schedules

Daily Schedule		Late Start Schedule		Pep Assembly Schedule		Raider Way Schedule	
Period	Time	Period	Time	Period	Time	Period	Time
1	7:30 - 8:17	1	8:00 - 8:43	1	7:30 - 8:06	1	7:30 - 8:12
2	8:22 - 9:09	2	8:48 - 9:31	2	8:11 - 8:47	2	8:17 - 8:59
3	9:14 - 10:06	3	9:36 - 10:24	3	8:52 - 9:32	3	9:04 - 10:16 (RW Lesson 9:04 - 9:34)
4	10:11 - 10:58	4	10:29 - 11:12	7	9:37 - 10:13	4	10:21 - 11:08
5	11:03 - 11:50	5	11:17 - 12:00	8	10:18 - 10:54	5	11:13 - 12:00
6	11:55 - 12:42	6	12:05 - 12:48	4	10:59 - 11:36	6	12:05 - 12:52
7	12:47 - 1:34	7	12:53 - 1:36	5	11:41 - 12:18	7	12:57 - 1:39
8	1:39 - 2:26	8	1:41 - 2:26	6	12:23 - 1:00	8	1:44 - 2:26
				Pep	1:00 - 2:26		

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Huntley Community School District 158 Schedule of Events 2020-2021

Institute Days
Monday, August 17, 2020
Tuesday, October 13, 2020
Tuesday, February 16, 2021
Monday, April 5, 2021

Non Attendance Days – No School
Wednesday, November 25, 2020 (Offices Closed)
Friday, February 12, 2021
Friday, April 2, 2021

Holidays – No School / Offices Closed
Independence Day – July 3, 2020
Labor Day – September 7, 2020
Columbus Day – October 12, 2020
Thanksgiving Holiday – November 26 and 27, 2020
Christmas Holiday – December 24 and 25, 2020
New Year's Holiday – December 31, 2020 & January 1, 2021
Dr. Martin Luther King's Birthday – January 20, 2020
President's Day – February 18, 2021
Memorial Day – May 31, 2021

Waived Holidays - School is in Session
Veterans Day - November 11, 2020
Casimir Pulaski Day - Monday, March 1, 2021

Miscellaneous
Friday, December 18, 2020 – Last day before winter break
Monday, January 4, 2021 – First day after winter break
Friday, March 26, 2021 – Last day before spring break
Tuesday, April 6, 2021 – First day after spring break

School Begins
Wednesday, August 19, 2020

Open House
TBD

High School Grading Periods
End of Semester 1 - December 18, 2020 (80 days)
End of Semester 2 - May 27, 2021 (94 days)

Day of Remembrance
Patriot Day – Friday, September 11, 2020

Parent Teacher Conferences
Monday, November 23, 2020 – 9:00 a.m. to 8:00 p.m.
Tuesday, November 24, 2020 – 7:00 a.m. to 12:00 p.m.

Winter Holiday Break
December 21, 2020 – January 1, 2021

Spring Break
March 29, 2021 – April 2, 2021

Huntley High School Graduation Date
May 22, 2021 - TBD

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

Academic Misconduct

I. Definitions of Academic Misconduct

A. Scholastic Dishonesty
A breach of the standards of academic integrity including all forms of academic cheating (e.g., plagiarism, collusion, falsifying academic records) and any other act designed to give unfair academic advantage to the student.

B. Cheating
Any attempt to defraud, deceive, or mislead the teacher and/or school administration in arriving at an honest evaluation of learning. Cheating includes aiding other students in cheating, as well as the inappropriate use of technology that transmits data. Cheating includes the theft, damage, sale, and/or distribution of course materials.

C. Plagiarism
A form of cheating that involves presenting as one's own, the ideas or work of another. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism.

D. Furnishing False Information
Writing an exam or term paper for another student; soliciting another person to take an exam or write a paper for one's own class; submitting the same work in more than one course when doing so is prohibited; or representing oneself as another person.

II. Academic Misconduct Procedure

When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it actually occurred and then contact the student and parent. After giving the student notice of the allegation(s) and an opportunity to explain his or her actions, the teacher will send a discipline referral to the dean who will investigate the incident with the Department head. If it is determined that academic misconduct has occurred, the dean will assign disciplinary actions, including, but not limited to referral to the student's Problem Solving Team, restorative practices, and academic consequences.

III. Consequences

First Occurrence
The student is given the following credit for work that is submitted and assessed accordingly:

- 50% credit for formative work
- 70% credit for summative work
- Dean's consequence (detention through in school intervention)
- The dean will refer the student to the Problem Solving Team and add restorative practices, as appropriate

Subsequent Occurrences

1. The student is given 0% credit for formative or summative work.
2. If there are no further incidents of academic misconduct by the end of the grading term, the student can appeal to the teacher to resubmit/retake the assessment. The student will receive a 60% passing grade on the assessment. If they score below a 60%, they will receive a replacement grade.

The dean will refer the student to the Problem Solving Team and add restorative practices, as appropriate.

The consequences for violating this policy are separate from, and in addition to, those assigned for violating school rules, other School District policies, and the law. Furthermore, this policy in no way limits the authority of the administration or Board of Education to impose other or additional consequences in accord with school rules and District Policies

Address & Telephone Changes

If you and/or your parents move or change phone numbers, you are required to notify the Main Office of those changes immediately.

After School Hours

Students should only be on school grounds after school is dismissed for approved academic or co-curricular reasons. Loitering can result in disciplinary action by the administration or possible arrest for trespassing.

Attendance & Absences

Regular attendance at school is a prerequisite for academic success. Accordingly, all students at Huntley High School are expected to be present in all scheduled classes every school day unless absent for the following valid reasons:

- Illness of the student
- Death in the immediate family
- Court summons
- Work or school activity approved by school
- Observance of a religious holiday
- Family Emergency
- Voting in a local, state, or federal election(may be excused for up to two hours to vote providing they present their voter registration to their Dean and discuss with their Dean prior to the absence.

Students who will be late to school or absent from school should have their parent/guardian notify the school on the morning of their absence by calling the attendance office at (847) 659-6611. The attendance phone number is a 24- hour line. **If a phone call or note is not obtained by the Attendance Office within 24 hours of the absence, the student will be marked unexcused absence.** Students and parents/guardians are reminded that class participation grades may be adversely affected by a student's absence. Participation grades may weigh heavily in the determination of final grades.

Once a student arrives at school, he or she may not leave before the end of the school day without prior parent approval. All absences without prior parent approval will be unexcused.

Students who are excessively absent from school or who skip classes may face the loss of their privilege to participate in athletics and extracurricular functions. In addition, students who are excessively absent, skip classes and/or arrive late to school will also be subject to the loss of parking privileges and other disciplinary consequences. The school seeks the cooperation of parent/guardian in the matter of school attendance and punctuality.

A student should not be on campus for any reason on a day that she/he has been reported as ill unless she/he has made arrangements with the administration to do so. If there is a medical reason for missing school (and Physical Education) due to an extended illness/condition, a doctor's note stating so will be required based on the nurse's recommendation (typically every six weeks.). All notes should be turned into the school nurse.

Excused by Parent Absences: A parent may excuse up to 10 absences per class period per semester. This includes pre-arranged vacation absences. Upon the 11th and subsequent absence, medical verification must be provided to the attendance office or the absence will be recorded as unexcused and **no credit for work will be given.** The following are not included in this policy: religious holidays, family emergencies, doctor verified illness or appointment, and pre-arranged absences.

Excused Tardies: A parent may excuse up to 2 tardies to school per semester. Upon the 3rd incident, the unexcused tardy policy will be implemented.

Pre-arranged Absences: Pre-arranged absences are permitted for college visitation or other legitimate purposes, pre-approved by administration. No pre-arranged absence for more than one day will be approved without permission by a school administrator. All school work collected by the student will be due within two days of their return to school or on the original assignment due date if the assignment due date is more than two days after the student's return to school. To request a pre-arranged absence of two or more days, a parent or guardian must notify the Attendance Secretary two or more days before the expected date of the absence.

College visitation days must be taken before May 1. A signed verification from the college or institution must be provided to excuse the absence as a college visit. Failure to follow the correct procedure will result in the absence being included as an excused day of absence by the parent/guardian.

Single Class Callouts: In order to have an absence to be excused, students leaving the building /campus during the day (other than seniors leaving during their lunch period) must have permission from administration and parents prior to their leaving. When students do leave, they must sign out in the attendance office and leave the campus. Failure to follow these procedures will result in the absence recorded as unexcused. Students returning to school before the end of the day must sign in with the Attendance Office secretary.

Blended Periods: Juniors and seniors will be permitted to leave campus during blended classes when not required to be in the classroom. Students who are permitted to leave for lunch must return to the building through door 1. Students are required to show their student ID cards upon re-entry. Any abuse of this privilege, related truancies or tardies, community disruptions, overdue detentions etc.,may result in having these privileges revoked.

Freshmen and Sophomores are not permitted to leave for lunch or blended classes and must remain on campus during the lunch hour and blended classes when not required to be in the classroom. Any Freshman or Sophomore who leaves the campus during a lunch period will be considered absent without authorization and will receive disciplinary consequences.

Make-up Work Following Excused Absences:

- An excused absence allows for makeup privileges. After such an absence, a student is expected to see their teachers at once and take the necessary steps to make up the work missed. In some cases, make-up work is planned cooperatively prior to the absence. Students have 1 class period more than the number of days missed to turn in makeup work for full credit. This procedure does not apply to longstanding assignments. **Longstanding assignments are defined as projects or essays on which students are given at least two weekends to complete.** For example, if a student was assigned a research paper and was absent on the date it was due; the makeup policy does not apply and the assignment is due upon return. Long term teacher instruction and planning takes precedence in this matter.

- Class work may/should be made up when a student is suspended from school. It is the student's responsibility to contact his/her teachers for their assignments during either an in-school intervention or out- of-school suspension. Full credit will be given for work done during in-school intervention. **In order to receive credit for work missed during an in-school intervention or an out-of-school suspension, all completed homework must be handed in on the first day that a student returns to his/her classes. Also, all tests and quizzes must be made up immediately upon the student's return.** The purpose of the make-up work is to keep a continuity of learning for the student. The teacher is not obligated to set up labs, special classroom presentations, or any other classroom activities that require advanced preparation by the teacher.

Unexcused Absences: Students who are unexcused from any class are expected to make arrangements with the teacher to make up any missed work within 48 hours of the absence. Failure to make these arrangements may result in the student receiving NO CREDIT for all homework, tests, quizzes or projects that were completed or collected that day. The decision whether an absence is excused or unexcused is at the discretion of the principal or designee.

- Students who are marked unexcused forfeit the opportunity for remediation of any kind following completion of the assignment missed.

Some examples of absences that cannot be excused include, but are not limited to, the following offenses:

1. Student not attending a scheduled class.
2. Student absence without a phone call or note within 24 hours
3. Oversleeping
4. Car trouble
5. Leaving school without receiving proper authorization

Consequences for Unexcused Absences (per semester)
1st & 2nd Offenses: Written Warning
3rd through 9th Offenses: 1 lunch detention
10th and on: Dean Intervention

Students may also lose privileges, such as parking privileges, study hall exemption, late arrival or early release privileges, and participation in Homecoming activities, other dances, and Prom/Post Prom. No Parent callouts will be accepted for students that have lost off campus privileges (either temporarily or permanently) without administrative approval.

Withdraw Fail: If a student has received consequences for unauthorized absences from the same class on five occasions, any subsequent absence may result in being dropped from that class with the grade of WF-Withdraw Fail and placed in a study hall. Removal from multiple classes may result in a recommendation for an alternative placement.

Early Dismissal: The high school has a **closed campus for freshman and sophomores.** Students must remain in the building including lunch and assemblies unless special permission is given by a school administrator and with parent consent. Permission to leave the school building must be obtained **in advance** by a note or phone call from the student's parent/guardian. All students must sign in or out in the Attendance Office if arriving late or leaving early during the school day. **Leaving campus without prior authorization will result in unexcused absences for those periods missed and may result in consequence according to the attendance policy.**

Tardiness: A student is tardy when he/she is not in his/her classroom when the tardy bell stops ringing. If a student is tardy to a class, he/she must immediately report to the closest HERO location for a pass to class. Excessive tardiness may result in additional consequences.

Consequences for being tardy to each class per semester:
1st Tardy
- Student receives a warning
- Teacher may contact parent/guardian

2nd – 6th Tardy
- Student receives lunch detention
- Student does not receive credit for missed work

7th Tardy and any additional Tardy
- Student receives 1 after school detention
- Student does not receive credit for missed work

Severe Weather Conditions: In the event of a tornado or other disaster warning, when children are at home, parents should not send children to school. If the warning comes when children are at school, school personnel will initiate appropriate protective measures.

Emergency School Closing: School closings because of unforeseen circumstances, may be announced on radio and television stations. An Alert Solutions automated call out system may also be used to alert District 158 families of school closings. Please make sure current phone numbers are on file with the district.

Student Behavior

Effective discipline is necessary if a school is to function in the most constructive manner for students. Through good discipline

and self-control, the student can work with the school to form a productive partnership. Good discipline requires teamwork and is the combined responsibility of students, parents and staff. **Students are responsible for following all school rules and regulations while attending any school-sponsored activity.**

CODE OF CONDUCT

Huntley High School Expectations for Behavior:

- Attend school each day, be conscientious in classroom work and take full advantage of the educational opportunities available
- Respect yourself and the rights of others
- Respect other people's property and exercise proper care when using public facilities and equipment
- Establish personal and educational goals with teachers, counselors, and family and work consistently toward the achievement of your goals
- Be aware of the expectations for student behavior and accept personal responsibility for functioning successfully within these guidelines

Problem-Solving Suggestions for Students:

- Talk with your parent/guardian about possible solutions
- Calmly discuss any issues with the teacher when other students are not present. This removes the pressure on both of you to be right
- If the matter is not resolved, talk with a trusted faculty member, counselor, dean of students, assistant principal, or the principal

Problem-Solving Suggestions for Parent/Guardian:

- Be sure of your facts. Although it may be difficult for you not to take sides, try to see the whole picture
- Contact the person with whom your son/daughter is having the problem
- If possible, include your son/daughter in conferences with teachers, Dean of Students, Associate Principal, Principal, counselors and other school personnel to help find solutions together
- Before you leave a conference, **be sure you understand** what is expected of you and your son/daughter and what the school staff will try to do
- Set a specific time when communication by phone or letter will be made on your son/daughter's progress

Huntley High School will not allow students access to any facility, activity or function when that student is suspended, expelled or withdrawn while facing a suspension or expulsion.

All violations of the school disciplinary policy by a student will be maintained in that student's record file.

Disciplinary measures: Potential disciplinary measures include, without limitation, any of the following:

1. Verbal warning
2. Notifying parent(s)/guardian(s)
3. Disciplinary conference
4. Withholding of privileges
5. Temporary removal from the classroom
6. Lunch or teacher detention
7. Return of property or restitution for lost, stolen, or damaged property
8. Restorative Practices
9. After-school or Saturday detention
10. In-school intervention
11. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules
12. Suspension of bus riding privileges
13. Suspension/Removal of the Parking Pass
14. Out-of-school suspension
15. Expulsion
16. Notifying juvenile authorities or other law enforcement
17. Other disciplinary action as deemed appropriate by the administration

LEVEL I BEHAVIOR:
Level I offenses involve minor misbehavior by the student which interferes with orderly classroom, school, school related or bus procedures. Such misbehavior can usually be handled by any individual staff member but sometimes requires the intervention of an administrator. Examples include but are not limited to:

- Dress code violation
- Lying
- Disturbing a Class
- Failing to Clean Up Lunch Litter
- Non-defiant Failure to Carry Out Directions
- Using Abusive Language/Profanity
- Failure to comply with the "Good Neighbor Rule": Students must enter/exit the Harmony Road Campus via the authorized Harmony Road entrances/access points.

LEVEL I CONSEQUENCES:
There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a referral to a Dean of Students. A proper and accurate record of the offense and disciplinary action will be maintained by the staff member. Possible consequences include but are not limited to:

- Verbal warning.
- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Temporary removal from the classroom.
- Lunch or teacher detention
- Return of property or restitution for lost, stolen, or damaged property.
- After-school or Saturday detention.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges.
- Other disciplinary action as deemed appropriate by the administration.
- Restorative Practices: If a student engages in inappropriate behavior, he/she may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

LEVEL II BEHAVIOR:
Level II offenses involve misbehavior, which because of its frequency or seriousness disrupts the learning climate of the school or the safety of the bus. These infractions, which usually result from repeated instances of LEVEL I misbehaviors, require the intervention of the Dean of Students because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but which cause educational consequences serious enough to require corrective action on the part of the Dean of Students, Assistant Principal, or Principal. Examples include, but are not limited to:

- Repeated instances of Unmodified Level I Misbehavior
- Being absent from detention
- Cell phones in Unacceptable Areas
- Leaving campus without permission
- Being outside of the building without permission
- Disrespectful/Insubordinate/Uncooperative behaviors
- Driving and/or parking violation
- Forging notes or misrepresenting phone calls
- Harassing/disrupting another student's educational progress
- Loitering in washrooms, hallways, parking lots or unauthorized areas
- Possessing, Using or Sharing an ID or pass in a fraudulent manner
- Refusing to identify self when asked to do so by a staff member or administrator
- Public Displays of Affection
- Inappropriate behavior on the bus

- Engaging in academic misconduct.

LEVEL II CONSEQUENCES:
The student will be referred to a Dean of Students for appropriate disciplinary action. The Dean will meet with the student and/or teacher and decide on appropriate action. The teacher will be informed of the Dean's action. A proper and accurate record of the offense and the disciplinary action will be maintained by the Dean.
Possible consequences include, but are not limited to:

- Verbal warning.
- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Temporary removal from the classroom.
- Lunch or teacher detention
- Return of property or restitution for lost, stolen, or damaged property.
- Loss of parking privileges
- Loss of credit on assignments
- After-school or Saturday detention.
- In-school intervention.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges.
- Notifying juvenile authorities, law enforcement, or other outside agencies.
- Other disciplinary action as deemed appropriate by the administration.
- Attendance Plan-a signed agreement between student and school designed to improve attendance
- Behavior Plan-a signed agreement between student and school designed to improve behavior
- Restorative Practices: If a student engages in inappropriate behavior, he/she may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

LEVEL III BEHAVIOR:
LEVEL III offenses involve acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school or on the bus. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.
Examples include but are not limited to:

- Continuation of Unmodified Level II Misbehavior
- Aggressive behavior, which includes behavior without physical contact
- Fighting (also see Individual Accountability)
- Harassment
- Bullying
- Hazing
- Making threats, directly and indirectly, including: 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 on 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.
- Profanity directed to staff
- Gross Insubordination/disobedience/misconduct: Gross insubordination, disobedience or misconduct includes any behavior which is flagrant or excessive in nature. It is also any conduct, behavior or activity, as defined by the Board of Education in its policies, which causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school activities or the rights of other students or school personnel.
- Theft of property (less than $500 total value): Theft of property in a school may result in criminal charges, in addition to any punishment imposed by the District.
- Possession of Stolen Property: Obtaining control over stolen property knowing the property to have been stolen or under

circumstances as would reasonably induce a person to believe that the property was stolen is considered theft (720 ILCS 5/16-1)

- Consuming, having consumed, or exhibiting intent to consume an illegal substance including marijuana/marijuana derivative.
- Gambling: Any wagering where money or material belongings are exchanged.
- Trespassing
- Vandalism
- Involvement in fraternities, sororities or other secret societies
- Possessing/using tobacco products including, but not limited to, look alike tobacco products, electronic cigarettes, chewing tobacco, herbal cigarettes, and/or alternative nicotine products on school property or at a school sponsored event
- Inappropriate use of electronic resources
- Safety Breach-(i.e. letting others into the building through unauthorized entrances
- **Individual Accountability**: Students who provoke or encourage any activity that is in violation of the student handbook, which may include, but not limited to,
    - fighting, theft, etc.
    - recording or distributing footage, but not limited to, photographs, video, audio clips, etc.

  Students will be held accountable for their actions. Consequences may include, but are not limited to, an out-of-school suspension.

LEVEL III CONSEQUENCES:
The Dean of Students initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The Dean of Students meets with the student about the student's misconduct and the resulting disciplinary action. Parents and appropriate law enforcement agencies may be contacted. A proper and accurate record of offenses and disciplinary actions will be maintained by the Dean. **In the event that any type of contraband (vapor devices, cigarettes, drugs, etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police for destruction.**

Possible consequences include but are not limited to:

- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Temporary removal from the classroom
- Lunch or teacher detention
- Return of property or restitution for lost, stolen, or damaged property.
- After-school or Saturday detention.
- In-school intervention.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges.
- Out-of-school suspension.
- Notifying juvenile authorities or other law enforcement.
- Other disciplinary action as deemed appropriate by the administration.
- Restorative Practices: If a student engages in inappropriate behavior, he/she may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

LEVEL IV BEHAVIOR:
Level IV offenses involve actions which may or do result in violence to another's person or property or violation of students rights which may pose a direct threat to the safety or security of others in school or on the bus. These acts may be criminal and are so serious that they always require administrative actions which may result in the immediate removal of the student from school, the possible intervention of law enforcement authorities, and possible action by the Board of Education.
Examples include but are not limited to:

- Continuation of Unmodified Level III Misbehavior
- Arson
- Assault/Battery
- Bomb Threat

- Extortion
- False Fire or Disaster Alarms
- Theft of property ($500 or more total value): Theft of property in a school may result in felony criminal charges, in addition to any punishment imposed by the District.
- Attempt to breach secured electronic information or resources
- Using, Possessing or participating in a plan to possess, sell or distribute illegal substance(s) as described in District 158 School Board Policy (Drugs, Marijuana/Marijuana Derivatives, Look-Alike Drugs, Alcohol, drug or marijuana paraphernalia, or other intoxicating substances)
- Possessing/Using pyrotechnics/flammable materials
- Possessing/Using/Transferring dangerous or look alike weapons
- Hazing that endangers the mental or physical health or safety of another person.
- Gang Activity
- Inappropriate communication through electronic devices **including, but not limited to (i.e. "sexting", threats (implied, direct or indirect)**

LEVEL IV CONSEQUENCES:
The Dean of Students will verify the offense, confer with the staff involved, and meet with the student and parents. The student may be immediately removed from the school environment. School officials may contact a law enforcement agency and assist in prosecuting the offender. A complete and accurate report will be submitted to the Superintendent for his consideration and possible recommendation to the Board of Education for expulsion. Any of the infractions that are highlighted above, in Level IV behavior, may result in suspension from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement. **In the event that any type of contraband (vapor devices, cigarettes, drugs, marijuana etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police for destruction.**

Other possible consequences for Level IV behaviors include but are not limited to:
- Withholding of privileges (parking, off campus, extra curricular, etc.)
- Return of property or restitution for lost, stolen, or damaged property.
- In-school intervention.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges.
- Out-of-school suspension.
- Expulsion.
- Notifying juvenile authorities or other law enforcement.
- Other disciplinary action as deemed appropriate by the administration.
- Restorative Practices: If a student engages in inappropriate behavior, he/she may have the option to participate in activities to repair any harm created as a replacement for or in addition to traditional disciplinary consequences when determined appropriate by the student's dean.

Student Behavior Conduct motivated in whole or in part by prohibited discrimination may be subject to increased disciplinary measures, when determined to be appropriate by the administration. The Board may also consider whether conduct was motivated in whole or in part by prohibited discrimination when determining whether to expel a student based on such conduct. Prohibited discrimination means conduct based upon actual or perceived color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, or pregnancy.

EXPLANATION OF CONSEQUENCES
Explanation of consequences from least severe to most severe is explained below.

Teacher Detention: Detentions are given for minor infractions. Detentions issued by classroom teachers must be served with that classroom teacher. Failure to serve a classroom detention will result in a discipline referral for missed teacher assigned detention. Detentions issued by a staff member supervising a study hall, extracurricular activity, lunchroom, and other school related activity will be an after school detention. Failure to serve a detention will result in a discipline referral for missed Dean assigned detention.

Lunch Detention: This is an option which the Dean of Students may select for Level I, II, or III offenses, or when an individual behavior otherwise indicates such consequence is appropriate.

After-School Detention: This is an option which the Dean of Students may select for Level I, II, or III offenses, or when an individual behavior otherwise indicates such consequence is appropriate. In rare instances, a student who fails to attend an assigned after-school detention may have it reassigned as a suspension. **Students are expected to serve all assigned detentions.** Students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Prom/Homecoming or other school events.

Bus Suspension: Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. The right of riding the bus may be suspended for acts of gross disobedience or misconduct committed on the bus, and the student may face further consequences as described in the Student Handbook. It then becomes the responsibility of the parent to transport the student. School bus riders, while in transit, are the responsibility of school bus personnel. Students at bus stops, bus loading and unloading zones and in-route may also be subject to the District's Rules and Policies. Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Saturday Detention: A Saturday Detention can be given for a variety of infractions of the school rules. The detention will be from 8:00 AM-Noon. The detentions will be held in the detention room and students should enter the through Door 27. Students should come prepared with the proper materials and class work for the four hours. All school rules apply and no sleeping or eating will be permitted. If a student does not attend their assigned Saturday Detention, an In-School intervention may be assigned. Saturday Detentions will no longer be an option if the assigned detention is not served.

In-School Intervention (ISI): Huntley High School operates an In-School intervention program. Students assigned a day of ISI must report by 7:30 am and will be released at 2:30 pm. While serving an ISI, students remain in a quiet supervised study area for the entire school day. They are not allowed to attend their classes or to socialize with other students. Prior to the first lunch period, they will be allowed into the cafeteria but it is recommended that they bring a sack lunch. During their ISI assignment, they are required to complete assignments for all of their classes and turn the assignments into the ISI Supervisor prior to leaving the ISI room. It is the student's responsibility to contact his/her teachers prior to arriving in ISI for the assignments. Students will receive full credit for all work completed during the In-School intervention. A student's absence on the date of an ISI must be verified by a parent or a student will be considered unexcused and receive additional consequences. A student failing to serve an ISI on the scheduled day will serve an ISI on the day of return. If a student is removed from ISI due to inappropriate behavior, the student will only receive credit for work completed prior to removal and will have to be picked up by a guardian. ISI will also not be available as a discipline consequence for the remainder of the year.

***If your student has a 504 or IEP, he/she will have access to all of their accommodations and supports while he/she is in ISI.**

***NOTE: You are not allowed to participate in any athletic practice session or contest or any co-curricular practice, rehearsal or performance on the day of ISI.**

Out-Of-School Suspension (OSS): Out-of-School Suspensions occur when a student is temporarily suspended from HHS for a period of one to ten days. A suspended student shall have the opportunity to make up any assignments and tests missed during the suspension period. It is the student's responsibility to contact his/her teachers for their assignments. The teachers will provide all homework assignments. In order to receive credit, all completed homework must be handed in immediately on the first day that a student returns to his/her classes. Also, all tests and quizzes must be made up immediately upon their return. When a student accumulates 20 days of out-of-school suspension, per year, the administration may recommend an alternative educational setting to the Board of Education.

When a student is given an out-of-school suspension, that student will be suspended from the entire school program and its

environment. The student will not be permitted to attend class, to be in the building, on school grounds, in the area of the school, or to participate in any co-curricular or interscholastic school sponsored function.

Expulsion: The law gives the community, through its school board, the right to exclude certain students from school. Students may be expelled for up to two calendar years for gross disobedience or misconduct. Additionally, students may be recommended to the Board of Education by the administration when it is determined that every avenue to solving the student's problem has been exhausted without positive results or potential success.

Student Rights in Disciplinary Actions: To ensure that the student receives fair treatment consistent with the fundamental requirement of due process, all student suspensions or recommendations for expulsion must be made in accordance with the following procedures:

A. Suspension

1. Students will be given the opportunity to present information on their own behalf prior to suspension. The suspension shall be reported by telephone immediately to the parent/guardian of each suspended student. The Board of Education and the parent/guardian, through the Superintendent of Schools, the Principal, Associate Principal, or Dean of Students, shall be notified of the suspension through the US Mail or by personal delivery.
2. The letter shall give a full statement of the reasons for the suspension and notice to the parent/guardian of their right to a review of the suspension. The parent or guardian may request a review of any action of the Principal or Associate Superintendent by the Board of Education, or a hearing officer appointed by the Board. Such a request must be made to the Superintendent in writing. At such a hearing the parents may appear and discuss the suspension with the Board or the hearing officer, and may be represented by counsel.
3. A student shall be reinstated after suspension only by the Principal, Associate Principal, or Dean of Students. Further continuance in school is contingent upon conduct of the student being consistent with what is expected of good school citizens.
4. A parental conference with the Dean of Students may be required before a student's reinstatement. If a parental conference does not occur, the student shall remain in the in-school intervention room until the conference occurs.

   DUE PROCESS FOR SUSPENSIONS: Parents have the right to request a hearing from the Board of Education.
   Right to Review: The Appeals process must follow these 4 steps:
   A. Appeal to the Building Associate Principal
   B. Appeal to the Building Principal
   C. Appeal to Associate Superintendent or Designee
   D. Appeal to the Board of Education

B. Expulsion

Expulsion shall take place only after the parents have been notified and requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss their son/daughter's behavior.

The request shall include:

1. details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
2. The time, date, and place of the hearing;
3. A brief description of what will happen during the hearing;
4. A list of the student's previous suspensions;
5. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years; and
6. A statement regarding the interventions offered to the student;
7. A statement as to whether the student poses a continued risk of harm to other students, staff, or the school community; and
8. A request that the student or parent/guardian inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and his or her parent/guardian may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not

be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A student may be readmitted to school after expulsion by official action of the Board of Education. Such reinstatement should occur only after the Board of Education, the Principal, and the Superintendent of Schools are satisfied that the student intends to correct the situation which led to expulsion.

Student Search and Seizure: In order to maintain order and security in the schools, school authorities (including school liaison police officers) are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

When feasible, the search should be conducted as follows:

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

Seizure of Property

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

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

A social networking website means in internet-based service that allows students to (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

Blended Learning Classes

Huntley High School offers Blended courses in which students participate in education that provides a combination of online and classroom face to face activities resulting in less time spent in class during the school day. Blended courses emphasize student centric learning, independent learning skills, time management skills, flexible scheduling based upon content/student needs,

enhanced communication skills and differentiated learning. Students are strongly encouraged to have access to technology when not at school, either at home or the ability to attend the public library and utilize their technology resource. An agreement outlining expectations regarding attendance and other blended learning issues will need to be signed by a blended student and also his/her parents/guardians prior to enrollment in the class. For more detailed information about Blended courses, please refer to the Huntley High School website and click on Blended Learning. Here is the link.

Cafeteria

Students are advised that the school district uses an electronic system for purchasing lunch. All students **MUST have their ID** card to make any food purchases in the cafeteria. Money may be added to the lunch account by creating a secure online account at MySchoolbucks.com* (these funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or check to the cafeteria. The cafeteria will place these payments in the student's lunch account. If a purchase is made with cash the remaining amount will be placed in the student's account. No change will be given.

All students are offered a complete meal (breakfast & lunch) that includes; fluid milk, grains, meat/meat alternates, fruits, and vegetables that meet federal guidelines.

Additional items are also offered at a la carte pricing.

* By creating a secure online account, parents can manage their student's account easily and conveniently. MySchoolbucks.com provides you with a direct link to your student's school lunch account wherever you have internet access. Now parents can experience the benefits of using MySchoolbucks.com by taking advantage of some of our popular features:

- Spending History- Parents can view a 7 day history of student purchases.
- Low Balance Email Notification – Parents can receive email notification when their student's account balance is low.
- Smart Pay - Set accounts to automatically replenish
- Expired Credit Card Notification – Parents can receive email notification prior to credit card expiration.
- Spending Limit Settings – Parents can set daily and weekly spending limits for their students by calling the district's food service office.
- Multi Student funding – Parents can fund multiple students at the same time.

Students are expected to be courteous and mannerly. Parents will be advised of inappropriate behavior, which, if not corrected, will be followed up with appropriate school consequences such as but not limited to, the loss of the privilege of eating in the school lunchroom.
Lunches/food not provided by the school should be limited to just your child. Large quantities of lunches/food brought in during the school day cause an unnecessary disturbance in the building. No deliveries of outside food will be allowed unless approved by a school administrator.

Students are expected to cooperate with the following procedures:

1. Deposit all lunch litter in the garbage cans provided. Failure to do so will result in detention.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around the area in a clean condition for others.
4. Cafeteria lines will move with order and efficiency if all are patient and polite in waiting their turn.
5. Be considerate of others.
6. Students are not allowed to eat or drink in classes.

Clothing & Grooming

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes or may cause a substantial disruption in the school environment. **The school administrator reserves the right to determine whether or not clothing is appropriate for the educational environment.**

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, marijuana, drug/marijuana paraphernalia, violent behavior, or other inappropriate images.

- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the woodshop, laboratories, or during physical education.
- Clothing which is considered to be revealing will not be allowed on any student. Examples of unacceptable clothing include, but are not limited to, clothing which allows undergarments to be exposed or exposed skin that would otherwise be covered.
- The length of shorts or skirts must be appropriate for the school environment. The inseam of shorts must be at least the width of a school-issued ID card. When standing with arms straight down at the sides, the hem of a skirt may reach no higher than the student's fingertips.
- Midriff may not be exposed more than the width of a school-issued ID.
- Appropriate footwear must be worn at all times.
- **Unnecessary headwear including hats, sweatbands and sunglasses must be removed upon entering the building**. These items must be left in school lockers during the school day. Hooded clothing may be worn; however, the hood must be down upon entering the building..
- If there is any doubt about dress and appearance, the building principal or designee will make the final decision.
- A Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be asked to remove/change any inappropriate items of clothing or be subject to discipline.

Consequences for inappropriate clothing:
First incident – warning and removal/change of garment when appropriate. Students may pick up clothing item at the end of the school day in the High School office.
Second incident – removal/change of garment when appropriate, parent notified and item will be returned to parent/guardian.
Third incident – same consequences as second incident and one day In-School Intervention (ISI).
Fourth incident or more – same consequences as second incident, and possible Out-of-School Suspension (OSS).

Dangerous Weapons Policy

It shall be the policy of the District 158 School Board to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, or on school transportation or any designated school transportation waiting area. The full District 158 policy on possession of weapons is found in Board Policy 7:190. A student who is determined to have brought one of the following objects to school, any school-sponsored event or activity, any event or activity that bears a reasonable relationship to school, or onto school transportation or a designated school transportation waiting area 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 USC § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/1.1), or firearm as defined in section 24-1 of the Illinois Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 may be modified by the Superintendent and the Board on a case-by-case basis. Nothing in this section shall prevent the administration or the deans from determining that an object not listed in paragraphs 1 or 2 is or is not intended to be used as a weapon, and assigning an appropriate penalty in accordance with the Behavior & Discipline section of this Handbook or Board Policy 7:190.
Any item determined by the administration or the deans to have been possessed, used, transferred, or controlled in violation of this section will be retained by school officials, and turned over either to a parent or legal guardian at the end of the school year, or to the police.

Driving Regulations

The Board of Education recognizes that students may wish to drive to school. Students must meet the following criteria to obtain a permanent parking permit:

1. Must have achieved junior level standing (3rd year student with junior level credits)
2. Hold a valid driver's license.

3. Proof of Insurance

If a student does not meet the criteria, the student may re-apply for a parking permit at the beginning of the next semester. Prior to being issued a permanent parking tag, driving to school and parking on campus, students must complete the Huntley High School Vehicle Registration Permit and pay the parking fee. The price of the permanent parking permit will be determined by the Board of Education each year. Vehicles properly displaying a permanent parking permit on the rearview mirror are authorized to park on the Huntley High School campus in **designated student parking areas only**. Any student who parks a vehicle in noncompliance of the school regulations will receive a consequence. The first time a vehicle is found illegally parked, it will have a sticker placed on the window stating that the infraction has been documented. If a second or third infraction occurs, it will be documented and will result in the owner/driver of the vehicle being fined. Any other time a vehicle is found to be illegally parked the vehicle will be towed away at the owner's expense without notification.

On some occasions, it may be necessary for a student to drive a different vehicle to school than their normal vehicle on record. Prior to doing so, the student must e-mail or call the Dean's Office to communicate that vehicle change. If no such identifying hanger is found in the different vehicle, the vehicle will have a violation sticker placed on the window designating that the infraction has been documented. The second and third time the vehicle is found to be illegally parked, the owner/driver of the vehicle will be stickered and fined. If any further infractions occur, the vehicle may be towed away at the owner's expense without notification.

In addition:

- The school retains authority to conduct routine inspection of student parking lots and the exteriors of student automobiles on school property. As well, interiors of student vehicles may be searched by a school official without notice, without student consent and without a search warrant, where there is suspicion that such vehicle contains contraband or other evidence of a violation of school policy. (105ILCS/ 5/10-22.6)
- Students illegally parked or parked on high school property without a valid parking permit visible are subject to towing and/or ticketing at all times at the expense of the owner, suspension or revocation of parking privileges, and/or suspension from school. Vehicles must be properly parked **(head in parking only)** in the parking spot.
- Student parking is only permitted in the designated student parking lot located on the east and northeast sides of the high school. Permit parking is from 7:00 – 2:30 p.m. Monday thru Friday during school attendance days only.
- Parking permits may be revoked temporarily or permanently if a student accumulates excessive absences, leaves campus without permission, acquires multiple tardies to school, and/or violates other school and parking permit rules.
- Students are prohibited from driving through or parking in the Huntley High School faculty, staff, or visitors' parking lots at all times.
- Students must exit the parking lots through the student exits east or north of the building. Students are not to pass any vehicle or drive across parking spaces and must follow the designated routes while exiting.
- Students will not be issued passes to their vehicles for any reason without permission from an administrator. If permission is granted, students must sign-out/in through the attendance office.
- Sitting in vehicles or loitering around vehicles before, during or after school is not permitted.
- It is recommended that vehicles be kept locked at all times. School Board policies and school insurance do not cover damage or harm to private vehicles. The owner of the vehicle must assume all losses. The school does not assume responsibility for vehicles, bicycles, and personal articles that are damaged or stolen while on school property.
- Students must report any accidents or damage to vehicles to an administrator and the School Resource Officer immediately.

Students will not park in Visitor Parking anywhere on Campus. Students should park ONLY in student marked parking areas. Failure to follow these policies may result in school consequences and/or towing of the vehicle at owner's expense.

Noncompliance with the aforementioned regulations (with the exception of copying and distributing a valid parking pass) will result with one of the following:

- First offense against the parking policy will result in a warning sticker being issued.
- Second offense will result in a warning sticker, wheel lock applied, and a $25 fine being issued.
- Third offense will result in a warning sticker, wheel lock applied, and a $35 fine being issued.
- Any further offense may result in the vehicle being towed at the owner's expense plus all parking privileges will be revoked for the rest of the school year. Students are permitted to park on school premises as a matter of privilege, not of right.

Consequences and Removal of Parking Privileges: Any infraction of the school disciplinary code and/or the driving/parking regulations (not limited to but including copying and distributing a valid parking pass) may result in the immediate revocation of a student's parking pass without refund. In addition, further disciplinary consequences may also be applied to driving or parking infractions. Parking privileges may also be modified or suspended due to other school misbehaviors.

Huntley High School Administration reserves the right to revoke and/or modify any parking pass/privilege at any time for any reason without a refund, regardless of a first, second, third, or fourth offense of the driving/parking regulations or other school infractions. Students are permitted to park on school premises as a matter of privilege, not of right.

Electronics

Electronic Listening/Entertainment Devices: (MP3s, Handheld Game Systems, IPods, PDAs, etc) Students are allowed to use these devices only in the cafeteria, hallways or in classrooms at the teacher's discretion. Electronic listening devices used inappropriately must be surrendered upon request of faculty or staff. Students shall be personally responsible for the security of their electronic communication devices. The district assumes no responsibility for theft, loss, or damage of such devices.

Electronic Communication Devices: Students may have cell phones at school. They are to be **off and out of sight** during class periods, which includes classrooms (except Advisory/Lunch Study Hall classrooms during non- instructional /non-presenting days), locker rooms, restrooms, and study halls, from 7:30 AM –2:30 PM. Cell phones may be used during passing periods in hallways and during the student's scheduled lunch in the cafeteria. **Any use of phones during the school day in the inappropriate areas will result in a detention being assigned.**

Because of the sophisticated nature of electronic devices, any student with an electronic device, not specifically authorized by the instructor, being used or visible during a test or quiz may be considered academic misconduct.

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, etc. 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. Violation of this policy may result in confiscation of the property in question, detention, suspension, expulsion or other school-imposed penalty.

Extracurricular Activities

Clubs and Activities: The following is a list of clubs and activities. Please note they are subject to change. During the school year, check our website to obtain a current list of current activities. Here is the link

Extracurricular Weekly Eligibility: The IHSA policy for weekly eligibility is as follows:

A. Students must pass 25 credit hours of high school work per week. Generally, 25 credit hours is the equivalent of 5 - .5 credit courses.
B. Students must have passed and received credit toward graduation for 25 credit hours of high school work for the entire previous semester to be eligible during the ensuing semester.

This is the IHSA policy that took effect at the beginning of the 2012-2013 school year. Please refer to the HHS Athletic Handbook for specific information regarding eligibility at Huntley High School.

Extracurricular Semester Eligibility: By IHSA regulation, a student must pass 25 credit hours of high school work per week. Generally, 25 credit hours is the equivalent of 5 - .5 credit courses.

The criteria for weekly and semester eligibility is detailed in the IHSA eligibility rules

Extracurricular Attendance: Attendance is a factor in a student's eligibility to participate in an activity. A student must be in school at least the second-half of the school day. A student who goes home sick is not eligible to participate in that day's extra-curricular

activities.

A student who has an appointment that may cause absence from school for more than one-half of the school day may still be eligible to participate in extracurricular activities that day. To assure eligibility, arrangements should be made ahead of time with the high school activities office.

Absence due to Participation in School Sponsored Activities: Student's absence from school due to participation in school-sponsored activities will be recorded as ***SA*** which means the student is present attending a school activity. Students will be allowed to make up all work if they have contacted their teacher prior to the activity. Discretion should be exercised in the number of activities in which students participate.
Suspended Students: or students isolated from school are ineligible to participate in any school related activities on the days of the suspension or isolation.

Sports Physical Requirements: All students are REQUIRED to have a CURRENT sports physical on file at school BEFORE they can try out or participate in any interscholastic sports. The physical must remain "current" during the entire sports season, meaning that it has been completed within the past 12 months of the participation date. Those who need sports physicals need to present an "IHSA Pre-participation Examination" form completed by the physician and the parents. An "Illinois Certificate of Child Health" form may also be used. If your child is in 8th grade, it is advisable to have the Illinois form filled out by the physician, as it will "count" for your physical that is required to enter the 9th grade.

IHSA Banned Substance Policy: Any student-athlete who ingests or otherwise uses substance from the association's banned drug classes, without written permission by a licensed physician, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school. No student athlete may participate in IHSA state series competition unless the student and the student's parent/guardian consent to random testing. A complete list of the current IHSA Banned Drug Classes can be accessed from this link

Huntley High School students participating in IHSA athletic programs or in certain extracurricular clubs and activities will be subject to random drug testing per the D158 drug testing policy. Further information regarding this policy can be found in the HHS athletic and extra-curricular handbooks and on the school's website.

Dances: Only enrolled Huntley High School students and their guests are welcome at school dances.
1. All students must present their high school ID to enter a HHS dance.
2. Allowed guests must have attended high school and be under the age of 21. Students bringing guests shall ensure that their guests are informed of all rules applicable to the event, and are responsible for their guest's behavior.
3. All alumni interested in attending a dance must be a registered guest with a valid ID.
4. Guests must be signed up by 3:00 PM on the day of the dance.
5. All requests are subject to the approval of the Administration and the Advisor of the sponsoring club.
6. Any organization or group desiring to have a dance MUST have prior approval of the principal before any solicitation is made. All band contracts MUST be signed by the Principal.

Fundraising

During the school year, including the summer months, any organization or group desiring to raise funds **must** have prior approval of at least 60 days by the activity director before any campaign is begun, orders are written, or solicitation is made. Solicitation in classrooms is not allowed.

Gang & Gang Related Activity Problems

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the

general guidance of school authorities. “Gangs”, as used in this policy shall mean three or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district’s rules and regulations.

No student:

- shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other insignia which is evidence of membership or affiliation with any gang.
- shall draw gang graffiti or distribute gang related literature.
- shall use any speech or act in furtherance of gang activity.
- shall solicit others for membership in any gang.
- shall request any person to pay protection or otherwise use extortion on any person.
- shall commit any other illegal act or other violation of school district policies in furtherance of gang-related activities.
- shall incite other persons to inflict physical violence against any other person.
- shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations: Violation of this policy will be deemed gross disobedience or misconduct. Any student who violates this policy is subject to the rules and regulations of the Board of Education of District 158 policies 715.04, 715.05, 715.07, 715.08, 715.09, et. Seq., Discipline of Pupils as it applies to gross misconduct. All gang related paraphernalia or materials will be confiscated. Violation of this policy may result in disciplinary measures up to and including ten (10) days suspension with consideration for expulsion and, in addition, a report to the police if a violation of the law is involved.

Grievance Procedures/District Policy of Non-Discrimination

Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, marital or parental status, or pregnancy.

Concerns or complaints related to potential violations of this policy should be directed to:

Nondiscrimination Coordinator:

Ms. Jessica Lombard
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Complaint Managers:

Mr. Adam Zehr	Mr. Mark Altmayer	Dr. Erika Schlichter	Dr. Rocio Del Castillo
650 Dr. John Burkey Dr	650 Dr. John Burkey Dr	650 Dr. John Burkey Dr	650 Dr. John Burkey Dr
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

Harassment/Hazing

It is the policy of District 158 to provide an educational environment free from harassment. No person, including a district employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status, marital status, pregnancy, association with a person or group with one or more of the aforementioned characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual

harassment whenever he or she makes sexual advances, requests for sexual favors, or other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
   a. Substantially interfering with a student's educational environment;
   b. Creating an intimidating, hostile, or offensive educational environment,
   c. Depriving a student of educational aid, benefits, services, or treatment, or
   d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or complaint manager. Any student who believes he or she is being harassed may file a complaint by using the Uniform Grievance Policy outlined in Board Policy 2:260 and this Handbook.

School District 158 will ensure protection from retaliation or threats of retaliation or intimidation against any person who brings a complaint of sexual assault or sexual misconduct, or against any person involved in an investigation or who assists or supports a victim. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline. The full Board Policy on harassment may be obtained by calling the administrative office at (847) 659-6158.

Students can report harassment anonymously by either texting the safe text number or by calling the tip line below.

Text Line - (847) 659-6599

Voicemail Line - (847) 659-INFO (4636)

Hazing: Soliciting, encouraging, aiding or engaging in hazing is prohibited. "Hazing" means any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any organization, club or athletic team whose members are or include other students.

Bullying

"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(s) or staff member which can reasonably be expected to have one or more of the following effects:

1. Placing the student in reasonable fear of harm to their person or property
2. Causing a substantially detrimental effect on the student's physical or mental health
3. Substantially interfering with the student's academic performance
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying is defined as:

- An act that is repetitive in nature (similar behavior which occurs more than once)
- Creates a power imbalance (by size, age, numbers or emotionally)
- Is intended to hurt or harm the victim (socially, emotionally, or physically)

Bullying on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender- related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status or actual or potential marital or parental status, including pregnancy, association with a person or group with

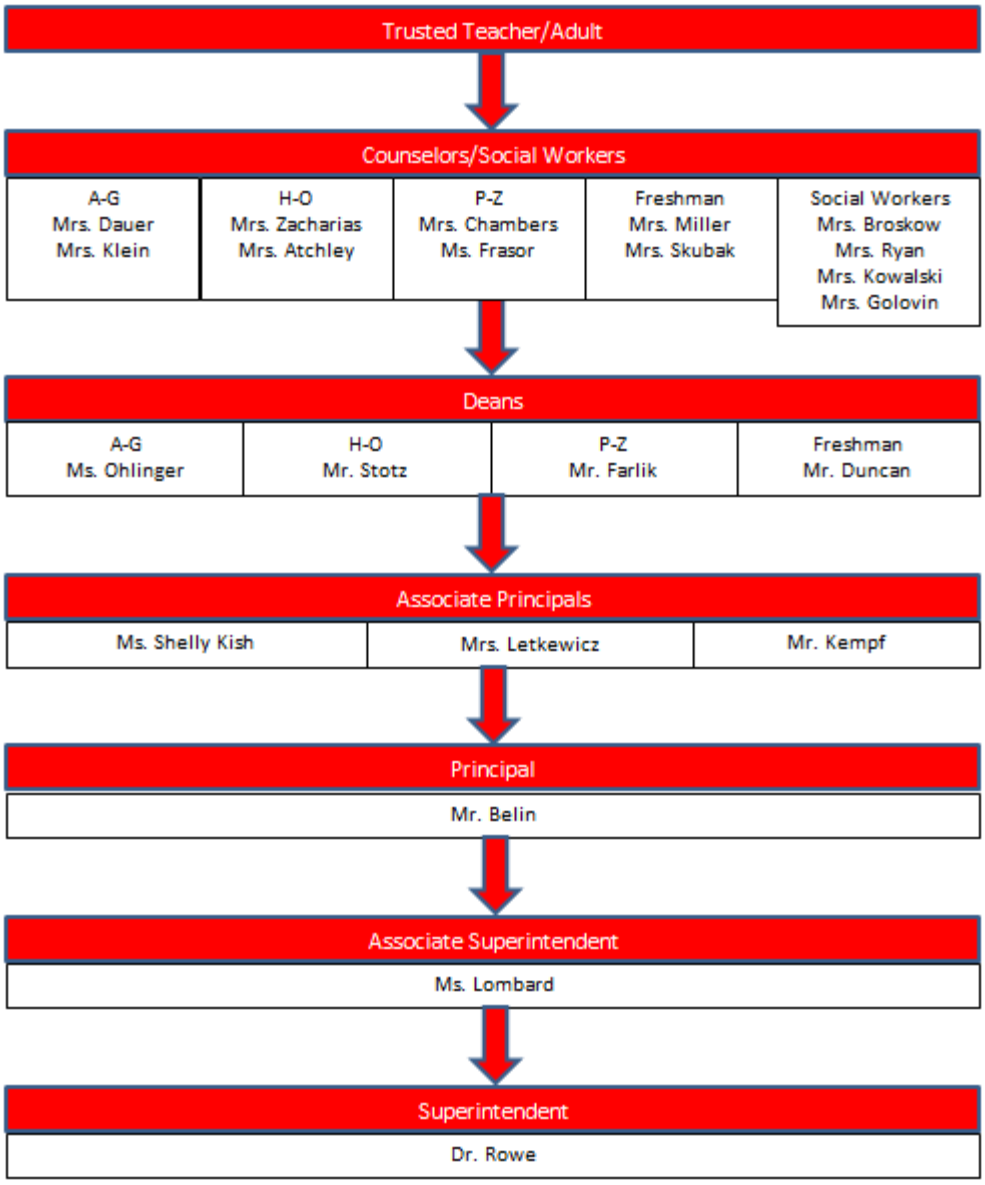
one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in the following situations:

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, 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.

The entire Board Policy on bullying may be obtained by calling the Administrative Office at (847) 659-6158. Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the District voicemail line: (847) 659-INFO (4636)
3. Using the District Bullying/Harassment Report form found on the district website.
4. Following the Uniform Grievance Procedure outlined in Board Policy and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.



Health and Safety

The District 158 health services program is designed primarily to maintain health and prevent serious disability or illness. A registered nurse is employed by the high school to be on duty when the students are present during the regular school day. **The health office is to be used for acute illness, emergencies or medication administration.** It is NOT to be used by students to sleep, congregate with others or eat due to missed meals at home. The goal is to ensure the best possible education for our students by keeping the students in class.

Accident and Illness Procedure: When a student becomes ill or is injured during the school day, he/she **MUST** visit the health office with a pass. The nurse will assess the severity of the illness or injury and will administer first aid as needed. **Students are required to call their parents from the health office if they desire to leave the building due to illness.**
In accordance with the decision reached by the parent and the nurse, the student may return to class, be picked up by the parent, or be transported to the hospital. Certain situations require that the student leave school. Those situations include but are not limited to a fever greater than 100 degrees, undiagnosed persistent cough, repeated vomiting, diarrhea, severe lethargy, and acute injuries.. 911 will be called by the nurse if the health situation is determined to be an emergency.

High school students may be allowed to drive themselves home **after** an assessment by the nurse and with parental consent. If the student reports symptoms such as dizziness, lightheadedness, weakness, exhaustion or shakiness, he/she may NOT drive and must be picked up by the parent or parent designee. Students are required to sign out in the attendance office before leaving the building. A student who does not sign out in the attendance office may face school consequences, including receiving an unexcused absence and/or other consequences according to the attendance policy.

Unless it is deemed to be an emergency, the nurse will not interrupt classes to check on the health status of a student at the request of a parent. Students can be notified to report to the health office during the next passing period.

If a student sustains a concussion, please notify the Health Office. HHS will support a student with a concussion working with the student's physician and providing a Return-to-Learn protocol. The student will check in with the School Nurse daily to evaluate symptom severity. Athletes with concussions will also complete a Return-to-Play protocol under the supervision of the Athletic Trainer.

If an accident or illness merits being excused from school and/or physical education, it is the student's responsibility to present a doctor's note that specifies when he/she may return to normal activity. The school nurse/parent will not be able to write a note to excuse the student from PE. If the student has not seen the doctor yet, the student must discuss the injury with the PE teacher. If the accident or illness is for an extended period, a doctor's note is required for each semester. A release to return to PE is required for all surgeries, injuries and concussions. ALL notes excusing students for medical or dental reasons should be sent to the School Nurse.

Medical and Dental Appointment: Whenever possible, medical and dental appointments should be scheduled after regular school hours. Upon the student's return to school, a medical/dental verification note should be turned in to the High School Attendance Office. It is the student's responsibility to request make-up work and complete it within a timely manner.

Administering Medication to Students: Every attempt should be made to schedule the administration of medication outside of school hours. If the child is required to take medication during school hours, the nurse, principal and/or their designee will administer the medication in compliance with all of the following regulations:

A. **Prescription Medication:** In order for a prescription medication to be administered at school, all of the following procedures must be followed:

1. A "Permission for Medical Administration" form (available on the district website) must be signed by the doctor and parent/guardian and be renewed annually at the beginning of the school year.
2. Medication must be in the original prescription bottle. The parents must bring the medication to the health office. Students MAY NOT carry the medication to school.
3. The prescription bottle label must contain the student's name, name of the medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date for administering the medication. All student medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only. Exceptions to this rule include medication for diabetes, asthma and severe allergies.

B. Non-Prescription Medication: In order for a non-prescription or over-the-counter medication to be administered at school, all of the following procedures must be followed:

1. A "Permission of Medication Administration" form (available on the district website) must be signed by the parent.
2. Written instructions for administration must be signed by the doctor and renewed annually at the beginning of the school year.
3. The school will supply Tylenol or Ibuprofen. Any other non-prescription medication will need to be supplied by the family. All medication must be in the original bottle and labeled with the student's name. Medication will be brought to school by the parent. Students may not carry medication: prescription or over-the-counter medication in the school setting with the exception of the medications listed below.

C. Asthma Medication/ Epi-pens/Insulin:

1. Students may carry and administer their own asthma inhalers, epi-pens, and insulin.
2. **Students who have asthma must have a completed "Asthma Action Plan". This form is available on the district website. This form must be on file at the beginning of the school year in order for your child to carry their inhaler and/or to self-administer asthma medication.

3. Students who have diabetes must complete the "Administration of insulin form" and a "Diabetic Health Care Plan" form in order to carry and/or to self-administer insulin. These forms must be signed by the parent/guardian and physician, and needs to be renewed at the beginning of the school year.. In addition, a HIPAA Compliant Authorization for Release of Health Information must be included in order for the school nurse to communicate directly with the health care provider whose instructions are included in the Diabetic Health Care Plan. These forms are available on the district website. It is the parent's responsibility to notify the nurse of any changes throughout the year regarding the health care of their child.
4. Students may carry and self-administer an epinephrine auto-injector (Epi-pen) provided that:
    a. The student's parents have a signed written authorization for the self-administration of the medication, and
    b. There is a written authorization from the student's physician, physician assistant, or advanced practice registered nurse, which includes the following information:
        i. The name and purpose of the epinephrine auto-injector;
        ii. The prescribed dosage, and
        iii. The time or times at which or the special circumstances under which the epipen is to be administered.

If a student requires assistance with their Epipen during a severe allergic reaction, a nurse or other trained personnel may administer the Epipen. Students with food allergies should also complete the "Food Allergy Action Plan" form, at the beginning of the school year, which is available on the district website.

Effective July 1, 2020, students who are diagnosed with epilepsy or a seizure disorder must submit a seizure plan at the beginning of the school year. This form can be found on the District Website.

Undesignated Epinephrine and Narcan Administration: The Emergency Epinephrine Act permits schools to stock a supply of Epipens authorizes physicians to provide school districts with a prescription to obtain the EpiPens from local pharmacists, and gives School Nurses and other trained personnel the authority to provide/administer the epinephrine to any person whom they believe in good faith is having an anaphylactic reaction, including students, staff, and visitors. The standing order and emergency supply of EpiPens are kept in the Health Office.

The Illinois School Code permits schools to maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State Law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including but not limited to, naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A Huntley Community School District School Nurse may administer an undesignated opioid antagonist when they, in good faith, believe a person is having an opioid overdose including students, staff, and visitors. The standing order and emergency supply of naloxone are kept in the Health Office or carried by the School Nurse.

The district and Its employees and agents, including the physician, physician assistant, or advance practice nurse providing the standing protocol or prescription for school EpiPens and or opioid antagonist, shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an undesignated EpiPen and/or opioid antagonist, regardless of whether authorization was given by a student's parents or guardians, or by a student's physician, physician assistant, or advance practice nurse.

Communicable Diseases: Please notify the attendance office as soon as possible if your child contracts any contagious disease. Communicable diseases such as chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, coronavirus and strep throat are contagious before they reach a stage where they can be diagnosed. Certain communicable diseases will require a doctor's release for the student to re-enter school. Please check with the health office for specifics. As always, please keep your child at home during an illness to decrease the number of students who are exposed to the disease. Students who have been running a fever (100 degrees or greater) should be kept home until they are fever-free without the use of fever reducing medications for 24 hours before returning to school (Unless guidelines by the CDC or IDPH increase these timefames.)

Emergency Information: There are times when a student's illness or injury requires transportation to the hospital. The Huntley Rescue Squad will transport students requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent/guardian before transport. In order to contact parents quickly in the event of an emergency, it is imperative that we have complete and current information on PowerSchool for the following items:

- Your home address and telephone number.
- Working status of both parents, including the name of the company, the address and the phone number where you can be reached.
- The name, address and phone number of a neighbor or friend who is willing to attend to your child in an emergency.
- **It is the parents' responsibility to notify the school office of any changes in the aforementioned items.**

Immunizations: Students are required to have on file proof of appropriate immunizations as required by the IL School Code and the Department of Public Health. Immunizations must be in compliance with IL regulations or the child will be excluded from school.

There are two exceptions to these regulations:

- Children whose parents or legal guardians object to health examinations or immunizations on religious grounds must present a statement of religious objection to the Health Office, citing the grounds for such objections. The religious objection form is available on the district website and must be signed by the parents and the student's physician.
- If the physical condition of the child is such that any one or more of the immunization agents should not be administered, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

Physical Examinations and Immunizations: In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering kindergarten, sixth grade and ninth grade. The physical examinations must be completed on an "Illinois Certificate of Child Health" Examination form and must include a record of all immunizations that the child has received. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school.

Physicals are also required of all transfer students and must be submitted on an "Illinois Certificate of Child Health" Examination form. The physical examination must include a record of all immunizations that the student has received. Students transferring from an IL school to HHS must submit a physical exam and immunization record at registration. Transfer students from out of state must submit the physical exam and immunizations forms within 30 days of attendance. A vision examination is required for any student transferring to an IL school for the first time. These forms are available on the district website

Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required legal immunizations will be excluded from all District school.

There are two exceptions to these regulations:

- Children whose parents or legal guardians object to immunizations on religious grounds must present the IDPH's Certificate of Religious Exemption form to the Health Office, citing the grounds for such objections. The religious objection form is available on the district website and must be signed by the parents and the student's physician. Upon receipt of the form the nurse shall immediately inform the parent/guardian of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- If the physical condition of the child is such that any one or more of the immunization agents should not be administered, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

A dental examination must be provided to the health office before May 15 of the current year for students in kindergarten, second,sixth and ninth grades. A vision examination must be provided to the health office for students entering kindergarten or transfer students entering Illinois schools for the first time. Dental and vision examination forms can be downloaded from our

website. A student may be exempt from the dental or vision examination requirements if the student's parent/guardian show an undue burden or lack of access to a dentist or qualified physician/optometrist.

Campus Resource Officer (CRO): The Village of Huntley, in cooperation with Huntley High School, has a specially trained police officer in the building. The police officer in the school is referred to as the Campus Resource Officer. The Campus Resource Officer strives to improve police relations with young people, thereby giving them a better understanding of the law and its enforcement. Pursuant to Sections 1-7(A) (8) and 5-905 (1) (h) of the Juvenile Court Act (705 ILCS 405/1-1 et seq.) and Section 10-20.14 of the Illinois School Code (105 ILCS 5/10-20.14), a reciprocal reporting protocol is set forth for the police department and the school district to follow for the sharing of information relating to a student who has allegedly engaged in criminal activity.

School Safety Dog: The campus is routinely visited by school safety dogs, certified in the detection of narcotics, alcohol, gunpowder, commonly abused prescriptions, and over the counter medications. These visits are random and do not interfere with instruction.

Surveillance: For the safety of our students and staff, surveillance cameras are located throughout our school buildings and anyone on school property may be videotaped.

Homelessness

Students who are homeless have a right to education under Federal law. The McKinney-Vento Homeless Education Act defines homeless to include children and youth:

1. who lack a fixed, regular, and adequate nighttime residence; and
2. includes:
    a. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; those awaiting foster care placement or children displaced by a natural disaster (case-by-case basis);
    b. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
    c. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
    d. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Students meeting the above criteria have the right to:

- Stay in the school of origin or choose the attendance area school where they are moving
- Receive transportation to and from their school of origin
- Immediately enroll in school, with or without records normally required for enrollment
- Get free lunch and school fee waivers

For more information, contact:
School District 158 Chief Technology Officer, Dr. Chris Budzynski @847-659-6158
School District 158 Homeless Liaison, Sara Brugioni @847-659-4906

Internet/Electronic Networks Access

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate district business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

Additionally, if students have been provided with a 1:1 technology device; the following are guidelines for the expectation of using technology responsibly:

a. Bringing a charged device to school every day
b. Storing the device properly at all times
c. Moving safely through the hallway while carrying a device
d. Respecting the property and privacy of others by not using another student's device or account
e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works
f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. The Technology Director will work with the building administrator and the building administrator will deal directly with the violator.

Unacceptable Use - Staff and students are responsible for his or her actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
c. Downloading of copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space and bandwidth;
f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video;
h. Using another user's account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

Network Etiquette - Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information

obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. The Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Keep your accounts and passwords confidential and do not use another individual's account.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.
a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of the message's authenticity and the nature of the file so transmitted.
e. Use of the District's email system constitutes consent to these regulations.

Internet Safety
a. Internet access is limited to only those *acceptable uses* as detailed in these procedures.
b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
d. The Network Administrator and Building Principals shall monitor student and staff Internet.

Access to Student Social Networking Passwords and Websites

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., school officials may conduct an investigation or require a student to cooperate in an investigation if there is a specific information about activity on the student's account that violates a school disciplinary rule or policy. The student may be required to share content that is reported in order to allow school officials to make a factual determination as part of its investigation. School officials may not request or require the students or his parents/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. *Social networking website* means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

Identification Cards

Students will be given an identification card at the beginning of the year. Students are required to wear and properly display a current school identification card. The ID card must be worn around the neck and visible at all times during the school day except when specifically exempted on a temporary basis by a faculty member. Any ID lanyard other than the school-issued lanyard must be approved at the discretion of school staff. Students may not embellish their ID card with any drawing or writing. Students must have their ID card in their possession when participating in, or attending, any school-related extra-curricular activity. ID cards must be surrendered upon request of any staff member, including bus drivers and student supervisors. The card must be shown to a staff member when requested when entering buses, checking out media materials, making up tests, gaining entrance to school activities and athletic events, and when entering and leaving the school for any purpose (including non-attendance days of blended learning classes). Students without an ID card on a school-issued lanyard must obtain a replacement card or lanyard immediately upon entering the school building. Lost identification cards must be replaced, at the student's expense, in the Student Services office. Further disciplinary consequences will apply for failure to properly wear and display the current ID card.

The Hub – HHS Library and Technology Learning Space

The Hub provides materials and services that support the mission of the district as well as the mission philosophy and goals of the high school.

Reading Materials circulate for a period of three weeks. A student ID is required for library check out. All materials will be due two weeks before the end of the school year for inventory. Periodicals, reference materials and media materials are available for students to use in the Hub but do not leave the Hub. Students needing articles from reference materials or periodicals may request the use of the black and white photocopier for 10 cents per copy.

There is a color copier available for student use for 25 cents per copy with 24 hours' notice.
Students are charged fines for overdue books. The fine is 10 cents per day, and late fines can be paid with Raider Way tickets; each ticket is worth $1. Fines are cut in half if paid when overdue books are returned. Students having overdue materials OR fines will not be allowed to check out any more items until their account is clear. Students will be required to pay for books that are lost or damaged before any more materials can be checked out.

The Hub is an academic school space. Student conduct as mentioned in other sections of this handbook will apply to the Hub. The Hub staff work with both students and faculty to provide reference/research assistance and bibliographic instruction to meet the needs of the curriculum. While the Hub serves as a reference and resource center for students, it serves faculty as a teaching station. Students will need to respect this dual function and act in an appropriate and responsible manner. Above all, the Hub is a shared academic space with the priority of facilitating student learning.

Any computers provided are for students to access the library catalog, the Internet and any online resources Passwords for home access to these resources are available in the Library section of the handbook. Computer use should be in support of education and research. Any student using computers in an inappropriate manner will lose his/her privileges.

Locker Assignments

The ownership of the locker is maintained by the school district and the student is granted use of the locker solely in accordance with these regulations.

1. If a student's locker is not working properly, it is the student's responsibility to report the problem to the high school secretary immediately.
2. The only items that may be placed in lockers are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in his possession.
3. The school is not responsible for lost or stolen property.
4. A student's locker is for personal use and not to be shared with friends.
5. No lock other than a school-supplied lock may be used. Any other locking device is subject without notice to destruction.
6. Students should make sure gym lockers are locked at all times**.**
7. Lockers are subject to random search at any time and individual lockers may be searched for any suspicious circumstance. The school does not recognize any right of privacy which a student may wish to claim with regard to the locker.

Lost & Found

Students who find lost articles are asked to take them to the Lost and Found area, in the UNV Office, where the owner can claim them. Cell phones or other valuables should be turned into the Main Office.

Messages to Students

Delivering messages during class time is especially disturbing since lesson plans and continuity of thought are often disrupted. Parents are urged to reserve such requests only for emergency situations. Arranging for medical appointments, transportation requests, or family activities is best done before school. If an urgent and necessary message must be sent to a student, call 847-659-6600.

Pass System

Students may not leave a classroom area without permission of the teacher, and then only with a pass from the teacher in charge. **The Huntley High School Handbook will be used by all teachers for hall passes**. Upon receiving permission, students should proceed directly to their destination without delay. If a student is found outside the classroom without a pass or somewhere other than the pass destination, he/she will be referred immediately to the Dean of Students. If a student loses his/her agenda, a new one may be purchased in the high school office for $5.00.

Public Display of Affection

Students should demonstrate respect for themselves and others by governing themselves in a manner appropriate for a public place. A public display of affection is defined as displays of affection that are embarrassing or offensive to a reasonable student and/or adult. Excessive public displays of affection may be considered harassment or aggressive behavior and refusal to comply with staff enforcement of the policy is considered insubordination.

Remediation

Remediation is available to students at Huntley High School who would like to improve their skills, knowledge, and mastery of a content area. The school-wide remediation process consists of the following minimum criteria:

- Students must initiate the remediation process after the assessment has been taken by contacting their teacher in a timely manner, as defined by the teacher.
- Students must meet with the teacher to develop a remediation plan. Components of this plan may include test corrections, tutoring, review packets, online work, and reflection on learning strategies.
- Students must complete at least 80% of assignments (or higher as determined by each department). Students can complete

the work after the original summative assessment is given but before the remediation assessment is given.
- Students should demonstrate accountability by agreeing to and abiding by remediation deadlines determined by the teacher.
- The score on the remediation assessment will replace the score of the original summative assessment.
- Teachers may impose limits on the number of times an individual student is permitted to remediate.
- Remediation may not be offered for some assessments.
- AP and Dual Credit courses are not expected to offer remediation.

Response to Intervention

Response to Intervention (RtI) is a multi-tier approach for early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children. Children with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

The state of Illinois provides districts and schools with a framework for using RtI to determine a student's eligibility for and entitlement to special education services. Effective, research-based core instruction, interventions, and assessment plays a critical role in this process and data from the core curricula and instruction, as well as interventions, are used in the eligibility determination process. If the intervention plan shows the student demonstrates performance discrepancy as indicated by national, state and local assessments AND does not demonstrate educational progress through those established national, state or local norms, the team will then refer the child to the Individual Problem Solving Team to discuss the process of special education entitlement.

Section 504

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Parents seeking information about Section 504 rights and services should contact Danyce Letkewicz, Associate Principal at 847-659-6505

Sex Equity

No student shall be denied equal access to programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extracurricular programs and activities on the basis of sex, sexual orientation, or gender identity.

Any student may file a sex equity complaint with the district's Complaint Manager or Nondiscrimination Coordinators, in accordance with the District's Uniform Grievance Policy (Board Policy 2:260). A student may appeal the School Board's resolution of a complaint filed to the Regional Superintendent, and, thereafter, to the State Superintendent of Education.

Signs and Posters

Posting signs and posters or distributing handbills, leaflets and publications is prohibited without the approval of the administration. This may be completed in the Dean's office. All publications and posters should be school appropriate. Appeals and questions regarding denial of the distribution of the printed material may be first heard by the Principal or designee and then by the District Administration.

Smoking

All District 158 buildings and grounds are smoke-free environments, which includes, but not limited to, e cigarettes, vapes, or any other smoking devices. This includes all after school activities and school related events. Students found in possession of or in the act of using tobacco/smoking products are subject to school discipline and police action.

Special Education

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA). Once a student is determined to have a disability under IDEA an Individualized Education Plan will be developed by a team of educators along with parents.

District 158 provides a continuum of services to children with Individual Education Plans (IEPs). Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Plan (IEP) team, including parents and educators, meets annually to determine the needs of students and the child's least restrictive environment.

Students who move into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan.

All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois.

Discipline: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Students eligible for special education services or those students receiving services under a Section 504 service plan may have an individualized behavioral intervention plan as provided in District Policy and as required by Illinois law. **However, all students must conform to the Huntley High School handbook policy codes.**

Transportation: All Huntley School District 158 students with Individualized Educational Programs are provided with transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. Parents wishing to waive the right to district approved transportation and desiring reimbursement for such services must seek reimbursement through the state of Illinois. District 158 will not provide reimbursement for expenses incurred by parental transport of students, as transportation is provided through avenues determined via the IEP conference at no expense to the student or guardian. Individuals wishing to apply for state reimbursement must do so within the state appointed guideline and meet deadlines set forth by the state. Applications for reimbursement from the state may be obtained by the Huntley School District 158 Transportation Department at 847-659-3000.

Student Records

The District will maintain two sets of records for each student: a permanent record and a temporary record. All student records are permanent upon graduation for 60 years. (i.e., if your child graduated from high school in the class of 2000, records would be kept until the year 2060.)
The permanent records may include:

- basic identifying information
- academic transcripts
- attendance record
- accident and health reports
- information pertaining to release of this record
- honors and awards
- school-sponsored activities and athletics

The temporary record may include:

- family background
- intelligence and aptitude tests
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records

- disciplinary information
- special education files
- verified reports of information from non-educational persons
- verified information or clear relevance to the student's education
- information pertaining to release of this record.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.
They are:

1. **The right to inspect and copy the student's education records within 10 business days or 45 school days of the day the District receives a request for access.**
   a. Parents and eligible Students have the right to inspect and copy a student's permanent record. Parent(s)/ guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardians or eligible student of the time and place where the records may be inspected.
   b. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).
2. **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**
   a. Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.
   b. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment.
   c. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
   a. Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   c. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
   d. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
4. **The right to a copy of any school student record proposed to be destroyed or deleted.** Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**
   a. Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parents'/guardians' name and address, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.

b. Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent(s)/guardian(s) or eligible students are specifically informed otherwise.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605

Student Services

Student Services: Student services are available through the Student Services department for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school or social concerns, or any question a student may feel he/she would like to discuss with a counselor. Counselors and social workers are available to students, parents, and teachers for special conferences about students, problems and programs.

Waiver of Student Fees. Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office.

Academic Advisement: Graduating on time with all the credits you need and having the courses required for college admission is no accident. Each spring you (with your parent/guardian) will need to choose classes for the next year, but throughout the year students and parents need to work together with the counselor to develop and/or revise a four year plan that meets your goals. Graduation Status Reports will be reviewed with students to keep you informed of your progress toward graduation requirements.

Students are encouraged to complete the college application process by mid-October in order to meet early consideration deadlines. Some public universities may also reach their enrollment quotas for incoming freshmen in late fall.

Naviance: Naviance is an Internet-based career and college exploration and planning tool to explore career and college options and develop a post-secondary plan. It can be accessed from anywhere there is access to the internet. To login go to the Huntley High School web page and click "Students" on the main page and select "Counseling Department" from the dropdown options. Click the "Naviance" banner and you will be brought to the "Family Connection" page for Naviance login. (Email = Student district email, Password = Student ID number (No S).) Naviance Link

College Representatives: The best source of information, of course, is the first-hand visitation to the area of interest. This however is not always possible; therefore, we try to bring the area of interest to you by having a representative come here to visit. Login to Naviance and view college visits by clicking on the "colleges" tab.

A college/career fair is also offered at McHenry County College in mid-October. Over 100 schools, universities and other educational opportunities are represented at the fair. These are our best sources of information on specific schools and occupations. Other information can be obtained from a counselor or by reading our resource materials in the Student Services Office. Please listen for announcements of representative visitations and participate in them. If there is some school or occupational area of interest you wish to have visit us, please make us aware of your desire.

Graduation Requirements: To earn a diploma from Huntley High School, a student must earn 23 credits. Students who transfer to Huntley from school districts with less than 23 credits required for graduation may have their credit minimums adjusted to an

appropriate level, but not less than the number of credits required at the previous school.

Course Guide: Credit codes are listed after each course in the Course Guide, available online, and indicate which requirements can be met by that course. Credit for each course taken may be applied to one subject area only.

Subject Area	**Credits Needed**	**Credit Code**
English	4.00	ENG
Math	3.00	MTH
Science	3.00	SCI
Global Studies/AP Human Geo/AP World History	1.00	SST
Personal Finance	0.50	CED
US Government	0.50	SST
US History	1.00	USH
Health	0.50	HLT
Physical Education	1.50	PED
Driver's Education	0.25	DEH
Electives	7.75	ELC
Total Credits	**23.00**	

* In order to advance to the next grade level, students must earn a specific number of credits. A student needs five credits to achieve sophomore status, eleven credits to achieve junior status and seventeen credits to achieve senior status. In order to participate in all graduation activities including the ceremony, a student must have the twenty three credits required in the specific areas outlined above.

*Students cannot fail more than one class in the semester preceding their Driver's Education course. In order to take Driver's Education, a student must pass eight classes in the preceding two semesters.

**Students must pass the Illinois and US Constitution tests in order to graduate.

Transfer Credits Accepted by Huntley High School: Huntley High School will accept credits from:

1. An accredited High School.
2. An accredited correspondence school for credit recovery, enrichment, or a course not offered at Huntley High School that has been approved by your school counselor. **

***Any student wishing to exceed these guidelines must submit a written request to the building administration. Credits can only be approved by the building administration.

Credit from Other Institutions: Students shall be permitted to attend classes at an approved institution for credit toward graduation from high school. Advance approval shall be secured through the guidance counselor and Principal with the appropriate paperwork completed and on file. The Principal must approve an official transcript in order to receive credit.

Withdrawal/Transfer from School: If a student is going to transfer or withdraw from school, the following procedure should be followed:

1. The student must present to the Student Services office a written notice of withdrawal and request a student withdrawal form.
2. Turn in all textbooks to the HS office.
3. Pay all library fines and meet all other obligations.
4. Have the principal sign the withdrawal form.
5. Return the original copy of the withdrawal form to the Student Services office.

Physical Education Exemption Policy: Students in **grades 11 and 12** may request exemption from physical education for the following reasons:

1. The student is participating in interscholastic, varsity-level athletics as certified by the athletic director. The participant can replace the physical education class with an additional class during the semester of their sport.
2. The student is participating in Cheerleading or Dance Team.
3. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission. School district staff must verify that the

student's present and proposed schedule will not permit completion of the needed course, because the student is already at the maximum course load.

4. The student lacks sufficient course credit in one or more courses required by the state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption, if they are carrying the maximum course load.
5. Students in **grades 9 through 12** may request exemption from physical education if they are a part of marching band. Students must first participate in band camp to receive the exemption.

Forms are available in the Student Services Office for those students wanting to participate in this program. The physical education requirement is waived for the student participating in this program.

Student Course Load: All Huntley High School students are required to carry seven (7) classes each semester enrolled. Students taking dual enrollment courses will be accommodated based upon their dual enrollment courses.

Early Graduation: The School Board highly recommends that students attend high school for a minimum of eight (8) semesters before graduation. In cases where the student and the family believe that there are extenuating circumstances that would override this recommendation, the student may leave school early and earn a diploma after graduation requirements are met. Students must fill out an early graduation request form, available in the Student Services Office.

Schedule Changes: Every effort is made on the part of the administration, counselors, teachers, parents and students to determine the most appropriate courses for students. Courses are selected to best fulfill the student's needs, interests and capabilities. Once the final schedule has been printed, schedule changes are strongly discouraged unless a particular course does not match a student's ability level or the student does not qualify for the course due to failing a prerequisite. **Teacher preference and/or preferred time of day are not accepted reasons for schedule changes.** Schedule changes should take place prior to the beginning of the school year.

Illinois State Seal of Biliteracy: The Illinois State Seal of Biliteracy recognizes high school graduates who have attained a high level of proficiency in one or more languages in addition to English. All District 158 students who choose to take an AP world language exam or ELL students who take the ACCESS exam and meet qualifying scores are eligible for the Seal of Biliteracy. Students may also earn Commendation toward Biliteracy for making great strides toward language proficiency. The seal is designated on both the high school transcript and diploma.

What are the qualifying scores for the Seal of Biliteracy?
To qualify for the Seal of Biliteracy in Community School District 158, a student must achieve one of the following in addition to reaching a score of 480 or higher on the ELA portion of the SAT:
Advanced Placement Exam (Spanish, Chinese, French) - Score of 4 or 5
ACCESS for ELLs - 5 overall composite score and 4.2 in both reading and writing
A score of Intermediate High or above on the STAMP Test.
To qualify for Commendation toward Biliteracy, a student must achieve one of the following:
Advanced Placement Exam (Spanish, Chinese, French) - Score of 3; ACCESS for ELLs - 3.5 literacy score; score of Intermediate Low on the STAMP Test.

How do I apply for the Seal of Biliteracy? There is no application process. Students need only take the ACCESS (for ELL students) or AP exam and have the scores reported to Huntley High School. The district coordinator will use the scores to determine whether students meet the Seal or Commendation requirements, and the appropriate designation will be made on the transcript and diploma in the students' graduation year.

If scores are not available at the time of graduation, the district will still award the Seal of Biliteracy or Commendation toward Biliteracy to eligible students after graduation.

How much does it cost?
The only cost incurred by the student is for Advanced Placement testing or STAMP Testing. Please see the counseling

department's AP Testing page for more information about costs and testing dates.

Who do I contact with questions?
Please contact one of the following HHS staff members with questions regarding the program:
Ms. Shelly Kish, D158 Seal of Biliteracy Coordinator: skish@district158.org
Ms. Kinsey Wright, ELL Instructor: kwright@district158.org

Silver Cord: Every student at Huntley High School has the opportunity to earn a Silver Cord. A Silver Cord signifies that the wearer has earned 50 hours of community service throughout high school. A Silver Cord represents the dedication and commitment a student has for his/her community. For specific requirements and opportunities, go to the Community Service Club Haiku website at https://district158.haikulearning.com/asharp/hhs-csc and click on the Silver Cord tab or click on this link.

Grade Procedures: Huntley High School's grading scale is:

98 and above = A+	93-97 = A	90-92 = A-
87-89 = B+	83-86 = B	80-82 = B-
77-79 = C+	73-76 = C	70-72 = C-
67-69 = D+	63-66 = D	60-62 = D-
		Below 60 = F

Semester grades will include a semester exam. The weight assigned to the semester exam is determined by the teacher. If a semester exam is waived, then the semester grade will be the Term 2 grade.

In figuring a grade point average, points earned from each semester grade are multiplied by the number of credits each class is worth. Those points are totaled and divided by the number of credits attempted. The grade point average is calculated from semester grades only and is cumulative from the freshman year to the end of high school attendance. Class rank is determined by the grade point average. They are as follows:

A+ = 4.3	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = .7
			F = 0

Honors Scale: Classes that have been determined to be more rigorous than a typical high school course are given extra consideration in determining the grade point average. Honors weighted courses will use the following point system.

A+ = 4.8	B+ = 3.8	C+ = 2.8	D+ = 1.3
A = 4.5	B = 3.5	C = 2.5	D = 1.0
A- = 4.2	B- = 3.2	C- = 2.2	D- = .7
			F = 0

AP Scale: Classes that have been determined to be as rigorous as a college level course are also given extra consideration in determining the grade point average. AP weighted courses will use the following point system.

A+ = 5.3	B+ = 4.3	C+ = 3.3	D+ = 1.3	
A = 5.0	B = 4.0	C = 3.0	D = 1.0	
A- = 4.7	B- = 3.7	C- = 2.7	D- = .7	F = 0

Final Exams: All semester/final exams must be taken on the designated day for each class. **Under no circumstances will semester/final exams be administered prior to the designated final/semester exam week.** Students failing to take semester/final exams during the assigned time will be issued a grade of F, and will have two weeks after the end of the semester to complete the exams, or grades of F will be entered for their semester exam.

Latin Honor System: Starting with the Class of 2020, class rank will no longer be calculated. The Latin Honor System will be implemented, with students having the respective label designated on their transcript for acquiring a cumulative weighted grade point average as noted below:
Cum Laude: (3.75-3.99)

Magna Cum Laude: (4.00-4.249)
Summa Cum Laude (above 4.25)

Pass/Fail Option: One course per semester may be taken by juniors or seniors as PASS/FAIL. A PASS grade in a course earns credit towards graduation, but does not affect a student's grade point average. A grade of FAIL earns no credit and does not lower a student's grade point average. The course selected cannot be a course required for graduation. A decision to follow this option must be made during the first week of the semester and requires the permission of the parent, teacher and counselor. Passing grades cannot be changed back to letter grades at a future time. If a student chooses the PASS/FAIL option, PASS will be awarded only for 60% or better. Any grade lower than 60% will receive a failing grade. Forms and details are available from the Student Services office.

Retaking a Course: Students with a low, but passing grade; may apply with the Administration to retake a course to achieve a higher grade. The class must be retaken at HHS. Once the course is completed, the improved grade will be recorded and included in the student's GPA. Students must see a counselor in order to begin this application process.

Course Changes and Adds
Students may add or change a course the week before the first day of school during registration, providing that space for additional students in that course is available.

Adding a Course
Students may add a course to their schedule to replace a dropped course or study hall during the two summer "schedule change" days the week after schedule pick-up during August. This will be the only time that schedules changes will be honored.

Dropping a Course
Students enrolled in seven credit producing courses may withdraw from a course without academic penalty through the 20th day of the semester. After the 20th day of the semester, a drop from class will be denoted by a WF on the student's transcript. The grade of F will be used to calculate the student's grade point average. The approval of the counselor and parent/guardian are necessary in order to drop a course with a designation of WF.

Changing Levels
We expect students to be successful in the courses they have selected because they are assisted in making appropriate course selections and are provided with academic support. If there is a significant discrepancy between the student's performance and the expectations for that level of course work, considering the student's best efforts, a level change may be considered. A level change form with teacher, parent, student, and department chair/team leader signature will be required and can be found on the Counseling Department web page under "documents & links". Here is the link. If parent and teacher are not in agreement, a conference should be held among parent, teacher, counselor, student and department chair/team leader to determine appropriate placement. No changes will be made to accommodate personal preference.

Audit Option: Students who wish to participate in a course for no grade or credit may elect to AUDIT a course, with the teacher's approval. This option requires the teacher to establish guidelines and conditions for acceptance into the class. See the counselor for forms and information. All attendance policies apply for classes that are being audited.

Progress Reports: Updated grades can be accessed weekly by parents by logging into PowerSchool. Paper copies are no longer sent home.

Midterm Reports: Updated grades can be accessed weekly by parents by logging into PowerSchool. Paper copies are no longer sent home.

Report Cards and Grades: Report cards are issued to all students at the end of each semester. Letter grades - A, B, C, D, P, F. Updated grades can be accessed weekly by parents on PowerSchool. Paper copies are no longer sent home.

MTSS—Multi-Tiered Systems of Support (PBIS and RtI)

Academic and Social/Emotional Supports are provided through the MTSS model of Response to Intervention (RtI) and Positive Behavior Interventions and Supports (PBIS). RtI and PBIS are designed as proactive school based systems to provide students with

the best opportunity to succeed academically, socially, emotionally, and behaviorally. At HHS, PBIS involves the concept of "The Raider Way" which includes the expectations of Be Respectful, Be Responsible, and Be Involved (see inside front cover of the student planner). These expectations are defined throughout the school, and interventions are put in place in order to help students who struggle with various aspects of social-emotional health and/or behavior at the high school level.

The Student Support Programming Map (see inside back cover of the student planner) graphically represents all academic and behavioral interventions available and in the process of being developed at Huntley High School.

The map shows the ranges of programs from Academic to Social/Emotional/Behavioral, as well as, the intensity of these programs. This map has helped with the blending of PBIS and RTI to create a seamless program at HHS. The development of this map has also allowed our SSP team to identify the gaps in programming leading to the development of additional interventions.

Some of the current interventions are listed below. For additional information please see the PBIS link on the HHS website.

Tier 1 Programs and Interventions

Core Curriculum: The Core Curriculum for classes at HHS is currently being modified to reflect the Common Core Standards with a greater emphasis on Skill Development and Higher Level thinking.

Raider Aid: Raider Aid is a free after school and during the school day tutoring program staffed by teachers from a variety of disciplines. Students can use this space to ask questions specifically on homework or assignments, to use the space to quietly work, or to work with individual teachers who are working on specific days. After School Raider Aid is available most days until 4 pm with the opportunity to ride the Activity Bus for free if the student stays at Raider Aid for the entire period.

Freshman Advisory/Link Crew: Link Crew is a program where students are nominated and apply to be a Link Crew leader in a freshman advisory. Advisory is run for half of the lunch period giving 22 minutes daily for students and teacher interaction. Link Crew students can apply each year and there is great competition to be chosen by the Link Crew leaders and administration. Link Crew train on Mondays and Tuesdays and are in the classroom with a group of freshmen every Wednesday, Thursday and Friday interacting with the students and presenting lessons on bullying, school information, study skills, specified Raider Way Lessons as well as group activities and to have fun.

Safe School Ambassadors: At its core, the Safe School Ambassadors program is an "inside-out" approach to improving school climate, one that relies on social norms change and the power of students to help stop bullying and violence. Student bystanders see, hear, and know things adults don't, can intervene in ways adults can't and are often on the scene of an incident before an adult. They are a critical and under-utilized resource for positively impacting the crisis of bullying in our schools.

Raider Way Lessons (All School): All school lessons are conducted on a monthly basis in order to focus on a specific behavior within the school. See All-School Monthly Focus Lessons for more details and lesson plans.

HHS Tier 2 Interventions

Plato: Will be used as skill building based on MAP scores of incoming students; also possibility of use for remediation for different subjects based on Classroom Benchmark Test Skill standards.

Academic Seminar: This program is currently offered to repeating freshmen who did not have enough credits to move to sophomore status. It is a course similar to the freshman advisory, but only with students who are in a similar situation. Students work with a teacher, counselor, and various other support staff to complete credit recovery as well as gain support to pass courses their 2nd year at HHS.

Check-In/Check-Out: The Check-In/Check-Out (CICO) Program is a school-wide prevention program for students struggling with academics or behavior. A student is selected to participate in CICO when a student receives 2 or more Level II (or greater) referrals from the Deans' Office for behavior OR based on attendance or visits to their Student Services offices. Students may also be referred to CICO by a teacher. CICO provides students with frequent, direct positive feedback on their behavior and monitors their success in displaying the Raider Way behavior expectations.

Social/Academic Instructional Groups: Social Academic Instructional Groups are run weekly by a group of teachers and clinicians at HHS to support students who need additional direct instruction and discussion on various behavior related topics. Currently groups are run weekly during alternating class periods to limit disruption to student schedules. Students can qualify after going through an earlier intervention for Re-Engagement, Positive Communication, or Academic Study Skills. Students are measured for success using a Google Doc card that is created to measure specific goals for each group but is modeled off of the Check-In/Check-Out card for consistency.

Making Connections: A Tier 2 positive behavior intervention connects students to dedicated Huntley High School staff. Making Connections provides students the opportunity to experience positive interaction daily with an adult who recognizes and encourages their academic and behavioral successes, as well as their commitment to The Raider Way. This newly established mentoring program has proven to be a beneficial and rewarding experience for students and mentors.

HHS Tier 3 Interventions

Intensive S/AIGs: These are instructional groups just as created at the Tier 2 level, but more intensive in meeting and in the content presented. This content is more focused on issues that students have that are affected grades and behavior in a more specific manner. These groups are conducted by school clinicians rather than general education teachers.

Clinical Case Management: Clinical Case Management is Huntley's response to the need for short term case work management with a social worker or school counselor, that is tracked and within a certain time limit while services are needed. By adding this to the PBIS system, HHS has monitored data and created entry/exit criteria for the students individually allowing students access to resources without creating permanent behavior plans.

FBA/BIP: Functional Behavioral Assessment and Behavior Intervention Plan: An individualized functional behavior assessment (FBA) is conducted to explore the function of problematic behavior impacting academic success. The functional behavior assessment is used to create an individualized behavior intervention plan (BIP) to replace the problematic behavior with more appropriate behaviors.

RENEW: Rehabilitation for **E**mpowerment, **N**atural Supports, **E**ducation & **W**ork: RENEW is a student centered intervention based upon the strengths of the individual and designed to assist transition age youth in becoming empowered, healthy, confident, and capable adults. A supportive, hand-picked adult team helps the young person create a meaningful, personalized, individualized plan for the transition from high school to adult life. After one year, most youth have obtained the skills and developed the social connections they need to pursue their goals.

Student Visitors

Students will **not** be allowed to bring guests to school during the school day.

Teacher Availability

Teachers are available before and after school for student or parent consultation and assistance. In addition, teachers have daily preparation periods which may be used for this purpose. Students or parents who wish to speak with a faculty member should contact the teacher by phone or email, available on the school website.

Transportation

What every parent and student needs to know: The Transportation Department and its staff are dedicated to the service, safety and wellbeing of all of School District 158's students that it transports. Therefore, the following guidelines and rules need to be followed and adhered to.

Bus Transportation: School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday through Friday. Transportation needs to keep track of students riding

their designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students that are transported in the district and the growth in the district, it is no longer feasible to let students ride home on routes other than their designated routes. In the event of an emergency the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of regular bus students riding the bus. Parents will have to send a note with the child to be given to the principal or designee of the change approved by Transportation. Any changes school principals authorize need to go through the Transportation office for reasons previously stated.

Bus Danger Zones: Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

Bus Drivers: School District 158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the bus rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation office.

Bus Stops: Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus. The private property of those living near the bus stop is to be respected. Bus drivers are required to report any student(s) that are consistently tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are not provided, students need to stay off the road and harm's way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the bus driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

School Bus Conduct Procedures: Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the right of riding the bus may be withdrawn and the student may face further consequences as described in the Student Handbook. The school discipline system applies to students at the bus stop, on the ride, and throughout the school day. It then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. School bus riders, while in transit, are the responsibility of school bus personnel. Decisions regarding special education students will take into account related disabilities and IEPs pertaining to transportation. Students at bus stops, bus loading and unloading zones and on route are also subject to the District's Rules and Policies.

Bus Expectations

- Maintain Appropriate Noise Level

- Use Appropriate Language
- Keep Hands, Feet, And Objects To Yourself
- Help Keep A Clean Area And Bus
- Stay Seated In Your Seat
- Keep Your Arms And Hands Inside The Bus
- Be On Time
- Follow Directions From Adults/Bus Drivers
- Walk To And From The Bus
- Report Unsafe Behavior To Driver
- Use only approved items on the bus.

Cameras: Cameras are installed on all the school district buses to monitor student behavior and will be reviewed to verify complaints of misbehavior.

Non-Bused Students: In the interest of safety and security of the students, please follow the pick-up/drop-off procedures specific to your school.

Trespassing

Suspended students are not to be on campus without specific permission from the administrative office. Failure to obtain this permission can result in arrest for trespassing.

HHS Athletic and Activities Handbook

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The following information can be found on the HHS Website

District 158 Random Testing Policy and Forms
Complete Listing of Clubs and Activities

I. Philosophy, Objectives, and Expectations of Extracurricular Participation

Huntley High School extracurricular programs are provided as a privilege to those students having the desire to engage in and/or compete in and to enhance their overall abilities. Students who choose to participate are considered "representatives" of Huntley High School and are expected to demonstrate good character, high morals, and an attitude of giving their best. In addition, "representatives" of Huntley High School are expected to demonstrate good sportsmanship and self-discipline. Because the Board of Education, administration, and staff expect these attributes, the Huntley High School Extracurricular Code of Conduct is used to ensure that these qualities are demonstrated by all participants.

The objectives of the extracurricular programs at Huntley High School are to:

1. Provide a highly engaging/competitive experience grounded in sound educational practice.
2. Assist in the safe and healthy development of the participant.
3. Create an enjoyable experience for the participants, student body, fans, and community by promoting sportsmanship, morale, and school spirit.
4. Instill qualities such as teamwork, pride, work ethic, personal responsibility, and self-discipline in its participants.
5. Promote the education and development of students through high school extracurricular participation.

II. Personnel

Athletic Director: Glen Wilson
Activities Director: Tom Kempf

III. Sportsmanship

Huntley High School will emphasize and enforce all Illinois High School Association (IHSA), District 158, and Fox Valley Conference policies on sportsmanship. "Representatives" of Huntley High School are expected to adhere to the highest standards for behavior at all school-sponsored activities.

IV. Transportation

The sponsors will make transportation arrangements, for all extracurricular events, through the District Transportation Department. Participants are required to ride district-provided transportation to and from away events.

Parents may transport their child home from away events by signing the transportation sign-out sheet provided at the event. Parents may only sign-out their own child. A parent may grant permission for his/her child to ride home with another parent by providing advanced written notification to the principal, activity/athletic director, or coach/sponsor. The parent that is being granted permission will, in turn, need to sign-out the participant after the event. Under no circumstances will District 158 take the responsibility of releasing a participant to be transported by anyone other than a parent.

If a participant misses the bus, he or she may only be transported to the event by his or her parent(s). Upon arriving, at the site of the event, the participant's parent needs to present the participant to the coach. Under any other conditions, the student will not be permitted to participate. Any student missing the bus due to a detention will not be allowed to participate.

Unforeseen or extenuating circumstances will require permission of the activity/athletic director.

V. Practice Schedules

The start of practice for each extracurricular activity will be announced well in advance of the date of the first practice. Practice schedules will be distributed to participants no later than the first day of practice. District 158 does not allow mandatory practice on Sundays except under special circumstances and only with the permission of the activity/athletic director.

Because of the necessity to share facilities, practice times may need to be staggered. Efforts will be made to equally distribute practice times among the various levels of programs sharing the facilities. Likewise, unforeseen circumstances may force a change in practice schedules. Participants will be notified, as soon as possible, of any practice schedule changes.

Conflicts in regard to practices will be handled in the following manner:

1. *Educational field trips*
   Should a conflict arise with an educational field trip, the coach and teacher should be in communication with each other and attempt to minimize the impact of the conflict. Participants should not be penalized for missing a practice, or arriving late to a practice, because of attending an educational field trip.
2. *School sponsored social activities*
   Attendance at school sponsored social activities does not exempt participants from team responsibilities. Participants who miss events or practices to attend school-sponsored social activities, without the coach/sponsor's permission, will be considered unexcused and be subject to established team policy regarding unexcused absences.
3. *Non-school activities*
   Each coach/sponsor will establish policy, with approval from the activity/athletic director, and inform participants of said policy in regard to excused and unexcused absences.
4. *Skiing and similar activities*
   Coaches should inform participants of the dangers of participating in skiing/similar activities but may not make policy prohibiting participation in these activities during non-school hours. A participant injured during skiing/similar activities holds no right to his/her position upon returning to his/her team.

VI. Clearance to Participate

In order to participate in many HHS activities, a student must complete the forms listed below. A listing of the activities requiring students to complete the forms is found in the District Drug Testing information. A student may participate in as many clubs/activities as interest and schedule allows. Noted below are designated timelines that the activities that require the following items be on file in the Athletic Office (Mr. Glen Wilson's Office) and the Activities Office (Mr. Kempf's Office). The sponsor will inform participants if the forms are required to be on file.

Item	Due before first
Random Testing Form -D158 - Online	Practice/Tryout
Random Testing Form- Centegra - Online	Event

Participation fees may be required for specific clubs based on expenses incurred by that club. Participation fees should be paid directly to the sponsor of the club and will be credited to the club activity account. Any student who quits or is dismissed from a club will not have a fee refunded.

VII. Weekly and Semester Eligibility (for IHSA competitions)

Weekly Eligibility

A student participating in a sport is subject to the weekly eligibility check during the season for that activity.

A student must pass twenty-five (25) credit hours of high school work per week (Monday through Sunday). Twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).

Weekly eligibility is based on a student's grades as they accumulate from the first week to the last week of the semester. The criterion used by the IHSA is *what the student's grade would be if he or she transferred to another school during the course of the semester.*

Semester Eligibility

By IHSA regulations, a student must pass 2.5 credits a semester to be eligible for the next semester. This is the equivalent of five .5-credit classes. The criterion for weekly and semester eligibility is detailed in the IHSA eligibility rules which can be found on the HHS Athletic webpage at www.district158.org/hhsathletics/index.html.

VIII. Attendance

Attendance is a factor in a student's eligibility to participate. A student must be in school at least the second-half of the school day. A student who goes home sick is not eligible to participate in that day's activity event or practice.

A student, who has a medical appointment that may cause absence from school for more than one-half of the school day, may still be eligible to participate in that day's practice or event. To assure eligibility, arrangements should be made ahead of time with the activity/athletic director.

A student suspended from school is ineligible to participate in meetings, performances, or contests on the day(s) of the suspension. This includes ISI and OSS suspensions.

VIIII. Awards

Awards acknowledge the achievement, participation, and membership of the participants in interscholastic competition. To be eligible for these awards, participants must be in good standing in school and the activity. Students who drop out of the activity or are dismissed by the coach/sponsor before the end of the season will not be eligible to receive any awards. A coach may deny a participant, who meets minimum letter requirements, his or her letter if that participant's conduct is deemed detrimental to the school and the program. A participant who becomes injured or ill during the season, but remains a member of the team, may be issued an award at the discretion of the coach.

Award Distribution

1. First year participants will receive Numerals if not already received by participation in another sport / activity.
2. A student who has not received a Letter in the activity prior will receive a Letter and Bar.
3. If a student has received a Letter prior, the student will be issued a Bar representing another year's participation.
4. Senior Plaques are presented to any senior who has participated all season all 4 years of high school.

Special Awards

The sponsor may distribute awards to individuals as they so choose.

X. Fine Arts Boosters (FABulous)

The Fine Arts Booster Club is an approved organization of District 158 and has been established to support Huntley High School fine arts activities. The organization works as an independent organization helping fund various aspects of the fine arts programs. Parents are strongly encouraged to become involved. To inquire about the HHS Fine Arts Booster Club, please go to **Fine Arts Booster Link**

XI. Code of Conduct

As stated in Part I, participation in activities at Huntley High School is a privilege. Students who choose to take part are considered representatives of Huntley High School. It is the hope of the Board of Education, administration, and staff that those students

who represent Huntley High School do so in such a manner as to not abuse the privilege of participation. In addition, the Code of Conduct places an emphasis on the values and commitments necessary to create a safe and healthy environment for participation.

- The Code of Conduct takes effect the first time a student becomes a member of a(n) club/activity.
- The Code of Conduct is in effect year round, in and out of season, on and off school grounds, until graduation.
- A verifiable code violation is deemed to have occurred when a District 158 employee or a law enforcement agency (or representative thereof) confirms the student's involvement; an internet posting depicts inappropriate behavior; or a student admits guilt.

Code of Conduct Violations

1. Use, possession, or distribution of illegal substances. This includes, but is not limited to, alcohol, marijuana, anabolic steroids, non-prescription drugs, and the abuse of prescription drugs.
2. Use or possession of tobacco, electronic smoking devices, similar look-a-like devices, or nicotine based products.
3. Theft or vandalism of any school, personal, or public property.
4. Inappropriate conduct in which the student is directly or indirectly involved, such as fighting, harassment, or verbal/physical abuse of others.
5. Academic dishonesty or misconduct in which the student is involved, such as obtaining or attempting to obtain credit by dishonest, deceptive, fraudulent, or unauthorized means.
6. An internet posting on a social network that disrupts the educational or athletic/activity environment and may be threatening to or abusive of others.
7. Association with or attendance at activities involving a violation of the code in which the student does not leave immediately upon learning of said activities.
8. A verified positive test result, in the IHSA or D158 random drug testing programs. This will include a refusal to participate or complete the IHSA or D158 random drug testing programs.

Code of Conduct Violation Consequences

First Offense: Suspension from 20% (or closest percentage to 20%) of the regular scheduled contests. The suspension will include continued participation in practice, attending any events/meets/matches, and supporting the team during the length of your suspension. The suspension carries over to the next activity if it is not completed during the current activity.

Second Offense: Suspension of 50% from the regularly scheduled contests. The suspension will include continued participation in practice, attending any events/meets/matches, and supporting the team during the length of your suspension. The suspension will carry over to the next activity in which the student is involved if not completed in the current activity.

Third Offense: Suspension from all activities for a calendar year (365 days).

Fourth Offense: Dropped from all activities for the remainder of the student's high school career.

Self-Reporting: If a student self-reports a first offense to a District 158 administrator, he or she will be suspended from 10% of the regular scheduled contests. The student must make their report immediately. The student will not be eligible for the terms of self-reporting after school authorities have been notified of the violation.

Clarifications/Definitions

- For suspensions that carry over from a previous activity or that occur before the next activity, the student must complete the "next" season in good standing to fulfill the terms of the suspension.
- A violation will be considered a second, third, or fourth offense if it is committed within 365 days of the previous violation. After a calendar year (365 days), a violation will be dropped.
- One calendar year is defined as 365 days from the date on the letter notifying the student and parents of the suspension.
- A first violation, in a season, will not automatically result in forfeiting eligibility for school awards. A second violation, in a season, will result in forfeiture of all school awards.
- A suspended student is expected to attend practice.
- A suspended student is expected to sit with the team, out of uniform, during contests.

In circumstances when a student is participating in a combination of more than 1 Athletic, Activity, or Club the Athletic Directors, Administration or their designees will work together to discuss the current disciplinary action and determine the appropriate consequence.

Appeal Process

1. If the student and parent(s) wish to appeal a decision, they may do so by contacting the activity/athletic director within three school days of being notified of the suspension.

2.The appeal process must follow:

   a. Appeal to the High School Associate Principal
   b. Appeal to the High School Principal
   c. Appeal to the Associate Superintendent or Designee
   d. Appeal to the Board of Education

3. If, during any step of the appeal process, the original suspension is reversed, the suspension will be declared void and all records of the suspension will be purged. The student shall return to the activity in good standing and without further consequence.

XII. Consent To Random Testing

Illinois High School Association

In accordance with the work of its Sports Medicine Advisory Committee and Public Act 096-0132, the Illinois High School Association has implemented a performance-enhancing substance testing program for student-athletes at IHSA member schools.

The IHSA will test randomly selected individuals throughout the school year. No student-athlete may participate in an IHSA competition unless the student and the student's parent/guardian consent to random testing. The consent is part of the HHS Sports Participation Information sheet. Go to www.ihsa.org for more information.

A complete list of the current IHSA Banned Drug Classes can be accessed at:
http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_substance_classes.pdf

District 158

The District 158 Board of Education instituted its own random testing program in the spring of 2010. An information packet, including consent forms (one for D158 and one for Centegra), can be found on the HHS Activities webpage.

XIII. Hazing

Purpose

The purpose of the policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definition

For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of students for the purpose of initiation or membership in or affiliation with any organization recognized by the district.

Endanger the physical health shall include, but not be limited to, any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced physical activities that could adversely affect the physical safety of the individual.

Endanger the mental health shall include, but not be limited to, an activity that would subject an individual to extreme mental stress such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity even if a student willingly participates.

Authority

The district does not condone any form of initiation, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The district directs that no administrator, coach, sponsor, volunteer, or district employee shall permit, condone, or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individuals who violate this policy.

The district encourages students who have been subjected to hazing to promptly report such incidents to their coach, activity/athletic director, or building principal.

Delegation of Responsibility

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the activity/athletic director and school principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers, and district staff that hazing of district students is prohibited by means of:

- Publication in this handbook
- Verbal instruction from the coach

Complaint Procedure:

1. When a student believes that he/she has been subject to hazing, the student shall promptly report the incident orally or in writing to their coach and the activity/athletic director.
2. The activity/athletic director shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The activity/athletic director shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.

4. If the investigation results in a substantiated finding of hazing, the activity/athletic director shall recommend appropriate disciplinary action, as circumstances warrant. Additionally, the student may be subject to disciplinary action resulting in possible suspension or expulsion.

XIIII. A Guide for Parent and Coach Communication

Philosophy

Participation in extracurricular activities provides the possibility to extend and enhance student learning and personal growth beyond the classroom setting. Participation often includes important lessons about working together toward shared goals, communicating effectively, overcoming challenges, maintaining a positive attitude, practicing sportsmanship, and winning or losing with dignity. Regardless of the amount of level of participation / playing time or whether the team has a winning season, these lessons remain embedded within the experience.

While acknowledging that "winning isn't everything," coaches are committed to providing our teams with the best opportunity to win within the rules of the game, and representing the school and communities of District 158 in a manner which inspires and exemplifies pride.

Parent/Coach Relationship

Both parenting and coaching are very difficult vocations. Each role offers unique perspectives of a child's involvement in activities. While there are times when perceptions of parents and coaches are aligned, it is unrealistic to expect that this will always be the case. We believe it is important to clearly define what you can expect of our coaches. It is also important for you to have an understanding of the procedures for communication between you and your child's coach. Finally, providing support for all students participating in extracurricular activities is an important role played by both parents and coaches.

Coach's Communication to the Parent

You may expect to receive the following information in writing from the coach no later than the first practice:

- Brief statement of the coach's philosophy
- Expectations the coach has for all team members
- Location and times of scheduled practices and games
- Procedure to be followed if your child is injured
- Discipline procedures the coach may implement

· Anticipated costs associated with participation and possible fundraising activities

Parents' Communication to the Coach

- Communicate directly with the coach about any concerns
- Provide written notification of schedule conflicts well in advance

As your child becomes involved in activities at HHS, the inevitable highs and lows that are a part of extracurricular competition are bound to occur. These experiences will provide your child with an opportunity to grow and learn skills and lessons that he/she may apply in aspects of his/her life beyond the competitive/performing arena. *If the lows, however, begin to get your child down, we encourage you to speak with the coach.*

Appropriate Concerns to Discuss with Coaches

- The treatment of your child; mentally, emotionally, and physically
- Ways to help your child improve
- Concerns about your child's behavior, attitude, and performance

One of the most potentially problematic issues between coaches, students, and parents is competitive level/performance time. Decisions regarding these are at the sole discretion of the coach. As professionals, coaches make decisions based on what they believe to be best for the team and for all students involved. Obviously, there may be times when you do not agree with a coach's

decisions, but it is important to recognize that decisions about the student's role and the student's role on the team are decisions which are not negotiable between a parent and a coach.

Inappropriate Concerns to Discuss with Coaches

- Level of Participation / Playing time
- Team strategy
- Play calling
- Other student-athletes (unless verbal / physical harassment occurs)

Setting up a Conference

There are situations that may require a conference between the parent(s), student, and coach. **It is necessary that all three entities (parent(s), student, and coach) be involved in the meeting.** Such a meeting can lead to increased understanding. When a conference is needed, please follow these steps:

- Call the coach to schedule an appointment
- If the coach cannot be reached, contact the activity/athletic director and he/she will arrange a time for you, your child, and the coach to meet.

Communication between the coach and parent(s) can play a vital role in resolving concerns; however, before, during, or immediately following a competition or practice is not the appropriate time for addressing concerns. Please do not attempt to discuss a concern with a coach at these times, as they are not conducive to the successful resolution of a problem.

While, ideally, it is hoped that a conference with the coach will alleviate concerns, it should be recognized there may be times when the coach and the parent do not achieve a shared understanding as a result of their conference.

The Next Step

Contact the activity/athletic director. A meeting will be scheduled for the parent(s), student, coach and activity/athletic director.

Support

Your child's participation in extracurricular activities should be extremely rewarding. You are invited to support students by becoming involved in the Huntley High School Fine Arts Booster Club or as a support for a non-fine arts activity parent group. You are also invited to attend events, and cheer in a positive and encouraging manner. By supporting everyone involved in competition and displaying good sportsmanship, you provide an important and wonderful example for HHS students. It is hoped this information will serve as the foundation of a rewarding experience in activities for your child.

XV. Ultimate Authority

Circumstances that arise, which are not covered in this handbook or become a matter of interpretation, will be decided by a meeting of the activity/athletic director and principal. The appeal process for any decision is described in Section XIII.

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ABSENCES / ATTENDANCE / TARDIES

If your child is to be absent because of illness, you are required to call the school before 9:00 A.M. and report the absence each day. If your child is absent and we do not receive a call, we will call you at home or your place of employment to verify the absence. During a long-term illness, a parent may call on the first day and notify the office of the anticipated length of the absence. **School policy requires a doctor's written excuse for any student who is absent from school due to illness in excess of 4 days per quarter cumulative**. **Any absences in excess of 4 days per quarter will be marked unexcused without a doctor's note.** A doctor's note provided for an illness will be changed to "Medical Verification" for attendance purposes. These dates will not count towards the 4 days per quarter cumulative absences for illness. Parents are encouraged to communicate with their child's teachers if their child is absent three or more consecutive days. **Homework must be requested by 9:00 A.M. and may be picked up in the office between 2:30 and 3:30 P.M.** Please be aware that requests made after 9:00 A.M. may not be ready for pick up the same day.

For planned absences, such as family vacations during the school year, parents should notify the academic team and office in writing in advance. While such absences are discouraged, makeup work will be provided as long as teachers have sufficient notice. Every effort should then be made to complete this makeup work in a timely manner, as determined by each teacher. It must be realized that not all lessons taught in school can be made up at home or assigned weeks in advance. **Makeup work cannot replace actual attendance at school.**

A student must be in attendance for a minimum of 5 clock hours to be considered a full school day. For children who must leave school early or enter school late, parents are required to sign their children in or out in the office. Students who leave school early for reasons of illness, appointments or notes from home will be released only to their parent or legal guardian unless prior arrangements have been made

through the building principals.
Conscientious school attendance is one of the most important tasks of a student. The attendance maintained while in school will be looked upon by future employers as one of the basic criteria of employment. Students who stay home for trivial illnesses or because they do not feel like attending school are, in effect, hurting no one but themselves. They are missing vital instruction in their education and, therefore, placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance. Chronic or habitual truant shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for **5% or more of the previous 180 regular attendance days.** As attendance to school becomes a truancy issue, parents will be notified in writing of this concern.

EXCUSED ABSENCE: An excused absence is defined as an absence due to sickness or an emergency in the family in accordance with State law. Students who have been excused from school are allotted one (1) day per day excused to hand in all school work missed. It is the student's responsibility to contact each teacher for the assignments. If a student has received a long range assignment or notification of an assessment date and is absent (excused) when the assignment is due or on the day of the assessment, a teacher can require that the assignment be turned in or the assessment made up on the day the student returns to school.

Acceptable absences include, but are not limited to:

1. Personal illness
2. Death in the immediate family
3. Family emergency
4. Religious holiday observance
5. Quarantine
6. Court appearance
7. School sponsored activity
8. Other reasons such as family vacations, in which we have been notified in advance.

"**Needed at home**" is not a sufficient excuse. The parent's note must indicate the reason for the emergency requiring the student's missing school. **A student must be present at school a minimum of five (5) hours to be eligible for participation in after school extra-curricular activities such as athletics, band concerts, chorus presentations, trips, etc.** If a student goes home ill during the day, that student becomes ineligible for participation in any after school extra-curricular activities that day.

MAKE UP WORK FOLLOWING EXCUSED ABSENCES: An excused absence allows for make-up privileges. After such an absence, a student is expected to see their teachers and take the necessary steps to make up the work missed. Students have the number of days missed to turn in makeup work for full credit. This does not apply to longstanding assignments. Longstanding assignments are defined as projects or essays which students are given at least 5 school days to work on the assignment. For example, if a student was assigned a research paper and was absent on the date it was due; the makeup policy does not apply and the assignment is due upon return.

Our teachers are usually quite generous about giving students time to make up work for excused absences. The school cannot, however, promise to provide a tutoring service for students who have taken extended vacation trips.

UNEXCUSED ABSENCES: Examples of absences that cannot be excused include, but are not limited to:

1. Errands, which could be scheduled when a student is not required to be in school
2. Oversleeping
3. Car trouble
4. Leaving school without receiving proper authorization
5. Missing bus ride

Unverified absences may result in an unexcused absence from school. The decision whether an absence is excused or unexcused is at the discretion of the school's administration.

TARDIES

TO SCHOOL: It is very important that children arrive at school on time. The educational process is disrupted for all concerned when this does NOT occur. When tardy to school, a student must report to the main office to sign in before attending class. Excused tardies are appointments with orthodontist, dentist, doctor, eye doctor, etc. with a doctor's note. Unexcused tardies are oversleeping, missing bus, etc. Tardy policy is in effect at the beginning of each quarter. All tardies to school are cumulative each quarter.

4th tardy:	One detention
5th tardy:	One detention
6th tardy:	Two detentions
7th tardy:	Two detentions
8th tardy:	Parent/Administration Meeting
9th and additional:	In-school suspension

TO CLASS: Tardiness to class is defined as when a student is not in his/her seat at the beginning of each class period. If a student has a pass from a teacher or other school personnel, he/she is excused for being late for class. Students will be held accountable for each unexcused tardy to class. A teacher, grade level, or team directed consequence will result for each incident up to seven (7) in each grading quarter. After that the eighth will result in referral to the office. All tardies to class are cumulative through each quarter.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm. etc., School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account that violates a school disciplinary rule or policy. The student may be required to share the content that is reported in order to allow school officials to make a factual determination as part of its investigation. School officials may not request or require the student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the services; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

AFTERSCHOOL ACTIVITIES

Students who are in the building after school must be there for a specific activity and should have a ride arranged the day prior to the respective activity. If an activity concludes early, students must report to the supervised area until their ride arrives.

All students staying after school as spectators for athletic or special events or any other reason are subject to the student disciplinary code and consequences. Participating in after school activities or extra-curricular activities is not a valid excuse to miss an assigned after school detention.

Students staying after school for any specified reason should arrange, in advance, for a ride home from school.

One of the core values of the Middle School is the maintenance of a pleasant, orderly, supportive atmosphere. To achieve this requires a spirit of cooperation among students, teachers, parents and administrators. This cooperation promotes an atmosphere that enables and encourages excellence in education. In an effort to support this cooperation, all students and their parents should review the student rules.

A good plan for discipline includes organization to prevent problems along with praise, appreciation and recognition for effort and achievement in addition to consequences for unacceptable behavior. This procedure does not define all types and aspects of students' behavior, but rather basic areas to help each student conduct him/herself in a proper manner as a member of the school community, treating others as they want to be treated, with respect and courtesy.

SCHOOL DISCIPLINE PROCEDURE:

Staff Responsibilities: The staff at the Middle School will deal with the classroom discipline as well as other school related supervision. If a student's behavior is objectionable, the staff member may use any of the following appropriate options:

a. intervene to stop behavior
b. confer with the student
c. contact the parent
d. counselor contact
e. assign restrictions or detentions and/or refer to the principal
f. assign restitution
g. confiscation and/or temporary retention of personal property

Student/Teacher Rights

- I have a right to teach
- My students have a right to learn
- In my classroom, no student will stop me from teaching or stop another student from learning

Administrator's Responsibilities: The administrators, as they work through this discipline procedure with staff, will at every stage be concerned with finding causes for misconduct for which the actions of the students are symptoms. It will be the goal to seek and find appropriate help for students who are in need.

The administration will establish the discipline philosophy and procedures for the Middle School. They will also serve as a resource for all discipline related problems. The principal is the final building level source of appeal in the "due process" procedures.

Disciplinary measures: Potential disciplinary measures include, without limitation, any of the following:

1. Verbal warning.
2. Notifying parent(s)/guardian(s).
3. Disciplinary conference.
4. Withholding of privileges.
5. Temporary removal from the classroom.
6. Lunch or teacher detention.
7. Return of property or restitution for lost, stolen, or damaged property.
8. In-school suspension.
9. After-school detention.
10. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
11. Suspension of bus riding privileges.

12. Out-of-school suspension.
13. Expulsion.
14. Notifying juvenile authorities or other law enforcement.
15. Other disciplinary action as deemed appropriate by the administration.

Level-Step Disciplinary System: The Middle School level-step disciplinary system identifies three levels (A through C) of misbehavior. Consequences are progressively more serious as infractions accumulate. It is the hope and intent that this system will deter future misconduct and engender in students a respect for the rights of others and the need for the rule of law both in school and society.

Level A - SCHOOL RULE INFRACTIONS THAT DISRUPT THE EDUCATIONAL ENVIRONMENT

- Such as, but not limited to, classroom disruption, insubordination, disrespect, personal dishonesty, academic dishonesty, throwing objects, public display of affection, profanity, failure to report to an assigned disciplinary action, bus violations, dress code violations, electronic device/cell phone violation, being in an unauthorized area, violation of normal school rules, unexcused tardiness to class or school, and unexcused absence from class.
- **Level A infractions may result in warnings, restrictions, detentions, or suspension in/from school.**

Level B - SERIOUS RULE INFRACTIONS THAT INFRINGE UPON THE RIGHTS/SAFETY OF OTHERS

- Such as, but not limited to, repeated level A infractions, aggressive behavior (includes play fighting), fighting, aiding and abetting the violation of school rules, vandalism, locker tampering, theft (includes attempted theft or being caught in the act of), extortion, possession of inappropriate objects or material, technology violations, forgery, harassment of other students, chronic misbehavior and truancy. Tampering with a fire extinguisher or health safety equipment, false fire alarm.
- **Level B infractions may result in disciplinary measures up to and including suspension in/from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement**

Level C - GROSS DISOBEDIENCE

- Such as, but not limited to, repeated level B infractions, an act that endangers oneself or others, felonious acts, threats/physical attacks of a staff member on or off campus, threat(s) towards others, possession or assisting in the possession of a weapon, arson, possession of or use of illegal drugs, marijuana, or alcohol, participation in a transaction/transfer of or attempted transaction/transfer of drugs, marijuana or alcohol, possessing/using tobacco products including, but not limited to, look alike tobacco products, electronic cigarettes/vape device, chewing tobacco, and herbal cigarettes or alternative nicotine products on school property or at a school sponsored event, gambling, gang activity, sexting, and assault.
- **Level C infractions may result in disciplinary measures up to and including suspension from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement. Any student who possesses a weapon as defined in Section 10-22.6(d) of the School Code or Board Policy 7:190 shall be expelled for not less than one year.**
-

In the event that any type of contraband (vapor devices, cigarettes, drugs, marijuana, etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police for destruction.

Conduct Motivated by Prohibited Discrimination: When making a determination as to the appropriate discipline to impose for misconduct pursuant to this Code of Conduct, including determining whether to recommend a student for expulsion, the administration may take into

consideration whether a student was motivated, in whole or in part, by prohibited discrimination. Students who commit any offense directed against another person (including, but not limited to, assault, battery, bullying, harassment, threats, theft, or vandalism) where such conduct is motivated in whole or in part by prohibited discrimination may be subject to more severe disciplinary consequences. By way of example, and not limitation, a Level B offense may be elevated to a Level C offense if motivated by prohibited discrimination. "Prohibited discrimination" means conduct based upon actual or perceived color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, or pregnancy.

DISCIPLINARY CONSEQUENCES

Warnings: Teacher/administrator/student conference may be held in hope of eliminating further disciplinary consequences.

Lunch restriction/Isolated Lunch (ISO): Lunch restrictions/Isolated Lunches are 30-minute detentions during the lunch period assigned by classroom teachers and served with staff. Students will be permitted to get their lunch and then should report to the supervising teacher for the remaining lunch period. Lunch restrictions/Isolated Lunches are assigned in cases of first time or infrequent misconduct of a lesser nature. The staff member will inform the student, and when appropriate, will call home.

Teacher Assigned Detentions: Teacher assigned detentions are detentions assigned by classroom teachers. They are served with the designated detention supervisor and are 1 hour and 15 minutes long. Teacher assigned detentions are assigned in cases of first time or infrequent misconduct. The staff member will inform the student and parent, and when appropriate, will call home. Parents are responsible for providing transportation home. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in further disciplinary consequences.

Office Assigned Detentions: Detentions can be issued by any staff member. However, office assigned detentions are assigned in cases of serious misconduct and/or frequent misconduct of the same nature. A detention will be 75 minutes in length (1 hour, 15 minutes) and commence immediately after classes are dismissed for the day. Students and parents will be notified of the assigned date(s) of the consequence. Parents are responsible for providing transportation. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in additional disciplinary consequences.
Absence on the day of a detention will cause the detention to be served on the next detention day. Detentions will be assigned Tuesday through Thursday.

Contracts: An administrator may write a behavioral contract to provide a more structured setting for a student in hopes of eliminating inappropriate and unacceptable behaviors.

IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION

Administration may assign a student an in-school suspension or out-of-school suspension for, but not limited to, chronic acts of misconduct, single acts of gross misconduct, gross insubordination, truancy, dangerous and threatening actions to self and/or others. Parents will be notified of any in or out-of-school suspensions directly by an administrator, both in writing and by phone.

In-School Suspension: In cases of some serious misconduct or frequent misconduct of the same nature, students will be assigned to the in-school suspension room for their classes that day. Any disruption may result in further disciplinary consequences.

Out-of-School Suspension: Administration reserves the right to require a parent meeting prior to reentering the student population following the suspension. Students may not participate in or attend

extra- curricular activities while under suspension. At the time of an out-of-school suspension, the student will remain in the office until a parent/guardian or their designee comes to pick up the student from school.

A suspension may not exceed ten days. Prior to a suspension, a student will be advised of the reason for the proposed suspension and afforded an opportunity to present information on their own behalf. The student's parents will receive written notice that includes a statement of the reasons for the suspension.

A suspended pupil shall have the opportunity to make up any assignments and tests missed during the suspension period. The school will provide work for the student so that his/her future learning is not affected by the suspension. A student will receive credit for these assignments.

EXPULSION: Students may be expelled for up to two calendar years gross disobedience or misconduct. Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss their son/daughter's behavior.

The request shall include:

a. Details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
b. The time, date, and place of the hearing;
c. A brief description of what will happen during the hearing;
d. A list of the student's previous suspensions;
e. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years; and
f. A request that the student or parent/guardian inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and his or her parent/guardian may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A student may be readmitted to school after expulsion by official action of the Board of Education

DUE PROCESS FOR SUSPENSIONS:

Right to Review: The Appeals process must follow these 3 steps:

A. Appeal to the Building Principal
B. Appeal to Associate Superintendent or Designee
C. Appeal to the Board of Education

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. No special education student shall be expelled for conduct that is a manifestation of his or her disability.

BIRTH CERTIFICATE REQUIREMENTS

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's county birth certificate to be on file with the district. If the certified copy is not available, then the school

must be furnished at a minimum: the student's identity and age, along with an affidavit explaining the inability to furnish the birth certificate. If the person enrolling the student does not comply, the school district must report this fact in writing to the local law enforcement agency and provide written notice to the person enrolling the student that if they haven't complied within 10 days the situation will be reported to local law enforcement for investigation.

CLOSED CAMPUS

The Middle School maintains a closed campus policy. This means that all students eat lunch at school. Students may only leave school with a written excuse for a doctor or dental appointment. In this case, parent or legal guardian must sign them out. Parents that need to take students from school must come into the building and sign them out at the office.

CO-CURRICULAR POLICY & ACTIVITIES

The purpose of the co-curricular programs at the Middle School is to offer a wide variety of experiences for our young people. We endeavor to provide an enjoyable and healthful experience to develop present and future physical, social, mental and moral maturity.

Our specific goals are:

1. to develop in the young student satisfaction and pride.
2. to generate the feeling of pride in our school, our teams, coaches, staff and communities.
3. to instill in each student a sense of integrity and loyalty.
4. to generate in the student a sense of responsibility.
5. to realize the need for and satisfaction in establishing and attaining personal and team goals.
6. to create and maintain desirable school characteristics by having our students exemplify self-discipline in the classroom as well as on the practice and game fields.

We further believe that both students and parents should share in the mutual efforts toward attaining these goals.

Participation in co-curricular activities is a privilege, and therefore students are expected to conduct themselves in a manner, which will bestow honor to herself/himself, the team, the school and community. We further feel that students should:

1. follow good rules of sportsmanship.
2. be good students working up to their capability in all their school work and maintain satisfactory grades.
3. avoid detentions or misbehavior.
4. attend practices faithfully as scheduled by the coach.
5. demonstrate good sportsmanship during both practice and games.
6. abstain from use of alcohol, tobacco, drugs, marijuana and other substances, which are injurious to health, and minimize the effectiveness of the student's mind and body.

Students must maintain a high academic standard to be eligible to participate in co-curricular activities. Grades are monitored weekly. Students that have two Ds or one F in the current week are ineligible to participate for one full week (Monday through Sunday).

Students, who do not adhere to the above guidelines will become subject to penalty or ineligibility as deemed appropriate by his or her coach and/or the school administrators. This policy obviously does not cover all aspects of good conduct; therefore students and their parents are encouraged to talk to their coaches and/or administrators in situations that are not covered by the above.

The complete co-curricular policy can be found in the co-curricular handbook. Copies will be given to all students participating in co-curricular activities. Extra copies can be picked up in

the middle school office.

Participation is dependent upon school attendance as well as academic performance and behavior. Students must be in school a minimum of 5 clock hours of attendance. Students who go home sick are ineligible to participate in that day's after school events. Students who have detentions which prevent them from reporting to the bus on time will not participate; nor will students who are serving an in or out of school suspension.

SPORT PHYSICALS: All students are REQUIRED to have a CURRENT sports physical on file at school BEFORE they can tryout or participate in any interscholastic sports. The physical must remain "current" during the entire sports season, meaning that it has been completed within the past 395 days of the participation date. Those who need sports physicals need to present an **"IHSA Pre-participation Examination"** form completed by the physician and the parents. An **"Illinois Certificate of Child Health"** form may also be used. If your child is in 8th grade, it is advisable to have the Illinois form filled out by the physician, as it will "count" for your physical that is required to enter 9th grade. Physical appointments need to be made well in advance of sport practices or tryouts. History shows that it takes time to schedule these appointments with your doctor.

CO-CURRICULAR ACTIVITIES

We encourage middle school students to become involved in activities outside the classroom. In this way, students learn to budget time wisely, learn how to work well with others and develop social skills. Students who are actively involved in extracurricular activities seem to enjoy their middle school years and seem less apprehensive about entering into the high school environment.

CLOTHING AND GROOMING / APPEARANCE CODE

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress that is considered disruptive to the educational process is not permitted. Parents will be contacted in situations where student dress presents a problem.

Both research and experience have shown that a student's personal appearance and mode of dress impact the student conduct, identification with the school's purposes and activities, personal pride and self-respect, and even the student's level of learning responses. Students should dress neatly but simply for school, rejecting extreme fads concerning hairstyles, make up or clothing.

In addition to dress, cleanliness is of utmost importance. Since the physical well-being for all in an institution is at stake, the building administration may at any time take disciplinary action against any student if the administrator reasonably believes that the student's clothing or physical cleanliness is unsafe or interferes with the educational process.

We ask parents and students to become involved in supporting a "level of dress" that helps to promote a good atmosphere for learning. Through our health curriculum and in cooperation with the community programs, we share in the effort of prevention and education regarding drug, marijuana and alcohol use and abuse among school age children. In view of this effort, the school does not view as appropriate dress clothing that advertises drugs, marijuana or alcoholic beverages. Articles of clothing that are considered inappropriate include, but not limited to, hats, overly revealing clothing and dangerous/disruptive accessories. Any clothing that tends to interrupt the educational process and/or is demeaning to oneself or others is also considered inappropriate. Outerwear (jackets) may be brought to school, but during the school day must be kept in the student's locker and not carried around or worn during school hours.

APPEARANCE CODE

Middle School recognizes that there is a direct correlation between a student's appearance and his/her academic achievement. Our dress code is designed to eliminate distractions to staff, students, or other visitors that make up our school community while allowing for student comfort by promoting an environment this is conducive to academic success.

Acceptable clothing for students to wear is as follows:

- T-shirts that are free from inappropriate language, symbols, or graphics that make references to drugs, Marijuana, alcohol, tobacco, gangs, or innuendos that are suggestive in nature
- Shorts, slacks, skirts, or dresses that are worn and kept at the waist, that are free from writing across the seat and preferably extend to the knees, but minimally reach the tip of the longest finger while the arm is extended at the side
- Shoes that do not pose potential safety problems
    - State law requires that shoes be worn at all times in public buildings
- Coats and jackets are to be worn only when entering and departing from the building
- Unnecessary head coverings that include but are not limited to caps, hats, sunglasses and bandannas are not to be worn in the building

Unacceptable articles for students to wear are as follows:

- Clothing, jewelry, or other garments that threaten the educational process and compromise the safety of the school's occupants including but not limited to hanging chains, protruding objects, or revealing attire
- Clothing that allows boxer shorts or undergarments to be seen
- Face painting or face drawings
- Halter tops, swim suit tops, spaghetti strap tank tops with straps less than 1" in width, off the shoulder or one shoulder tops, open back tops, bare midriff blouses and shirts, or any other clothing that bares the chest or midriff are not to be worn in school or at school sponsored events.

The administration reserves the right to make the final interpretation of the dress code guidelines. In addition, exceptions to this appearance code may be made for special school functions. Students will not be allowed to attend class until dressed properly. Parents should recognize that fad and fashion are not always appropriate for school and advise their children that appearance that is likely to be disruptive or dangerous will be prohibited.

DANCE GUIDELINES

Unless noted, Student Council and/or the staff for 6th, 7th and 8th grade sponsor school dances. It is expected that parental transportation will arrive and depart within 15 minutes of starting and ending times of the dance.

DANGEROUS WEAPONS POLICY

It shall be the policy of the District 158 School Board to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, or on school transportation or any designated school transportation waiting area. The full District 158 policy on possession of weapons is found in Board Policy 7:190.

A student who is determined to have brought one of the following objects to school, any school-sponsored event or activity, any event or activity that bears a reasonable relationship to school, or onto school transportation or a designated school transportation waiting area 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 USC § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/1.1), or firearm as defined in section 24-1 of the Illinois Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 may be modified by the Superintendent and the Board on a case-by-case basis. Nothing in this section shall prevent the administration or the deans from determining that an object not listed in paragraphs 1 or 2 is or is not intended to be used as a weapon, and assigning an appropriate penalty in accordance with the Behavior & Discipline section of this Handbook or Board Policy 7:190.

Any item determined by the administration or the deans to have been possessed, used, transferred, or controlled in violation of this section will be retained by school officials, and turned over either to a parent or legal guardian at the end of the school year, or to the police.

DISCOURAGED ITEMS (POSSESSION OF INAPPROPRIATE ITEMS)

Students shall not bring to school such items as, but not limited to: toys, cards (playing, trading, magic, etc.), tobacco and tobacco products, weapons of any kind, chemicals, electronic games, matches, fireworks, lighters, alcohol, over the counter and prescription medications, drugs, marijuana and drug (including marijuana) paraphernalia.

In the event that any type of contraband (vapor devices, cigarettes, drugs, marijuana, etc.) is discovered

as part of an investigation, it will be retained by the school and may be turned over to the police.

DISTRICT POLICY OF NONDISCRIMINATION & GRIEVANCE PROCEDURES

Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, marital or parental status, or pregnancy.

Concerns or complaints related to potential violations of this policy should be directed to:

Non-Discrimination Coordinator:
Ms. Jessica Lombard
650 Dr. John Burkey Dr
Algonquin, IL 60102
(847) 659-6158

Complaint Managers:

Mr. Adam Zehr	Mr. Mark
Altmayer	Dr. Erika
Schlichter	Dr. Rocio Del
Castillo	
650 Dr. John Burkey Dr	650 Dr. John
Burkey Dr	650 Dr. John
Burkey Dr	650 Dr. John
Burkey Dr	
Algonquin, IL 60102	Algonquin, IL
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(847) 659-6158	(847) 659-6158
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Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

ELECTRONIC DEVICES

Electronic devices are prohibited from being seen, heard, or used during regular school hours unless the building principals have first expressly authorized the use of such a device. Students will be allowed to use electronic devices only when directed to do so by the classroom teacher. Cell phones and any electronic devices are not to create a disturbance to the educational environment. **If used inappropriately t**he device will be confiscated and turned into the office. Parents will then have to pick up said device from the office. District #158 is not liable for damage or theft of personal property.

EMERGENCY CLOSING

During severe fog or winter weather, you may listen to any of the following radio stations to find out if District 158 schools will be closed or on a one hour delayed start:

On television: WBBM CH.2, WMAQ CH.5, WLS CH7, WGN CH.9, WFLD CH.32, CLTV CABLE.

If no announcement is made, Consolidated School District 158 will open and buses will pick up students as regularly scheduled. School closing information may also be found on the District 158 website (www.district158.org).
In addition, Consolidated School District 158 uses Alert Solutions to notify parent(s)/guardians for a school closings and student safety communications. You may also receive high importance messages, general announcements, activity information and calls regarding transportation events. You can verify contact information and preferences by logging in to PowerSchool.
Should it be necessary for school to close early due to severe weather or other emergency reasons, please discuss with your child where he/she should go.

EMERGENCY DRILLS

Emergency drill procedures will be discussed with all children by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location.

FOOD

Students shall refrain from eating candy, gum or food in the school, on the school grounds, and the bus unless approved by appropriate school officials.

CAFETERIA EXPECTATIONS
Students are expected to cooperate with the following cafeteria procedures:

1. Deposit lunch account checks/cash in the designated area upon arrival to school.
2. Deposit all lunch litter in the garbage cans provided.
3. Return all trays to the dishwashing area.
4. Leave the table and floor around the area in a clean condition for others.
5. Have their identification card ready at the cash register.
6. Be considerate of others.

PURCHASING FOOD
Students are advised that the school district uses an electronic system for purchasing lunch. Money may be added to the lunch account by creating a secure online account at MySchoolbucks.com (these funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or check to the designated area in an envelope with their name and student identification number on it. The cafeteria will place these payments in the student's lunch account.

MySchoolbucks.com
By creating a secure online account, parents can manage their student's account easily and conveniently. MySchoolbucks.com provides you with a direct link to your student's school lunch account wherever you have internet access. Now parents can experience the benefits of using MySchoolbucks.com by taking advantage of some of our popular features:

- Spending History – Parents can view a 7-day history of student purchases.
- Low Balance Email Notification – Parents can receive email notification when their student's account balance is low.
- Smart Pay – Set accounts to automatically replenish.
- Expired Credit Card Notification – Parents can receive email notification prior to credit card expiration.

- Spending Limit Settings – Parents can set daily and weekly spending limits for their students by calling the district's food service office.
- Multi-Student funding – Parents can fund multiple students at the same time.

Students should only be purchasing food and drink that they can consume during their regular lunch period. Open food/drink items (excluding water bottles with a cap) are not to be taken to lockers for future consumption.

GANG & GANG RELATED ACTIVITIES POLICY

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gangs", as used in this policy shall mean three or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district's rules and regulations.

No student:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other insignia which is evidence of membership or affiliation with any gang.
2. Shall draw gang graffiti or distribute gang related literature.
3. Shall use any speech or act in furtherance of gang activity.
4. Shall solicit others for membership in any gang.
5. Shall request any person to pay protection or otherwise use extortion on any person.
6. Shall commit any other illegal act or other violation of school district policies in furtherance of gang related activities.
7. Shall incite other persons to inflict physical violence against any other person.
8. Shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations: Any student found to have violated this policy shall be guilty of gross misconduct, and may be subject to disciplinary measures up to and including to ten (10) days suspension with consideration for expulsion and, in addition, a report to the police if a violation of the law is involved. All gang related paraphernalia or materials will be confiscated.

GRADE POINT AVERAGE (GPA)

GRADE POINT AVERAGE: In figuring a grade point average, points are earned for each quarter grade. These points are totaled and divided by the number of classes attempted.

A+ = 4.3	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = .7
F = 0		

Principal's List: 3.795 or better
High Honors: 3.495 – 3.794

All classes are 1 credit. If a student is enrolled in ½ band or orchestra and ½ chorus, they will receive 0.5 credit for each class. Here is an example of how to calculate your GPA if you had the following grades in each class.

Example for calculation:

Class	**Credit**	**Grade**	**Points**
Art	1	3.7	3.7
PE	1	3.7	3.7
½ Band	.5	4.3	2.15
½ Chorus	.5	4.3	2.15

Science	1	4	4	
Math	1	3.7	3.7	
Literacy	1	3.3	3.3	
History	1	4	4	
TOTAL	7		26.7	**26.7/7= GPA 3.814**

Honors Scale: Algebra 1 (H), Geometry (H), and English 1 (H) that have been determined to be taught at the rigor of an honors high school course are given extra consideration in determining the grade point average. Honors weighted courses will use the following point system.

A+ = 4.8	A = 4.5	A- = 4.2
B+ = 3.8	B = 3.5	B- = 3.2
C+ = 2.8	C = 2.5	C- = 2.2
D+ = 1.3	D = 1.0	D- = .7
F = 0		

HARASSMENT & HAZING/SEXTING/BULLYING

HARASSMENT AND HAZING

It is the policy of District 158 to provide an educational environment free from harassment. No person, including a district employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status, marital status, pregnancy, association with a person or group with one or more of the aforementioned characteristics, or any other distinguishing characteristic.
Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advance, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:
   a. Substantially interfering with a student's educational environment;
   b. Creating an intimidating, hostile, or offensive educational environment,
   c. Depriving a student of educational aid, benefits, services, or treatment, or
   d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or complaint manager. Any student who believes he or she is being harassed may file a complaint by using the Uniform Grievance Policy outlined in Board Policy 2:269 and this Handbook. A student's good faith action in reporting harassment will not result in any adverse actions against the complainant. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline. The full Board Policy on harassment may be obtained by calling the administrative office at (847)659-6158.

SEXTING

"Sexting" is an electronic transfer of any material that depicts an individual or multiple individuals fully or partially nude or engaged in any sexual or lewd conduct. "Electronic transfers" includes any transfers via computer or any other electronic communications device including cellular telephones and other handheld devices. It is a violation of Illinois law for anyone to possess or electronically transfer any material that depicts a minor fully or partially nude or engaged in any sexual or lewd conduct. Further, it is against school and district procedures for any student—minor or above the legal age of consent—to partake in sexting or be in possession of any image procured through sexting. The district prohibits students from engaging in sexting, including possessing sexually explicit photographs, videos, or images on any electronic device regardless of whether the depiction violates state law. Any electronic device may be searched upon reasonable suspicion of sexting. All students involved in sexting may be disciplined. In all cases where sexting is suspected, school administrators may contact the police.

BULLYING

"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(s) or staff member which can reasonably be expected to have one or more of the following effects:

1. Placing the student in reasonable fear of harm to their person or property
2. Causing a substantially detrimental effect on the student's physical or mental health
3. Substantially interfering with the student's academic performance
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying is defined as:

- An act that is repetitive in nature (similar behavior which occurs more than once)
- Creates a power imbalance (by size, age, numbers or emotionally)
- Is intended to hurt or harm the victim (socially, emotionally, or physically)

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, immigration status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in 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, 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.

The entire Board Policy on bullying may be obtained by calling the Administrative Office at (847)659-6158.

Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the District tip line: (847) 659-INFO (4636)
3. Using the District Bullying/Harassment Report form found on the district website.

Following the Uniform Grievance Procedure outlined in Board Policy 2:260 and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

WHERE TO GO IF YOU HAVE A CONCERN…

Generally speaking, questions or concerns should be first discussed with the staff member who is closest to the situation. It is always best to follow the chain of command to ensure that all parties involved are properly informed of the situation. Parents should expect a response from the staff member listed or his or her designee, within 24 hours to discuss their concern. If no contact has been made please proceed

to the next step in the chain.	
Step 1: Teacher or Trusting Adult	Any staff member on your team or schedule.
Step 2: Counselor or Social Worker	Mrs. Duppler, Mrs. Mansfield, Mr. Nordan, or Mrs. Schwantje
Step 3: Assistant Principal	Mrs. Courtney Fulton or Mrs. Alicia Parker
Step 4: Building Principal	Mr. James Litchfield
Step 5: Associate Superintendent	Mrs. Jessica Lombard
Step 6: Superintendent	Dr. Scott Rowe

HEALTH & SAFETY

Health Services

The health program is designed primarily to maintain health and prevent serious disability or illness. A nurse is employed by the District in each school to be on duty when children are present during the regular school day. **Except in emergencies, students need a pass from their teacher to visit the Health Office.** If a student decides that he/she needs to see the nurse during a passing period, that student should report to his/her next class and receive a pass to the nurse from that teacher. If the nurse is not there or the Health Office is closed, the student should report to the main office in case of emergency.

The Health Office is to be used for acute illness or injury**, emergencies, or medication administration.**
It is NOT to be used by students to sleep, to congregate with others, or to eat due to missed meals at home. Our goal is to ensure the best possible education for our students by keeping the students in class.

Illness and injury Procedure When a student becomes ill at school, he/she may visit the Health Office. The Registered Nurse will assess the seriousness of the illness or injury and administer first aid. If warranted, the parents are notified. In accordance with the decision reached by the parent, the child may return to class, be picked up by the parent or guardian, or sent to the hospital**.** If the child has a fever of 100 degrees or greater, the student MUST be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions, lethargy, serious head injuries,undiagnosed persistent cough, eye drainage undiagnosed or new rashes, or redness and serious limb injuries.These situations will be given a "nurse home" attendance code. Parents will be called to come to school to assist if children are incontinent and need assistance in cleaning themselves. Parents are required to sign their child out in the office before leaving the building.

Students must call their parents from the Health Office. Per the school cell phone policy, students should not be texting or calling their parents on a cell phone during the day even if it pertains to illness. In the event that the student is unable to safely make it to the Health Office, a staff member will notify the RN and he/she will report to where the student is located. **911 will be called by the RN if any health situation is determined to be an emergency and parents will be notified immediately.**

If a student sustains a concussion, please notify the Health Office. MMS/HMS will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the School Nurse daily to evaluate symptom severity. Athletes with concussions will also complete a Return-to-Play protocol under the supervision of their head coach.

If an accident or illness merits being excused from school and/or physical education, it is the student's responsibility to present a doctor's note that specifies when he/she may return to normal activity. **The school nurse will not be able to write a note to excuse the student from PE. If the student has not seen the doctor yet, the student must discuss the injury with the PE teacher.** If the accident or illness is for an extended period, a doctor's note is required for each semester. A physician's release to return to PE is required whenever a doctor's note for no PE has been given and for concussions. ALL notes excusing students for medical or dental reasons should be sent to the School Nurse.

Administering Medication to Students: Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed medication during school hours, all medication shall be transported to and from school by a parent or guardian. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, or epinephrine auto-injectors, as outlined in Sections below.

The R.N., principal and/or their designee will administer the medication in compliance with the following regulations:

1. Prescription Medication:
   - **An "Administration of Medication Form" (which can be obtained from the website) signed by the medical doctor AND the parent or guardian, and renewed annually.(new form to be filled out at the beginning of each school year).**
   - **The original prescription bottle must be brought to school by the parent (children may NOT carry the medication to school).**
     The prescription bottle label must contain the child's name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication. Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

2. Non-Prescription Medication:
   - **An "Administration of Medication Form" (which can be obtained from website) signed by the medical doctor AND the parent or guardian, and renewed annually.(new form to be filled out at the beginning of each school year).**
     Some non-prescription medications (Acetaminophen, Ibuprofen) may be supplied by the school – please check your school for specifics. (All medication needs to be labeled with the child's name and brought to school by the parent). Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student non-prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

3. Self-Administration of Medication
   Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, and epinephrine auto-injectors, where appropriate. The parent or guardian must sign a statement acknowledging that the district is to incur no liability as a result of any injury or claim arising from the self-administration of the medication or use of an epinephrine auto-injector regardless of whether authorization was given by the student's parent/guardian or by the appropriate medical official, and that the parent/guardian will indemnify and hold harmless the school district and its employees and agents against any such claims.

A. Diabetes Medication
   Students may carry and self-administer their own diabetes medication. However, most parents of elementary aged students usually prefer the R.N. to monitor the student's diabetes.

B. Asthma Medication:
   - **Students may carry and self-administer their own asthma inhalers.** Occasionally parents provide an additional inhaler to be kept as back up in the nurse's office.
   - If the parent would like their child to carry their own inhaler, the parent must provide:
     - Written authorization through the "Request for Self-Administration of Asthma Medication" form found on the website.
     - A prescription label with the name of the medication, the prescribed dosage and the time or circumstances under which the medication is to be administered.
   - It is recommended that an Asthma Action Plan (blank form can be obtained from the website) be provided by the student's physician and submitted at the beginning of each school year.

C. Epinephrine Auto injectors (PRESCRIBED for an individual) (EpiPen).
   - Students may carry and self-administer an EpiPen.
   - Please submit a Food Allergy Action Plan (blank form can be obtained from the website) completed by the student's physician. A Food Allergy Action Plan needs to be updated by the physician and submitted beginning of each school year.
   - If the parent would like their child to carry and self-administer their EpiPen, the parent must also provide:
     i. the student's parents have signed written authorization for the self-administration of medication, and written authorization from the student's physician, physician's assistant, or advanced practice registered nurse, which includes the following information:
        1. The name of the student;
        2. The name and purpose of the epinephrine auto-injector;
        3. The prescribed dosage;
        4. The time or times at which or the special circumstances under which the epi-pen is to be administered;
        5. The necessity for the medication during the school day;
        6. The likely side effects; and
        7. An emergency number where the physician can be reached.

The Emergency Epinephrine Act permits schools to stock a supply of EpiPen, authorizes physicians to provide school districts with a prescription to obtain the EpiPen from local pharmacists, and gives School Nurses and other trained personnel the authority to provide/administer the epinephrine to any person whom they believe in good faith is having an anaphylactic reaction. This includes students, staff, and visitors. The standing order and emergency supply of Auto-Injectors are kept in the office of the School Nurse.

4. **Effective July 1, 2020, students who are diagnosed with epilepsy or a seizure disorder must submit a seizure action plan at the beginning of each school year. This form is available on the District 158 website.**

5. The Illinois School Code permits schools to maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State Law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including but not limited to naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A Huntley Community School District School Nurse may administer an undesignated opioid antagonist when they, in good faith, believe a person is having an opioid overdose. This includes students, staff, and visitors. The standing order and emergency supply of naloxone are kept in the office of the School Nurse or carried by the School Nurse.

> The District and its employees and agents, including the physician, physician assistant, or advance practice nurse providing the standing protocol or prescription for school EpiPen and/or opioid antagonist, shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an undesignated EpiPen and/or opioid antagonist, regardless of whether authorization was given by a student's parents or guardians, or by a student's physician, physician assistant, or advance practice nurse.

Communicable Diseases

Please notify the school office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable disease such as; chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, coronaviruses, and Strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor's release for the student to re-enter school. Please check with the health office for specifics. As always, please keep your child at home during an illness to decrease the number of students who are exposed to the illness. **Students who have been running a fever (100 or greater) should be kept home fever-free for 24 hours before they return to school (unless guidelines from the CDC or IDPH increase this time frame). Students should also remain at home for 24 hours after vomiting has stopped and student can tolerate a solid diet. Parents are also strongly encouraged to keep students home until diarrhea-free for 24 hours.**

Emergency Information: There are times when a student's illness or injury requires transportation to the hospital. The local rescue squad will transport student requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent or guardian before transport. In order to contact parents quickly in the event of an emergency, it is required that we have complete and current information in PowerSchool on the following items; · Your home address and telephone number · Working status of both parents, including the name of the company, the address and the phone number where you can be · reached. · The name and phone number of a neighbor or friend who is willing to attend to your child in an emergency. · It is the parents' responsibility to notify the Registration Office at the District Office of any changes in the aforementioned items.

Physical Examinations and Immunizations: In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering kindergarten, sixth grade and ninth grade. Physicals are also required of all transfer students and students participating in interscholastic sports. The physical examinations **must be completed on an "Illinois Certificate of Child Health" Examination form** and must include a record of all immunizations that the child has received**.** All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school.

Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required legal immunizations, against measles, tetanus, diphtheria, poliomyelitis, varicella (chickenpox) pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B, will be excluded from all District schools. There are two exceptions to this State Law:

- Children whose parents or legal guardians object to immunizations on religious grounds must present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. Upon receipt of the form, the Superintendent or designee shall immediately inform the parent/guardian of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- If the physical condition of the child is such that any one or more of the immunization agents should not be administered on medical grounds, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

A dental examination must be provided to the health office before May 15 of the current year for students in kindergarten, 2nd, 6th and 9th grades. A vision examination must be provided to the health office for students entering kindergarten or transfer students entering Illinois schools for the first time. Dental and vision examination forms can be downloaded from our website. A student may be exempt from the dental or vision examination requirements if the student's parent/guardian show an undue burden or lack of access to a dentist or qualified physician/optometrist.

- **Individual Physical Restrictions**: At times, individual students may require special restrictions to their activity level due to a medical situation. Any restrictions of physical activity need to be submitted by a medical physician and must specify the amount of time that the student has the activity restrictions. Please note that physician directives for ongoing activity restrictions need to be reviewed, and resubmitted, annually.

- **Sports Physical Requirements**
  All students are REQUIRED to have a CURRENT sports physical on file at school BEFORE they can tryout or participate in any interscholastic sports. The physical must remain "current" during the entire sports season, meaning that is has been completed within the past 395 days of the participation date. Those who need sports physicals need to present an **"IHSA Pre-participation Examination"** form completed by the physician and the parents. An **"Illinois Certificate of Child Health"** form may also be used. If your child is in 8th grade, it is advisable to have the Illinois form filled out by the physician, as it will "count" for your physical that is required to enter 9th grade. Physical appointments need to be made well in advance of sport practices or tryouts. History shows that it takes time to schedule these appointments with your doctor.

HOMELESSNESS

Students who are homeless have a right to education under Federal law. The McKinney-Vento Homeless Education Act defines homeless to include children and youth:

A. who lack a fixed, regular, and adequate nighttime residence; and
B. includes:
   i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; those awaiting foster care placement or children displaced by a natural disaster (case-by-case basis);

ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

iv. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Students meeting the above criteria have the right to:

- Stay in the school of origin or choose the attendance area school where they are moving
- Receive transportation to and from their school of origin
- Immediately enroll in school, with or without records normally required for enrollment
- Get free lunch and school fee waivers

For more information, contact:
School District 158 Associate Superintendent, Jessica Lombard at 847-659-6158
School District 158 Homeless Liaison, Chris Budzynski at 847-659-6158

HOMEWORK

Homework is an extension of learning in the classroom. Homework is assigned to challenge, reinforce and motivate. The quantity of homework will increase gradually throughout the grade school years, as students are able to assume greater responsibilities and independence. Some homework may be done during class or study hall. Whenever possible, supervised study time will be given in the classroom to help students get off to a good start on their assignments.

Homework is a good way of involving parents in the learning process and keeping them informed about their child's progress. It is important, however, that assignments be completed by the student in order for the teacher to make an accurate assessment of the student's learning. Both long- and short-term homework assignments will help students establish regular study habits, learn to budget time, develop an interest in the work assigned and learn the importance of accomplishing and turning in work on time.

Academic Limitations on Homework

- Homework will not account for more than 40% of a student's overall grade.
- Late assignments are defined as assignments not turned in to the teacher when they are requested.
- Late assignments may be accepted for partial credit during a particular unit of study. Assignments may not be accepted for credit when that unit of study has been completed.

- Assignments turned in late will be assessed at a minimum of ½ credit.
- Extra credit may or may not be available in any given class at the discretion of the classroom teacher or team. Extra credit assignments shall not exceed 2% of a student's overall grade.

Academic Dishonesty: District 158 Middle Schools promote academic honesty. Students are expected to complete their own work. Therefore, credit will only be assigned to those students who submit their own original work.

Academic dishonesty is defined as, but not limited to the following:

Plagiarism – using another person's ideas, expressions, or writings as one's own.

Cheating including but not limited to:

- cheat sheets for tests or quizzes
- copying another person's work and turning it in
- using notes or technology without permission and turning it in

- telling other students what's on tests or quizzes

Students who are academically dishonest will be subjected to one or more of the following consequences:

- the loss of credit for assignment, quiz or test
- a phone call to their parent(s)
- the notification of and consequence assigned by a school administrator
- a parent conference with parents, student, teachers, and administrator(s)

HONOR ROLL

In order to recognize hard working, conscientious and high achieving students in grades 6-8, an honor roll will be published each quarter shortly after report cards have been received. Students must earn a 3.095-3.494 average to qualify for Honors. Those earning 3.495-3.794 will be acknowledged with High Honors and students with a 3.795 or better average will be placed on the Principal's List. Grades in literacy, math, social studies, science, exploratory, band/chorus/orchestra, skills-based studies and physical education will be used to calculate the honor roll.

IDENTIFICATION CARDS

Students will be given an identification card and a breakaway lanyard at the beginning of the school year. Students are required to wear and properly display the identification card for the current school year. The ID card must be attached to a breakaway lanyard, worn around the neck, and visible at all times during the school day except when specifically exempted on a temporary basis by a faculty member. Students may not embellish their ID card with any drawing or writing. Students without an ID card or lanyard must obtain a replacement card or lanyard immediately upon entering the school building. Lost ID cards must be replaced at the student's expense through the Main Office. Disciplinary consequences will apply as follows for failure to properly wear and display the identification card for the current school year:

1st Offense:	Warning & Obtain Loaner ID
2nd Offense:	Warning & Obtain Loaner ID
3rd Offense:	Parent Notification & Obtain Loaner ID
4th Offense:	One detention & Obtain Loaner ID
5th Offense:	One detention & Obtain Loaner ID
6th Offense	One detention & Obtain Loaner ID
7th Offense:	Parent/Administration Meeting & Obtain Loaner ID
8+ Offense:	In-school suspension & Obtain Loaner ID

Identification card policy is in effect for the entire school year. All identification card offenses will reset at the start of each quarter.

INTERNET / ELECTRONICS NETWORK ACCESS

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business

use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

Additionally, if students have been provided with a 1:1 technology device; the following are guidelines for the expectation of using technology responsibly:

a. Bringing a charged device to school every day
b. Storing the device in the provided case at all times
c. Moving safely through the hallway while carrying a device
d. Respecting the property and privacy of others by not using another student's device or account
e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works
f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. The Technology Director will work with the building administrator and the building administrator will deal directly with the violator.

Unacceptable Use - Staff and students are responsible for his or her actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
c. Downloading of copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space and bandwidth;
f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video;
h. Using another user's account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

Network Etiquette - Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.

b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the network in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. The Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. **Keep your accounts and passwords confidential and do not use another individual's account.**

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.

b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

a. Internet access is limited to only those acceptable uses as detailed in these procedures.

b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

d. The Network Administrator and Building Principals shall monitor student and staff Internet

LIBRARY RESOURCE CENTER (LRC)

The LRC provides materials that support the mission of the district as well as the mission, philosophy, and goals of the middle school. Materials circulate for a period of two weeks. A student ID is required for library check out. All materials will be due two weeks before the end of the school year for inventory. Periodicals, reference materials and media materials are available for students to use in the LRC but do not circulate.

Students are charged fines for overdue books. The fine is $.10 per day. Students having overdue materials OR fines will not be allowed to check out any more items until their account is clear. Students will be required to pay for books that are lost or damaged before any more materials can be checked out.

The LRC is a classroom. Student conduct as mentioned in other sections of this handbook will apply to the LRC. The LRC staff work with both students and faculty to provide reference/ research assistance and bibliographic instruction to meet the needs of the curriculum. While the LRC serves as a reference and resource center for students, it serves faculty as a teaching station. Students will need to respect this dual function and act in an appropriate and responsible manner.

LOCKERS

Lockers are school property and thus are to be used only for the purpose of storing books, notebooks, lunches, coats, and other school related items. Students have no reasonable expectation of privacy in the locker assigned to them. Students may not display or store inappropriate or illegal materials in their lockers. **School lockers are subject to random search, without notice or consent. Individual lockers may be searched where there is reasonable suspicion to do so.** Sharing of lockers is not permitted. Opening of another student's locker or locker tampering of any kind may result in disciplinary action. Backpacks should be kept in lockers at all times unless authorized by an administrator due to the need for an intervention or special need.

LUNCH

Students are advised that the middle school uses an electronic system for purchasing lunch. Money may be added to the lunch account by placing the check or currency in an envelope with the student's name and ID number and bringing it down to the main office first thing in the morning. There is a designated drop off for this payment on the front counter. The cafeteria will gather and place these payments in the student's lunch account before lunch begins. It is encouraged that students not bring cash or checks down with them at lunch as this slows the process for feeding all students. If a purchase is made with cash the remaining amount will be placed in the student's account. No change will be given. The cost of a daily lunch ticket and ala carte items will be decided before registration.

Students must remain at school during lunch. Students are expected to be courteous and mannerly. Parents will be advised of inappropriate behavior, which, if not corrected, will be followed up with appropriate school consequences such as but not limited to, the loss of the privilege of eating in the school lunchroom or an assigned lunch room seat.

Lunches/food not provided by the school should be limited to just your child. Large quantities of lunches/food brought in during the school day cause an unnecessary disturbance in the building.

MESSAGES TO STUDENTS

Delivering messages during class time is especially disturbing since lesson plans and continuity of thought are often disrupted. Parents are urged to reserve such requests only for serious emergency situations. Arranging for medical appointments, transportation requests or family activities are best done before school. If an urgent and necessary message must be sent to a student, call the middle school main office**.** In addition, students who are feeling ill must be seen by the nurse, determined to be sick, and must call home from the nurse's office phone as part of school policy. **Students are not to call or receive calls/text messages on their cell phones during school hours.**

The middle school also understands that students may forget homework or school related items. Please understand that we will not interrupt classroom instruction or academic progress to call down the student for these items. The school has two general call-down times during the day when the student will be asked to come down for the items.

PASSES

With the exception of passing times, students in the halls must have a pass issued by a staff member.

PEER RELATIONSHIPS

In order that the Middle School peer relationships remain at the highest level, we have what we call the "Hands Off Policy". Public displays of affection and inappropriate and/or unwanted touching are unacceptable behaviors and subject to disciplinary consequences. This is strictly adhered to in the building, on the campus, or at school related events.

PESTICIDE NOTIFICATION

Parents/guardians will be notified 2 days prior to the application of any pesticides, and no pesticides will be applied while students are present at school (except where an emergency situation would require immediate application).

PHYSICAL EDUCATION / PE UNIFORMS

Students in grades 6-8 are required to wear a P.E. uniform while participating in Physical Education. All students will be expected to dress in proper PE attire and participate in PE except those who have a written doctor's excuse and/or a note from the nurse. Normally a student who provides the nurse with a note from a parent can be excused from PE for up to 3 days. After 3 days, a doctor's note must be provided. Parent notes will only be honored twice per semester.

POWERSCHOOL

District 158 parents can access this internet-based program that allows parents to be involved in their child's education. PowerSchool, which draws information from our student database system, provides parents with timely information about their student's progress in school. Parents have real time access to their child's grades, assignments and attendance information. Students also have their own accounts to access school information from home or at school.

Password information for students and parents and information on how to use the system are available from the District Registration office (847-659-6147).

PROGRESS REPORTS/REPORT CARDS

Mid quarter progress report grades will be available on PowerSchool. An Alert Solution notification will be sent to parents on the day that mid quarter progress report grades are updated. Quarterly report cards will be sent home with your child. An Alert Solution notification will be sent to parents on the day that report cards are distributed. Parents may also access current grades at any time by using their parent account on PowerSchool.

PROPERTY

Students are to respect the property of others including that of students, staff and school. School issued materials, such as textbooks, lab materials, etc. are on loan to students. Any damage or replacement costs are the student's responsibility. Student storage areas are school property and thus are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

REMEDIATION / RETENTION POLICY

1. ~~**Decisions to promote or retain students shall be based on GPA in the four (4) core academic areas of science, social studies, math and literacy as well as attendance.**~~ **Decisions to promote or retain students shall be based on quarter grades in the four (4) core academic areas of science, social studies, math, and literacy.** Decisions will not be made upon age or other social reasons not related to the academic performance of the students in accordance with state law.

2. Due to the research indicating the negative outcome regarding retention, the Middle School thinks that effective decision-making regarding retention needs to include a remediation plan throughout the school year. The remediation/retention process is a continuous process over the course of a school year that may include communication home, team supports, RtI supports, **meeting with Administration,** and**/or** social-emotional supports. This plan becomes more

intense and restrictive as a student progresses through the remediation process. Retention will only occur if the remediation process is not successful.

3. Throughout the year, Administration will track student **core class grades.** ~~**core GPAs falling below 1.0**~~. Students who have failed **two or more quarters of a core class** ~~**remain below a cumulative core GPA of 1.0**~~ at the end of the year will be considered for summer school and/or retention. The principal will have final decision-making authority over all retention decisions.

SCHOOL DAY

School hours for students in grades 6-8 are 7:30 A.M. - 2:25 P.M. We ask that students arrive on school grounds no earlier than thirty minutes prior to the start of their school day. Students remaining in the building after school hours are expected to report to a classroom, club, sport, or activity that is directly supervised by a staff member.

SEX EQUITY

No student shall be denied equal access to programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extracurricular programs and activities on the basis of sex, sexual orientation, or gender identity.

Any student may file a sex equity complaint with the district's Complaint Manager or Nondiscrimination Coordinators, in accordance with the District's Uniform Grievance Policy (Board Policy 2:260). A student may appeal the School Board's resolution of a complaint filed to the Regional Superintendent, and, thereafter, to the State Superintendent of Education.

SMOKING/VAPING

Students and parents are not permitted to smoke or use e-cigarettes/vape devices in the school building, on school grounds, or on District transportation. This includes all after school activities and school related events.

STUDENT RECORDS

The District will maintain two sets of records for each student: a permanent record and a temporary record. All student records are permanent upon graduation for 60 years. (i.e., if your child graduated from high school in the class of 2000, records would be kept until the year 2060.)

The permanent records may include:

- Basic identifying information
- Academic Transcripts
- Attendance Record
- Accident and health reports
- Honors and awards
- School-sponsored activities and athletics
- Information pertaining to release of this record

The temporary record may include:

- Family Background
- Intelligence and aptitude tests
- Psychological reports
- Achievement test results
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information
- Special education records
- Verified reports of information from non-educational persons
- Verified information or clear relevance to the student's education
- Information pertaining to release of this record

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within 10 business days or 45 school days of the day the District receives a request for access.**

   Eligible students and parents or guardians of students less than 18 years of age have the right to inspect and copy their permanent record. Parent/s guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardians or eligible student of the time and place where the records may be inspected.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).

2. **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading irrelevant, or improper.**

Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the State for federal law. Before information is released to individuals described in this

paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever
   occurs first.

5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**
   Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parents'/guardians' name and address, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.
   Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

STUDENT SERVICES

WAIVER OF STUDENT FEES:
Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office at 847-659-6155

GUIDANCE AND COUNSELING:
The middle school guidance counseling staff acts as a resource to teachers and students in educational, social/emotional development, and career awareness activities. Academic counseling is available when students appear to have organizational or motivational problems in school. The counseling staff will help coordinate home-school communication as necessary and also act as a liaison between students and teachers.

Individual counseling may be provided upon request of the pupil, parent or teacher. Such confidential discussions may be on any topic of concern including school adjustment problems and personal problems. Counselors do not do therapy, but can and will provide referrals as needed. In addition to the above services, it is our goal to provide for the personal growth and development of all students regarding such issues as self-esteem, decision making, social skills, life safety, etc.

Problem Solving Team (P.S.T.): Students who are experiencing academic, behavioral or social/emotional concerns, which affect academic performance, may be referred to our P.S.T. team. This regular education program is designed to assist and support students at-risk for academic failure. Staff and/or parents may refer students for this program to the child's guidance counselor. Based on the student's needs, an action plan will be developed and monitored to assist the student in achieving academic success.

Response to Intervention: Response to Intervention (RtI) is a multi-tier approach for early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children. Children with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

The state of Illinois provides districts and schools with a framework for using RtI to determine a student's eligibility for and entitlement to special education services. Effective, research-based core instruction, interventions, and assessment play a critical role in this process and data from the core curricula and instruction, as well as interventions, is used in the eligibility determination process. If the intervention plan shows that the student demonstrates performance discrepancy as indicated by national, state and local assessments and do not demonstrate educational progress through those established national, state

or local norms, the team will then refer the child to the Individual Problem Solving Team to discuss the process of special education entitlement.

SECTION 504

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Parents seeking information about Section 504 rights and services should contact the Assistant Principal at their child's school.

Special Education: The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA). Once a student is determined to have a disability under IDEA an Individualized Education Plan will be developed by a team of educators along with parents.

District 158 provides a continuum of services to children with Individual Education Plans (IEPs). Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Plan (IEP) team, including parents and educators, meets annually to determine the needs of students and the child's least restrictive environment. Students who move into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan.

All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois.

Discipline: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Students eligible for special education services or those students receiving services under a Section 504 service plan may have an individualized behavioral intervention plan as provided in District Policy and as required by Illinois law. **However, all students must conform to the middle school handbook policy codes.**

Transportation: All Huntley School District 158 students with Individualized Educational Programs are provided with transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. Parents wishing to waive the right to district approved transportation and desiring reimbursement for such services must seek reimbursement through the state of Illinois. District 158 will not provide reimbursement for expenses incurred by parental transport of students, as transportation is provided through avenues determined via the IEP conference at no expense to the student or guardian. Individuals wishing to apply for state reimbursement must do so within the state appointed guideline and meet deadlines set forth by the state. Applications for reimbursement from the state may be obtained by the Huntley School District 158 Transportation Department at 847-659-3000.

SURVEILLANCE

For the safety of our students and staff, surveillance cameras are located throughout our school buildings and anyone on school property may be videotaped.

TRANSPORTATION / BUS DISCIPLINE

The Transportation Department and its staff are dedicated to the service, safety and wellbeing of all of School District #158's students that it transports. Therefore the following guidelines and rules need to be followed and adhered to.

Bus Transportation: School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Students are required to ride their designated routes and get on and off at their designated stops.

Students must be picked up and dropped off at the same location Monday through Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students that are transported in the district and the growth in School District #158, it is no longer feasible to let students ride home on routes other than their designated routes. In the event of an emergency the parent must call the Transportation Department at **847-659-3000** to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of regular students riding the bus. Parents will have to contact Transportation and then Transportation will notify the school of the change.

Bus Danger Zones: Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides, and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

Bus Drivers: School District #158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation Office.

Bus Stops: Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus. Bus drivers are required to report any student(s) that are consistently tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are not provided students need to stay off the road and harm's way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

Bus Expectations

- Maintain Appropriate Noise Level
- Use Appropriate Language

- Keep Hands, Feet, And Objects To Yourself
- Help Keep A Clean Area And Bus
- Stay Seated In Your Seat
- Keep Your Arms And Hands Inside The Bus
- Be On Time
- Follow Directions From Adults/Bus Drivers
- Walk To And From The Bus
- Report Unsafe Behavior To Driver
- Use only approved items on the bus

Cameras- Cameras are installed and operational on all the school district buses to monitor student behavior and will be reviewed to verify complaints of misbehavior.

Bus Discipline
The bus is an extension of the school and classroom in which all school rules, regulations and discipline policies and procedures apply.

- Transportation Is A Right That Can Be Suspended
- Every student has a right to a safe and enjoyable ride to and from school, which is free from intimidation, threat or harassment.
- Each student is responsible, as well as his/her parents, for their behavior while on the bus and in the school bus loading, unloading areas.
- Suspension of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. However, students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.
- If a student loses his/her bus riding privileges, their parents are responsible for transporting their student to and from school.
- Unacceptable conduct on the school bus or at a school stop may result in a warning, detention, suspension or expulsion from school.
- Decisions regarding special education students will take into account related disabilities and I.E.P.'s pertaining to transportation.

TRESPASSING

Suspended students and unapproved visitors are not to be on campus or at school sponsored activities on or off campus, without specific permission from the principal's office. Failure to obtain this permission may result in arrest for trespassing and /or appropriate school consequences.

Students in the building during non-school times must be approved prior to admission or be subject to a charge of trespass. **Students should not be in the school building after school is dismissed unless for some academic or extra-curricular reason**. Loitering can result in disciplinary action by the principal or possible arrest for trespassing.

VISITORS

Upon entering our school, we require that all visitors' report to the middle school office and sign in to receive a visitor's pass. Visitors who wish to remain in the building will be issued a pass. Violators may be questioned by any staff member and asked to leave the premises. Violators, who refuse to leave, may be subject to legal action.

STUDENT VISITORS: Students will not be allowed to bring guests to school during the school day.

WALKING / BICYCLES/DROP OFF/PICK UP

For safety purposes, it is not recommended that students walk or ride bicycles to school. Adults that choose to drop off/pick up students are asked to review the drop off/pick up procedures carefully. We are aware that many drivers are in a hurry to drop off/pick up their student and get to their next destination; however, **the safety of our students and drivers is most important**. To create a safe, calm and orderly morning and afternoon for all involved please follow the drop off/pick up protocol at all times.

Morning: All students should be dropped off in the drop off lane that is designated curbside in the front of the school. Please use the entire front of the building to drop off, helping to efficiently drop off as many students in the quickest time possible. This is a single use lane. Only buses are allowed in the back of the school. No student should be dropped off in parking lot. Students are allowed in the building at 7:15 am.

Afternoon: All students being picked up must be picked up in the pickup lane that is designated curbside in the front of the school. Please use the entire front of the building to pick up, helping to efficiently pick up as many students in the quickest time possible. This is a single use lane. No student should be picked up in parking lot at the end of the school day. Adult supervision of car riders ends at 2:35 PM. Students who are not involved in a school-sponsored activity may not remain on campus. If you cannot pick up your child by this time, please arrange to have him or her ride the bus home.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: May 21, 2020

To: Board of Education
Cc: Dr. Scott Rowe, Superintendent

From: Jessica Lombard, Associate Superintendent

Subject: Student Handbooks: Elementary, Middle School, High School, Middle School Activities, HS Athletics and Activities

Executive Summary

Huntley Community School District 158's policy 7:190 states that disciplinary rules shall be presented annually to the Board of Education for its review and approval.

Per school code, "Discipline Rules" is a topic that each local site is required annually to have as an agenda item during a Parent Advisory Meeting. The following are the respective dates that each of our schools received input from their Parent-Teacher Advisory Committee during the 2019-20 school year.

Chesak Elementary School	February 3, 2020
Martin Elementary School	February 3, 2020
Marlowe Middle School	March 3, 2020
Mackeben Elementary School	December 11, 2019
Conley Elementary School	December 11, 2019
Heineman Middle School	March 3, 2020
Leggee Elementary School	January 13, 2020
Huntley High School	February 21, 2020

This year there are some modifications that are being recommended as additions/updates to our existing Handbooks. Very minimal recommendations and the recommendations are due mainly in part to state code or law updates. For these changes to take effect the District will need Board of Education approval

Attached you will find a copy of our recommended Handbooks for the 2020-21 school year for your review. Please note that additions will be bolded in green and deletions will be struck-through in green.

Elementary Handbook

Topic	Page	Recommendation	Rationale
Discipline Clothing	Page 5 and 7	Addition of the term 'marijuana' in places that state drugs or alcohol. It would now state "drugs, marijuana or alcohol."	• Recommendation from legal
Bullying	Page 10	Change number 3 in the definition to include "or harm"	• Clarification of the definition 3. Is intended to hurt or harm the victim (socially, emotionally, or physically)
Health Services	Pages 13-17	• Addition of "persistent or undiagnosed coughs" to symptoms where a student may be sent home • Addition of concussion language • Change in language from "submitted annually" to	• Addition of "persistent or undiagnosed coughs" to symptoms where a

		"submitted at the beginning of the year" (4 occurrences in terms of medication/physician protocol) • Seizure plan language • Addition of coronaviruses to contagious or communicable disease list • Addition of the language "unless guidelines from the CDC or IDPH increase the time frame" in regards to remaining home for 24hrs after fever free • Clarification that doctor notes apply to recess and PE	student may be sent home • Addition of concussion language • Change in language from "submitted annually" to "submitted at the beginning of the year" (4 occurrences in terms of medication/physician protocol) • Seizure plan language • Addition of coronaviruses to contagious or communicable disease list
Recess	Page 24	Change need a doctor note to after 3 days from 2 days Clarification that doctor notes apply to PE and recess	• To be consistent with excusal from PE

<u>Middle School Handbooks:</u>

Discipline Co-Curricular Appearance Code Discouraged Items	Page 5 Page 8 Page 9 Page 10	Addition of the term 'marijuana' in places that state drugs or alcohol. It would now state "drugs, marijuana and alcohol." Or "drug or marijuana paraphernalia" (10 occurrences)	Recommended from legal
Bullying	Page 14	Change number 3 in the definition to include "or harm"	Clarification of the definition <u>3. Is intended to hurt or harm the victim</u>
Health Services	Pages 15-18	• Coding of absences as nurse home definition • Addition of "persistent or undiagnosed coughs" to symptoms where a student may be sent home • Addition of concussion language • Change in language from "submitted annually" to "submitted at the beginning of the year" (4 occurrences in terms of medication/physician protocol) • Seizure plan language • Addition of coronaviruses to contagious or communicable disease list • Addition of the language "unless guidelines from the CDC or IDPH increase the time	• To define various attendance codes for more effective tracking • Addition due to COVID19 • Assist in educating about support and concussion protocol • Clarification on what annual means • New language based on new law for July 1, 2020

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		frame" in regards to remaining home for 24hrs after fever free	• Addition due to COVID19
Remediation/Retention	Page 25-26	To change the recommendation process for summer school to look at grades in the 4 core courses rather than by a GPA. Recommended changes highlighted in Red/Blue in the draft handbook	To be ensure that all students needing support are able to receive that support in regards to summer school. Develop a clearer process for parents, students and staff when determining summer school support or retention.

Middle Schools Activities Handbooks: **No recommended changes**

High School Handbooks

Topic	Page	Recommendation	Rationale
Attendance	Page 7	Addition of excused absence up to 2 hours for voting	Policy revision
Blended and Lunch off campus	Page 8	Change to only Juniors and Seniors off campus for blended and lunch	Current practice
Consequences for unexcused absences	Page 9	Addition of Dean Intervention	Allows for administration to determine personalized consequence based on previous interventions and understanding of the root cause
List of Disciplinary measures	Page 10	Addition of restorative practices and Suspension/removal of parking pass	Current practices
Behavior/Clothing	Page 12, 13 and 17	Addition of the term Marijuana or marijuana paraphernalia in places it states drugs and alcohol (5 occurrences)	Legal recommendation
Level 1 Consequences	Page 11	States withholding privileges (recommend adding parking/off campus/extracurricular)	Provides clarify of examples
Level 2 Behavior/Consequences	Page 11 and 12	Adding the language "Sharing a pass or ID in a fraudulent Manner) States withholding privileges (recommend adding parking/off campus/extracurricular)	Provides clarity Provides clarity of examples
Level 3 Behavior and consequences	Page 12 and 13	Change the total amount from $300 to $500 in reference to theft Individual accountability addition of the language "provoke or encourage any activity that is a	Reflects current legal amount for a felony Individual Accountability could apply to more than just fighting or recording of fights

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		violation of the student handbook" States withholding privileges (recommend adding parking/off campus/extracurricular)	Provides clarity of examples
Level 4 Behavior and Consequences	Page 13 and 14	Change dollar amount from $300 to $500 Addition of language to inappropriate communication from electronic devices in terms of threats to add "implied, direct or indirect" States withholding privileges (recommend adding parking/off campus/extracurricular)	Reflects current legal amount for felony Provide Clarity Provide clarity of examples
InSchool Intervention	Page 15	Addition of "If your child has an IEP or 504 he/she will have access to all of their accommodations and supports while he/she is in ISI"	Clearly state that they will have access to their accomodations/supports
Bullying	Page 24	Clarification to definition by adding or "to harm"	Clearly states it the intent "to hurt or harm"
Health	Page 25-28	Change in language from "submitted annually" to "submitted at the beginning of the year" (4 occurrences in terms of medication/physician protocol) Seizure plan language Addition of coronaviruses to contagious or communicable disease list Addition of the language "unless guidelines from the CDC or IDPH increase the time frame" in regards to remaining home for 24hrs after fever free Addition of "persistent or undiagnosed coughs" to symptoms where a student may be sent home	Clarity of when forms/plans need to be submitted New Law as of July 1, 2020 Addition due to COVID19

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HHS ATHLETIC AND ACTIVITIES HANDBOOK

Topic	Page	Recommendation	Rationale
Code of Conduct Violation Consequences	Page 49	Addition of "In circumstances when a student is participating in a combination of more than one (1) athletic, activity or club, the Athletic Director, Administration or their designees will work together to discuss current disciplinary action and determine the appropriate consequence.	To include language for situations where a student is involved in multiple activities at the same time.

Recommendation
The Administration recommends that the Board of Education approve the elementary, middle school and high school student handbooks, including athletics and activities as presented.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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To: Board of Education
Cc: Dr. Scott Rowe, Superintendent

From: Jessica Lombard, Associate Superintendent

Date: May 21, 2020

Subject: Regional Safe School Program

Executive Summary

Huntley Community School District 158 has an Intergovernmental Agreement with the McHenry County Regional Office of Education for utilization of the McHenry County Regional Safe Schools Program. The Administration would like to extend the validity period of the current Intergovernmental Agreement to include July 1, 2020 to June 30, 2021. Enclosed you will find a Resolution Authorizing Participation through the McHenry County Regional Safe School Program and extending the validity period of the current agreement.

Funding for the Regional Safe School is presently included in the proposed FY20 budget. The combination of grant funds, generated state aid and School District fees will be needed to continue operation of our RSSP.

Recommendation

It is the recommendation of Administration that the Board of Education approve the attached resolution authorizing participation in the McHenry County Regional Safe School program by extending the validity period and adhering to all provisions of the existing Intergovernmental agreement.

RESOLUTION

AUTHORIZING PARTICIPATION IN THE MCHENRY COUNTY REGIONAL SAFE SCHOOL PROGRAM

WHEREAS, the Regional Superintendent of McHenry County, Illinois, has established the McHenry County Regional Safe School Program pursuant to Article 13A of The School Code: and

WHEREAS, in accordance with its Placement Policy and Guidelines, the McHenry County Regional Safe School Program will provide educational services to disruptive students enrolled in grades six (6) through twelve (12) in the McHenry County public schools, and

WHEREAS, the Board of Education of Consolidated School District No. 158, McHenry County, Illinois, finds it in the best interests of its educational program and the students it serves to participate in the McHenry County Regional Safe School Program; and

WHEREAS, participation in the McHenry County Regional Safe School Program is contingent upon adoption of the resolution extending the period of participation from July 1, 2020 through June 30, 2021.

NOW, THEREFORE, BE IT RESOLVED that the BOARD OF EDUCATION OF CONSOLIDATED SCHOOL DISTRICT NO. 158 of the County of McHenry, Illinois, does hereby:

1. Extend the validity period of the existing Intergovernmental Agreement between the McHenry County Regional Office of Education and the District for the McHenry County Regional Safe School Program from July 1, 2020 to June 30, 2021.

2. Agree to adhere to all provisions of the existing Intergovernmental Agreement and the Placement Policy as a part thereof.

BE IT FURTHER RESOLVED that the Secretary of the Board of Education is authorized and directed to forward a duly executed copy of this Resolution to the Regional Office of Education.

ADOPTED this _____ day of _____, 2020.

AYES:

NAYES:

ABSENT:

_____
Superintendent

_____
Board President

_____
Board Secretary

_____
Date

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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To: Board of Education
Cc: Dr. Scott Rowe, Superintendent

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Date: May 21, 2020

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Executive Summary

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Funding for the Regional Safe School is presently included in the proposed FY21 budget. The combination of grant funds, generated state aid and School District fees will be needed to continue operation of our RSSP.

Recommendation

It is the recommendation of Administration that the Board of Education approve the attached resolution authorizing participation in the McHenry County Regional Safe School program by extending the validity period and adhering to all provisions of the existing Intergovernmental agreement.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
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Date: May 21, 2020

To: Board of Education

From: Dr. Scott Rowe, Superintendent

Subject: **Graduation Requirements for Class of 2020**

Background

During this unprecedented time related to the global pandemic, Governor Pritzker and the Illinois State Board of Education have recognized that the mandatory school shutdown potentially impacts graduating seniors in unique and extremely harmful ways. Throughout the shutdown, the Illinois State Board of Education has continued to urge local districts to extend understanding to students related to the challenges and potentially devastating effects of the pandemic, and to adjust local policies and procedures accordingly. These local policies and procedures particularly impact graduation requirements, as the shutdown induced an incredibly high stakes situation for graduating seniors. In particular, students who were already at risk, or were in the middle of dedicating themselves to recovering credits with the help of their counselors, were particularly at risk for being adversely affected by the situation. As with all aspects of the school shutdown, the issue of student graduation brings into sharp relief the equity issues that potentially impacted students negatively during this time period.

In an attempt to control for this inequity and avoid unfair adverse impacts on graduating seniors, Governor Pritzker issued Executive Order 2020-31, which stated that specific graduation requirements required by School Code should be reduced to prevent seniors being unable to graduate solely as a result of the pandemic. The relevant section of the Executive Order is as follows:
Section 11. The provision of the Illinois School Code, 105 ILCS 5/27-22(e), requiring the successful completion of certain courses as a prerequisite to receiving a high school diploma, is suspended for twelfth grade students who are unable to complete such coursework as a result of the suspension of in-person instruction due to COVID-19.

Accordingly, the Illinois State Board of Education released guidance (See ISBE Graduation Requirements Guidance, Updated May 1, 2020) to clarify the State's stance and recommendations to school districts. ISBE recognizes that local school districts have policy related to specific local graduation requirements, which include and may go beyond the state requirements. In this guidance, ISBE directs local school districts as follows:
Executive Order 2020-31 and ISBE's corresponding Emergency Rules suspended certain statutory graduation requirement minimums to allow local districts to modify or reduce their local graduation requirements such that students scheduled to graduate in 2020, who through no fault of their own, were unable to complete certain graduation requirements due to the suspension of in-person instruction. ISBE strongly encourages districts to provide flexibility and understanding to students in the

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class of 2020, to approach graduation decisions through an equity lens, and to consider the challenges and losses this class suffered as a result of the public health emergency.

At the same time, the ISBE specified that, among other waived requirements, the school code would reflect reduced graduation requirements for graduating seniors impacted by the pandemic. Essentially, academic requirements at the state level would be reduced by 0.5 credits in each specific area, in recognition that students may have had the final semester of their high school career negatively impacted through no fault of their own. The relevant changes are specified as follows in the State guidance document:

What statutory graduation requirements were modified through Executive Order 2020-31 and Emergency Rules?

Regular Graduation Requirement	Emergency Modification for Class of 2020
All graduates must complete 4 years of language arts, 3 years of mathematics (including algebra I and geometry), 2 years of science, 2 years of social studies (1 must be U.S. history and government) and 1 year of either music/art/foreign language or vocational education	Minimum year requirement for language arts is 3.5 years, mathematics is 2.5 years, science is 1.5 years, social studies is 1.5 years and music/art/foreign language/vocational education is 0.5 years

Huntley District 158 Actions

In an effort to comply with this guidance, HHS has compiled a complete list of students who were enrolled in courses that would have resulted in graduation, had the pandemic not interfered with their ability to successfully complete their work. Many of these students may have been at risk or otherwise faced challenges, but had made plans with their counselors for credit recovery and large courseloads that would have resulted in meeting the HHS graduation requirements when completed. Unfortunately, a small number of students experienced challenges due to the shutdown that prevented them from finishing the credit required by Huntley District 158 policy, *even though they successfully met the adjusted state requirements*. These students have qualified to graduate, according to the State of Illinois, under the adjusted requirements necessitated by the pandemic. However, because the adjusted State requirements mandated by Executive Order 2020-31 did not automatically change local school policy, it is necessary to request to waive specific elements of Board Policy 6.300 to finalize graduation for this small number of students adversely impacted by the pandemic. The specific credits requested for waiver include:

0.5 English - 18 students
0.5 Math - 14 students
0.5 Science - 8 students
0.5 US History - 6 students

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0.5 Government - 3 students
Various elective credits - 38 students
Note: These numbers will likely reduce, as students continue to finish courses between the time of the writing of this memo, and the final day for coursework on May 22, 2020.

These students represent a very small percentage of our student body, and all were enrolled in courses that would allow them to graduate at the time that the shutdown began. Because they were negatively impacted by the mandatory closures, and faced incredible challenges completing all credits, Administration recommends that our local decision-making align with state guidance to reduce local requirements for such students.

RECOMMENDATION

The Administration recommends the approval of the resolution to address waiving graduation requirements specified in Board Policy 6.300.