

Regular Agenda

The Special Meeting will take place @ approximately 7:00pm directly after the COW meeting.

According to the most up to date CDC Guidelines, masks should be worn in all indoor settings.

All visitors must be seated in either the Board Room or the overflow room. No Standees will be allowed.

Date: Thursday, August 5, 2021

Meeting: Committee of the Whole with Closed Session as per OMA and 5ILCS120/2c

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive

Algonquin, IL 60102

The Special Meeting will take place @ approximately 7:00pm directly after the COW meeting.

According to the most up to date CDC Guidelines, masks should be worn in all indoor settings.

All visitors must be seated in either the Board Room or the overflow room. No Standees will be allowed.

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. Quagliano)

Call to Order the Committee of the Whole meeting for Thursday, August 5, 2021 at __ p.m.

A quorum must be met.

Roll Call: Ayes / Absent / Motion __

Members: Mr. Cratty, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

2. **Pledge of Allegiance** (Mr. Quagliano)

3. **Recognition from the Board of Education (R)** (Mr. Quagliano)

The Board will recognize William Heiden for his 18 years of volunteer work in the District.

4. **Public Comment**

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.

5. **Revision and Adoption of the Agenda (A)** (Mr. Quagliano)

Motion to adopt the agenda as presented or with changes.

Voice Call: Ayes / Nays / Motion _____

Recommendation: Seeking approval of the agenda. __

6. **Curriculum & Instruction (C&I) Committee** (Mr. Geheren-chair, Mr. Gentry, Mr. Troy)

1. **Contract with Mathematics Institute of Wisconsin (A)** (Dr. MacCrimdle and Dr. Schlichter) **4**

Dr. MacCrimdle and Dr. Schlichter will present a contract with the Mathematics Institute of Wisconsin for the purpose of supporting continuous improvement initiatives related to the K-12 math review.

Recommendation: Seeking approval as presented.

2. **Learning Plans for 2021-22 (R)** (Dr. Schlichter and Dr. MacCrimdle) **8**

Dr. Schlichter and Dr. MacCrimdle will present an overview of the current reality related to learning in District 158, as well as learning plans to support students for the 2021-22 school year.

Recommendation: This report is for informational purposes only.

7. **Finance Committee** (Mr. Quagliano-chair, Mr. Gentry, Mr. Cratty)

1. Payables (A) (Mr. Altmayer)	9
The Finance Committee is submitting the purchase orders at \$462,921.67; imprest checks at \$69,698.53; accounts payable at \$708.33; and disbursements issued at \$2,762,629.13; for review and seeking approval to move forward.	
Recommendation: Seeking approval of the Board at their next Regular meeting.	
2. Monthly Fiscal Updates (R) (Mr. Altmayer)	39
Mr. Altmayer will provide the monthly fiscal updates and the Activity Fund Balance Report.	
Recommendation: For informational purposes only.	
3. Revenue & Expenditures Report (R) (Mr. Altmayer)	49
Monthly report for review and comment.	
Recommendation: For informational purposes only.	
4. ESSER Funds Update (R) (Mr. Altmayer)	65
Mr. Altmayer will present an ESSER update.	
Recommendation: For informational purposes only.	
8. Human Resources (HR) Committee (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)	
1. Monthly Human Resources Updates (R) (Dr. Zehr)	68
Dr. Zehr will provide the monthly Human Resources updates.	
Recommendation: For informational purposes only.	
2. Job Descriptions (A) (Dr. Zehr)	69
Dr. Zehr will present new Job Descriptions.	
Recommendation: Seeking approval of the Board at the next Regular meeting	
3.	
9. Building and Grounds (B&G) Committee (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)	
1. O&M Updates (R) (Mr. Renkosik)	73
Mr. Renkosik will report on O&M project updates.	
Recommendation: For informational purposes only.	
2. FY22 O&M Deferred Maintenance Capital Projects Report (R) (Mr. Renkosik)	78
Mr. Renkosik will present the FY2022 Deferred Maintenance Capital Projects.	
Recommendation: For informational purposes only.	
3. Change Order #1 to Roof System Replacement Bid #2021-68 (A) (Mr. Renkosik)	88
Mr. Renkosik will give details regarding Change Order #1 to Roof System Replacement Bid #2021-68.	
Recommendation: Seeking approval as presented.	
10. Policy Committee (Mrs. Maiorino-chair, Mr. Troy, Mr. Geheren)	
1. PRESS Updates - June 2021, Issue 107	91
Recommended Changes for Board Policy	
PRESS Updates - June 2021, Issue 107	
11. Legislation Committee (Mr. Cratty-chair, Mrs. Melendy, Mrs. Maiorino)	
1. Legislation Updates (R) (Mr. Cratty)	
Legislative updates will be given.	
Recommendation: For informational purposes only.	
12. Board of Education (Mr. Quagliano)	
1. Minutes (A)	166
The following meeting minutes have been prepared for review and approval	
Recommendation: Seeking approval of the Board at their next regular meeting.	
2. 2021/2022 School Year Implementations of CDC/IDPH Guidance Plan (D) (Dr. Rowe)	
Recommendation: District Administration will share information for discussion.	
13. Closed Session / Roll Call (A) (Mr. Quagliano)	
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 negotiating matters; (11) Litigation; (21) Discussion of minutes of meetings lawfully closed under this Act.	

Roll Call: Ayes / Nays / Absent / Motion __

Members: Mr. Troy, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mrs. Maiorino, Mr. Cratty

1. **Exit Closed Session / Voice Call (A)** (Mr. Quagliano)

14. **Resume in Public Session / Roll Call (A)** (Mr. Quagliano)

Resume the Committee of the Whole meeting at __ p.m.

Roll Call: Ayes / Absent / Motion __

Members: Mrs. Melendy, Mr. Gentry, Mrs. Maiorino, Mr. Geheren, Mr. Fleck, Mr. Quagliano, Mr. Troy

15. **Adjournment (A)** (Mr. Quagliano)

Motion to adjourn the meeting at __ p.m. **Voice Call: Ayes / Nays / Motion __**



Huntley Community School District 158

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

Date: August 5, 2021

To: Curriculum and Instruction Committee

From: Dr. Amy MacCrimble, Assistant Superintendent for Elementary Learning and Innovation and Dr. Erika Schlichter, Assistant Superintendent for Secondary Learning and Innovation

Cc: Dr. Scott Rowe, Superintendent

Subject: **Contract with Mathematics Institute of Wisconsin**

Executive Summary

During the summer of 2021, District 158 developed a partnership with the Mathematics Institute of Wisconsin, a consulting group which provides high quality professional development opportunities designed to deepen understanding of critical math concepts and effective teaching strategies. The 2021-2022 school year includes a K-12 Mathematics review, and based on the time spent with teachers, coaches, admin and the consulting group this summer, we are proposing to continue this partnership throughout the 2021-2022 school year.

Administration is recommending entering into a contract with the Mathematics Institute of Wisconsin providing 8 days of work with the Instructional Coaches with Building Administration joining in for some of those days and 16 days of work with the K-12 math core team. As District 158 continues with the Math Review, the Mathematics Institute of Wisconsin 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 \$60,000. 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 Curriculum and Instruction Committee advance the Contract with Mathematics Institute of Wisconsin for approval at the August 19, 2021 regular Board of Education Meeting.



Consulting Agreement for Professional Development Services between the Huntley Community School District 158 and the Mathematics Institute of Wisconsin

Huntley Community School District 158 agrees to pay for professional development services provided by the Mathematics Institute of Wisconsin as described below.

Section 1. Duties and Responsibilities

The Mathematics Institute of Wisconsin agrees to the following:

1. The Mathematics Institute of Wisconsin will provide professional development for the Huntley Community School District 158 on the following date(s):

- a. September 8, 2021 (full day - 1 Mathematics Specialist)
- b. September 9, 2021 (full day - 2 Mathematics Specialists)
- c. October 7, 2021 (full day - 1 Mathematics Specialist)
- d. October 13, 2021 (full day - 2 Mathematics Specialists)
- e. November 11, 2021 (full day - 1 Mathematics Specialist - VIRTUAL)
- f. November 17, 2021 (full day - 2 Mathematics Specialists)
- g. December 3, 2021 (full day - 1 Mathematics Specialist - VIRTUAL)
- h. December 16, 2021 (full day - 2 Mathematics Specialists)
- i. January 13, 2022 (full day - 2 Mathematics Specialists)
- j. January 27, 2022 (full day - 1 Mathematics Specialist)
- k. February 9, 2022 (full day - 2 Mathematics Specialists)
- l. February 10, 2022 (full day - 1 Mathematics Specialist)
- m. March 2, 2022 (full day - 2 Mathematics Specialists)
- n. March 3, 2022 (full day - 1 Mathematics Specialist)
- o. April 7, 2022 (full day - 1 Mathematics Specialist)
- p. April 13, 2022 (full day - 2 Mathematics Specialists)

Dates will be held for 1 week following the delivery of this contract.

2. The Mathematics Institute of Wisconsin will provide the presentation materials needed for the scheduled professional development.
3. The Mathematics Institute of Wisconsin will work closely with Amy MacCrindle to identify the appropriate topics for the scheduled professional development.

Huntley Community School District 158 agrees to the following:

1. Huntley Community School District 158 will confirm the desired professional development topic 30 days prior to the scheduled professional development.
2. Huntley Community School District 158 will provide the location and room setup for the scheduled professional development.
3. Huntley Community School District 158 will provide an expected participant count by grade taught 30 days prior to the scheduled professional development.

4. Huntley Community School District 158 will provide a whiteboard and/or chart paper, markers, and post-it notes for the scheduled professional development.
5. Huntley Community School District 158 will work cooperatively and collaboratively with the Mathematics Institute of Wisconsin in an effort to promote a quality professional development experience for all participants.
6. Huntley Community School District 158 agrees to distribute the Mathematics Institute of Wisconsin follow-up survey to all participants.

Section 2. Planning

The Mathematics Institute of Wisconsin will provide 2 planning calls, for a total of up to 90 minutes, for each non-consecutive professional development day scheduled. Huntley Community School District 158 may request additional planning calls at a rate of \$200 per hour.

Section 3. Duration

The Mathematics Institute of Wisconsin defines a **full day as 6 hours** of professional development content and a **half day as 3 hours** of professional development content. Huntley Community School District 158 agrees to follow this format unless other arrangements have been agreed upon.

Section 4. Capacity

The Mathematics Institute of Wisconsin will provide professional development for **up to 40 people**. Each group of people (1-40) beyond the first 40 people is considered a **"large group addition"**. Huntley Community School District 158 agrees to pay a large group materials fee of \$250 for each large group addition beyond the first 40 people.

Section 5. Compensation

Huntley Community School District 158 agrees to pay the Mathematics Institute of Wisconsin \$2,500/day per facilitator for a total of **\$60,000 + expenses** including mileage, hotel, and meals.

Huntley Community School District 158 agrees to pay a **deposit of 50%** of the total compensation amount listed above minus initial deposit of \$16,250 within ten (10) days of the signing of this agreement.

An invoice for the final balance plus expenses will be sent to Huntley Community School District 158 for reimbursement at the conclusion of all scheduled professional development days.

Section 6. Cancellation

Huntley Community School District 158 may choose to cancel the scheduled professional development for any reason. There will be a \$500 cancellation fee for cancellations occurring at least 30 days in advance of the event. Cancellations occurring within 30 days of the scheduled event will have a cancellation fee that is equal to the full cost of the scheduled professional development.

In the event of school closings or inclement weather Huntley Community School District 158 may reschedule the professional development at no charge.

In the event of a pandemic or other health crisis the Mathematics Institute of Wisconsin will

follow Wisconsin Department of Health and CDC guidelines. The Mathematics Institute of Wisconsin reserves the right to postpone or cancel in-person professional development if it is deemed necessary to protect the health and safety of Mathematics Institute of Wisconsin staff. If this occurs, the Huntley Community School District 158 may reschedule or cancel the professional development at no charge.

Section 7. Terms

The terms of this agreement will be in place until the scheduled professional development is completed and compensation is received.

Authorized District Agent

I agree to the terms and conditions of this contract.

First Name _____	Last Name _____	Select Date
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Signature

Mathematics Institute of Wisconsin

I agree to the terms and conditions of this contract.

First Name _____	Last Name _____
------------------	-----------------

Signature



Huntley Community School District 158

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

Date: August 5, 2021

To: Curriculum Committee

From: Dr. Erika Schlichter, Assistant Superintendent for Secondary Learning and Innovation
Dr. Amy MacCrimble, Assistant Superintendent for Elementary Learning and Innovation

Cc: Dr. Scott Rowe, Superintendent

Subject: Learning Plans for School Year 2021-22

Executive Summary

As we approach the beginning of the 2021-22 school year, the administrative teams at the building and district level are finalizing implementation of learning plans to support student success in 2021-22. Like all school districts, we are analyzing our student learning data from the 2020-21 school year to identify specific areas of student need, as well as broader learning needs that have resulted from the pandemic.

We have focused on research compiled by our EAB research partners in order to take a systematic approach to advancement of learning in these unique circumstances. This research identified several key areas of focus that will help districts support student learning as we return to school after the disrupted school year of 2020-21. Specific areas of focus to drive our learning plans include:

- Prioritizing instruction time in the core classroom on the skills and standards that matter most
- Providing professional learning on the science of learning and its implications for instruction
- Targeting students' underlying skill needs in reading and math through small group instruction
- Implement virtual tutoring to provide additional skill based support

While there will certainly be many and varied individual student needs, which will be of focus in our systems of support, the research on broad based learning plans indicates the importance and focus on Tier One instruction in order to provide a foundation to help students advance as they start the 2021-22 school year. Plans will be implemented at each level, focusing on consistency and the use of student evidence and data to judge progress. A continuous improvement process will assist with adjustment of plans as the year progresses, with the ultimate focus on helping students accelerate their learning in their post-pandemic return to for the 2021-22 school year.

RECOMMENDATION

This report is for information only.



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: August 5, 2021

Subject: **Purchase Order Summary**
 Committee of the Whole Meeting, August 5, 2021
 Finance Committee

The following is an executive summary of the attached report titled “Purchase Orders” which is a listing of purchase orders issued from July 12, 2021 to July 30, 2021 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	\$ 368,857.93
Operations & Maintenance Fund	93,889.15
Debt Service Fund	0.00
Transportation Fund	174.59
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	<u>\$ 462,921.67</u>

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 August 15, 2021 Regular Board of Education meeting.



Huntley Community School District #158

Purchase Orders Report

From July 12, 2021 to July 30, 2021

Printed: 7/30/2021
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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020220244	A Freedom Flag Co	20-2542-410-00-79	Supplies B & G	696.00	7/28/2021	20-2542-410-00-79
			Total	<u>\$696.00</u>		
0020220222	Academic Therapy Publications	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	874.50	7/26/2021	10-2150-410-92-79-605-14
			Total	<u>\$874.50</u>		
0020220168	AIA Services LLC	10-1200-410-00-79-600-14	Supplies Sp Ed	131.57	7/19/2021	10-1200-410-00-79-600-14
			Total	<u>\$131.57</u>		
0020220157	Albourn & Associates LLC	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	629.60	7/14/2021	10-2546-390-00-79-600-14
			Total	<u>\$629.60</u>		
0020220206	American Heart Association	10-1130-420-00-71-300-13	HS Curriculum Textbooks	180.00	7/23/2021	10-1130-420-00-71-300-13
		10-1130-420-00-71-300-13	HS Curriculum Textbooks	85.00	7/23/2021	10-1130-420-00-71-300-13
		10-1130-420-00-71-300-13	HS Curriculum Textbooks	75.00	7/23/2021	10-1130-420-00-71-300-13
		10-1130-420-00-71-300-13	HS Curriculum Textbooks	59.50	7/23/2021	10-1130-420-00-71-300-13
		10-1130-420-00-71-300-13	HS Curriculum Textbooks	42.50	7/23/2021	10-1130-420-00-71-300-13
		10-1130-420-00-71-300-13	HS Curriculum Textbooks	560.00	7/23/2021	10-1130-420-00-71-300-13
			Total	<u>\$1,002.00</u>		
0020220195	AMS Store and Shred	10-2321-410-00-74-500-14	Supplies Supt	100.00	7/21/2021	10-2321-410-00-74-500-14
			Total	<u>\$100.00</u>		
0020220180	Anderson Pest Solutions	20-2542-410-00-79	Supplies B & G	112.00	7/20/2021	20-2542-410-00-79
			Total	<u>\$112.00</u>		
0020220213	Anderson Pest Solutions	20-2542-410-00-79	Supplies B & G	112.00	7/26/2021	20-2542-410-00-79
			Total	<u>\$112.00</u>		
0020220223	ARK Therapeutic	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	99.99	7/26/2021	10-2150-410-92-79-605-14
		10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	12.00	7/26/2021	10-2150-410-92-79-605-14
			Total	<u>\$111.99</u>		
0020220189	Associated Electrical Contractors	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	1,880.00	7/21/2021	10-2560-323-00-72-220-13
			Total	<u>\$1,880.00</u>		



Huntley Community School District #158

Purchase Orders Report

From July 12, 2021 to July 30, 2021

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020220169	Aveanna Healthcare	10-2130-310-00-79-600-14	Health Services	260.00	7/19/2021	10-2130-310-00-79-600-14
			Total	<u>\$260.00</u>		
0020220163	B & H Photo Video	10-1538-410-00-71-305-13	TV Production Supplies	2,998.00	7/16/2021	10-1538-410-00-71-305-13
		10-1538-410-00-71-305-13	TV Production Supplies	249.00	7/16/2021	10-1538-410-00-71-305-13
			Total	<u>\$3,247.00</u>		
0020220204	B & H Photo Video	10-1538-410-00-71-305-13	TV Production Supplies	279.00	7/23/2021	10-1538-410-00-71-305-13
			Total	<u>\$279.00</u>		
0020220202	C & L	20-2542-325-00-79	Rentals	145.00	7/22/2021	20-2542-325-00-79
			Total	<u>\$145.00</u>		
0020220251	C & L	20-2542-325-00-79	Rentals	145.00	7/29/2021	20-2542-325-00-79
			Total	<u>\$145.00</u>		
0020220153	Capstone Publishing	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	3,702.15	7/13/2021	10-2212-310-00-79-505-14
		10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	1,425.00	7/13/2021	10-2212-310-00-79-505-14
		10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	1,140.00	7/13/2021	10-2212-310-00-79-505-14
		10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	570.00	7/13/2021	10-2212-310-00-79-505-14
			Total	<u>\$6,837.15</u>		
0020220209	CDW Government	10-2660-410-00-79-600-14	Supplies Tech	55.84	7/23/2021	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	1,230.00	7/23/2021	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	4,840.00	7/23/2021	10-2660-410-00-79-600-14
			Total	<u>\$6,125.84</u>		
0020220224	Center for the Collaborative Classroom	10-1200-410-92-79-600-14	IDEA Instructional Supplies	4,752.00	7/26/2021	10-1200-410-92-79-600-14
			Total	<u>\$4,752.00</u>		
0020220162	Chief Architect Inc.	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	1,440.00	7/16/2021	10-2212-310-00-79-505-14
			Total	<u>\$1,440.00</u>		
0020220170	Connections Day School	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,696.20	7/19/2021	10-4220-670-00-79-600-14
			Total	<u>\$7,696.20</u>		



Huntley Community School District #158

Purchase Orders Report

From July 12, 2021 to July 30, 2021

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020220190	CPI (Crisis Prevention Institute, Inc.)	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	9,897.25	7/21/2021	10-2210-314-92-79-605-14
			Total	<u>\$9,897.25</u>		
0020220245	CPI (Crisis Prevention Institute, Inc.)	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	150.00	7/28/2021	10-2210-314-92-79-605-14
			Total	<u>\$150.00</u>		
0020220225	Crick Software	10-1200-310-92-79-600-14	IDEA General Purchased Service	5,000.00	7/26/2021	10-1200-310-92-79-600-14
			Total	<u>\$5,000.00</u>		
0020220216	Crystal Lake School District 47	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	487.50	7/26/2021	10-4120-310-92-79-600-14
			Total	<u>\$487.50</u>		
0020220246	Crystal Lake School District 47	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	1,293.75	7/28/2021	10-4120-310-92-79-600-14
			Total	<u>\$1,293.75</u>		
0020220154	CT Veach Inc	20-2543-323-00-79	Repairs-Grounds	6,900.00	7/13/2021	20-2543-323-00-79
			Total	<u>\$6,900.00</u>		
0020220247	CT Veach Inc	20-2543-323-00-79	Repairs-Grounds	5,873.00	7/28/2021	20-2543-323-00-79
			Total	<u>\$5,873.00</u>		
0020220253	Delphi Glass	10-1130-410-02-71-300-13	Art Supplies HS	45.95	7/29/2021	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	64.95	7/29/2021	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	30.50	7/29/2021	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	107.95	7/29/2021	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	34.95	7/29/2021	10-1130-410-02-71-300-13
			Total	<u>\$284.30</u>		
0020220188	DuPage Federation on Human Services	10-1200-310-92-79-600-14	IDEA General Purchased Service	225.50	7/20/2021	10-1200-310-92-79-600-14
			Total	<u>\$225.50</u>		
0020220217	Embrace Education	10-2660-310-92-79-600-14	IDEA Data Processing Pur Svc	18,280.00	7/26/2021	10-2660-310-92-79-600-14
			Total	<u>\$18,280.00</u>		
0020220234	EPS School Specialty	10-1200-310-66-71-300-13	STEP Purchased Services	420.00	7/26/2021	10-1200-310-66-71-300-13
			Total	<u>\$420.00</u>		



Huntley Community School District #158

Purchase Orders Report

From July 12, 2021 to July 30, 2021

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020220214	ESSCOE LLC	20-2542-323-00-79	Repairs & Maint Buildings	411.25	7/26/2021	20-2542-323-00-79
			Total	<u>\$411.25</u>		
0020220191	Follett School Solutions Inc	10-1100-421-00-74-500-14	Materials K-12	846.00	7/21/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	1,048.80	7/21/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	750.00	7/21/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	2,482.00	7/21/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	2,754.00	7/21/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	720.00	7/21/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	705.60	7/21/2021	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	774.60	7/21/2021	10-1100-421-00-74-500-14
			Total	<u>\$10,081.00</u>		
0020220254	Follett School Solutions Inc	10-1130-420-00-71-300-13	HS Curriculum Textbooks	672.00	7/29/2021	10-1130-420-00-71-300-13
		10-1130-420-00-71-300-13	HS Curriculum Textbooks	67.20	7/29/2021	10-1130-420-00-71-300-13
			Total	<u>\$739.20</u>		
0020220255	Follett School Solutions Inc	10-1130-420-00-71-300-13	HS Curriculum Textbooks	139.92	7/29/2021	10-1130-420-00-71-300-13
		10-1130-420-00-71-300-13	HS Curriculum Textbooks	1,399.20	7/29/2021	10-1130-420-00-71-300-13
			Total	<u>\$1,539.12</u>		
0020220256	Follett School Solutions Inc	10-1130-420-00-71-300-13	HS Curriculum Textbooks	788.25	7/29/2021	10-1130-420-00-71-300-13
			Total	<u>\$788.25</u>		
0020220257	Follett School Solutions Inc	10-1130-420-00-71-300-13	HS Curriculum Textbooks	3,526.65	7/29/2021	10-1130-420-00-71-300-13
			Total	<u>\$3,526.65</u>		
0020220181	G&J Services	20-2542-323-00-79	Repairs & Maint Buildings	1,000.00	7/20/2021	20-2542-323-00-79
			Total	<u>\$1,000.00</u>		
0020220183	Gordon Flesch Co Inc	10-2900-390-00-79-600-14	Copier Maintenance	2,152.77	7/20/2021	10-2900-390-00-79-600-14
			Total	<u>\$2,152.77</u>		



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0020220241	Heinemann	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	185.00	7/28/2021	10-1800-410-82-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	438.00	7/28/2021	10-1800-410-82-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	0.02	7/28/2021	10-1800-410-82-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	73.00	7/28/2021	10-1800-410-82-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	132.45	7/28/2021	10-1800-410-82-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	192.50	7/28/2021	10-1800-410-82-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	360.00	7/28/2021	10-1800-410-82-79-605-14
		10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	76.00	7/28/2021	10-1800-410-82-79-605-14
		Total				<u>\$1,456.97</u>
0020220184	Home Depot Credit Services	20-2542-520-00-79	Building projects	1,212.48	7/20/2021	20-2542-520-00-79
		Total				<u>\$1,212.48</u>
0020220248	Home Depot Credit Services	20-2542-520-00-79	Building projects	427.10	7/28/2021	20-2542-520-00-79
		20-2542-520-00-79	Building projects	412.45	7/28/2021	20-2542-520-00-79
		20-2542-520-00-79	Building projects	374.50	7/28/2021	20-2542-520-00-79
		20-2542-520-00-79	Building projects	169.54	7/28/2021	20-2542-520-00-79
		20-2542-520-00-79	Building projects	18.81	7/28/2021	20-2542-520-00-79
		Total				<u>\$1,402.40</u>
0020220185	Huntley Ford	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	46.06	7/20/2021	20-2545-323-00-79-600-14
		Total				<u>\$46.06</u>
0020220196	IASA -	10-2321-640-00-74-500-14	Dues & Fees Supt	1,982.00	7/21/2021	10-2321-640-00-74-500-14
		Total				<u>\$1,982.00</u>
0020220164	ID Wholesaler	10-2410-410-00-71-300-14	Copier Paper & Toner HS	-198.71	7/16/2021	10-2410-410-00-71-300-14
		10-2410-410-00-71-300-14	Copier Paper & Toner HS	269.94	7/16/2021	10-2410-410-00-71-300-14
		10-2410-410-00-71-300-14	Copier Paper & Toner HS	1,650.00	7/16/2021	10-2410-410-00-71-300-14
		10-2410-410-00-71-300-14	Copier Paper & Toner HS	67.15	7/16/2021	10-2410-410-00-71-300-14
		Total				<u>\$1,788.38</u>
0020220242	Illinois Architectural Glass	20-2542-323-00-79	Repairs & Maint Buildings	1,566.00	7/28/2021	20-2542-323-00-79
		Total				<u>\$1,566.00</u>
0020220156	Illinois Communications Sales Inc	10-2546-323-00-79-600-14	Security Officer Repairs	490.00	7/14/2021	10-2546-323-00-79-600-14
		10-2546-323-00-79-600-14	Security Officer Repairs	220.00	7/14/2021	10-2546-323-00-79-600-14
		Total				<u>\$710.00</u>



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020220207	Image 360	10-1526-410-00-71-300-16	Softball Girls Supplies HS	700.00	7/23/2021	10-1526-410-00-71-300-16
			Total	<u>\$700.00</u>		
0020220193	International Thought Leaders	10-2213-310-00-79-600-14	Special Svcs Pur Svc	24,000.00	7/21/2021	10-2213-310-00-79-600-14
			Total	<u>\$24,000.00</u>		
0020220199	International Thought Leaders	10-2212-314-83-79-505-14	Title II Prof Development	15,000.00	7/22/2021	10-2212-314-83-79-505-14
			Total	<u>\$15,000.00</u>		
0020220186	Jensens Plumbing & Heating Inc	20-2542-520-00-79	Building projects	907.00	7/20/2021	20-2542-520-00-79
			Total	<u>\$907.00</u>		
0020220192	Jensens Plumbing & Heating Inc	20-2542-520-00-79	Building projects	20,900.00	7/21/2021	20-2542-520-00-79
			Total	<u>\$20,900.00</u>		
0020220239	Jensens Plumbing & Heating Inc	20-2542-323-00-79	Repairs & Maint Buildings	526.74	7/27/2021	20-2542-323-00-79
			Total	<u>\$526.74</u>		
0020220243	Jensens Plumbing & Heating Inc	20-2542-323-00-79	Repairs & Maint Buildings	4,800.00	7/28/2021	20-2542-323-00-79
			Total	<u>\$4,800.00</u>		
0020220226	Learning A-Z	10-1200-310-92-79-600-14	IDEA General Purchased Service	1,452.00	7/26/2021	10-1200-310-92-79-600-14
			Total	<u>\$1,452.00</u>		
0020220218	LRP Publication	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	5,994.00	7/26/2021	10-2210-314-92-79-605-14
			Total	<u>\$5,994.00</u>		
0020220212	Lucky Locators Inc	20-2543-323-00-79	Repairs-Grounds	245.00	7/26/2021	20-2543-323-00-79
			Total	<u>\$245.00</u>		
0020220250	Mainstage Theatrical Supply	10-2223-490-00-79-600-14	PAC Invent Supplies	12,465.00	7/29/2021	10-2223-490-00-79-600-14
			Total	<u>\$12,465.00</u>		
0020220171	Marklund Children's Home	10-4220-670-00-79-600-14	Sp Ed Private Tuition	21,070.14	7/19/2021	10-4220-670-00-79-600-14
			Total	<u>\$21,070.14</u>		



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0020220161	Mathematics Institute of Wisconsin	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	13,750.00	7/16/2021	10-2212-310-00-79-505-14
			Total	<u>\$13,750.00</u>		
0020220172	Maxim Healthcare Services Inc	10-2130-310-00-79-600-14	Health Services	4,234.00	7/19/2021	10-2130-310-00-79-600-14
			Total	<u>\$4,234.00</u>		
0020220205	McGraw Hill School Education	10-1130-420-00-71-300-13	HS Curriculum Textbooks	1,846.20	7/23/2021	10-1130-420-00-71-300-13
			Total	<u>\$1,846.20</u>		
0020220227	McGraw Hill School Education	10-1200-310-66-71-300-13	STEP Purchased Services	675.00	7/26/2021	10-1200-310-66-71-300-13
			Total	<u>\$675.00</u>		
0020220215	McMaster Carr Supply Co	40-2554-410-00-79	Fleet Supplies	174.59	7/26/2021	40-2554-410-00-79
			Total	<u>\$174.59</u>		
0020220165	Medco Sports Medicine	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	4,300.91	7/16/2021	10-1500-410-00-71-300-13
			Total	<u>\$4,300.91</u>		
0020220200	Menards Inc	20-2542-520-00-79	Building projects	261.28	7/22/2021	20-2542-520-00-79
			Total	<u>\$261.28</u>		
0020220228	MHS Inc	10-2140-310-92-79-600-14	IDEA Psychological Services	1,487.50	7/26/2021	10-2140-310-92-79-600-14
			Total	<u>\$1,487.50</u>		
0020220166	Minnesota Clay	10-1130-410-02-71-300-13	Art Supplies HS	2,100.92	7/16/2021	10-1130-410-02-71-300-13
			Total	<u>\$2,100.92</u>		
0020220258	MPS	10-1130-420-00-71-300-13	HS Curriculum Textbooks	4,354.80	7/29/2021	10-1130-420-00-71-300-13
		10-1130-420-00-71-300-13	HS Curriculum Textbooks	87.10	7/29/2021	10-1130-420-00-71-300-13
			Total	<u>\$4,441.90</u>		
0020220229	NCS Pearson Inc.	10-2140-310-92-79-600-14	IDEA Psychological Services	16,515.00	7/26/2021	10-2140-310-92-79-600-14
			Total	<u>\$16,515.00</u>		
0020220219	New England Center for Children	10-1200-310-92-79-600-14	IDEA General Purchased Service	699.00	7/26/2021	10-1200-310-92-79-600-14
			Total	<u>\$699.00</u>		



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0020220249	North American Corporation	20-2542-323-00-79	Repairs & Maint Buildings	2,301.70	7/28/2021	20-2542-323-00-79
			Total	<u>\$2,301.70</u>		
0020220155	Numeracy Consultants	10-1100-410-56-79-605-14	Rtl Materials	5,500.00	7/13/2021	10-1100-410-56-79-605-14
			Total	<u>\$5,500.00</u>		
0020220259	Partnering for Prevention LLC	10-1130-390-00-71-300-13	Consulting HS	4,997.50	7/29/2021	10-1130-390-00-71-300-13
		10-1130-390-00-71-300-13	Consulting HS	4,610.00	7/29/2021	10-1130-390-00-71-300-13
			Total	<u>\$9,607.50</u>		
0020220230	Pearson Clinical Assessments	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	540.49	7/26/2021	10-2150-410-92-79-605-14
			Total	<u>\$540.49</u>		
0020220260	Phoenix Tree	10-1130-420-00-71-300-13	HS Curriculum Textbooks	1,667.60	7/29/2021	10-1130-420-00-71-300-13
			Total	<u>\$1,667.60</u>		
0020220240	Porter Pipe & Supply	20-2542-410-00-79	Supplies B & G	677.10	7/27/2021	20-2542-410-00-79
			Total	<u>\$677.10</u>		
0020220210	Pro Com Systems Inc	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	34,897.00	7/26/2021	10-2546-390-00-79-600-14
			Total	<u>\$34,897.00</u>		
0020220211	Pro Com Systems Inc	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	24,658.00	7/26/2021	10-2546-390-00-79-600-14
			Total	<u>\$24,658.00</u>		
0020220231	Pro Ed Inc	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	93.50	7/26/2021	10-2150-410-92-79-605-14
			Total	<u>\$93.50</u>		
0020220232	Pro Ed Inc	10-1200-310-92-79-600-14	IDEA General Purchased Service	2,750.00	7/26/2021	10-1200-310-92-79-600-14
			Total	<u>\$2,750.00</u>		
0020220173	ProCare Therapy	10-2150-310-00-79-600-14	Sp Path & Audiology Serv	6,424.50	7/19/2021	10-2150-310-00-79-600-14
			Total	<u>\$6,424.50</u>		
0020220220	ProCare Therapy	10-2150-310-00-79-600-14	Sp Path & Audiology Serv	7,015.00	7/26/2021	10-2150-310-00-79-600-14
			Total	<u>\$7,015.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020220158	Raptor Technologies	10-2546-490-00-79-600-14	Security Officer Supplies	3,960.00	7/14/2021	10-2546-490-00-79-600-14
			Total	<u>\$3,960.00</u>		
0020220233	Rifton Equipment	10-1200-710-92-79-600-14	IDEA Instructional Non-Cap Eqp	2,463.75	7/26/2021	10-1200-710-92-79-600-14
			Total	<u>\$2,463.75</u>		
0020220198	Rogers Athletic Co	10-1500-550-00-71-300-13	HS Athletics Eqpt	9,265.00	7/21/2021	10-1500-550-00-71-300-13
			Total	<u>\$9,265.00</u>		
0020220167	Royal Pipe & Supply inc	20-2542-520-00-79	Building projects	29,510.78	7/19/2021	20-2542-520-00-79
			Total	<u>\$29,510.78</u>		
0020220261	Savvas Learning Co LLC	10-1130-420-00-71-300-13	HS Curriculum Textbooks	1,447.00	7/29/2021	10-1130-420-00-71-300-13
		10-1130-420-00-71-300-13	HS Curriculum Textbooks	101.29	7/29/2021	10-1130-420-00-71-300-13
			Total	<u>\$1,548.29</u>		
0020220262	School Specialty LLC	10-1130-410-02-71-300-13	Art Supplies HS	1,717.27	7/29/2021	10-1130-410-02-71-300-13
			Total	<u>\$1,717.27</u>		
0020220197	Shaw Media	10-2633-360-00-74-500-14	Newsletter Printing	595.00	7/21/2021	10-2633-360-00-74-500-14
			Total	<u>\$595.00</u>		
0020220187	Sherwin Williams Co	20-2542-410-00-79	Supplies B & G	95.47	7/20/2021	20-2542-410-00-79
			Total	<u>\$95.47</u>		
0020220174	Soliant Health Inc	10-2150-310-00-79-600-14	Sp Path & Audiology Serv	1,335.96	7/19/2021	10-2150-310-00-79-600-14
			Total	<u>\$1,335.96</u>		
0020220221	Soliant Health Inc	10-2150-310-00-79-600-14	Sp Path & Audiology Serv	2,820.36	7/26/2021	10-2150-310-00-79-600-14
			Total	<u>\$2,820.36</u>		
0020220203	Soumar Masonry Restoration	20-2542-520-00-79	Building projects	1,460.00	7/22/2021	20-2542-520-00-79
			Total	<u>\$1,460.00</u>		
0020220175	Spectrum Center Inc	10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,302.40	7/19/2021	10-4220-670-00-79-600-14
			Total	<u>\$3,302.40</u>		



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0020220152	Spotter	10-2150-310-00-79-600-14	Sp Path & Audiology Serv	2,860.00	7/13/2021	10-2150-310-00-79-600-14
			Total	<u>\$2,860.00</u>		
0020220176	Spotter	10-2150-310-00-79-600-14	Sp Path & Audiology Serv	2,880.00	7/19/2021	10-2150-310-00-79-600-14
			Total	<u>\$2,880.00</u>		
0020220160	Stryker Sales Corporation	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	3,223.00	7/16/2021	10-2546-390-00-79-600-14
			Total	<u>\$3,223.00</u>		
0020220235	Super Duper Publications	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	612.00	7/26/2021	10-2150-410-92-79-605-14
			Total	<u>\$612.00</u>		
0020220182	Thermosystems Building System	20-2542-323-00-79	Repairs & Maint Buildings	1,264.00	7/20/2021	20-2542-323-00-79
			Total	<u>\$1,264.00</u>		
0020220236	TouchMath Acquisition LLC	10-1200-410-92-79-600-14	IDEA Instructional Supplies	338.25	7/26/2021	10-1200-410-92-79-600-14
			Total	<u>\$338.25</u>		
0020220208	TPI Tyler Press Inc	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	123.10	7/23/2021	10-1500-410-00-71-300-13
			Total	<u>\$123.10</u>		
0020220178	Track Surfaces Company	20-2543-323-00-79	Repairs-Grounds	2,200.00	7/20/2021	20-2543-323-00-79
			Total	<u>\$2,200.00</u>		
0020220201	Trane	20-2542-390-00-79	Other Purchased Service	2,228.75	7/22/2021	20-2542-390-00-79
			Total	<u>\$2,228.75</u>		
0020220237	Transition Curriculum Inc	10-1200-310-66-71-300-13	STEP Purchased Services	3,000.00	7/26/2021	10-1200-310-66-71-300-13
			Total	<u>\$3,000.00</u>		
0020220159	Tremco	20-2542-323-00-79	Repairs & Maint Buildings	6,520.48	7/14/2021	20-2542-323-00-79
			Total	<u>\$6,520.48</u>		
0020220194	Uline	20-2542-410-00-79	Supplies B & G	369.66	7/21/2021	20-2542-410-00-79
			Total	<u>\$369.66</u>		



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0020220252	Uline	10-2546-490-00-79-600-14	Security Officer Supplies	100.00	7/29/2021	10-2546-490-00-79-600-14
		10-2546-490-00-79-600-14	Security Officer Supplies	190.00	7/29/2021	10-2546-490-00-79-600-14
		10-2546-490-00-79-600-14	Security Officer Supplies	300.00	7/29/2021	10-2546-490-00-79-600-14
		10-2546-490-00-79-600-14	Security Officer Supplies	24.28	7/29/2021	10-2546-490-00-79-600-14
		Total			<u>\$614.28</u>	
0020220177	Virtual Connections Academy	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,951.12	7/19/2021	10-4220-670-00-79-600-14
		Total			<u>\$6,951.12</u>	
0020220238	WPS	10-2140-410-92-79-605-14	IDEA Psychological Supplies	1,193.50	7/26/2021	10-2140-410-92-79-605-14
		Total			<u>\$1,193.50</u>	
				Total		
				<u><u>\$462,921.67</u></u>		



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: August 5, 2021

Subject: **Imprest Checks Issue**
Committee of the Whole Meeting, August 5, 2021
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 July 20, 2021 for which the Board had not previously approved purchase orders. Therefore, Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	\$	13,882.59
Operations & Maintenance Fund		55,799.94
Debt Service Fund		0.00
Transportation Fund		0.00
Municipal Retirement and Social Security Fund		16.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>69,698.53</u>

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Imprest Checks Issued Report at the August 15, 2021 Regular Board meeting.



Huntley Community School District 158

Imprest Checks Issued As of: 07/29/2021

Printed: 07/29/2021

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Vendor Name	P.O. Number	Description	Amount	State Account Number
ADP LLC				
	0021060437	Prof & Tech Fiscal	520.35	10-2520-310-00-74-500-14
	0021060437	Prof & Tech Fiscal	780.53	10-2520-310-00-74-500-14
	0021060437	Prof & Tech Fiscal	756.87	10-2520-310-00-74-500-14
	0021060437	Prof & Tech Fiscal	520.35	10-2520-310-00-74-500-14
	0021060437	Prof & Tech Fiscal	1,064.35	10-2520-310-00-74-500-14
	0021060437	Prof & Tech Fiscal	780.51	10-2520-310-00-74-500-14
			<u>\$4,422.96</u>	
Burkett, Laura				
		Health Services Insurance	75.00	10-2130-220-00-79-600-14
			<u>\$75.00</u>	
Carlson, Trevor				
		Sports Officials HS	92.00	10-1500-319-00-71-300-13
			<u>\$92.00</u>	
ComEd				
		Electric	7,940.44	20-2540-466-00-79
		Electric	6,153.65	20-2540-466-00-79
		Electric	10,402.95	20-2540-466-00-79
		Electric	7,940.44	20-2540-466-00-79
		Electric	10,402.95	20-2540-466-00-79
		Electric	6,153.65	20-2540-466-00-79
			<u>\$48,994.08</u>	
Constellation NewEnergy				
		Natural Gas	6,805.86	20-2540-465-00-79
			<u>\$6,805.86</u>	
Crystal Lake Central				
		Conference Travel HS	257.78	10-1500-335-00-71-300-13
			<u>\$257.78</u>	
Gonzalez, Alyssa				
		HS Parking Fee	50.00	10-1792
			<u>\$50.00</u>	
HESPA				
		HESPA Dues	270.87	10-462
		HESPA Dues	245.13	10-462
			<u>\$516.00</u>	
NCPERS Group Life Ins				
		IMRF & SS (Board)	16.00	50-481
			<u>\$16.00</u>	
Reahm, Carla				
		Student Food Svc - Marlowe	14.20	10-1611-225
			<u>\$14.20</u>	
Teachers Retirement System				
		TRS Payable	719.64	10-481
		TRS Payable	7,712.15	10-481
			<u>\$8,431.79</u>	
United Way of McHenry Co				
		United Way Payable	11.43	10-498
		United Way Payable	11.43	10-498
			<u>\$22.86</u>	
			<u>\$69,698.53</u>	



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: August 5, 2021
Subject: **Accounts Payable Report**
Committee of the Whole Meeting, August 5, 2021
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	\$	502.98
Operations & Maintenance Fund		205.35
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	\$	<u>708.33</u>

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 August 15, 2021 Regular Board meeting.



Huntley Community School District #158 Accounts Payable Report

Printed: 7/30/2021
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Vendor Name	A.S.N.	Description	Amount	State Account Number
Brown, Dennis	10-1130-323-00-71-300-13	Repairs HS	63.25	10-1130-323-00-71-300-13
		Total	<u>\$63.25</u>	
Kobrick, Dawn	10-1200-310-66-71-300-13	STEP Purchased Services	65.74	10-1200-310-66-71-300-13
		Total	<u>\$65.74</u>	
Letheby, Corey	20-2540-332-00-79	Travel	76.94	20-2540-332-00-79
		Total	<u>\$76.94</u>	
MacCrindle, Amy	10-2210-490-00-74-500-14	Supplies Curr & Inst	223.34	10-2210-490-00-74-500-14
		Total	<u>\$223.34</u>	
Renkosik, Doug	20-2540-332-00-79	Travel	128.41	20-2540-332-00-79
		Total	<u>\$128.41</u>	
Wilson, Glen	10-1500-332-00-71-300-13	Athletic Trips HS	150.65	10-1500-332-00-71-300-13
		Total	<u>\$150.65</u>	
		Total	<u><u>\$708.33</u></u>	



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: August 5, 2021
Subject: **Disbursements Issued**
Committee of the Whole Meeting, August 5, 2021
Finance Committee

The following is an executive summary of the attached report titled “Disbursements Issued” which is a listing of disbursements issued from July 12, 2021 to July 30, 2021.

Education Fund	\$ 1,868,144.70
Operations & Maintenance Fund	535,723.54
Debt Service Fund	0.00
Transportation Fund	358,744.89
Municipal Retirement and Social Security Fund	16.00
Capital Projects Fund	0.00
Working Cash Fund	0.00
Fire Prevention and Safety Fund	0.00
Total	<u>\$ 2,762,629.13</u>

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Disbursements Issued Report at the August 15, 2021 Regular Board meeting.



Huntley Community School District #158

Disbursements Issued

From July 12, 2021 to July 30, 2021

Printed: 7/30/2021
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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number	
A Parts Warehouse	58365	7/16/2021	40-2554-410-00-79	Fleet Supplies	1,102.00	0020220143	40-2554-410-00-79	
				Total	<u>\$1,102.00</u>			
ABM Industry Groups LLC	58366	7/16/2021	20-2542-310-00-79	Custodial Contract Service	142,955.25	0022070207	20-2542-310-00-79	
				Total	<u>\$142,955.25</u>			
ADP LLC	58367	7/16/2021	10-2520-310-00-74-500-14	Prof & Tech Fiscal	14,811.17	0022070437	10-2520-310-00-74-500-14	
	58432	7/23/2021	10-2520-310-00-74-500-14	Prof & Tech Fiscal	4,422.96	0021060437	10-2520-310-00-74-500-14	
				Total	<u>\$19,234.13</u>			
AFLAC Group	58474	7/30/2021	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	3,964.12	0022070427	10-2310-220-00-79-600-14	
				Total	<u>\$3,964.12</u>			
Albourn & Associates LLC	58433	7/23/2021	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	629.60	0020220157	10-2546-390-00-79-600-14	26
				Total	<u>\$629.60</u>			
AmeriGas	58368	7/16/2021	40-2552-461-00-79	Propane	1,482.21	0020220144	40-2552-461-00-79	
				Total	<u>\$1,482.21</u>			
Amita GlenOaks School	58434	7/23/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,363.04	0021060647	10-4220-670-00-79-600-14	
				Total	<u>\$2,363.04</u>			
Anderson Pest Solutions	58435	7/23/2021	20-2542-321-00-79	Sanitation/Exterminating	554.47	0022070037	20-2542-321-00-79	
				Total	<u>\$554.47</u>			
Apple Inc	58436	7/23/2021	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11,760.00	0020212742	10-1200-410-92-79-600-14	
	58475	7/30/2021	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	2,378.00	0020212901	10-2660-490-00-79-600-14	
				Total	<u>\$14,138.00</u>			
AT&T	58476	7/30/2021	20-2540-340-00-79	Telephone - Districtwide	3,044.43	0022070327	20-2540-340-00-79	
				Total	<u>\$3,044.43</u>			
AT&T 5080	58437	7/23/2021	20-2540-340-00-79	Telephone - Districtwide	1,414.55	0022070347	20-2540-340-00-79	
				Total	<u>\$1,414.55</u>			



Huntley Community School District #158

Disbursements Issued

From July 12, 2021 to July 30, 2021

Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
Benchmark Education Company							
	58369	7/16/2021	10-1600-410-89-79-605-14	Title I Supplies	58,548.00	0020213017	10-1600-410-89-79-605-14
	58438	7/23/2021	10-1100-421-00-74-500-14	Materials K-12	2,096.60	0020220104	10-1100-421-00-74-500-14
	58438	7/23/2021	10-1100-421-00-74-500-14	Materials K-12	2,734.60	0020220103	10-1100-421-00-74-500-14
	58438	7/23/2021	10-1100-421-00-74-500-14	Materials K-12	3,236.20	0020220102	10-1100-421-00-74-500-14
	58477	7/30/2021	10-2213-410-00-79-600-14	Special Svcs Supplies	28,314.00	0020212889	10-2213-410-00-79-600-14
				Total	\$94,929.40		
Blu Petroleum							
	58370	7/16/2021	40-2552-464-00-79	Diesel/Gasoline	1,106.02	0022071647	40-2552-464-00-79
	58370	7/16/2021	40-2552-464-00-79	Diesel/Gasoline	1,558.32	0022070827	40-2552-464-00-79
				Total	\$2,664.34		
BrainPOP LLC							
	58371	7/16/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	13,162.50	0020220048	10-2212-310-00-79-505-14
				Total	\$13,162.50		
Burkett, Laura							
	58361	7/16/2021	10-2130-220-00-79-600-14	Health Services Insurance	75.00		10-2130-220-00-79-600-14
				Total	\$75.00		
Carlson, Trevor							
	58439	7/23/2021	10-1500-319-00-71-300-13	Sports Officials HS	92.00		10-1500-319-00-71-300-13
				Total	\$92.00		
CDW Government							
	58372	7/16/2021	10-2520-410-00-74-500-14	Supplies Fiscal	425.56	0020212891	10-2520-410-00-74-500-14
	58372	7/16/2021	10-2660-319-61-79-600-14	Software Maintenance	1,598.00	0020220025	10-2660-319-61-79-600-14
	58372	7/16/2021	10-2660-319-61-79-600-14	Software Maintenance	8,522.00	0020220026	10-2660-319-61-79-600-14
	58372	7/16/2021	10-2660-410-00-79-600-14	Supplies Tech	5,700.00	0020212380	10-2660-410-00-79-600-14
	58372	7/16/2021	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	-3,732.00	0020212905	10-2660-490-00-79-600-14
	58440	7/23/2021	10-1200-410-92-79-600-14	IDEA Instructional Supplies	528.95	0020212744	10-1200-410-92-79-600-14
	58440	7/23/2021	10-1200-410-92-79-600-14	IDEA Instructional Supplies	528.95	0020212745	10-1200-410-92-79-600-14
	58440	7/23/2021	10-2660-319-61-79-600-14	Software Maintenance	5,105.00	0020220023	10-2660-319-61-79-600-14
	58478	7/30/2021	10-1120-410-00-74-210-13	Inst Supplies Heineman	192.00	0020212181	10-1120-410-00-74-210-13
	58478	7/30/2021	10-2660-319-61-79-600-14	Software Maintenance	26,115.00	0020220021	10-2660-319-61-79-600-14
	58478	7/30/2021	10-2660-319-61-79-600-14	Software Maintenance	49,810.00	0020220020	10-2660-319-61-79-600-14
				Total	\$94,793.46		
CDWG Capital One							
	992200001	7/16/2021	10-2660-319-61-79-600-14	Software Maintenance	134,100.00	0020220055	10-2660-319-61-79-600-14
	992200001	7/16/2021	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	59,616.00	0020212903	10-2660-490-00-79-600-14
				Total	\$193,716.00		



Huntley Community School District #158

Disbursements Issued

From July 12, 2021 to July 30, 2021

Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
Cengage Gale	58441	7/23/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	7,198.18	0020220090	10-2212-310-00-79-505-14
					Total		
					<u>\$7,198.18</u>		
Century Springs	58373	7/16/2021	10-2410-490-00-71-300-13	HS Staff Recognition	81.00	0020220127	10-2410-490-00-71-300-13
					Total		
					<u>\$81.00</u>		
CINTAS	992200002	7/16/2021	20-2542-323-00-79	Repairs & Maint Buildings	169.90	0022071567	20-2542-323-00-79
	992200002	7/16/2021	40-2550-325-00-79	Rental Trans	336.98	0022070757	40-2550-325-00-79
					Total		
					<u>\$506.88</u>		
Classroom Connection Day School	58442	7/23/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,164.38	0021060587	10-4220-670-00-79-600-14
					Total		
					<u>\$5,164.38</u>		
CLIC	58374	7/16/2021	10-1100-382-00-79-600-14	Regular Education W/C Ins	203,787.00	0020220011	10-1100-382-00-79-600-14
	58374	7/16/2021	10-2310-381-00-74-500-14	CLIC Liability Insurance	360,269.00	0020220011	10-2310-381-00-74-500-14
	58374	7/16/2021	20-2540-381-00-79-500-14	Property Insurance	134,295.00	0020220011	20-2540-381-00-79-500-14
	58374	7/16/2021	20-2540-382-00-79-600-14	Support Serv-O&M W/C Ins	53,628.00	0020220011	20-2540-382-00-79-600-14
	58374	7/16/2021	40-2550-380-00-79	Vehicle Insurance	67,147.00	0020220011	40-2550-380-00-79
	58374	7/16/2021	40-2550-382-00-79-600-14	Support Serv-Trans W/C Ins	278,867.00	0020220011	40-2550-382-00-79-600-14
					Total		
					<u>\$1,097,993.00</u>		
ClientFirst Technology Consulting	58375	7/16/2021	10-2660-390-00-79-600-14	Purchased Service Technology	525.00	0020220115	10-2660-390-00-79-600-14
					Total		
					<u>\$525.00</u>		
Colley Elevator Co	58376	7/16/2021	20-2542-323-00-79	Repairs & Maint Buildings	1,020.00	0020220141	20-2542-323-00-79
					Total		
					<u>\$1,020.00</u>		
Comcast	58443	7/23/2021	20-2540-340-00-79	Telephone - Districtwide	7,320.93	0022071627	20-2540-340-00-79
					Total		
					<u>\$7,320.93</u>		
ComEd	58444	7/23/2021	20-2540-466-00-79	Electric	24,497.04		20-2540-466-00-79
	992200000	7/16/2021	20-2540-466-00-79	Electric	24,497.04		20-2540-466-00-79
					Total		
					<u>\$48,994.08</u>		
CommonLit Inc	58377	7/16/2021	10-1100-423-00-74-500-14	New Adoption	10,000.00	0020220105	10-1100-423-00-74-500-14
					Total		
					<u>\$10,000.00</u>		



Huntley Community School District #158

Disbursements Issued

From July 12, 2021 to July 30, 2021

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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
Complete Northern Illinois Fence Inc	58378	7/16/2021	20-2543-323-00-79	Repairs-Grounds	2,425.00	0020212786	20-2543-323-00-79
					Total		
					<u>\$2,425.00</u>		
Constellation NewEnergy	58362	7/16/2021	20-2540-465-00-79	Natural Gas	6,805.86		20-2540-465-00-79
					Total		
					<u>\$6,805.86</u>		
Control Technology & Solutions LLC	58379	7/16/2021	20-2542-390-00-79	Other Purchased Service	13,440.00	0020220120	20-2542-390-00-79
					Total		
					<u>\$13,440.00</u>		
Copenhaver Construction	58445	7/23/2021	20-2542-520-00-79	Building projects	8,700.00	0020220107	20-2542-520-00-79
					Total		
					<u>\$8,700.00</u>		
CPC Inc. / Facility Tree	58380	7/16/2021	20-2542-390-00-79	Other Purchased Service	748.80	0022070277	20-2542-390-00-79
					Total		
					<u>\$748.80</u>		
Crescent Electric Supply Co	58479	7/30/2021	20-2542-410-00-79	Supplies B & G	270.94	0022070047	20-2542-410-00-79
					Total		
					<u>\$270.94</u>		
Crystal Lake Central	58446	7/23/2021	10-1500-335-00-71-300-13	Conference Travel HS	257.78		10-1500-335-00-71-300-13
					Total		
					<u>\$257.78</u>		
CT Veach Inc	58447	7/23/2021	20-2543-320-00-79-600-14	Grounds Contract	18,888.88	0022070157	20-2543-320-00-79-600-14
	58480	7/30/2021	20-2543-323-00-79	Repairs-Grounds	6,440.00	0020212947	20-2543-323-00-79
					Total		
					<u>\$25,328.88</u>		
D2L Ltd	58381	7/16/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	32,712.00	0020220116	10-2212-310-00-79-505-14
					Total		
					<u>\$32,712.00</u>		
Datamation Imaging Services Corp	58382	7/16/2021	10-2660-390-00-79-600-14	Purchased Service Technology	125.00	0022070397	10-2660-390-00-79-600-14
					Total		
					<u>\$125.00</u>		
Dell Marketing LP	58383	7/16/2021	10-2660-319-00-79-600-14	Hardware Maintenance Renewal	6,119.69	0020220030	10-2660-319-00-79-600-14
	58383	7/16/2021	10-2660-319-00-79-600-14	Hardware Maintenance Renewal	6,116.69	0020220029	10-2660-319-00-79-600-14
	58383	7/16/2021	10-2660-319-00-79-600-14	Hardware Maintenance Renewal	6,116.69	0020220028	10-2660-319-00-79-600-14
					Total		
					<u>\$18,353.07</u>		



Huntley Community School District #158

Disbursements Issued

From July 12, 2021 to July 30, 2021

Printed: 7/30/2021
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Vendor Name	Check #	Check Date	A.S.N.	Description	Amount	PO #	State Account Number
Dreambox Learning Inc	58448	7/23/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	14,500.00	0020220135	10-2212-310-00-79-505-14
					Total	\$14,500.00	
EAI Education Inc	58449	7/23/2021	10-1100-421-00-74-500-14	Materials K-12	2,748.40	0020220050	10-1100-421-00-74-500-14
					Total	\$2,748.40	
Edmentum Inc	58450	7/23/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	15,500.00	0020220094	10-2212-310-00-79-505-14
	58450	7/23/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	41,250.00	0020220092	10-2212-310-00-79-505-14
					Total	\$56,750.00	
EDpuzzle Inc	58384	7/16/2021	10-1130-410-00-71-300-13	Inst Supplies HS	1,328.00	0020220072	10-1130-410-00-71-300-13
	58451	7/23/2021	10-1110-410-00-71-100-13	Inst Supplies Leggee	756.00	0020220006	10-1110-410-00-71-100-13
					Total	\$2,084.00	
Emics Inc	58385	7/16/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	8,625.00	0020220042	10-2212-310-00-79-505-14
					Total	\$8,625.00	
Engineered Corrosion Solutions	58386	7/16/2021	20-2542-410-00-79	Supplies B & G	417.50	0020220108	20-2542-410-00-79
					Total	\$417.50	
Flinn Scientific Inc	58452	7/23/2021	10-1130-323-00-71-300-13	Repairs HS	1,188.00	0020212278	10-1130-323-00-71-300-13
	58452	7/23/2021	10-1130-323-00-71-300-13	Repairs HS	1,687.50	0020212498	10-1130-323-00-71-300-13
					Total	\$2,875.50	
Follett School Solutions Inc	992200003	7/16/2021	10-2660-319-61-79-600-14	Software Maintenance	25,997.38	0020220032	10-2660-319-61-79-600-14
					Total	\$25,997.38	
Fox Valley Fire Safety	58453	7/23/2021	20-2542-390-00-79	Other Purchased Service	801.00	0022070817	20-2542-390-00-79
					Total	\$801.00	
Gaggle.Net Inc	58387	7/16/2021	10-2660-319-61-79-600-14	Software Maintenance	71,255.00	0020220033	10-2660-319-61-79-600-14
					Total	\$71,255.00	
GFC Leasing WI	992200004	7/16/2021	10-2900-325-00-79-600-14	Copier Leases	5,906.93	0022070617	10-2900-325-00-79-600-14
					Total	\$5,906.93	



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Global Water Technology Inc	58388	7/16/2021	20-2542-390-00-79	Other Purchased Service	920.00	0020220109	20-2542-390-00-79
	58388	7/16/2021	20-2542-410-00-79	Supplies B & G	556.60	0020220110	20-2542-410-00-79
					Total	<u>\$1,476.60</u>	
Gonzalez, Alyssa	58498	7/30/2021	10-1792	HS Parking Fee	50.00		10-1792
					Total	<u>\$50.00</u>	
HESPA	58363	7/16/2021	10462	HESPA Dues	270.87		10462
	58499	7/30/2021	10462	HESPA Dues	245.13		10462
					Total	<u>\$516.00</u>	
Home Depot Credit Services	58481	7/30/2021	20-2542-410-00-79	Supplies B & G	235.50	0022070067	20-2542-410-00-79
	58481	7/30/2021	20-2542-410-00-79	Supplies B & G	253.94	0021060067	20-2542-410-00-79
					Total	<u>\$489.44</u>	
Hopkins Grease	58482	7/30/2021	20-2542-321-00-79	Sanitation/Exterminating	2,180.00	0020220111	20-2542-321-00-79
					Total	<u>\$2,180.00</u>	
Howies Hockey Inc	58389	7/16/2021	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	2,627.00	0020220131	10-1500-410-00-71-300-13
					Total	<u>\$2,627.00</u>	
HR Green	58483	7/30/2021	20-2540-310-00-79	Professional & Technical	318.37	0020213089	20-2540-310-00-79
					Total	<u>\$318.37</u>	
Hufcor Inc	992200005	7/16/2021	20-2542-390-00-79	Other Purchased Service	4,395.00	0020212378	20-2542-390-00-79
					Total	<u>\$4,395.00</u>	
Huntley Ford	58454	7/23/2021	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	73.90	0020212583	20-2545-323-00-79-600-14
	58454	7/23/2021	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	59.20	0020212566	20-2545-323-00-79-600-14
					Total	<u>\$133.10</u>	
Huntley Health & Fitness Center	58455	7/23/2021	10-1200-310-66-71-300-13	STEP Purchased Services	612.00	0021051057	10-1200-310-66-71-300-13
					Total	<u>\$612.00</u>	



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ICTM Math Contest	58390	7/16/2021	10-1543-640-00-71-305-13	Activities Fees	250.00	0020220043	10-1543-640-00-71-305-13
					Total		
					<u>\$250.00</u>		
ID Wholesaler	58391	7/16/2021	10-2660-410-00-79-600-14	Supplies Tech	1,768.50	0020220034	10-2660-410-00-79-600-14
					Total		
					<u>\$1,768.50</u>		
Illinois Architectural Glass	58392	7/16/2021	20-2542-323-00-79	Repairs & Maint Buildings	1,744.00	0020220142	20-2542-323-00-79
	58392	7/16/2021	20-2542-323-00-79	Repairs & Maint Buildings	1,744.00	0020213005	20-2542-323-00-79
					Total		
					<u>\$3,488.00</u>		
Illinois Tollway Violation	58393	7/16/2021	40-2552-640-00-79	Dues & Fees	129.70	0020220145	40-2552-640-00-79
					Total		
					<u>\$129.70</u>		
Industrial Door Company	58394	7/16/2021	20-2542-390-00-79	Other Purchased Service	2,965.00	0020212265	20-2542-390-00-79
					Total		
					<u>\$2,965.00</u>		
Jensens Plumbing & Heating Inc	58484	7/30/2021	20-2542-323-00-79	Repairs & Maint Buildings	273.60	0020213021	20-2542-323-00-79
					Total		
					<u>\$273.60</u>		
Klein Thorpe & Jenkins Ltd	58395	7/16/2021	10-2310-318-00-74-500-14	Legal Board	102.00	0021061537	10-2310-318-00-74-500-14
					Total		
					<u>\$102.00</u>		
Leach Enterprises Inc	58396	7/16/2021	40-2554-410-00-79	Fleet Supplies	1,472.91	0022070787	40-2554-410-00-79
					Total		
					<u>\$1,472.91</u>		
Leadership Greater McHenry Co	58397	7/16/2021	10-2321-390-00-74-500-14	Purchased Service Supt	3,675.00	0020220123	10-2321-390-00-74-500-14
					Total		
					<u>\$3,675.00</u>		
Lexia Learning Systems LLC	58456	7/23/2021	10-1100-410-56-79-605-14	Rtl Materials	46,768.65	0020220137	10-1100-410-56-79-605-14
					Total		
					<u>\$46,768.65</u>		
Lincoln National Life	58398	7/16/2021	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	75,650.37	0022070447	10-2310-220-00-79-600-14
	58485	7/30/2021	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	729.33	0022070447	10-2310-220-00-79-600-14
					Total		
					<u>\$76,379.70</u>		



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Little City Foundation	58457	7/23/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition	10,384.64	0021030497	10-4220-670-00-79-600-14
				Total	\$10,384.64		
Mainstage Theatrical Supply	992200006	7/16/2021	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	342.00	0020212461	10-1130-490-02-71-300-13
				Total	\$342.00		
Mathematics Institute of Wisconsin	58399	7/16/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	13,750.00	0020220117	10-2212-310-00-79-505-14
				Total	\$13,750.00		
MDC Environmental Serv	58400	7/16/2021	20-2542-321-00-79	Sanitation/Exterminating	2,342.75	0022070117	20-2542-321-00-79
				Total	\$2,342.75		
Menards Inc	58401	7/16/2021	20-2542-410-00-79	Supplies B & G	560.92	0022070127	20-2542-410-00-79
				Total	\$560.92		
MHS Inc	58458	7/23/2021	10-2140-310-92-79-600-14	IDEA Psychological Services	106.25	0020212747	10-2140-310-92-79-600-14
				Total	\$106.25		
Midland Paper	58486	7/30/2021	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	2,408.47	0020220133	10-2410-410-00-72-220-14
	58486	7/30/2021	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	24.26		10-2410-410-00-74-140-14
				Total	\$2,432.73		
Mittera Group	58402	7/16/2021	10-2210-410-00-79-600-14	Assignment Notebooks/Locks	25,559.05	0020220122	10-2210-410-00-79-600-14
				Total	\$25,559.05		
Mosyle Corporation	58459	7/23/2021	10-2660-319-61-79-600-14	Software Maintenance	6,682.50	0020220088	10-2660-319-61-79-600-14
				Total	\$6,682.50		
Naviance Inc	992200007	7/16/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	24,081.98	0020220044	10-2212-310-00-79-505-14
				Total	\$24,081.98		
NCPERS Group Life Ins	58460	7/23/2021	50454	IMRF & SS (Board)	16.00		50454
				Total	\$16.00		



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Neuco	58403	7/16/2021	20-2542-410-00-79	Supplies B & G	396.56	0022070147	20-2542-410-00-79
	58487	7/30/2021	20-2542-410-00-79	Supplies B & G	173.25	0022070147	20-2542-410-00-79
Total					\$569.81		
New Connections Academy	58461	7/23/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition	10,839.50	0021060607	10-4220-670-00-79-600-14
Total					\$10,839.50		
Numeracy Consultants	58404	7/16/2021	10-1100-410-56-79-605-14	Rtl Materials	5,500.00	0020220155	10-1100-410-56-79-605-14
Total					\$5,500.00		
Ombudsman	58405	7/16/2021	10-1130-314-06-71-305-13	Alternative School	83,175.00	0020220151	10-1130-314-06-71-305-13
Total					\$83,175.00		
Omni Commercial Lighting Service	58462	7/23/2021	20-2542-323-00-79	Repairs & Maint Buildings	154.00	0022070177	20-2542-323-00-79
	58488	7/30/2021	20-2542-323-00-79	Repairs & Maint Buildings	413.55	0022070177	20-2542-323-00-79
Total					\$567.55		
Otis Elevator Company	58406	7/16/2021	20-2542-390-00-79	Other Purchased Service	2,880.18	0020220013	20-2542-390-00-79
Total					\$2,880.18		
PAHCS II Northwestern Med Occ Health	58463	7/23/2021	10-2130-220-00-79-600-14	Health Services Insurance	680.00	0022071547	10-2130-220-00-79-600-14
	58463	7/23/2021	10-2642-390-00-74-500-14	Purchased Service Human Res	340.00	0022071547	10-2642-390-00-74-500-14
Total					\$1,020.00		
Peardeck Inc	58407	7/16/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	12,020.40	0020220148	10-2212-310-00-79-505-14
Total					\$12,020.40		
PowerSchool Group LLC	992200008	7/16/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	37,939.25	0020220045	10-2212-310-00-79-505-14
	992200008	7/16/2021	10-2660-316-00-79-600-14	Student Information	52,755.85	0020220036	10-2660-316-00-79-600-14
	992200008	7/16/2021	10-2660-316-00-79-600-14	Student Information	15,241.30	0020220037	10-2660-316-00-79-600-14
	992200008	7/16/2021	10-2660-316-00-79-600-14	Student Information	23,698.90	0020220038	10-2660-316-00-79-600-14
Total					\$129,635.30		
Prairie Ridge High School	58408	7/16/2021	10-1500-335-00-71-300-13	Conference Travel HS	4,400.00	0020220126	10-1500-335-00-71-300-13
Total					\$4,400.00		



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Project Lead the Way							
	58409	7/16/2021	10-1130-390-67-71-300-13	PLTW Pur Svc	1,900.00	0020220119	10-1130-390-67-71-300-13
	58409	7/16/2021	10-1130-390-67-71-300-13	PLTW Pur Svc	1,200.00	0020220118	10-1130-390-67-71-300-13
	58409	7/16/2021	10-1130-390-67-71-300-13	PLTW Pur Svc	700.00	0020220056	10-1130-390-67-71-300-13
	58409	7/16/2021	10-1130-390-67-71-300-13	PLTW Pur Svc	700.00	0020220046	10-1130-390-67-71-300-13
	58489	7/30/2021	10-1130-410-67-71-300-13	PLTW Supplies	452.75	0020220086	10-1130-410-67-71-300-13
				Total	<u>\$4,952.75</u>		
Quadient Inc							
	58410	7/16/2021	10-2630-341-00-74-500-14	Postage Central Office	1,968.00	0020220124	10-2630-341-00-74-500-14
	58464	7/23/2021	10-2630-341-00-74-500-14	Postage Central Office	139.73	0020220130	10-2630-341-00-74-500-14
				Total	<u>\$2,107.73</u>		
Quartix Inc							
	58411	7/16/2021	20-2542-390-00-79	Other Purchased Service	179.82	0020220112	20-2542-390-00-79
				Total	<u>\$179.82</u>		
Rainbow Resource Center							
	58412	7/16/2021	10-1100-421-00-74-500-14	Materials K-12	2,734.32	0020220052	10-1100-421-00-74-500-14
				Total	<u>\$2,734.32</u>		
Read Naturally							
	58465	7/23/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	3,040.00	0020220096	10-2212-310-00-79-505-14
				Total	<u>\$3,040.00</u>		
Reahm, Carla							
	58500	7/30/2021	10-1611-225	Student Food Svc - Marlowe	14.20		10-1611-225
				Total	<u>\$14.20</u>		
Remkes Garage LLC							
	992200009	7/16/2021	40-2550-323-00-79	Repairs and Maintenance	695.95	0020220146	40-2550-323-00-79
				Total	<u>\$695.95</u>		
Renaissance							
	58413	7/16/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	31,720.50	0020220053	10-2212-310-00-79-505-14
				Total	<u>\$31,720.50</u>		
Riverside Insights							
	58414	7/16/2021	10-2230-312-00-79-600-14	Testing/Assessment	7,812.00	0020220018	10-2230-312-00-79-600-14
				Total	<u>\$7,812.00</u>		
Rowe, Scott							
	58431	7/16/2021	10-2310-332-00-74-500-14	Travel Board	447.55		10-2310-332-00-74-500-14
				Total	<u>\$447.55</u>		



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Rush Truck Center Huntley	58415	7/16/2021	40-2554-410-00-79	Fleet Supplies	3,261.43	0020220147	40-2554-410-00-79
	58415	7/16/2021	40-2554-410-00-79	Fleet Supplies	1,583.42	0022070747	40-2554-410-00-79
				Total	\$4,844.85		
Sandner Group Alt. Risk Soltns	58416	7/16/2021	10-2313-640-00-79-605-14	Treasurers Bond	21,684.00	0020220012	10-2313-640-00-79-605-14
				Total	\$21,684.00		
Schoenherr, Heather	57877	7/23/2021	10-1200-310-66-71-300-13	STEP Purchased Services	-84.00		10-1200-310-66-71-300-13
	58472	7/23/2021	10-1200-310-66-71-300-13	STEP Purchased Services	84.00		10-1200-310-66-71-300-13
				Total	\$0.00		
School Health Corporation	58490	7/30/2021	10-2130-410-00-79-600-14	Supplies Health	1.92	0020210012	10-2130-410-00-79-600-14
				Total	\$1.92		
Schuring & Schuring	58417	7/16/2021	10-2560-415-00-71-300-13	Cafe Food HS	567.44	0021061327	10-2560-415-00-71-300-13
	58417	7/16/2021	10-2560-415-00-74-150-13	Cafe Food Conley	1,210.55	0021061377	10-2560-415-00-74-150-13
				Total	\$1,777.99		
Sherwin Williams Co	58418	7/16/2021	20-2542-410-00-79	Supplies B & G	123.57	0020220150	20-2542-410-00-79
				Total	\$123.57		
Smith Seckman Reid	58491	7/30/2021	20-2540-310-00-79	Professional & Technical	3,213.00	0020212132	20-2540-310-00-79
				Total	\$3,213.00		
Solarwinds Inc.	58419	7/16/2021	10-2660-319-61-79-600-14	Software Maintenance	847.00	0020220039	10-2660-319-61-79-600-14
	58419	7/16/2021	10-2660-319-61-79-600-14	Software Maintenance	5,139.84	0020220040	10-2660-319-61-79-600-14
				Total	\$5,986.84		
Soumar Masonry Restoration	58466	7/23/2021	20-2542-520-00-79	Building projects	885.00	0020220113	20-2542-520-00-79
	58466	7/23/2021	20-2542-520-00-79	Building projects	19,800.00	0020211692	20-2542-520-00-79
				Total	\$20,685.00		
Spotter	58420	7/16/2021	10-2150-310-00-79-600-14	Sp Path & Audiology Serv	2,860.00	0020220152	10-2150-310-00-79-600-14
				Total	\$2,860.00		



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Suburban Superintendents Assoc.	58421	7/16/2021	10-2321-390-00-74-500-14	Purchased Service Supt	50.00	0020220125	10-2321-390-00-74-500-14
					Total		
					<u>\$50.00</u>		
SwiftReach Networks LLC	58422	7/16/2021	10-2660-319-61-79-600-14	Software Maintenance	11,875.00	0020220041	10-2660-319-61-79-600-14
					Total		
					<u>\$11,875.00</u>		
Teachers Retirement System	58467	7/23/2021	10451	TRS Payable	8,431.79		10451
	58471	7/23/2021	10451	TRS Payable	719.64		10451
	58473	7/23/2021	10451	TRS Payable	7,712.15		10451
					Total		
					<u>\$16,863.58</u>		
Thomson Reuters	58423	7/16/2021	10-2660-470-00-79-600-14	Software Technology	1,015.35	0022070307	10-2660-470-00-79-600-14
					Total		
					<u>\$1,015.35</u>		
T-Mobile	58424	7/16/2021	20-2540-340-00-79	Telephone - Districtwide	2,550.00	0022070357	20-2540-340-00-79
					Total		
					<u>\$2,550.00</u>		
Trane	992200010	7/16/2021	20-2542-410-00-79	Supplies B & G	74.20	0020211683	20-2542-410-00-79
					Total		
					<u>\$74.20</u>		
United Way of McHenry Co	58364	7/16/2021	10461	United Way Payable	11.43		10461
	58501	7/30/2021	10461	United Way Payable	11.43		10461
					Total		
					<u>\$22.86</u>		
US Tennis Court Construction Co	58492	7/30/2021	20-2543-323-00-79	Repairs-Grounds	11,100.00	0020212267	20-2543-323-00-79
					Total		
					<u>\$11,100.00</u>		
UW Madison PLACE	58425	7/16/2021	10-2212-332-00-74-500-14	Travel & Conference Curr	1,100.00	0020220149	10-2212-332-00-74-500-14
					Total		
					<u>\$1,100.00</u>		
Verizon Wireless	58426	7/16/2021	20-2540-340-00-79	Telephone - Districtwide	126.44	0022071607	20-2540-340-00-79
					Total		
					<u>\$126.44</u>		



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VILLAGE OF ALGONQUIN							
	58427	7/16/2021	20-2546-310-00-71-305	Resource Officer	423.85	0022070137	20-2546-310-00-71-305
	58468	7/23/2021	20-2546-310-00-71-305	Resource Officer	9,749.33	0022070137	20-2546-310-00-71-305
	58493	7/30/2021	20-2540-370-00-79	Water/Sewer	730.85		20-2540-370-00-79
Total					<u>\$10,904.03</u>		
Village of Huntley							
	58494	7/30/2021	20-2546-310-00-71-305	Resource Officer	6,167.72	0022071517	20-2546-310-00-71-305
Total					<u>\$6,167.72</u>		
Village of Lake in the Hills							
	58495	7/30/2021	20-2546-310-00-71-305	Resource Officer	5,525.00	0022070687	20-2546-310-00-71-305
Total					<u>\$5,525.00</u>		
VSP of Illinois NFP							
	58428	7/16/2021	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	7,277.38	0022070457	10-2310-220-00-79-600-14
Total					<u>\$7,277.38</u>		
WeVideo Inc							
	58429	7/16/2021	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	11,889.80	0020220054	10-2212-310-00-79-505-14
Total					<u>\$11,889.80</u>		
WEX BANK							
	58496	7/30/2021	10-1700-464-21-71-300-13	Driver Education Gasoline	898.06	0022070777	10-1700-464-21-71-300-13
Total					<u>\$898.06</u>		
Winston Knolls Education Group							
	58469	7/23/2021	10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,022.80	0021061747	10-4220-670-00-79-600-14
Total					<u>\$3,022.80</u>		
Zieglers Ace Hardware							
	58430	7/16/2021	20-2542-410-00-79	Supplies B & G	27.57	0022070267	20-2542-410-00-79
	58470	7/23/2021	20-2542-410-00-79	Supplies B & G	54.51	0022070267	20-2542-410-00-79
	58497	7/30/2021	20-2542-410-00-79	Supplies B & G	17.77	0022070267	20-2542-410-00-79
	58497	7/30/2021	40-2554-410-00-79	Fleet Supplies	1.95	0022071047	40-2554-410-00-79
Total					<u>\$101.80</u>		
Total					<u>\$2,762,629.13</u>		



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: August 5, 2021

Subject: **Monthly Fiscal Updates**
Committee of the Whole Meeting, August 5, 2021

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:

- ✓ **Year-end Close and Yearend Forecast** - See the Preliminary Year-end Revenue & Expenditure Reports. As of this report, the audit is still in process, as such, year-end results are not yet final. Upon completion of the audit, a preliminary year-end report will be shared.
- ✓ **Budget & 5 Year Plan** - Continuing the process of accumulating data and resources for the District's FY22 Budget and 5 Year Plan. Draft III of the Budget, the Display Draft of the FY22 Budget, will be shared at the August Board Meeting. Administration will continue to revise the FY22 Budget as more information is received from the State.
- ✓ **Final Phases of the District's Debt Restructuring Plan** – During the month, after the Board's approval of the Parameter's Resolution, Administration met with PMA and Piper Jaffrey to further discuss the next phase/refunding of the district's upcoming increase in debt payments, "the wall". Both PMA and Piper are continuing to prepare several options for the resolution team to consider, that include a possible forward transaction, a taxable transaction or opting to wait and perform a tax exempt transaction.
- ✓ **Transportation Vans and Driver's Ed Cars** – For FY22, Transportation and the High School have needs for additional vehicles. In prior years, the District purchased these vehicles utilizing dealerships that were approved as "winning the bid" and holding a state contract, which provided vehicles to governmental entities. Unfortunately, under COVID, these bids never took place, and there are no current state contracts providing this service and low cost option to governmental entities. As such, we will be working with local dealerships to obtain these needed vehicles at a reasonable cost.



Huntley Community School District 158

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: August 5, 2021

Subject: **Activity Fund Balance Report**
Committee of the Whole Meeting – August 5, 2021
Finance Committee

Presented for the Committee's review is the Activity Fund Balance Report as of June 30, 2021.



Huntley Community School District 158

650 Dr. John Burkey Drive
 Algonquin, Illinois 60102
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June 30, 2021 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	\$ 94,792.25	\$ 123.81	\$ 879.32	\$ 94,036.74
Scholarships	21,580.89	-	1,000.00	20,580.89
D158 Foundation	30,859.26	1,000.00	30,784.26	1,075.00
Early Childhood	4,368.09	-	210.97	4,157.12
Gifted	584.38	(584.38)	-	-
Mackeben	19,137.41	-	224.50	18,912.91
Heineman	37,106.45	331.14	3,517.22	33,920.37
Conley	17,215.38	351.79	3,541.57	14,025.60
Chesak	29,728.82	-	1,999.85	27,728.97
Leggee	17,405.33	194.79	585.21	17,014.91
Martin	36,525.15	1,199.80	1,052.99	36,671.96
Marlowe	101,777.44	509.78	7,680.71	94,606.51
High School Athletics	237,962.95	74,913.77	52,052.19	260,824.53
High School Activities	236,710.94	80,798.82	81,489.02	236,020.74
Total All Funds	\$ 885,754.74	\$ 158,839.32	\$ 185,017.81	\$ 859,576.25

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

District 158 Foundation: The \$1,000 of revenue was from the Hootenanny sponsorship. The (\$31,000) of expenditures was for the balance transfers of the Hootenanny and Foundation accounts to Huntley D158 Foundation.

Marlowe: The majority of the (\$7,700) of expenditures was for In & Out (\$5,000) [8th grade t-shirts (\$3,100); staff appreciation luncheon (\$1,700); and flowers for promotion ceremony (\$200)], Pop account for end of year picnic supplies (1,000), Chorus/Band equipment (\$700), and Yearbook for 8th grade promotion awards (\$400).

High School Athletics: The majority of the \$74,900 of revenue was from Cheerleading \$22,200, Poms \$15,700, Football \$9,800, Boys Basketball \$7,500, Boys Track \$4,800, Girls Basketball \$4,400, Soccer \$4,300, Baseball \$2,000, Tennis \$1,100, and Girls Volleyball \$1,000. The majority of the (\$52,100) of expenditures was for Cheerleading camps & apparel (\$34,700), Baseball fundraiser & apparel (\$5,400), Soccer apparel & end of year awards (\$4,300), Football end of year awards, equipment, & apparel (\$3,500), Girls Basketball fundraiser & summer leagues (\$1,900), and Girls Volleyball apparel & warm-up pants & jackets (\$900).

High School Activities: The majority of the \$80,800 of revenue was from Assessments \$71,700, Marching Band \$4,800, Robotics Club \$1,300, and Musical \$500. The majority of the (\$81,500) of expenditures was for Assessments AP exam packets (\$71,700), Marching Band uniforms & supplies (\$2,700), Journalism membership dues & apparel (\$1,700), Student Council scholarships (\$1,700), NHS membership dues & fees (\$1,500), In & Out office supplies (\$1,000), and Co-Op Education scholarship (\$500).

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



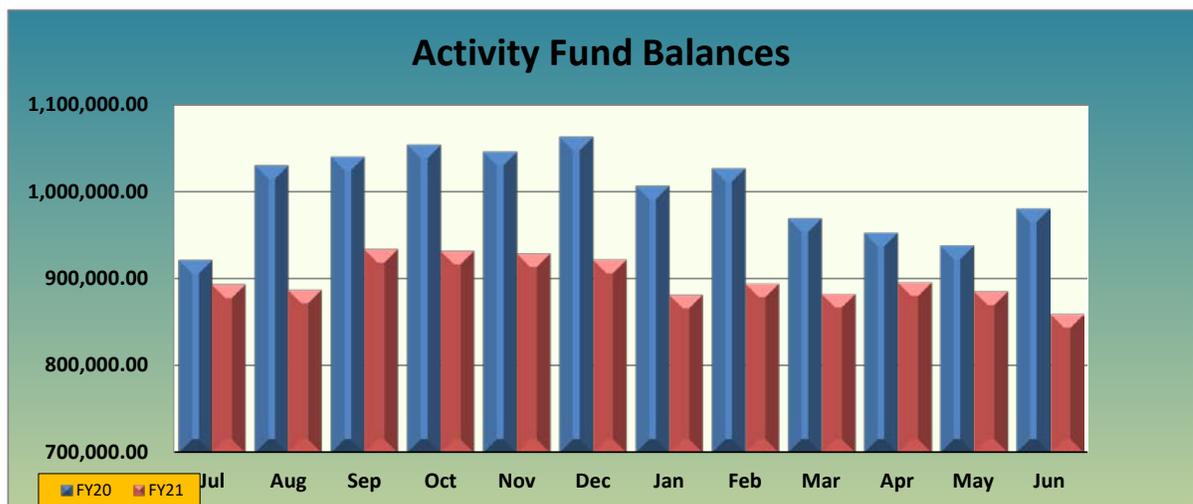
Huntley Community School District 158

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

June 30, 2021 Financial Executive Summary - Activity Accounts

Major transactions for the Month include:

Major Cash Expenditures	Description	Major Revenues Received
College Board	71,126.00 HS Assessments testing packets	HS Assessments 72,699.64
District 158 Education Foundation	30,784.26 Balance transfer to Foundation	HS Cheerleading 22,242.76
National Cheerleaders Association	14,749.00 HS Cheerleading camps reg.	HS Pom Pons 15,689.48
Camp Jeff	14,625.00 HS Cheerleading camp reg.	HS Football 9,816.03
Huntley Community School Dist 158	13,165.08 P-Card charges (4/21 - 5/20)	HS Boys Basketball 7,502.40
BSN Sports LLC	5,126.68 HS Football & Cheer apparel	HS Boys Track 4,841.75
AIA Services LLC	5,069.00 HMS & MMS class t-shirts	HS Marching Band 4,787.40
Edge Sports Apparel, The	3,427.50 HS Soccer apparel	HS Girls Basketball 4,406.99
Lifetouch NSS	2,977.81 Conley yearbooks balance	HS Soccer 4,349.88
No Regrets Inc	2,482.50 HS Baseball fundraising cost	HS Baseball 2,007.90
Yipes	1,998.00 HS Cheerleading camp shirts	HS Robotics Club 1,296.00
Creative Costuming & Designs	1,972.50 HS Marching Band uniforms	HS Tennis 1,106.24
Valley Athletics	1,674.26 HS Frosh Baseball hats	HS Girls Volleyball 1,055.57
Spirit Products Inc	1,260.20 HS Baseball t-shirts	Martin Fundraising 1,005.00
Graphic Edge, The	1,212.13 HS Girls Volleyball apparel	Huntley Hootenanny 1,000.00
Dundee Township Park District	1,140.00 HS Girls BB summer league reg.	HS Boys Cross Country 617.27
St. Jude Children`s Research Hospital	1,005.00 Martin fundraising donation	HS Boys Golf 527.40
Schoepke, Emily	1,000.00 2021 STUCO scholarship	HS Musical 506.28
Stewart, Talia	1,000.00 2021 Schaffenegger Scholarship	HS Horticulture Club 282.00
Zimolzak, Matt	814.32 HS Football year-end awards	HS Orchesis Club 272.00
Huntley Community School Dist 158	750.00 Judges for HMS Solo/Ensemble	HS Boys Volleyball 257.40



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

Fund Balance Report

Printed: 7/9/2021 9:50 AM

Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
100	District In & Out	0.00	0.00	0.00	0.00	0.00	3,650.42	3,650.42
101	Interest/Service Charge	0.00	123.81	34.00	1,752.67	1,718.67	61,124.54	62,843.21
102	District Pepsi Account	707.46	0.00	4,657.26	4,462.88	(194.38)	12,893.82	12,699.44
104	Activity Food Service	0.00	0.00	0.00	0.00	0.00	3,726.24	3,726.24
105	District Recycling	171.86	0.00	171.86	273.50	101.64	5,243.86	5,345.50
111	Huntley Hootenanny	14,589.46	1,000.00	24,579.03	22,280.37	(2,298.66)	3,298.66	1,000.00
112	Foundation Grants	16,194.80	0.00	18,803.37	4,086.50	(14,716.87)	14,791.87	75.00
113	Schaffenegger Memorial	1,000.00	0.00	2,500.00	0.00	(2,500.00)	23,080.89	20,580.89
118	Gifted Program	0.00	(584.38)	0.00	(584.38)	(584.38)	584.38	0.00
1202	Mackeben Pop	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1203	Mackeben Recycling	0.00	0.00	500.36	0.00	(500.36)	4,051.57	3,551.21
1204	Mackeben Art	0.00	0.00	388.38	525.15	136.77	2,266.72	2,403.49
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	0.00	0.00	0.00	4,816.46	4,816.46
1210	Mackeben Library	224.50	0.00	224.50	88.98	(135.52)	5,806.27	5,670.75
1212	Mackeben Market Day	0.00	0.00	0.00	0.00	0.00	526.40	526.40
1240	Mackeben In & Out	0.00	0.00	10,623.26	5,175.23	(5,448.03)	7,392.63	1,944.60
1400	Heineman LRC	0.00	226.14	144.27	287.07	142.80	1,256.07	1,398.87
1401	Heineman Snow Hawks	0.00	0.00	33.54	209.00	175.46	451.66	627.12
1402	Heineman Play	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1403	Heineman Yearbook	0.00	60.00	0.00	90.00	90.00	2,053.25	2,143.25
1404	Heineman PBIS	0.00	0.00	112.00	0.00	(112.00)	117.21	5.21
1405	Heineman Service Club	25.96	0.00	25.96	0.00	(25.96)	42.04	16.08
1406	Heineman Chorus/Band	1,393.66	0.00	2,357.56	672.50	(1,685.06)	5,188.64	3,503.58
1407	Heineman Wrestling	0.00	0.00	172.50	0.00	(172.50)	274.81	102.31
1408	Heineman Cheerleading	0.00	0.00	156.26	0.00	(156.26)	1,170.80	1,014.54
1409	Heineman Track	0.00	0.00	0.00	0.00	0.00	917.38	917.38
1410	Heineman Charitable Contributions	0.00	0.00	0.00	(55.43)	(55.43)	1,251.30	1,195.87
1411	Heineman Cross Country	0.00	0.00	0.00	0.00	0.00	153.53	153.53
1412	Heineman Volleyball	0.00	0.00	0.00	0.00	0.00	81.41	81.41
1413	Heineman PE	56.97	0.00	520.81	463.84	(56.97)	909.26	852.29
1414	Heineman Student Council	0.00	0.00	246.40	0.00	(246.40)	1,102.86	856.46
1416	Heineman Poms	0.00	0.00	0.00	0.00	0.00	34.97	34.97
1417	Heineman Girls Basketball	0.00	0.00	0.00	0.00	0.00	63.16	63.16
1418	Heineman Outdoor Activity	0.00	0.00	0.00	0.00	0.00	5,381.31	5,381.31
1419	Heineman Athletics	0.00	0.00	156.27	0.00	(156.27)	1,963.38	1,807.11

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Fund Balance Report

Printed: 7/9/2021 9:50 AM

Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
1420	Heineman Boys Basketball	0.00	0.00	0.00	0.00	0.00	1,442.88	1,442.88
1421	Heineman Ecology Club	0.00	0.00	599.04	55.43	(543.61)	543.61	0.00
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	47.28	0.00	365.14	664.00	298.86	154.91	453.77
1441	Heineman Foods Club	0.00	0.00	0.00	0.00	0.00	1,210.74	1,210.74
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	3,771.63	3,771.63
1472	Heineman 7th Grade Team 2	0.00	0.00	0.00	0.00	0.00	132.05	132.05
1480	Heineman 8th Grade Trips	1,993.35	45.00	1,993.35	810.60	(1,182.75)	4,523.64	3,340.89
1481	Heineman 8th Grade Team 1	0.00	0.00	0.00	0.00	0.00	90.00	90.00
1482	Heineman 8th Grade Team 2	0.00	0.00	0.00	0.00	0.00	1,537.06	1,537.06
1701	Conley School Store	113.30	194.79	5,441.49	194.79	(5,246.70)	8,209.02	2,962.32
1702	Conley Pop	126.00	0.00	219.00	547.55	328.55	233.84	562.39
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	59.95	0.00	59.95	0.00	(59.95)	432.87	372.92
1707	Conley Jean Fund	42.70	0.00	457.14	30.00	(427.14)	736.33	309.19
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	1,190.50	0.00	(1,190.50)	3,883.41	2,692.91
1710	Conley Library	221.81	17.00	3,887.77	75.11	(3,812.66)	5,128.29	1,315.63
1712	Conley Art	0.00	0.00	2,279.97	865.18	(1,414.79)	2,933.96	1,519.17
1713	Conley Yearbook	2,977.81	140.00	2,977.81	1,345.00	(1,632.81)	3,676.36	2,043.55
1740	Conley In & Out	0.00	0.00	5,129.08	123.20	(5,005.88)	7,144.46	2,138.58
195	LIGHT Program	0.00	0.00	267.24	429.58	162.34	1,344.00	1,506.34
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	210.97	0.00	4,111.83	412.64	(3,699.19)	7,856.31	4,157.12
202	Chesak Pop	0.00	0.00	451.92	19.40	(432.52)	743.50	310.98
203	Chesak Recycling	0.00	0.00	0.00	0.00	0.00	171.34	171.34
204	Chesak Art	0.00	0.00	1,175.95	487.89	(688.06)	2,722.93	2,034.87
205	Chesak Yearbook	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Fund Balance Report

Printed: 7/9/2021 9:50 AM

Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
206	Chesak Music	0.00	0.00	77.84	202.70	124.86	5,239.35	5,364.21
209	Chesak Field Trips	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	Chesak Library	152.77	0.00	152.77	73.17	(79.60)	10,805.37	10,725.77
212	Chesak Dine & Share	1,374.07	0.00	1,374.07	0.00	(1,374.07)	1,684.77	310.70
240	Chesak In & Out	473.01	0.00	9,938.59	3,466.18	(6,472.41)	15,283.51	8,811.10
301	Leggee School Store	0.00	194.79	987.75	999.54	11.79	9,403.67	9,415.46
302	Leggee Pop	30.07	0.00	300.33	20.16	(280.17)	334.71	54.54
303	Leggee Recycling	0.00	0.00	0.00	0.00	0.00	15.92	15.92
304	Leggee Art	0.00	0.00	338.03	0.00	(338.03)	1,819.36	1,481.33
306	Leggee Fundraisers	356.18	0.00	1,334.22	0.00	(1,334.22)	2,013.27	679.05
307	Leggee Donations & Grants	0.00	0.00	747.55	500.00	(247.55)	2,188.07	1,940.52
308	Leggee Music	0.00	0.00	0.00	0.00	0.00	416.21	416.21
309	Leggee Field Trips	0.00	0.00	5,307.99	0.00	(5,307.99)	6,329.43	1,021.44
310	Leggee Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311	Leggee Recreation	0.00	0.00	1,275.32	1,700.00	424.68	34.41	459.09
313	Leggee Yearbook	198.96	0.00	1,303.36	1,104.40	(198.96)	1,629.36	1,430.40
340	Leggee In & Out	0.00	0.00	1,281.03	416.00	(865.03)	965.98	100.95
400	Marlowe LRC	0.00	41.28	201.50	237.25	35.75	1,180.76	1,216.51
401	Marlowe Pop	978.87	52.50	3,670.44	1,799.49	(1,870.95)	3,426.09	1,555.14
402	Marlowe Fundraiser Funds	0.00	0.00	0.00	0.00	0.00	404.25	404.25
403	Marlowe Yearbook	431.92	0.00	1,941.20	0.00	(1,941.20)	16,427.76	14,486.56
404	Marlowe School Store	0.00	0.00	0.00	0.00	0.00	2,338.65	2,338.65
405	Marlowe Student Council	363.00	0.00	749.85	192.10	(557.75)	914.49	356.74
406	Marlowe Chorus/Band	728.00	0.00	2,205.71	3,307.75	1,102.04	5,338.37	6,440.41
407	Marlowe Wrestling	0.00	0.00	0.00	0.00	0.00	1,260.71	1,260.71
408	Marlowe Cheerleading	0.00	0.00	63.84	0.00	(63.84)	2,176.67	2,112.83
409	Marlowe Track	129.90	0.00	272.29	0.00	(272.29)	356.76	84.47
410	Marlowe Spanish Club	0.00	0.00	0.00	0.00	0.00	162.44	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	0.00	0.00	0.00	1,466.93	1,466.93
413	Marlowe Philanthropy	0.00	0.00	0.00	0.00	0.00	6,464.47	6,464.47
414	Marlowe Academic Club	0.00	0.00	0.00	0.00	0.00	1.68	1.68
415	Marlowe Play	0.00	0.00	4,527.59	823.00	(3,704.59)	4,148.96	444.37
416	Marlowe Service Club	0.00	0.00	0.00	0.00	0.00	1,594.30	1,594.30
417	Marlowe Girls Basketball	0.00	0.00	171.20	0.00	(171.20)	926.55	755.35
418	Marlowe Outdoor Activity	0.00	0.00	0.00	0.00	0.00	9,061.73	9,061.73

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Specialized Data Systems, Inc.

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Fund Balance Report

Printed: 7/9/2021 9:50 AM

Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
419	Marlowe Athletics	94.95	0.00	377.77	0.00	(377.77)	4,391.26	4,013.49
420	Marlowe Boys Basketball	0.00	0.00	0.00	0.00	0.00	9,930.93	9,930.93
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	0.00	0.00	0.00	0.00	0.00	3,292.58	3,292.58
424	Marlowe PE	0.00	0.00	0.00	0.00	0.00	9,378.44	9,378.44
425	Marlowe Ecology	0.00	0.00	0.00	0.00	0.00	1,156.11	1,156.11
426	Marlowe Poms	0.00	250.00	594.00	844.00	250.00	7,413.82	7,663.82
427	Marlowe Musical	0.00	0.00	1,682.50	1,103.00	(579.50)	1,140.46	560.96
428	Marlowe Explorers Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440	Marlowe In & Out	4,954.07	15.00	5,801.91	2,512.77	(3,289.14)	5,657.70	2,368.56
441	Marlowe Foods Club	0.00	0.00	0.00	0.00	0.00	186.53	186.53
461	Marlowe 6th Grade	0.00	60.00	0.00	1,539.25	1,539.25	35.20	1,574.45
471	Marlowe 7th Grade	0.00	0.00	0.00	235.00	235.00	22.09	257.09
481	Marlowe 8th Grade	0.00	91.00	0.00	533.50	533.50	3,327.83	3,861.33
500	HS Digital Photography	0.00	0.00	0.00	0.00	0.00	0.00	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	5,540.16	5,540.16	0.00	543.31	46 543.31
503	HS Yearbook	32.93	120.00	3,825.51	6,189.00	2,363.49	6,348.38	8,711.87
504	HS Girls Cross Country	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505	HS Student Council	1,650.00	0.00	3,297.12	3,003.85	(293.27)	2,509.92	2,216.65
506	HS Chorus	0.00	0.00	0.00	0.00	0.00	345.53	345.53
507	HS Color Guards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
508	HS Pop	0.00	125.50	1,574.95	1,895.25	320.30	861.94	1,182.24
509	HS Math Club	0.00	0.00	224.95	0.00	(224.95)	536.52	311.57
510	HS Girls Golf	0.00	131.85	3,419.92	3,955.35	535.43	3,954.61	4,490.04
511	HS Drama Club	0.00	170.00	3,159.60	1,991.48	(1,168.12)	2,492.46	1,324.34
512	HS Pom Poms	0.00	15,689.48	52,380.05	73,002.90	20,622.85	3,653.82	24,276.67
513	HS Ski Club	0.00	0.00	11,090.00	10,993.00	(97.00)	4,395.47	4,298.47
514	HS World Languages Club	0.00	0.00	0.00	0.00	0.00	769.86	769.86
515	HS Boys Track	60.00	4,841.75	5,833.00	5,191.75	(641.25)	6,281.89	5,640.64
516	HS Dean Activity	160.00	0.00	1,692.79	1,827.79	135.00	13,671.62	13,806.62
517	HS HOSA Medical Club	0.00	0.00	0.00	0.00	0.00	741.63	741.63
518	HS NHS	1,522.60	20.00	10,579.28	12,427.40	1,848.12	6,778.11	8,626.23
519	HS Co-Op (VICA)	500.00	0.00	2,250.00	0.00	(2,250.00)	14,176.23	11,926.23
520	HS Musical	0.00	506.28	3,423.41	777.01	(2,646.40)	3,222.62	576.22

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Fund Balance Report

Printed: 7/9/2021 9:50 AM

Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
521	HS Athletic Varsity	620.06	0.00	8,803.02	6,138.77	(2,664.25)	15,747.35	13,083.10
522	HS Girls Volleyball	870.33	1,055.57	4,534.90	19,395.57	14,860.67	265.69	15,126.36
523	HS Boys Golf	0.00	527.40	6,729.14	7,146.40	417.26	1,303.81	1,721.07
524	HS Softball	590.47	0.00	4,708.99	3,478.30	(1,230.69)	11,986.73	10,756.04
525	HS Baseball	5,388.57	2,007.90	6,446.61	8,257.90	1,811.29	372.21	2,183.50
526	HS Girls Basketball	1,864.95	4,406.99	5,220.23	9,411.99	4,191.76	1,376.20	5,567.96
527	HS Boys Basketball	0.00	7,502.40	9,774.87	17,222.20	7,447.33	961.37	8,408.70
528	HS Cheerleading	34,654.48	22,242.76	89,377.75	73,186.76	(16,190.99)	42,867.61	26,676.62
529	HS Wrestling	0.00	213.00	708.31	2,305.00	1,596.69	16,003.36	17,600.05
530	HS Boys Cross Country	0.00	617.27	2,148.20	3,757.27	1,609.07	2,201.73	3,810.80
531	HS FBLA	0.00	0.00	1,110.42	1,415.59	305.17	10,294.14	10,599.31
532	HS Local Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533	HS Speech	0.00	100.00	0.00	450.00	450.00	2,550.46	3,000.46
534	HS Academic Team	0.00	0.00	39.98	0.00	(39.98)	181.74	141.76
535	HS Journalism	1,688.29	75.00	21,587.30	25,117.97	3,530.67	8,279.49	11,810.16
536	HS Soccer	4,299.50	4,349.88	16,820.45	27,066.63	10,246.18	39,532.60	49,778.78
537	HS Field Trips	0.00	0.00	395.00	0.00	(395.00)	877.75	482.75
538	HS Football	3,547.86	9,816.03	93,891.87	108,514.23	14,622.36	37,188.75	47 51,811.11
539	HS Special Olympics	0.00	0.00	0.00	0.00	0.00	445.09	445.09
540	HS In & Out	1,045.20	0.00	5,665.60	4,620.40	(1,045.20)	4,402.92	3,357.72
541	HS Tech & Ind Arts	0.00	0.00	9,276.89	10,032.30	755.41	2,901.25	3,656.66
542	HS PE	0.00	90.00	18,847.87	10,702.72	(8,145.15)	16,516.47	8,371.32
543	HS Girls Track	39.99	0.00	14,817.47	750.00	(14,067.47)	21,081.49	7,014.02
544	HS Blooms Courtyard	0.00	0.00	0.00	253.67	253.67	5,060.17	5,313.84
545	HS Tennis	43.98	1,106.24	2,983.19	4,546.24	1,563.05	80.60	1,643.65
546	HS Media Center	0.00	0.00	0.00	0.00	0.00	2,052.25	2,052.25
547	HS Buddies Club	264.72	0.00	1,218.23	0.00	(1,218.23)	2,565.48	1,347.25
548	HS Robotics Club	0.00	1,296.00	0.00	13,879.00	13,879.00	4,325.03	18,204.03
549	HS Assessments	71,711.00	72,699.64	145,224.34	74,112.14	(71,112.20)	107,243.79	36,131.59
550	HS Community Service Club	0.00	0.00	1,359.77	639.72	(720.05)	3,490.17	2,770.12
551	HS Custom Designs	27.99	55.00	335.20	103.00	(232.20)	2,621.73	2,389.53
552	HS Orchesis Club	0.00	272.00	1,305.81	718.50	(587.31)	2,066.41	1,479.10
553	HS Recycling	0.00	0.00	501.72	370.55	(131.17)	681.75	550.58
554	HS Art Club	0.00	0.00	318.12	40.00	(278.12)	650.67	372.55
555	HS Boys Lacrosse	0.00	0.00	0.00	0.00	0.00	1,229.66	1,229.66
556	HS Marching Band	2,660.50	4,787.40	14,686.49	22,848.40	8,161.91	8,313.39	16,475.30

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Fund Balance Report

Printed: 7/9/2021 9:50 AM

Huntley Community School District 158

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
557	HS Culinary Club	0.00	0.00	18.09	0.00	(18.09)	288.08	269.99
558	HS Fashion Club	119.60	0.00	434.20	911.40	477.20	27.17	504.37
559	HS Social Studies Trips	0.00	0.00	120.00	3,888.00	3,768.00	100.07	3,868.07
560	HS PBIS Raider Way	0.00	0.00	1,048.00	995.85	(52.15)	961.83	909.68
561	HS Girls Bowling	0.00	0.00	191.00	182.00	(9.00)	424.02	415.02
562	HS Swimming	0.00	0.00	5,354.12	5,529.00	174.88	473.90	648.78
563	HS Fishing Club	0.00	150.00	0.00	150.00	150.00	34.04	184.04
564	HS Science Club	0.00	0.00	940.23	0.00	(940.23)	5,598.67	4,658.44
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	282.00	0.00	282.00	282.00	2,887.14	3,169.14
567	HS Orchestra	0.00	0.00	0.00	0.00	0.00	0.00	0.00
568	HS Medical Academy	0.00	50.00	0.00	60.00	60.00	300.21	360.21
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	100.00	0.00	(100.00)	1,273.08	1,173.08
571	HS Girls Lacrosse	72.00	147.85	6,096.32	8,055.01	1,958.69	6,219.16	8,177.85
572	HS Autos Club	0.00	0.00	0.00	0.00	0.00	419.40	419.40
573	HS Boys Volleyball	0.00	257.40	0.00	257.40	257.40	6.71	264.11
574	HS Life Skills	0.00	0.00	0.00	0.00	0.00	255.76	255.76
575	HS Job Skills	106.19	0.00	106.19	2,186.73	2,080.54	861.66	2,942.20
576	HS Chess Team	0.00	0.00	0.00	0.00	0.00	344.07	344.07
577	HS Boys Bowling	0.00	0.00	0.00	500.00	500.00	0.00	500.00
598	HS Incubator Pgm	0.00	0.00	430.09	3,952.00	3,521.91	19,295.73	22,817.64
599	HS Senior Class Gift	0.00	0.00	10,246.88	0.00	(10,246.88)	16,336.27	6,089.39
701	Martin School Store	0.00	194.80	0.00	(3,805.20)	(3,805.20)	8,504.99	4,699.79
702	Martin Pop	0.00	0.00	0.00	72.13	72.13	129.53	201.66
703	Martin Recycling	0.00	0.00	0.00	(99.86)	(99.86)	99.86	0.00
704	Martin Art	0.00	0.00	0.00	392.17	392.17	7,141.27	7,533.44
706	Martin Band	47.99	0.00	510.48	20.00	(490.48)	1,283.52	793.04
709	Martin Fieldtrips	0.00	0.00	300.00	0.00	(300.00)	5,655.00	5,355.00
710	Martin Library	0.00	0.00	35.66	34.00	(1.66)	10,191.79	10,190.13
712	Martin Fundraising	1,005.00	1,005.00	34,883.95	5,949.40	(28,934.55)	32,265.23	3,330.68
713	Martin Yearbook	0.00	0.00	0.00	0.00	0.00	4,181.37	4,181.37
740	Martin In & Out	0.00	0.00	0.00	0.00	0.00	386.85	386.85
		<u>\$185,017.81</u>	<u>\$158,839.32</u>	<u>\$801,637.11</u>	<u>\$680,185.70</u>	<u>(\$121,451.41)</u>	<u>\$981,027.66</u>	<u>\$859,576.25</u>

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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: August 5, 2021

Subject: **Revenue and Expenditure Reports**
Committee of the Whole Meeting – August 5, 2021
Finance Committee

Presented for the Committee's review are the Revenue and Expenditure Reports as of June 30, 2021. At the time of submission of these reports, we were in the process of compiling data for the FY21 audit.

Revenue Report

Printed: 7/30/2021 12:44 PM
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	4,542,535.11	53,127,253.94	(53,626,910.00)	(499,656.06)	99.07	
1200 Payments In Lieu Of Taxes	(25,396.19)	549,464.55	(256,808.00)	292,656.55	213.96	
1300 Tuition	15,173.16	48,122.72	(336,982.02)	(288,859.30)	14.28	
1500 Earnings On Investments	1,118.32	17,813.68	(101,849.90)	(84,036.22)	17.49	
1600 Food Service	(4,495.10)	85,957.84	(2,132,864.18)	(2,046,906.34)	4.20	
1700 District/School Activity Income	3,780.00	162,882.80	(393,613.14)	(230,730.34)	41.37	
1800 Textbook Income	(55,744.75)	1,292,409.60	(1,361,367.36)	(68,957.76)	94.93	
1900 Other Local Revenues	(23,537.62)	170,629.63	(2,355,204.70)	(2,184,575.07)	7.24	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	4,453,432.93	55,454,534.76	(60,565,599.30)	(5,111,064.54)	91.57	* Source of Revenue
3001 General State Aide	2,463,981.08	25,124,835.43	(25,103,881.00)	20,954.43	100.08	
3100 Special Education	89,795.67	1,122,985.62	(1,249,494.04)	(126,508.42)	89.88	
3200 Career And Technical Education (Cte) - Tech Prep	0.00	34,058.00	(34,058.00)	0.00	100.00	
3300 Bilingual/StateFreeLunch/Dr Ed	24,360.66	50,920.25	(67,279.86)	(16,359.61)	75.68	
3500 Transportation - Reg/Voc/SpEd	0.00	0.00	0.00	0.00	0.00	
3700 Early Childhood	28,775.00	298,395.50	(292,033.02)	6,362.48	102.18	
3900 Other State Revenue	0.00	220.00	0.00	220.00	0.00	
3000 RECEIPTS/REVENUE FROM STATE SOURCES	2,606,912.41	26,631,414.80	(26,746,745.92)	(115,331.12)	99.57	* Source of Revenue
4100 Title V	0.00	0.00	0.00	0.00	0.00	
4200 Child Nutrition	379,881.24	2,272,042.12	(880,463.92)	1,391,578.20	258.05	
4300 Title I - Low Income	106,369.00	276,896.00	(187,667.00)	89,229.00	147.55	
4400 Title IV - Safe And Drug-Free Schools - Formula	3,524.00	19,686.00	(12,970.00)	6,716.00	151.78	
4620 Federal Special Education - IDEA Flow-Through/ Low	276,595.00	1,465,378.22	(1,665,794.14)	(200,415.92)	87.97	
4700 CTE	0.00	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	827,530.53	1,708,851.02	(1,265,674.00)	443,177.02	135.02	
4000 RECEIPTS/REVENUE FROM FEDERAL SOURCES	1,593,899.77	5,777,198.36	(4,046,914.06)	1,730,284.30	142.76	* 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	8,654,245.11	87,863,147.92	(91,359,259.28)	(3,496,111.36)	96.18	Fund

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	711,902.81	8,326,044.07	(8,301,880.00)	24,164.07	100.29	
1500 Earnings On Investments	3,165.96	17,061.12	(73,204.62)	(56,143.50)	23.31	
1900 Other Local Revenues	29,205.46	99,196.83	(247,119.00)	(147,922.17)	40.14	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	744,274.23	8,442,302.02	(8,622,203.62)	(179,901.60)	97.91	* Source of Revenue
3001 General State Aide	0.00	2,000,000.00	(2,000,000.00)	0.00	100.00	
3900 Other State Revenue	0.00	50,000.00	0.00	50,000.00	0.00	
3000 RECEIPTS/REVENUE FROM STATE SOURCES	0.00	2,050,000.00	(2,000,000.00)	50,000.00	102.50	* 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
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
20 Operations & Maintenance Fund	744,274.23	10,492,302.02	(10,622,203.62)	(129,901.60)	98.78	Fund

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	923,606.00	10,712,288.96	(10,843,179.00)	(130,890.04)	98.79	
1500 Earnings On Investments	3,983.36	22,293.23	(89,118.66)	(66,825.43)	25.02	
1900 Other Local Revenues	0.00	300.00	0.00	300.00	0.00	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	927,589.36	10,734,882.19	(10,932,297.66)	(197,415.47)	98.19	* 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	927,589.36	10,734,882.19	(10,932,297.66)	(197,415.47)	98.19	Fund

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	179,900.28	2,104,022.29	(2,165,005.00)	(60,982.71)	97.18	
1400 Transportation Fees	0.00	0.00	(69,699.93)	(69,699.93)	0.00	
1500 Earnings On Investments	1,095.17	6,072.80	(41,376.52)	(35,303.72)	14.68	
1900 Other Local Revenues	0.00	118,890.38	0.00	118,890.38	0.00	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	180,995.45	2,228,985.47	(2,276,081.45)	(47,095.98)	97.93	* Source of Revenue
3500 Transportation - Reg/Voc/SpEd	290,992.80	3,498,830.97	(3,136,317.00)	362,513.97	111.56	
3000 RECEIPTS/REVENUE FROM STATE SOURCES	290,992.80	3,498,830.97	(3,136,317.00)	362,513.97	111.56	* 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	471,988.25	5,727,816.44	(5,412,398.45)	315,417.99	105.83	Fund

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	239,391.56	2,799,808.27	(2,887,392.00)	(87,583.73)	96.97	
1200 Payments In Lieu Of Taxes	157,694.97	157,694.97	(164,450.00)	(6,755.03)	95.89	
1500 Earnings On Investments	1,123.81	6,090.42	(25,462.48)	(19,372.06)	23.92	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	398,210.34	2,963,593.66	(3,077,304.48)	(113,710.82)	96.30	* Source of Revenue
50 Municipal Retirement and Social Security Fund	398,210.34	2,963,593.66	(3,077,304.48)	(113,710.82)	96.30	Fund

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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	22.38	482.49	(9,548.43)	(9,065.94)	5.05	
1900 Other Local Revenues	133,107.00	501,634.46	(100,000.00)	401,634.46	501.63	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	133,129.38	502,116.95	(109,548.43)	392,568.52	458.35	* 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	133,129.38	502,116.95	(109,548.43)	392,568.52	458.35	Fund

Revenue Report

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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	34,587.19	404,513.99	(408,297.00)	(3,783.01)	99.07	
1500 Earnings On Investments	186.09	1,335.31	(9,548.43)	(8,213.12)	13.98	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	<u>34,773.28</u>	<u>405,849.30</u>	<u>(417,845.43)</u>	<u>(11,996.13)</u>	<u>97.13</u>	* Source of Revenue
70 Working Cash Fund	<u>34,773.28</u>	<u>405,849.30</u>	<u>(417,845.43)</u>	<u>(11,996.13)</u>	<u>97.13</u>	Fund

Revenue Report

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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	0.31	5.10	(190.97)	(185.87)	2.67	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	0.31	5.10	(190.97)	(185.87)	2.67	* Source of Revenue
90 Fire Prevention and Safety Fund or Fund Group	0.31	5.10	(190.97)	(185.87)	2.67	Fund
Report Total:	11,364,210.26	118,689,713.58	(121,931,048.32)	(3,241,334.74)	97.34	

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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	3,853,756.84	44,725,920.07	0.00	46,767,659.10	2,076,032.03	95.56		
200 EMPLOYEE BENEFITS	1,713,761.82	9,326,245.07	0.00	9,091,694.23	(234,550.84)	102.58		
300 PURCHASED SERVICES	89,586.90	1,091,913.18	0.00	1,200,331.86	295,910.68	78.68		
400 SUPPLIES & MATERIALS	840,819.56	2,191,815.49	0.00	4,440,572.07	2,612,315.58	45.62		
500 CAPITAL OUTLAY	(2,655.85)	38,455.97	0.00	20,000.00	14,016.03	73.29		
600 OTHER OBJECTS	1,829.00	9,577.00	0.00	17,994.94	8,417.94	53.22		
700 NON-CAPITALIZED EQUIPMENT	14,928.75	107,528.96	0.00	168,166.00	58,205.04	64.88		
1000 INSTRUCTION	6,512,027.02	57,491,455.74	0.00	61,706,418.20	4,830,346.46	92.25	* Function	
100 SALARIES	1,385,278.17	17,769,000.11	0.00	16,820,614.28	(957,589.83)	105.70		
200 EMPLOYEE BENEFITS	398,785.51	3,156,649.50	0.00	2,905,507.93	(251,141.57)	108.64		
300 PURCHASED SERVICES	408,395.63	3,592,544.95	0.00	3,531,845.73	(48,539.22)	101.37		
400 SUPPLIES & MATERIALS	1,711,696.65	3,592,808.49	0.00	3,125,173.60	(400,666.83)	112.55		
500 CAPITAL OUTLAY	0.00	9,550.00	0.00	40,000.00	55,450.00	14.69		
600 OTHER OBJECTS	18,374.00	78,934.92	0.00	92,199.62	28,264.70	73.63		
700 NON-CAPITALIZED EQUIPMENT	9,247.59	12,142.57	0.00	24,446.63	12,304.06	49.67		
2000 SUPPORT SERVICES	3,931,777.55	28,211,630.54	0.00	26,539,787.79	(1,561,918.69)	105.86	* Function	
100 SALARIES	7,289.28	72,816.80	0.00	23,000.00	12,747.20	85.10		
300 PURCHASED SERVICES	0.00	16,163.01	0.00	400.00	924.99	94.59		
400 SUPPLIES & MATERIALS	2,959.15	4,668.69	0.00	10,102.00	2,433.31	65.74		
3000 COMMUNITY SERVICES	10,248.43	93,648.50	0.00	33,502.00	16,105.50	85.33	* Function	
300 PURCHASED SERVICES	74,941.42	129,235.15	0.00	10,000.00	(6,235.15)	105.07		
600 OTHER OBJECTS	347,006.28	2,224,119.19	0.00	2,305,000.00	80,880.81	96.49		
4000 PAYMENTS TO OTHER DISTRICTS AND GOVERNMENTAL UNITS	421,947.70	2,353,354.34	0.00	2,315,000.00	74,645.66	96.93	* Function	
10 Educational Fund	10,876,000.70	88,150,089.12	0.00	90,594,707.99	3,359,178.93	96.33	Fund	

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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	84,061.46	1,385,651.66	0.00	1,469,761.58	84,109.92	94.28		
200 EMPLOYEE BENEFITS	82,122.91	214,769.42	0.00	230,578.71	15,809.29	93.14		
300 PURCHASED SERVICES	435,613.11	4,041,619.41	0.00	4,437,456.03	395,836.62	91.08		
400 SUPPLIES & MATERIALS	228,006.46	1,724,513.85	0.00	1,648,163.00	(76,350.85)	104.63		
500 CAPITAL OUTLAY	1,586,338.88	2,039,508.22	0.00	1,872,939.65	(166,568.57)	108.89		
600 OTHER OBJECTS	0.00	2,502.00	0.00	2,613.00	111.00	95.75		
700 NON-CAPITALIZED EQUIPMENT	0.00	49,428.96	0.00	0.00	(49,428.96)	0.00		
2000 SUPPORT SERVICES	2,416,142.82	9,457,993.52	0.00	9,661,511.97	203,518.45	97.89	*	Function
600 OTHER OBJECTS	0.00	156,784.86	0.00	165,434.00	8,649.14	94.77		
5000 DEBT SERVICE	0.00	156,784.86	0.00	165,434.00	8,649.14	94.77	*	Function
20 Operations & Maintenance Fund	2,416,142.82	9,614,778.38	0.00	9,826,945.97	212,167.59	97.84		Fund

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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	10,827,668.72	0.00	10,828,900.00	1,231.28	99.99		
5000 DEBT SERVICE	0.00	10,827,668.72	0.00	10,828,900.00	1,231.28	99.99	*	Function
30 Debt Service Fund or Fund Group	0.00	10,827,668.72	0.00	10,828,900.00	1,231.28	99.99		Fund

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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	286,675.87	2,105,072.55	0.00	2,871,728.25	766,655.70	73.30		
200 EMPLOYEE BENEFITS	92,459.19	1,009,394.49	0.00	1,536,015.00	526,620.51	65.72		
300 PURCHASED SERVICES	53,927.51	663,899.36	0.00	540,533.00	(123,366.36)	122.82		
400 SUPPLIES & MATERIALS	74,763.85	446,294.47	0.00	786,275.00	339,980.53	56.76		
500 CAPITAL OUTLAY	1,026,543.00	1,044,996.30	0.00	1,000,000.00	(44,996.30)	104.50		
600 OTHER OBJECTS	50.40	5,074.89	0.00	4,944.00	(130.89)	102.65		
2000 SUPPORT SERVICES	1,534,419.82	5,274,732.06	0.00	6,739,495.25	1,464,763.19	78.27	*	Function
40 Transportation Fund	1,534,419.82	5,274,732.06	0.00	6,739,495.25	1,464,763.19	78.27		Fund

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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	102,602.18	1,178,730.32	0.00	1,259,808.00	81,077.68	93.56		
1000 INSTRUCTION	102,602.18	1,178,730.32	0.00	1,259,808.00	81,077.68	93.56	*	Function
200 EMPLOYEE BENEFITS	191,995.18	1,871,622.93	0.00	1,825,240.88	(46,382.05)	102.54		
2000 SUPPORT SERVICES	191,995.18	1,871,622.93	0.00	1,825,240.88	(46,382.05)	102.54	*	Function
200 EMPLOYEE BENEFITS	855.28	8,496.08	0.00	0.00	(8,496.08)	0.00		
3000 COMMUNITY SERVICES	855.28	8,496.08	0.00	0.00	(8,496.08)	0.00	*	Function
50 Municipal Retirement and Social Security Fund	295,452.64	3,058,849.33	0.00	3,085,048.88	26,199.55	99.15		Fund

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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	0.00	(1,460.57)	0.00	0.00	1,460.57	0.00	
500	CAPITAL OUTLAY	34,725.50	861,412.42	0.00	0.00	(861,412.42)	0.00	
2000	SUPPORT SERVICES	34,725.50	859,951.85	0.00	0.00	(859,951.85)	0.00	* Function
600	OTHER OBJECTS	0.00	697,712.50	0.00	716,050.00	18,337.50	97.44	
5000	DEBT SERVICE	0.00	697,712.50	0.00	716,050.00	18,337.50	97.44	* Function
60	Capital Projects Fund or Fund Group	34,725.50	1,557,664.35	0.00	716,050.00	(841,614.35)	217.54	Fund
Report Total:		<u>15,156,741.48</u>	<u>118,483,781.96</u>	<u>0.00</u>	<u>121,791,148.09</u>	<u>4,221,926.19</u>	<u>96.56</u>	



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
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To: Board of Education and Administration
From: Mark Altmayer, Chief Financial Officer
Date: August 5, 2021
Subject: **ESSER Funds Update**
Committee of the Whole Meeting, August 5, 2021

In an effort to keep the Board apprised with regard to federal funding allocated to the District with the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the District has received three allocations. Each allocation requires a thorough application process with ISBE, ensuring funds are expended within grant guidelines. Thereafter, the District receives these funds after they are expended and then completing quarterly expenditure reports. The three federal funding allocations and the years for which they will be utilized are as follows:

ESSER I	\$184,010	FY21
ESSER II	\$720,527	FY22
ESSER III ARP	\$1,617,418	FY23, FY24

Please note, that there are three different allocations. ESSER I and ESSER II are allocations under Title I, Part A of the Elementary and Secondary Education Act (ESSER). **ESSER III is part of the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER III) Fund Act of 2021. These funds will be utilized in FY23 and FY24, as these funds are available for obligation through September 30, 2023.**

ESSER I funding of \$184,010 was included in the FY21 Budget, and included items such as Summer Success, E learning resources and professional development. These funds have been expended and received.

ESSER II funding of \$720,527 is included in the FY22 Budget, and is covering items such as resources to support Tier, 1,2, and 3 Literacy, Math and SEL unfinished learning, COVID Supplies and enhanced Custodial Services.

ESSER III funding of \$1,617,418 will be applied for once the grant has become available in ISBE’s Web Application Security (IWAS) and will be utilized for fiscal years 2023 and 2024. Upon application, this information will be shared with the Board of Education and Community.

Attached is a table that outlines the primary differences between the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER III) Fund, the ESSER II Fund under the Coronavirus Response and Relief Supplemental Appropriations Act and the ESSER I Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Comparison of ESSER Fund (CARES Act), ESSER II Fund (CRRSA Act), and ARP ESSER (ARP Act)

This following table outlines the primary differences between the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Fund under the American Rescue Plan (ARP) Act 2021, Public Law 117-2, enacted on March 11, 2021; the ESSER II Fund under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, enacted on December 27, 2020; and the ESSER Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act enacted on March 27, 2020.

Topic	ESSER Fund (CARES Act)	ESSER II Fund (CRRSA Act)	ARP ESSER (ARP Act)
Authorizing Legislation	Section 18003 of Division B of the Coronavirus Aid, Relief, and Economic Security (CARES) Act	Section 313 of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act	Section 2001 of the American Rescue Plan (ARP) Act
Period of Funds Availability, excluding 12-month Tydings Amendment period	May be used for pre-award costs dating back to March 13, 2020, when the national emergency was declared. Available for obligation by State educational agencies (SEAs) and subrecipients through September 30, 2021.	May be used for pre-award costs dating back to March 13, 2020, when the national emergency was declared. Available for obligation by SEAs and subrecipients through September 30, 2022.	May be used for pre-award costs dating back to March 13, 2020, when the national emergency was declared. Available for obligation by SEAs and subrecipients through September 30, 2023.
SEA Deadline for Awarding Funds	An SEA must award the funds within one year of receiving them, which will be April through June 2021, depending on an SEA’s award date.	An SEA must award the funds within one year of receiving them, which will be January 2022.	With respect to making local educational agency (LEA) subgrants (90% of the total ARP ESSER allocation), the SEA must allocate ARP ESSER funds in an expedited and timely manner and, to the extent practicable, not later than 60 days after the SEA receives those funds. An SEA must award ARP ESSER funds not allocated to LEAs within one year of the date the SEA receives those funds.
Definition of “Awarded”	For the 90 percent of funds for LEAs, funds are generally considered “awarded” when the SEA subgrants the funds to an LEA. For the SEA reserve (see section 18003(e)), funds	Same as ESSER: For the 90 percent of funds for LEAs, funds are generally considered “awarded” when the SEA subgrants the funds to an LEA. For the SEA reserve (see section 313(e)), funds are “awarded” when the SEA	Same as ESSER: For the 90 percent of funds for LEAs, funds are generally considered “awarded” when the SEA subgrants the funds to an LEA. For the funds that the SEA reserves (section 2001(f)),

Topic	ESSER Fund (CARES Act)	ESSER II Fund (CRRSA Act)	ARP ESSER (ARP Act)
	are “awarded” when the SEA awards a contract or subgrant, or when it retains funds to provide direct services.	awards a contract or subgrant, or when it retains funds to provide direct services.	funds are “awarded” when the SEA awards a contract or subgrant, or when it retains funds to provide direct services.
LEA Uses of Funds and Reservations	<p>The CARES Act includes allowable uses of funds related to preventing, preparing for, and responding to COVID-19.</p> <p>ESSER funds may be used for the same allowable purposes as ESSER II and ARP ESSER, including hiring new staff and avoiding layoffs.</p> <p>No required reservations of funds.</p>	<p>ESSER II funds may be used for the same allowable purposes as ESSER and ARP ESSER, including hiring new staff and avoiding layoffs.</p> <p>Note that the “additional” LEA allowable uses of funds under the CRRSA Act (addressing learning loss, preparing schools for reopening, and testing, repairing, and upgrading projects to improve air quality in school buildings) already are permitted under the CARES Act.</p> <p>No required reservations of funds.</p>	<p>An LEA must reserve not less than 20 percent of its total ARP ESSER allocation to address learning loss through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs, and ensure that such interventions respond to students’ academic, social, and emotional needs and address the disproportionate impact of COVID-19 on underrepresented student subgroups.</p> <p>The remaining ARP ESSER funds may be used for the same allowable purposes as ESSER and ESSER II, including hiring new staff and avoiding layoffs.</p> <p>Note that section 2001(e) specifically authorizes an LEA to use ARP ESSER funds to develop strategies and implement public health protocols including, to the greatest extent practicable, policies in line with guidance from the CDC for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff.</p>



Huntley Community School District 158

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

Date: August 5, 2021
To: Human Resources Committee and Administration
From: Adam Zehr, Assistant Superintendent for Human Resources
Subject: Human Resources Updates

During the month of July Human Resources' primary projects included:

- Recruiting and hiring for the 21-22 school year
- Processing of new hires, transfer and resignations
- Continue to review enrollment to ensure proper staffing
- Processing summer credit reimbursement approval requests
- Recruitment of substitutes for 21-22 school year

Specific tasks to address for the month of August:

- Processing of new hires, transfers and resignations
- Orientation for substitutes
- Continue new hire orientations
- Mentor training
- Working with Alliant to review insurance rates

Huntley Community School District 158
Job Description: **ELEMENTARY SPECIALS TEAM LEADER**

Job Title: Elementary Specials Team Leader
Department: Elementary Buildings
Reports To: Elementary Administration
Prepared By: H.R.
Prepared Date: August, 2021
Approved By: Board of Education
Approved Date: August 19, 2021

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Being a liaison between the curriculum department and teachers to ensure needs are communicated
- Providing Professional Learning to other teachers (mentoring, sharing ideas, strategies)
- Planning and facilitating institute days
- Ensuring rostering of students in special programs
- Working with teachers on schedules
- Assisting in the planning of any curriculum reviews
- Ensure delivery of curriculum and any related materials to new staff
- Work with MS and HS to create and distribute a district performance calendar/calendar of events
- Facilitates communication of school/community events with parents

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience, and/or Endorsements:
Successful teaching and leadership experience.

Licenses/Endorsements: Appropriate and valid Professional Educator License

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write basic correspondence. Ability to effectively present information in one-on-one and small group situations to parents and employees of the district. Ability to speak effectively before groups of employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to develop and interpret mathematical data in graphs or other visual displays.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have:

- Ability to access, organize, and manipulate information using standard office applications, especially Google products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Huntley Community School District 158
Job Description: **ELEMENTARY SPECIALS TEAM LEADER**

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature

Date

Hiring Supervisor Signature

Date

Huntley Community School District 158
Job Description: **ELEMENTARY GRADE LEVEL TEAM LEADER**

Job Title: Elementary Grade Level Team Leader
Department: Elementary Buildings
Reports To: Elementary Administration
Prepared By: H.R.
Prepared Date: August, 2021
Approved By: Board of Education
Approved Date: August 19, 2021

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Being a liaison between the building administration, curriculum department, and teachers to ensure needs are communicated
- Facilitating and Preparing Materials for Whole Grade Level meetings
- Organizing field trips, assemblies, and guest speakers (ex: Lead the Way, Robert Crown, etc)
- Ensure ordering, organization and delivery of curriculum and any related materials physical or electronic to staff
- Member of PAC or SIP committees and attend meetings
- Liaison to PTO and attend meetings as requested
- Assists with the development and updates of any necessary communication between the team and students, parents, and/or community
- Maintains notes/records for the successful operation of the team
- Leads team level PLCs which discuss data and building/district initiatives as well as team goals
- Serves as a representative on building and/or district level committees as requested by the building principal
- Assist with reviewing class sorts

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience, and/or Endorsements:
Successful teaching and leadership experience.

Licenses/Endorsements: Appropriate and valid Professional Educator License

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write basic correspondence. Ability to effectively present information in one-on-one and small group situations to parents and employees of the district. Ability to speak effectively before groups of employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to develop and interpret mathematical data in graphs or other visual displays.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have:

Huntley Community School District 158

Job Description: ELEMENTARY GRADE LEVEL TEAM LEADER

- Ability to access, organize, and manipulate information using standard office applications, especially Google products
- Strong written communication skills using word processing, email and other modern tools
- Comfortability in an online-oriented, highly connected work environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Employee Signature

Date

Hiring Supervisor Signature

Date



Huntley Community School District 158

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

DATE: August 5, 2021
TO: Building and Grounds Committee
FROM: Doug Renkosik, Director of Operations and Maintenance
RE: O & M Updates **(R)**
Building and Ground Committee
Committee of the Whole August 5,2021

O&M Department Activity in July 2021

- 1) Continued coordination of summer 2021 projects presented to the Board of Education in August of 2020. Included in this effort are the following scale projects:
 - a) Roof Replacement work at Huntley High School. – *commissioning commenced*
 - b) Boiler Make-Up Air preheat systems for Marlowe and Mackeben Schools–*construction completion expected.*
 - c) Guaranteed Energy Savings contract RFP 2020-32 BAS JACE upgrades and Orchestrate software implementation. –*phase 2 of JACE replacement programmed for late Fall 2021.*
2. Continued work on development of solar energy cost savings analysis S.O.P.
3. Continued participation in the Water Energy Conservation Strategic Energy Management Cohort pilot program. Smart Water meter hardware purchases have been initiated. *Smart meter operational training.*
4. Continued leading the IASBO subcommittee on Facilities Management for development of Learning Library for “School Business Officials 101”.
5. Continued exploration of D158 fleet vehicle electrification opportunities with suppliers and other organizations pursuing similar initiatives.
6. Presented bids for Board of Education for action for the following:
 - a) Snow Removal and Ice Management Service Agreement
 - b) Refuse and Recycle Materials Hauling and Disposal Service Agreement
7. Completed development of 2021 O&M Deferred Maintenance Capital projects report.
8. Monitored ABM summer housekeeping performance. *As of this date, ABM summer clean initiatives are completed at all locations except Huntley High School.*
9. Participated in solar presentation to the McHenry County Environmental Defenders.

Project Goals for August 2021

1. Included in this effort are the following scale projects:
 - a. Roof Replacement work at Huntley High School. – anticipating *punchlist inspection development*.
 - b. Boiler Make-Up Air preheat systems for Marlowe and Mackeben Schools–*construction completion expected*.
 - c. Guaranteed Energy Savings contract RFP 2020-32 BAS JACE upgrades and Orchestrate software implementation. –*phase 2 of JACE replacement programmed for late Fall 2021*.
2. Continue work on development or solar energy cost savings analysis S.O.P.
3. Continue participation in the Water Energy Conservation Strategic Energy Management Cohort pilot program. Smart Water meter hardware purchases have been initiated. *Smart meter operational training*.
4. Continue leading the IASBO subcommittee on Facilities Management for development of Learning Library for “School Business Officials 101”.
5. Continue exploration of D158 fleet vehicle electrification opportunities with suppliers and other organizations pursuing similar initiatives.
6. Commence Service Contractor orientation and start-up procedures for ...Snow Removal and Ice Management Service Agreement...Refuse and Recycle Materials Hauling and Disposal Service Agreement
7. Deliver 2021 O&M Deferred Maintenance Capital projects report to be followed by design development kick-off meetings for large scale summer 2022 projects.
8. Monitor ABM summer housekeeping performance. *Completion by ABM at all sites including Huntley High School scheduled for August 11, 2021*.

Attachments

- A. Solar Arrays value analysis report
- B. ABM Enhance Cleaning addition staffing analysis for FY22 Return to School
- C. FY22 Enhanced Cleaning Plan for typical classroom

DR/jk

to date w solar as of July 2021 invoice from start of solar invoicing Sept. 9, 2020

ComEd Dashboard	Ave. Daily Cost		Ave. Daily Usage (kWh)		Power to the grid	Ave. Daily Temp. (F)		reporting period
Campus	to date w solar	Change	to date w solar	Change	to date w solar	to date w solar	Change	
Reed Rd	\$ 364	\$ (154)	4,315	(1,953)	1,186,707	45.53	0.21	10.5.20 to 7.9.21
Square Barn Rd	\$ 366	\$ (201)	4,262	(2,123)	679,472	46.05	0.73	10.5.20 to 7.9.21
Harmony Rd	\$ 551	\$ (227)	5,902	(3,362)	953,549	45.55	0.35	10.6.20 to 7.12.21
Total	\$ 1,281	\$ (582)	14,479	(7,438)	2,819,728			

Forefront Power	Ave. Daily Cost (\$)		Ave. Daily Production (kWh)		Total for period	Net Power D158 consumed
Campus	This Year		This Year			
Reed Rd	\$ 156		1,679		1,648,302.33	461,595.33
Square Barn Rd	\$ 163		3,793		1,722,589.74	1,043,117.74
Harmony Rd	\$ 225		5,138		2,366,468.19	1,412,919.19
total	\$ 545		10,610			

SPECIAL NOTE: Conley solar array off line since 6.14.21

Cummulative Net Power

Campus	Ave. Daily Cost (\$)		Ave. Daily Usage (kWh)	
	This Year	Change	This Year	Change
Reed Rd	\$ 520	\$ 3	5,994	(275)
Square Barn Rd	\$ 530	\$ (37)	8,055	1,670
Harmony Rd	\$ 776	\$ (3)	11,040	1,776
Totals	\$ 1,826	\$ (37)	25,089	3,171
# days for period	275			
Total for period	\$ 502,027	\$ (10,212)	6,899,415	872,100

Carbon Emissions reduction	
kWh consumed by solar	2,917,632
# carbon per kWh	0.81842
total for period	2,387,849
<i>Note; # carbon per kWh is based on 1 ComEd's 3.21.20 annual enviromental disclosure report</i>	

% change -2% 14%

Please note actual savings not reflected as tarriff changes have occurred since last July invoice

Building	Gross SqFt	Daily High Touch Point cleaning	Current Night cleaning hours	Additional Day Porters (Lunch Service) hours	Weekly Desks cleaning based on current contract 2Xweek	Additional Weekly Horizontal surfaces cleaning/disinfecting 2Xweek in classrooms	Total Additional Hours	Total Additional FTEs
Units			hrs. / week	weekly	weekly	weekly	weekly	FTE
Huntley High School	462,744	Yes	85.00	0.00	85.00	85.00	85.00	2.13
Leggie Elementary	120,083	Yes	25.00	20.00	25.00	25.00	45.00	1.13
Marlowe Middle School	200,379	Yes	36.50	20.00	36.50	36.50	56.50	1.41
Chesak Elementary	158,907	Yes	27.50	20.00	27.50	27.50	47.50	1.19
Martin Elementary	148,286	Yes	20.00	20.00	20.00	20.00	40.00	1.00
Heinman Middle School	130,579	Yes	21.50	20.00	21.50	21.50	41.50	1.04
Mackeben School	120,192	Yes	18.50	20.00	18.50	18.50	38.50	0.96
Conley School	120,192	Yes	18.00	0.00	18.00	18.00	18.00	0.45
Hours			252.00	120.00	252.00	252.00	372.00	9.30
Working Days/Year				174	174	174	174	
Wage Rate				13.25	\$ 13.25	\$ 13.25	\$ 13.25	
Loaded Billing Rate				\$ 16.56	\$ 16.56	\$ 16.56	\$ 16.56	
Total Annual Cost				\$ 69,164.67	\$ 145,245.81	\$ 145,245.81	\$ 214,410.48	

* over time billing rate \$24.84 to apply for any overtime hours paid by ABM

* Horizontal surfaces full cleaning on Tuesdays and Thursdays based on the current contract

CLASSROOM CLEANING SCHEDULE DURING MODIFIED SCHOOL SCHEDULE

This schedule will be used during periods of modified schedule of students effective 7.23.21

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> ● Sanitize all high touch surfaces ● Spot clean floors ● Pull trash 	<ul style="list-style-type: none"> ● Sanitize all high touch surfaces ● Pull Trash ● Desk and counter cleaning 	<ul style="list-style-type: none"> ● Sanitize all high touch surfaces ● Spot clean floors ● Pull trash 	<ul style="list-style-type: none"> ● Sanitize all high touch surfaces ● Desk and counter cleaning ● Pull trash 	<ul style="list-style-type: none"> ● Pull trash ● Full clean of all floors

**** Spaces with only a staff member in with have high touch surfaces disinfected and trash emptied only****



Huntley Community School District 158

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

DATE: August 5, 2021
TO: Building and Grounds Committee
FROM: Doug Renkosik, Director of Operations and Maintenance
RE: Summer 2022 O & M Deferred Maintenance Capital Projects Report (R)
Committee of the Whole, August 5, 2021
Building Committee Agenda

Background:

For several years, in late summer, the Administration has been presenting the Board of Education with a report with ten-year view of large scale, life cycle replacement projects which the Administration recommends the Board of Education consider to preserve the physical plant infrastructure.

Attached is this year's update on this report.

The Administration is presenting this report as attached with a goal of gaining consensus for commencement for the design development of several large-scale projects at this time for summer of calendar year 2020.

This year's list includes roof replacement of 20% of the remaining roof sections of Huntley High School 20 to 26 years old. In addition, various other smaller projects are on the proposed list for this list of projects.

The balance of the tasks shown on the tentative plan will be re-evaluated as the year approaches with a goal of finalizing in the late winter or early spring in conjunction with the presentation of the first draft of the FY22 budget.

The summary page in the chronologically sorted section of the report shows a tentative financial map of expenditures to support the plan as work commences in the last month of Fiscal Year 2020 and ends close to two months into Fiscal Year 2021.

DR/jk

HCSD158 Physical Plant Capital Replacement Life Cycle Study**Ten Year Look Forward****Sorted by Task****Executive Summary**

last edited 7/14/2021

SPECIAL NOTE: All costs posted are present value

Ten year forecast	Category
\$ 350,000	Asphalt repairs
\$ 4,553,932	Asphalt replacement
\$ 1,455,437	Asphalt Sealcoat and crackfill asphalt pavement
\$ 700,000	Athletic floor replacement
\$ 42,000	Bleacher system replacement
\$ 160,000	Boiler preheat makeup air systems
\$ 1,087,636	Building Automation System updating
\$ 263,432	Cafeteria tables replacement
\$ 2,399,411	Carpet replacement
\$ 307,500	Casework replacement and rearrangement
\$ 1,630,000	Chiller replacement
\$ 35,000	Concrete walk replacement
\$ 3,030,000	Condenser replacements, large
\$ 100,000	Infrared scan electrical distribution system
\$ 58,000	Life Safety Survey - 10 year required by State Statute
\$ 180,000	Stadium lighting retrofit
\$ 398,362	Playground safety surface management
\$ 380,541	Retrofit Lighting Systems
\$ 1,896,546	Roof replacements / restoration
\$ 2,097,000	Roof-top (RTU) HVAC equipment replacement
\$ 63,000	Rubber stair tread replacement
\$ 120,843	Safety Enhancements
\$ 42,000	Snow removal tractor replacement
\$ 43,333	Sprinkler dry pendant heads replacements
\$ 599,428	Synthetic stadium field material replacement
\$ 160,000	Tennis court resurfacing - 8 year cycle
\$ 449,000	Track resurfacing
\$ 935,000	Tuckpointing
\$ 62,580	Unit ventilator bushings replacement-79 units
\$ 246,000	Vehicle replacement-O&M
\$ 27,000	Water heater replacement
\$ 125,000	Window curtain wall restoration
\$ 179,699	Wood gym floor restoration
\$ 24,177,679	Grand Total Ten Year Look

HCS D158 Physical Plant Capital Replacement Life Cycle Study

Ten Year Look Forward

check sum this page

\$ 24,177,679

Sorted by Task

Detail

Location	Fiscal Yr	project description	budget	subtotal
District 158		Asphalt Repairs	\$ 20,000	
District 158	FY22	Asphalt Repairs	\$ 50,000	
District 158	FY23	Asphalt Repairs	\$ 50,000	
District 158	FY24	Asphalt Repairs	\$ 30,000	
District 158	FY25	Asphalt Repairs	\$ 30,000	
District 158	FY26	Asphalt Repairs	\$ 30,000	
District 158	FY27	Asphalt Repairs	\$ 30,000	
District 158	FY28	Asphalt Repairs	\$ 30,000	
District 158	FY29	Asphalt Repairs	\$ 30,000	
District 158	FY30	Asphalt Repairs	\$ 50,000	\$ 350,000
Marlowe - phase 2 - staff lot & loop drive w FDR	FY31	Asphalt replacement	\$ 913,668	
Marlowe - site regrading around walks door 11 thru door 15 and site	FY22	Asphalt replacement	\$ 110,000	
Huntley High-door 1 thru 2 w FDR	FY22	Asphalt replacement	\$ 253,449	
Marlowe to Martin drive w FDR	FY23	Asphalt replacement	\$ 94,809	
Martin - phase 2 - bus lot w FDR	FY23	Asphalt replacement	\$ 417,722	
Trans bus lot w FDR	FY23	Asphalt replacement	\$ 754,089	
Dr. John Burkey Dr north of 3 way w FDR	FY25	Asphalt replacement	\$ 226,414	
Marlowe - phase 1 bus lot w FDR - last done 2015	FY26	Asphalt replacement	\$ 216,840	
Huntley High-Door 16 to 27 w FDR last done 2016	FY30	Asphalt replacement	\$ 583,277	
Huntley High-door 3 thru 10 w FDR last done 2015	FY31	Asphalt replacement	\$ 755,673	
Huntley High-entrance drives w FDR	FY31	Asphalt replacement	\$ 227,991	\$ 4,553,932
Marlowe-bus.car lots and dr	FY31	Asphalt sealcoat	\$ 40,682	
Chesak-bus & car lots	FY23	Asphalt sealcoat	\$ 33,476	
Huntley High-door 1 thru 2	FY24	Asphalt sealcoat	\$ 9,121	
Huntley High-Door 16 to 27	FY24	Asphalt sealcoat	\$ 20,990	
Huntley High-door 3 thru 10	FY24	Asphalt sealcoat	\$ 342,426	
Huntley High-phase 1 2015 adds	FY24	Asphalt sealcoat	\$ 34,719	
Huntley High-phase 2 2016 adds	FY24	Asphalt sealcoat	\$ 21,245	
Huntley High-phase 3 2014 adds	FY24	Asphalt sealcoat	\$ 2,702	
Marlowe to Martin drive	FY24	Asphalt sealcoat	\$ 3,412	
Martin-staff lot	FY24	Asphalt sealcoat	\$ 14,244	
Heinemann	FY24	Asphalt sealcoat	\$ 23,944	
Huntley High-entrance drives	FY25	Asphalt sealcoat	\$ 8,204	
Leggee	FY25	Asphalt sealcoat	\$ 18,354	
Martin-bus lot	FY25	Asphalt sealcoat	\$ 15,032	
Conley	FY25	Asphalt sealcoat	\$ 17,340	
Conley.Mackeben bus lot	FY26	Asphalt sealcoat	\$ 18,354	
Mackeben	FY26	Asphalt sealcoat	\$ 15,156	
AdminTrans & JB dr	FY26	asphalt sealcoat	\$ 40,838	
Marlowe-bus.car lots and dr	FY27	Asphalt sealcoat	\$ 40,682	
Trans bus lot	FY27	Asphalt sealcoat	\$ 27,137	
Chesak-bus & car lots	FY27	Asphalt sealcoat	\$ 33,476	
Huntley High-door 1 thru 2	FY28	Asphalt sealcoat	\$ 9,121	
Huntley High-Door 16 to 27	FY28	Asphalt sealcoat	\$ 20,990	
Huntley High-door 3 thru 10	FY28	Asphalt sealcoat	\$ 342,426	
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Huntley High-entrance drives	FY29	Asphalt sealcoat	\$ 8,204	
Huntley High-phase 1 2015 adds	FY29	Asphalt sealcoat	\$ 34,719	
Leggee	FY29	Asphalt sealcoat	\$ 18,354	
Martin-bus lot	FY29	Asphalt sealcoat	\$ 15,032	
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Mackeben	FY30	Asphalt sealcoat	\$ 15,156	
AdminTrans & JB dr	FY30	Asphalt sealcoat	\$ 40,838	
Marlowe-bus.car lots and dr	FY31	Asphalt sealcoat	\$ 40,682	
Trans bus lot	FY31	Asphalt sealcoat	\$ 27,137	\$ 1,455,437
Huntley High - field house -first installed 2015	FY31	Athletic floor replacement	\$ 700,000	\$ 700,000
Huntley High School - softball field	FY30	Bleacher system replacement	\$ 42,000	\$ 42,000
Heinemann boiler rooms	FY24	Boiler preheat makeup air systems	\$ 80,000	
Huntley High School - 1996 original building	FY23	Boiler preheat makeup air systems	\$ 80,000	\$ 160,000
District 158- nineteen old XL15C JACE	FY24	Building Automation Update	\$ 87,636	
District 158- system update	FY22	Building Automation Update	\$ 1,000,000	\$ 1,087,636
Chesak	FY30	Cafeteria tables replacement	\$ 31,824	
Marlowe-2007 café	FY23	Cafeteria tables replacement	\$ 22,984	
Conley	FY23	Cafeteria tables replacement	\$ 40,664	
Mackeben	FY24	Cafeteria tables replacement	\$ 35,360	
Martin	FY24	Cafeteria tables replacement	\$ 42,432	
Huntley High	FY27	Cafeteria tables replacement	\$ 90,168	\$ 263,432

Chesak-classrooms-phase 2 - 300 wing	FY30	Carpet replacement	\$	143,416	
Leggee-classrooms-phase 2 - 200 wing	FY23	Carpet replacement	\$	74,500	
Chesak-classrooms-phase 3 - 200 wing	FY23	Carpet replacement	\$	166,624	
Leggee-classrooms-phase 3 - 100 wing	FY24	Carpet replacement	\$	83,154	
Heinemann- locker commons	FY24	Carpet replacement	\$	55,588	
Marlowe- locker commons 2005&2007	FY25	Carpet replacement	\$	55,588	
Martin-classrooms 200 wing	FY25	Carpet replacement	\$	139,471	
Martin-classrooms 300 wing	FY25	Carpet replacement	\$	131,752	
Admin Trans	FY25	Carpet replacement	\$	95,262	
Conley-classrooms first floor	FY27	Carpet replacement	\$	124,318	
Heinemann-first floor	FY27	Carpet replacement	\$	144,657	
Mackeben-classrooms first floor	FY27	Carpet replacement	\$	124,318	
Marlowe-first floor 2005	FY27	Carpet replacement	\$	144,657	
Martin-classrooms 400 wing	FY27	Carpet replacement	\$	120,492	
Conley-classrooms-2nd floor	FY27	Carpet replacement	\$	107,040	
Heinemann-second floor	FY28	Carpet replacement	\$	101,709	
Mackeben-classrooms-2nd floor	FY28	Carpet replacement	\$	107,040	
Marlowe-second floor 2005	FY28	Carpet replacement	\$	101,709	
Huntley High -replaced 2007 - phase 1 - 96/98 section	FY28	Carpet replacement	\$	49,072	
Huntley High -replaced 2008 - phase 2 - 96/98 section	FY29	Carpet replacement	\$	49,072	
Huntley High -replaced 2009 - phase 3 - 96/98 section	FY30	Carpet replacement	\$	49,072	
Marlowe-first floor 2007	FY30	Carpet replacement	\$	94,316	
Marlowe-second floor 2007	FY30	Carpet replacement	\$	87,513	
Huntley High -replaced 2010 - phase 4 - 96/98 section	FY30	Carpet replacement	\$	49,072	\$ 2,399,411
HHS Foods Lab	FY31	Casework replacement and rearrangement	\$	307,500	\$ 307,500
Chesak - 225 ton air-cooled	FY23	Chiller replacement	\$	220,000	
Huntley High-east-overhauled w fans replaced in 2016	FY24	Chiller replacement	\$	250,000	
Martin - 225 tone air-cooled-overhauled in fall 2015	FY26	Chiller replacement	\$	220,000	
Mackeben - 225 ton air-cooled (new in 2012)	FY26	Chiller replacement	\$	220,000	
Huntley High - west 380 ton (new with 2015 expansion)	FY27	Chiller replacement	\$	250,000	
Huntley High-central-380 ton replacement (new in 2013)	FY30	Chiller replacement	\$	250,000	
Leggee - 225 tone air-cooled	FY30	Chiller replacement	\$	220,000	\$ 1,630,000
Admin door 1 and door 5	FY30	Concrete walk replacement	\$	35,000	\$ 35,000
Marlowe -nine large condensers	FY23	Condenser replacements	\$	1,400,000	
Heinemann - nine large condensers	FY23	Condenser replacements	\$	1,400,000	
Marlowe additions - two large condenser	FY24	Condenser replacements	\$	230,000	\$ 3,030,000
SBRC buildings	FY25	Infrared scan electrical distribution systems	\$	10,000	
RRC buildings	FY22	Infrared scan electrical distribution systems	\$	10,000	
HRC buildings	FY23	Infrared scan electrical distribution systems	\$	10,000	
SBRC buildings	FY24	Infrared scan electrical distribution systems	\$	10,000	
RRC buildings	FY25	Infrared scan electrical distribution systems	\$	10,000	
HRC buildings	FY26	Infrared scan electrical distribution systems	\$	10,000	
SBRC buildings	FY27	Infrared scan electrical distribution systems	\$	10,000	
RRC buildings	FY28	Infrared scan electrical distribution systems	\$	10,000	
SBRC buildings	FY29	Infrared scan electrical distribution systems	\$	10,000	
HRC buildings	FY30	Infrared scan electrical distribution systems	\$	10,000	\$ 100,000
District	FY31	Life safety survey - 10 year	\$	58,000	\$ 58,000
HHS stadium	FY24	lighting retrofit-stadium	\$	180,000	\$ 180,000
Leggee	FY29	Playground safety surface replacement	\$	48,116	
Mackeben	FY22	Playground safety surface replacement	\$	16,157	
Conley	FY23	Playground safety surface replacement	\$	20,738	
Martin	FY24	Playground safety surface replacement	\$	30,125	
Chesak	FY25	Playground safety surface replacement	\$	68,942	
Leggee	FY26	Playground safety surface replacement	\$	30,000	
Leggee	FY26	Playground safety surface replacement	\$	48,325	
Mackeben	FY27	Playground safety surface replacement	\$	16,157	
Conley	FY28	Playground safety surface replacement	\$	20,736	
Martin	FY29	Playground safety surface replacement	\$	30,125	
Chesak	FY30	Playground safety surface replacement	\$	68,942	\$ 398,362
Chesak	FY31	Retrofit light fixtures w LED w driver	\$	112,973	
Huntley High-96/98 section	FY23	Retrofit light fixtures w LED w driver	\$	124,122	
Huntley High-02 section	FY26	Retrofit light fixtures w LED w driver	\$	143,446	\$ 380,541
Huntley High - phase 3 - areas L, KK, M	FY27	Roof replacement	\$	682,447	
Huntley High - phase 4 - areas Z, I, RR	FY22	Roof replacement	\$	646,362	
Huntley High - phase 5 - areas Q, R, GG, FF, N, O, P	FY23	Roof replacement	\$	567,737	\$ 1,896,546
Martin - three (2002)	FY24	RTU replacements	\$	375,000	
Leggee - three (2000)	FY25	RTU replacements	\$	375,000	
Chesak - five (2000)	FY26	RTU replacements	\$	600,000	
Chesak - one (2003)	FY27	RTU replacements	\$	130,000	
Huntley High- one (1999)	FY28	RTU replacements	\$	130,000	
Leggee - one (2003)	FY28	RTU replacements	\$	130,000	
Marlowe - one (2005)	FY28	RTU replacements	\$	50,000	
Conley - two west (2005)	FY29	RTU replacements	\$	257,000	
Heinemann - one (2005)	FY30	RTU replacements	\$	50,000	\$ 2,097,000
Huntley High School School - east circle - door 30	FY31	Rubber stair tread replacement	\$	20,000	
Mackeben - NW stairwell	FY 23	Rubber stair tread replacement	\$	11,000	
Huntley High School School - west circle - door 28	FY22	Rubber stair tread replacement	\$	20,000	
Huntley High School - north circle-door 29	FY24	Rubber stair tread replacement	\$	12,000	\$ 63,000

District - bottle filler conversions on water fountains	FY25	Safety Enhancements	\$	60,217	
District- gates on pethouse mechanical room stairwells	FY22	Safety Enhancements	\$	30,626	
HHS-softball backstop expansion	FY23	Safety Enhancements	\$	30,000	\$ 120,843
Harmony Rd	FY24	Snow removal tractor replacement	\$	21,000	
Reed Rd	FY24	Snow removal tractor replacement	\$	21,000	\$ 42,000
Chesak - under 5 RTUs	FY30	Sprinkler dry pendant head replacements	\$	16,667	
HHS - under one RTU	FY30	Sprinkler dry pendant head replacements	\$	3,333	
Leggee - under 4 RTUs	FY30	Sprinkler dry pendant head replacements	\$	13,333	
Martin- under 3 RTUs	FY30	Sprinkler dry pendant head replacements	\$	10,000	\$ 43,333
Huntley High - stadium	FY30	Synthetic turf replacement	\$	599,428	\$ 599,428
Huntley High - 8 yr cycle	FY25	Tennis court surface restoration	\$	160,000	\$ 160,000
Marlowe - 8 year cycle	FY24	Track resurfacing	\$	55,500	
Heinemann - 8 year cycle	FY23	Track resurfacing	\$	55,500	
Huntley High - 10 year cycle	FY24	Track resurfacing	\$	282,500	
Marlowe - 8 year cycle	FY25	Track resurfacing	\$	55,500	\$ 449,000
District 158	FY31	Tuckpointing.sealant replacement	\$	35,000	
District 158	FY22	Tuckpointing.sealant replacement	\$	100,000	
District 158	FY23	Tuckpointing.sealant replacement	\$	100,000	
District 158	FY24	Tuckpointing.sealant replacement	\$	100,000	
District 158	FY25	Tuckpointing.sealant replacement	\$	100,000	
District 158	FY26	Tuckpointing.sealant replacement	\$	100,000	
District 158	FY27	Tuckpointing.sealant replacement	\$	100,000	
District 158	FY28	Tuckpointing.sealant replacement	\$	100,000	
District 158	FY29	Tuckpointing.sealant replacement	\$	100,000	
District 158	FY30	Tuckpointing.sealant replacement	\$	100,000	\$ 935,000
Huntley High School	FY22	Unit ventilator bushings replacement-79 units	\$	62,580	\$ 62,580
O&M Dept C-2 cargo van	FY22	Vehicle replacement	\$	25,000	
O&M Dept C-3 cargo van	FY23	Vehicle replacement	\$	25,000	
O&M Dept M-4 snowplow pickup w dump	FY24	Vehicle replacement	\$	40,000	
O&M Dept M-1 snowplow pickup	FY26	Vehicle replacement	\$	27,000	
O&M Dept C-2 cargo van	FY28	Vehicle replacement	\$	25,000	
O&M Dept M-2 snow plow pickup	FY31	Vehicle replacement	\$	27,000	
O&M Dept C-1 cargo van	FY22	Vehicle replacement	\$	25,000	
O&M Dept C-1 cargo van	FY23	Vehicle replacement	\$	25,000	\$ 246,000
O&M Dept M-2 snow plow pickup	FY30	Vehicle replacement	\$	27,000	\$ 27,000
Huntley High west plant	FY30	Water heater replacement	\$	27,000	\$ 125,000
Huntley High School - 1996 original building	FY22	Window curtain wall restoration	\$	125,000	
Huntley High-central - last done 2016	FY23	Wood gym floor sanding	\$	20,323	
Marlowe-north - last done 2016	FY26	Wood gym floor sanding	\$	19,189	
Huntley High-east - last done 2016	FY26	Wood gym floor sanding	\$	38,341	
Marlowe-south - last done 2017	FY27	Wood gym floor sanding	\$	15,246	
Chesak	FY27	Wood gym floor sanding	\$	14,842	
Martin	FY23	Wood gym floor sanding	\$	23,913	
Heinemann - last done 2017	FY24	Wood gym floor sanding	\$	19,189	
Conley	FY27	Wood gym floor sanding	\$	14,329	
Mackeben	FY28	Wood gym floor sanding	\$	14,329	\$ 179,699
	FY28	total	\$	24,177,679	\$ 24,177,679

HCSD158 Physical Plant Capital Replacement Life Cycle Study

Ten Year Look Forward

Sorted by Year

Executive Summary

last edit 7/14/2021 **SPECIAL NOTE: All costs posted are present value**

Fiscal Year	Physical Plant Needs Year Budget
FY22	\$ 2,114,664
FY23	\$ 4,113,344
FY24	\$ 3,692,025
FY25	\$ 2,871,076
FY26	\$ 1,564,840
FY27	\$ 2,129,338
FY28	\$ 1,466,928
FY29	\$ 540,062
FY30	\$ 3,601,289
FY31	\$ 2,084,112
Ten Year Total Cost	\$ 24,177,679

HCSD158 Physical Plant Capital Replacement Life Cycle Study**\$ 24,177,679****Ten Year Look Forward****Sorted by Year****Detail**

Location	Fiscal Yr	project description	budget	subtotals
Huntley High School School - east circle - door 30	FY 23	Rubber stair tread replacement	\$ 20,000	
District 158	FY22	Asphalt Repairs	\$ 20,000	
Marlowe - phase 2 - staff lot & loop drive w FDR	FY22	Asphalt replacement	\$ 913,668	
Marlowe - site regrading around walks door 11 thru door 15 and site drainage enhancements	FY22	Asphalt replacement	\$ 110,000	
District 158- nineteen old XL15C JACE	FY22	Building Automation Update	\$ 87,636	
SBRC buildings	FY22	Infrared scan electrical distribution systems	\$ 10,000	
Leggee	FY22	Playground safety surface replacement	\$ 48,116	
Huntley High - phase 3 - areas L, KK, M	FY22	Roof replacement	\$ 682,447	
Mackeben - NW stairwell	FY22	Rubber stair tread replacement	\$ 11,000	
District - bottle filler conversions on water fountains	FY22	Safety Enhancements	\$ 60,217	
District 158	FY22	Tuckpointing.sealant replacement	\$ 35,000	
O&M Dept M-2 snow plow pickup	FY22	Vehicle replacement	\$ 27,000	
Huntley High School	FY22	Unit ventilator bushings replacement-79 units	\$ 62,580	
Huntley High west plant	FY22	Water heater replacement	\$ 27,000	\$ 2,114,664
District 158	FY23	Asphalt Repairs	\$ 50,000	
Huntley High-door 1 thru 2 w FDR	FY23	Asphalt replacement	\$ 253,449	
Marlowe to Martin drive w FDR	FY23	Asphalt replacement	\$ 94,809	
Martin - phase 2 - bus lot w FDR	FY23	Asphalt replacement	\$ 417,722	
Marlowe-bus.car lots and dr	FY23	Asphalt sealcoat	\$ 40,682	
Heinemann boiler rooms	FY23	Boiler preheat makeup air systems	\$ 80,000	
Chesak	FY23	Cafeteria tables replacement	\$ 31,824	
Marlowe-2007 café	FY23	Cafeteria tables replacement	\$ 22,984	
Chesak-classrooms-phase 2 - 300 wing	FY23	Carpet replacement	\$ 143,416	
Leggee-classrooms-phase 2 - 200 wing	FY23	Carpet replacement	\$ 74,500	
HHS Foods Lab	FY23	Casework replacement and rearrangement	\$ 307,500	
Admin door 1 and door 5	FY23	Concrete walk replacement	\$ 35,000	
Marlowe -nine large condensers	FY23	Condenser replacements	\$ 1,400,000	
RRC buildings	FY23	Infrared scan electrical distribution systems	\$ 10,000	
Mackeben	FY23	Playground safety surface replacement	\$ 16,157	
Chesak	FY23	Retrofit light fixtures w LED w driver	\$ 112,973	
Huntley High - phase 4 - areas Z, I, RR	FY23	Roof replacement	\$ 646,362	
District- gates on pethouse mechanical room stairwells	FY23	Safety Enhancements	\$ 30,626	
Marlowe - 8 year cycle	FY23	Track resurfacing	\$ 55,500	
District 158	FY23	Tuckpointing.sealant replacement	\$ 100,000	
O&M Dept C-2 cargo van	FY23	Vehicle replacement	\$ 25,000	
O&M Dept C-1 cargo van	FY23	Vehicle replacement	\$ 25,000	
Huntley High School - 1996 original building	FY23	Window curtain wall restoration	\$ 125,000	
Chesak	FY23	Wood gym floor sanding	\$ 14,842	\$ 4,113,344
District 158	FY24	Asphalt Repairs	\$ 50,000	
Chesak-bus & car lots	FY24	Asphalt sealcoat	\$ 33,476	
Huntley High-door 1 thru 2	FY24	Asphalt sealcoat	\$ 9,121	
Huntley High-Door 16 to 27	FY24	Asphalt sealcoat	\$ 20,990	
Huntley High-door 3 thru 10	FY24	Asphalt sealcoat	\$ 342,426	
Huntley High-phase 1 2015 adds	FY24	Asphalt sealcoat	\$ 34,719	
Huntley High-phase 2 2016 adds	FY24	Asphalt sealcoat	\$ 21,245	
Huntley High-phase 3 2014 adds	FY24	Asphalt sealcoat	\$ 2,702	
Marlowe to Martin drive	FY24	Asphalt sealcoat	\$ 3,412	
Martin-staff lot	FY24	Asphalt sealcoat	\$ 14,244	
Huntley High School - softball field	FY24	Bleacher system replacement	\$ 42,000	
Huntley High School - 1996 original building	FY24	Boiler preheat makeup air systems	\$ 80,000	
Conley	FY24	Cafeteria tables replacement	\$ 40,664	
Mackeben	FY24	Cafeteria tables replacement	\$ 35,360	
Chesak-classrooms-phase 3 - 200 wing	FY24	Carpet replacement	\$ 166,624	
Leggee-classrooms-phase 3 - 100 wing	FY24	Carpet replacement	\$ 83,154	
Chesak - 225 ton air-cooled	FY24	Chiller replacement	\$ 220,000	
Heinemann - nine large condensers	FY24	Condenser replacements	\$ 1,400,000	
HRC buildings	FY24	Infrared scan electrical distribution systems	\$ 10,000	
District	FY24	Life safety survey - 10 year	\$ 58,000	
Conley	FY24	Playground safety surface replacement	\$ 20,738	
Huntley High - phase 5 - areas Q, R, GG, FF, N, O, P	FY24	Roof replacement	\$ 567,737	
Huntley High School School - west circle - door 28	FY24	Rubber stair tread replacement	\$ 20,000	

HHS-softball backstop expansion	FY24	Safety Enhancements	\$	30,000	
Harmony Rd	FY24	Snow removal tractor replacement	\$	21,000	
Huntley High - 8 yr cycle	FY24	Tennis court surface restoration	\$	160,000	
Heinemann - 8 year cycle	FY24	Track resurfacing	\$	55,500	
District 158	FY24	Tuckpointing.sealant replacement	\$	100,000	
O&M Dept C-3 cargo van	FY24	Vehicle replacement	\$	25,000	
Martin	FY24	Wood gym floor sanding	\$	23,913	\$ 3,692,025
District 158	FY25	Asphalt Repairs	\$	30,000	
Trans bus lot w FDR	FY25	Asphalt replacement	\$	754,089	
Heinemann	FY25	Asphalt sealcoat	\$	23,944	
Huntley High-entrance drives	FY25	Asphalt sealcoat	\$	8,204	
Leggee	FY25	Asphalt sealcoat	\$	18,354	
Martin-bus lot	FY25	Asphalt sealcoat	\$	15,032	
Heinemann- locker commons	FY25	Carpet replacement	\$	55,588	
Marlowe- locker commons 2005&2007	FY25	Carpet replacement	\$	55,588	
Martin-classrooms 200 wing	FY25	Carpet replacement	\$	139,471	
Martin-classrooms 300 wing	FY25	Carpet replacement	\$	131,752	
Marlowe additions - two large condenser	FY25	Condenser replacements	\$	230,000	
SBRC buildings	FY25	Infrared scan electrical distribution systems	\$	10,000	
Martin	FY25	Playground safety surface replacement	\$	30,125	
Martin - three (2002)	FY25	RTU replacements	\$	375,000	
Huntley High School - north circle-door 29	FY25	Rubber stair tread replacement	\$	12,000	
Huntley High - stadium	FY25	Synthetic turf replacement	\$	599,428	
Huntley High - 10 year cycle	FY25	Track resurfacing	\$	282,500	
District 158	FY25	Tuckpointing.sealant replacement	\$	100,000	\$ 2,871,076
District 158	FY26	Asphalt Repairs	\$	30,000	
Dr. John Burkey Dr north of 3 way w FDR	FY26	Asphalt replacement	\$	226,414	
Conley	FY26	Asphalt sealcoat	\$	17,340	
Conley.Mackeben bus lot	FY26	Asphalt sealcoat	\$	18,354	
Mackeben	FY26	Asphalt sealcoat	\$	15,156	
Huntley High-east-overhauled w fans replaced in 2016	FY26	Chiller replacement	\$	250,000	
Martin - 225 tone air-cooled-overhauled in fall 2015	FY26	Chiller replacement	\$	220,000	
RRC buildings	FY26	Infrared scan electrical distribution systems	\$	10,000	
Chesak	FY26	Playground safety surface replacement	\$	68,942	
Leggee	FY26	Playground safety surface replacement	\$	30,000	
Huntley High-96/98 section	FY26	Retrofit light fixtures w LED w driver	\$	124,122	
Leggee - three (2000)	FY26	RTU replacements	\$	375,000	
District 158	FY26	Tuckpointing.sealant replacement	\$	100,000	
O&M Dept M-4 snowplow pickup w dump	FY26	Vehicle replacement	\$	40,000	
Huntley High-central - last done 2016	FY26	Wood gym floor sanding	\$	20,323	
Marlowe-north - last done 2016	FY26	Wood gym floor sanding	\$	19,189	\$ 1,564,840
District 158	FY27	Asphalt Repairs	\$	30,000	
AdminTrans & JB dr	FY27	asphalt sealcoat	\$	40,838	
Marlowe-bus.car lots and dr	FY27	Asphalt sealcoat	\$	40,682	
Trans bus lot	FY27	Asphalt sealcoat	\$	27,137	
Martin	FY27	Cafeteria tables replacement	\$	42,432	
Admin Trans	FY27	Carpet replacement	\$	95,262	
Conley-classrooms first floor	FY27	Carpet replacement	\$	124,318	
Heinemann-first floor	FY27	Carpet replacement	\$	144,657	
Mackeben-classrooms first floor	FY27	Carpet replacement	\$	124,318	
Marlowe-first floor 2005	FY27	Carpet replacement	\$	144,657	
Martin-classrooms 400 wing	FY27	Carpet replacement	\$	120,492	
Mackeben - 225 ton air-cooled (new in 2012)	FY27	Chiller replacement	\$	220,000	
HRC buildings	FY27	Infrared scan electrical distribution systems	\$	10,000	
Leggee	FY27	Playground safety surface replacement	\$	48,325	
Huntley High-02 section	FY27	Retrofit light fixtures w LED w driver	\$	143,446	
Chesak - five (2000)	FY27	RTU replacements	\$	600,000	
District 158	FY27	Tuckpointing.sealant replacement	\$	100,000	
Huntley High-east - last done 2016	FY27	Wood gym floor sanding	\$	38,341	
Marlowe-south - last done 2017	FY27	Wood gym floor sanding	\$	15,246	
Heinemann - last done 2017	FY27	Wood gym floor sanding	\$	19,189	\$ 2,129,338
District 158	FY28	Asphalt Repairs	\$	30,000	
Chesak-bus & car lots	FY28	Asphalt sealcoat	\$	33,476	
Huntley High-door 1 thru 2	FY28	Asphalt sealcoat	\$	9,121	
Huntley High-Door 16 to 27	FY28	Asphalt sealcoat	\$	20,990	
Huntley High-door 3 thru 10	FY28	Asphalt sealcoat	\$	342,426	

Huntley High-phase 2 2016 adds	FY28	Asphalt sealcoat	\$ 21,245	
Huntley High-phase 3 2014 adds	FY28	Asphalt sealcoat	\$ 2,702	
Marlowe to Martin drive	FY28	Asphalt sealcoat	\$ 3,412	
Martin-staff lot	FY28	Asphalt sealcoat	\$ 14,244	
Conley-classrooms-2nd floor	FY28	Carpet replacement	\$ 107,040	
Heinemann-second floor	FY28	Carpet replacement	\$ 101,709	
Mackeben-classrooms-2nd floor	FY28	Carpet replacement	\$ 107,040	
Marlowe-second floor 2005	FY28	Carpet replacement	\$ 101,709	
SBRC buildings	FY28	Infrared scan electrical distribution systems	\$ 10,000	
Mackeben	FY28	Playground safety surface replacement	\$ 16,157	
Chesak - one (2003)	FY28	RTU replacements	\$ 130,000	
Huntley High- one (1999)	FY28	RTU replacements	\$ 130,000	
Leggee - one (2003)	FY28	RTU replacements	\$ 130,000	
District 158	FY28	Tuckpointing.sealant replacement	\$ 100,000	
O&M Dept M-1 snowplow pickup	FY28	Vehicle replacement	\$ 27,000	
Conley	FY28	Wood gym floor sanding	\$ 14,329	
Mackeben	FY28	Wood gym floor sanding	\$ 14,329	\$ 1,466,928
District 158	FY29	Asphalt Repairs	\$ 30,000	
Heinemann	FY29	Asphalt sealcoat	\$ 23,944	
Huntley High-entrance drives	FY29	Asphalt sealcoat	\$ 8,204	
Huntley High-phase 1 2015 adds	FY29	Asphalt sealcoat	\$ 34,719	
Leggee	FY29	Asphalt sealcoat	\$ 18,354	
Martin-bus lot	FY29	Asphalt sealcoat	\$ 15,032	
Huntley High -replaced 2007 - phase 1 - 96/98 section	FY29	Carpet replacement	\$ 49,072	
RRC buildings	FY29	Infrared scan electrical distribution systems	\$ 10,000	
HHS stadium	FY29	lighting retrofit-stadium	\$ 180,000	
Conley	FY29	Playground safety surface replacement	\$ 20,736	
Marlowe - one (2005)	FY29	RTU replacements	\$ 50,000	
District 158	FY29	Tuckpointing.sealant replacement	\$ 100,000	\$ 540,062
District 158	FY30	Asphalt Repairs	\$ 30,000	
Marlowe - phase 1 bus lot w FDR - last done 2015	FY30	Asphalt replacement	\$ 216,840	
Conley	FY30	Asphalt sealcoat	\$ 17,340	
Conley.Mackeben bus lot	FY30	Asphalt sealcoat	\$ 18,354	
Mackeben	FY30	Asphalt sealcoat	\$ 15,156	
Huntley High - field house -first installed 2015	FY30	Athletic floor replacement	\$ 700,000	
District 158- system update	FY30	Building Automation Update	\$ 1,000,000	
Huntley High	FY30	Cafeteria tables replacement	\$ 90,168	
Huntley High -replaced 2008 - phase 2 - 96/98 section	FY30	Carpet replacement	\$ 49,072	
Huntley High -replaced 2009 - phase 3 - 96/98 section	FY30	Carpet replacement	\$ 49,072	
Marlowe-first floor 2007	FY30	Carpet replacement	\$ 94,316	
Marlowe-second floor 2007	FY30	Carpet replacement	\$ 87,513	
Huntley High - west 380 ton (new with 2015 expansion)	FY30	Chiller replacement	\$ 250,000	
Huntley High-central-380 ton replacement (new in 2013)	FY30	Chiller replacement	\$ 250,000	
Leggee - 225 tone air-cooled	FY30	Chiller replacement	\$ 220,000	
SBRC buildings	FY30	Infrared scan electrical distribution systems	\$ 10,000	
Martin	FY30	Playground safety surface replacement	\$ 30,125	
Conley - two west (2005)	FY30	RTU replacements	\$ 257,000	
Reed Rd	FY30	Snow removal tractor replacement	\$ 21,000	
Chesak - under 5 RTUs	FY30	Sprinkler dry pendant head replacements	\$ 16,667	
HHS - under one RTU	FY30	Sprinkler dry pendant head replacements	\$ 3,333	
Leggee - under 4 RTUs	FY30	Sprinkler dry pendant head replacements	\$ 13,333	
Martin- under 3 RTUs	FY30	Sprinkler dry pendant head replacements	\$ 10,000	
District 158	FY30	Tuckpointing.sealant replacement	\$ 100,000	
O&M Dept C-1 cargo van	FY30	Vehicle replacement	\$ 25,000	
O&M Dept M-2 snow plow pickup	FY30	Vehicle replacement	\$ 27,000	\$ 3,601,289
District 158	FY31	Asphalt Repairs	\$ 50,000	
Huntley High-Door 16 to 27 w FDR last done 2016	FY31	Asphalt replacement	\$ 583,277	
Huntley High-door 3 thru 10 w FDR last done 2015	FY31	Asphalt replacement	\$ 755,673	
AdminTrans & JB dr	FY31	Asphalt sealcoat	\$ 40,838	
Marlowe-bus.car lots and dr	FY31	Asphalt sealcoat	\$ 40,682	
Trans bus lot	FY31	Asphalt sealcoat	\$ 27,137	
Huntley High -replaced 2010 - phase 4 - 96/98 section	FY31	Carpet replacement	\$ 49,072	
HRC buildings	FY31	Infrared scan electrical distribution systems	\$ 10,000	
Chesak	FY31	Playground safety surface replacement	\$ 68,942	
Heinemann - one (2005)	FY31	RTU replacements	\$ 50,000	
Marlowe - 8 year cycle	FY31	Track resurfacing	\$ 55,500	
District 158	FY31	Tuckpointing.sealant replacement	\$ 100,000	

O&M Dept C-2 cargo van	FY31	Vehicle replacement	\$ 25,000	
Huntley High-entrance drives w FDR	FY31	Asphalt replacement	\$ 227,991	\$ 2,084,112
		Total	\$ 24,177,679	\$ 24,177,679



Huntley Community School District 158

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

DATE: August 5, 2021
TO: Building and Grounds Committee
FROM: Doug Renkosik, Director of Operations and Maintenance
RE: Change Order No. 1 to Roof System Replacement Bid # 2021-68 (A)
Building and Grounds Committee
Committee of the Whole, August 5, 2021
Action Item

Background:

At the August 6, 2020 Building and Grounds Committee meeting of the Board of Education, the Board of Education reviewed the FY21 Life Cycle report and FY21 O&M Deferred Maintenance project list. Included in that list was replacement of a portion of the flat, ballasted EPDM roof system at Huntley High School.

Bid Specifications for these projects were published on November 3, 2020.

Bids were opened for this project in December 8, 2020.

The Board of Education approved the award of the bid to Riddiford Roofing at their January 21, 2021 Regular Meeting.

As of the writing of this memo, the following warranted additional scope of work items were discovered:

- Wet insulation was discovered in several areas of the roof systems which were replaced after inventoried by a D158 representative and a Riddiford Roofing to assure the systems were promptly made weathertight.
- A 5,000 square foot area over the C2000 rooms was found to have electrical conduit positioned under the metal deck in such locations that the specified mechanical fastening of the existing roof insulation could not be done. The existing insulation had to be removed and reinstalled with a urethane foam adhesive system.
- Addition areas for the painting of a 9 inch wide safety line were identified by the O&M Department in concert with it's goals of fall protection enhancements on the District's roof systems.

Attached is a proposed change order and breakdown sheet which summarized these expenses and the related change to the contract value.

Recommendation:

The Administration recommend the Board of Education approve Change Order No. 1 to Riddiford Roofing in the deductive amount of \$ 17,048.00 as attached at the August 5, 2021 Board Meeting.

DR/jk

Change Order cost items tracking

Huntley High School roof restoration project

Riddiford Roofing

last edit 7/24/2021

Category	subtotal to date
replacement 3" insulation board	\$ 160.00
replacement 2" insulation board	\$ 128.00
replacement 1.5" insulation board	\$ 8,112.00
replacement tampered insulation board	\$ 3,648.00
reset insulation over conduit area F	\$ 5,000.00
Total Cost tracked to date	\$ 17,048.00

Insulation Board type	unit cost \$psf
3" insulation board	\$ 5.00
2" insulation board	\$ 4.00
1.5" insulation board	\$ 3.00
tapered insul. Brd.	\$ 6.00

see July 20, 2021 Riddiford letter

date	Qty	replacement 3" insulation board	subtotal \$ at unit price - psf	Qty	replacement 2" insulation board	subtotal \$ at unit price - psf	Qty	replacement 1.5" insu	subtotal \$ at unit price - psf	Qty	replacement tampered in	subtotal \$ at unit price - psf
		sheet 4' x 8'	\$ -		sheet 4' x 8'	\$ -		sheet 4' x 8'	\$ -		sheet 4' x 8'	\$ -
6/17/2021		sheet 4' x 8'	\$ -		sheet 4' x 8'	\$ -	9	sheet 4' x 8'	\$ 864.00		sheet 4' x 8'	\$ -
6/16/2021		sheet 4' x 8'	\$ -		sheet 4' x 8'	\$ -	60	sheet 4' x 8'	\$ 5,760.00	14	sheet 4' x 8'	\$ 2,688.00
7/13/2021	1	sheet 4' x 8'	\$ 160.00		sheet 4' x 8'	\$ -		sheet 4' x 8'	\$ -		sheet 4' x 8'	\$ -
7/16/2021		sheet 4' x 8'	\$ -		sheet 4' x 8'	\$ -	15	sheet 4' x 4'	\$ 720.00		sheet 4' x 8'	\$ -
7/17/2021		sheet 4' x 4'	\$ -	2	sheet 4' x 4'	\$ 128.00	2	sheet 4' x 4'	\$ 96.00	4	sheet 4' x 4'	\$ 384.00
7/20/2021		sheet 4' x 8'	\$ -		sheet 4' x 8'	\$ -	7	sheet 4' x 8'	\$ 672.00	6	sheet 4' x 4'	\$ 576.00
		sheet 4' x 8'	\$ -		sheet 4' x 8'	\$ -		sheet 4' x 8'	\$ -		sheet 4' x 8'	\$ -
subtotals			\$ 160.00			\$ 128.00			\$ 8,112.00			\$ 3,648.00



July 20th, 2021

Mr. Doug Renkosik
Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

Re: Huntley HS Bid #2021-68 (c.o. resetting insulation Areas G&F)

Dear Mr. Renkosik:

Due to the location of conduit under the existing steel deck, we will remove existing insulation, and reset in low rise foam adhesive at designated areas.

Labor: 32mh @ \$135/mh: \$4,320.00
Materials: \$680.00

Total Cost: \$5,000.00

Please let me know if you require anything further.

Sincerely,

A handwritten signature in black ink, appearing to read "J. G. Riddiford", is written over a circular stamp or seal. The signature is fluid and cursive.

Joseph G. Riddiford
Vice President

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
Lorie Woods

DATE: August 5, 2021

RE: Recommended Changes for Board Policy
PRESS Updates – June 2021, Issue 107

POLICY RECOMMENDATIONS

PRESS UPDATE – June 2021, Issue 107

- **1:20** **District Organization, Operations, and Cooperative Agreements**
Legal References are updated in response to a five-year review.
- **2:10** **School District Governance**
Policy is updated to reflect changes to 5 ILCS 120/7(e), amended by P.A. 101-640, permitting public bodies to meet without a quorum physically present during a public health emergency. Includes updates to Legal References.
- **2:30** **School District Elections**
Updates to Legal References in response to a five-year review.
- **2:130** **Board-Superintendent Relationship**
Policy is updated in response to a five-year review.
- **2:240** **Board Policy Development**
Policy is updated with an optional subhead entitled Words Importing Gender, in response to evolving diversity, equity, and inclusion work at the IASB.
- **5:10** **Equal Employment Opportunity and Minority Recruitment**
The Policy and Legal References are updated in response to 775 ILCS 5/2-103.1, added by P.A. 101-656, prohibiting an employer from disqualifying or taking other adverse action against applicants/employees based on conviction records unless certain conditions and notification requirements are met.
- **5:30** **Hiring Process and Criteria**
The Cross References are updated to incorporate a style change.
- **6:100** **Using Animals in the Educational Program**
An Administrative Procedure Reference is deleted.
- **6:145** **Migrant Students**
Updates to the Policy and Legal References in response to a five-year review.

- **6:235 Access to Electronic Networks**
The Policy, Legal References, Cross References, and Administrative Procedure References are updated in response to the expanded use of educational technologies in schools and for other improvements.
- **6:255 Assemblies and Ceremonies**
Update to Legal References in response to a five-year review.
- **6:260 Complaints About Curriculum, Instructional Materials, and Programs**
Updates to the Policy, Legal References, and Cross References in response to a five-year review.
- **7:220 Bus Conduct**
The Policy is updated in response to a five-year review and includes a minor style change.
- **7:280 Communicable and Chronic Infectious Disease**
The Legal References are updated in response to a five-year review.
- **8:90 Parent Organizations and Booster Clubs**
The Policy is updated in response to a five-year review.

Recommendation

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

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

LRW
Attachments

Update Memo

Please distribute to board members and appropriate staff.

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Revisions to Policies, Administrative Procedures, and Exhibits (numerical table)..... p. 5

Next Issue: Post-Legislative Session Updates

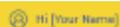
Online Instructions

Please follow these three easy steps to log in to **PRESS**:

1. Go to www.iasb.com and click on the yellow **Member Login** button.



2. Log in using your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty logging in to www.iasb.com, please contact James Wagner at jwagner@iasb.com.
 - Click the yellow "Hi [Your Name]," button.



3. Under **My Account Links**, click on **PRESS Login**.

PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219; or Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **Policy Reference Manual (PRM)** pages.

The Committee Worksheets, found by selecting a *PRESS Issue* at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** materials by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

Special Acknowledgement to IASB Assistant PRESS Editors

IASB thanks Maryam Brotine and Debra Jacobson for leading the completion of **PRESS** Issue 107 together in the role of **PRESS** Editor. IASB also thanks them and appreciates their dedication to maintain the quality of this service.

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

Please spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.



Conviction Records in Employment Decisions

Public Act 101-656, eff. 3-23-21, imposes new obligations on Illinois employers, including school districts, who want to rely on criminal conviction records to disqualify an applicant or take adverse action against an employee. School districts must now consider specific mitigating factors and provide written notices to applicants/employees, informing them of their right to challenge the accuracy of the conviction record and submit evidence of mitigation.

The following **PRESS** materials are updated or created in response to this important legislation:

- 4:60-AP3, Criminal History Records Check of Contractor Employees
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 5:30-AP2, E1, Notice of Preliminary Hiring Decision Based on Conviction Record - **NEW**
- 5:30-AP2, E2, Notice of Final Hiring Decision Based on Conviction Record - **NEW**

Educational Technology

The Student Online Personal Protection Act (SOPPA), a State law that is intended to protect the privacy and security of students' online data at school, goes into effect July 1, 2021. A new 7:345 suite of **PRESS** materials was released in Issue 104 (June 2020) to assist districts with implementation of this expansive law. Additional materials have been created or updated to align with SOPPA requirements and/or to reflect the expanded use of educational technologies in schools.

The following **PRESS** materials are updated or created:

- 6:235, Access to Electronic Networks
- 6:235-AP1, Acceptable Use of the District's Electronic Networks
- 6:235-AP1, E1, Student Authorization for Access to the District's Electronic Networks
- 6:235-AP1, E2, Staff Authorization for Access to the District's Electronic Networks
- 7:345-AP, E4, Notice of Parent Rights Regarding Student Covered Information - **NEW**

PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

Policy. The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

After adoption by the board, each policy should have an adoption date.

Administrative Procedures. Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.

Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous review changes. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits** table in numerical order beginning on p. 5.

The following **PRESS** materials are updated:

2:10, School District Governance

2:20, Powers and Duties of the School Board; Indemnification
2:150-AP, Superintendent Committees
2:240, Board Policy Development
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
4:40-AP, Preparing and Updating Disclosures
7:340-AP2, Storage and Destruction of School Student Records

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits** table in numerical order beginning on p. 5.

The following **PRESS** materials are updated in response to five-year reviews:

1:10, School District Legal Status
1:20, District Organization, Operations, and Cooperative Agreements
1:20-AP, Checklist for Handling Intergovernmental Agreement Requests
1:30, School District Philosophy
2:30, School District Elections
2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member
2:120-E2, Website Listing of Development and Training Completed by Board Members
2:125-E3, Resolution to Regulate Expense Reimbursements
2:130, Board-Superintendent Relationship
2:200-AP, Types of School Board Meetings
2:220-E4, Open Meeting Minutes
2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings
2:240-E1, **PRESS** Issue Updates
2:240-E2, Developing Local Policy
2:250-E3, Recurrent Requester Notification
3:30, Chain of Command
3:30-E, Organizational Chart for Administration
3:70-AP, Succession Plan
4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
4:15-E2, Statement of Purpose for Collecting Social Security Numbers
4:15-E3, Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers
4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees
4:140-E1, Application for Fee Waiver
4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal
4:140-E3, Resolution to Increase Driver Education Fees

4:170-AP5, Unsafe School Choice Option
5:40-AP, Communicable and Chronic Infectious Disease
5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media
5:170-AP1, Copyright Compliance
5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works
5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment
5:170-E1, Request to Reprint or Adapt Material
5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications
5:190-E2, Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks by a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements
5:190-E3, Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment
5:240-AP, Suspensions
6:100, Using Animals in the Educational Program
6:100-AP, Dissection of Animals
6:100-E1, Guidelines and Application for Using Animals in School Facilities for Educational Purposes
6:100-E2, Student Permission for Exposure to Animals(s) - **RENAMED**
6:120-AP4, Care of Students with Diabetes
6:145, Migrant Students
6:160, English Learners
6:170, Title I Programs
6:170-AP1, Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs
6:170-AP1, E1, District-Level Parent and Family Engagement Compact
6:170-AP1, E2, School-Level Parent and Family Engagement Compact
6:170-AP2, Notice to Parents Required by Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Laws Act - **RENAMED**
6:190-AP, Academic Eligibility for Participation in Extracurricular Activities
6:235-AP1, Acceptable Use of the District's Electronic Networks

6:235-AP1, E2, Staff Authorization for Access to the District's Electronic Networks
 6:235-AP2, Web Publishing Guidelines
 6:235-E3, Online Privacy Statement
 6:235-E4, Keeping Yourself and Your Kids Safe On Social Networks
 6:250-AP, ~~Securing and Screening~~ Resource Persons and/or School Volunteers; ~~Screening~~ - RENAMED
 6:255, Assemblies and Ceremonies
 6:260, Complaints About Curriculum, Instructional Materials, and Programs
 6:260-E, Curriculum Objection
 7:220, Bus Conduct
 7:230, Misconduct by Students with Disabilities
 7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program

7:280, Communicable and Chronic Infectious Disease
 7:340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information
 7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiter Access to Student Information
 8:90, Parent Organizations and Booster Clubs
 8:95-E2, Verification of School Visitation

Please also spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Progress Report — The contents of this table frequently change.

Topics	Our Response
<p>ISBE Special Education Rules & ICSA Sample Procedures</p> <p>The Ill. State Board of Education (ISBE) updated its special education rules, effective March 2, 2021, to incorporate various statutory changes made over the past few years. Thanks to the many Ill. Council of School Attorneys (ICSA) members serving on ICSA's Special Education Committee, these statutory changes and ISBE's updated rules have been incorporated into updated <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i>.</p>	<p>No PRESS materials are affected. <i>Special Education Procedures and Sample Policies</i> may be downloaded from the Guidance and Resources section on Special Education of the <i>Policy Services & School Law</i> page on www.iasb.com.</p>
<p>Student Press Law Center (SPLC) Letters to School Boards</p> <p>Some boards have reported receiving letters stating:</p> <ol style="list-style-type: none"> 1. Policy 7:315, <i>Restrictions on Publications; High Schools</i>, is not fully in alignment with Illinois law; and 2. That boards should amend their policies by a certain date. <p>Note that <u>SPLC is not a regulatory or quasi-regulatory agency over Illinois school boards</u>. It has no authority to require school boards to update their policies. Many attorneys agree that the PRESS sample that most boards have adopted is in alignment with Illinois law. Other attorneys see areas in the PRESS sample policy for continued improvement.</p>	<p>PRESS Editors have reached out to SPLC attorneys and Ill. Council of School Attorneys Executive Committee members to collaborate. Policy 7:315, <i>Restrictions on Publications; High Schools</i>, will be updated in response to both legislation and continuous improvement related to SPLC suggestions in PRESS Issue 108.</p>
<p>ISBE 2020-2023 Strategic Plan</p> <p>Early this year ISBE released its 2020-2023 Strategic Plan (Plan), a roadmap for Illinois schools designed in partnership with education stakeholders and built around three overarching goals all underpinned by equity: student learning, learning conditions, and elevating educators. The Plan involves the development of an equity impact analysis tool by the end of the 2020-21 school year. Districts will pilot this tool during the 2021-22 school year, and the intent is for an Equity Journey Continuum to be included in each school district's 2022 Report Card. The Plan and status reports on its progress are at www.isbe.net/strategicplan.</p>	<p>No PRESS materials are affected.</p>
<p>ISBE SOPPA Rules</p> <p>ISBE rules to implement parents' access to their children's <i>covered information</i> under the Student Online Personal Protection Act are pending. The rules will address how often parents can request access and the manner in which they must make the request.</p>	<p>The 7:345 suite of PRESS materials will be updated as needed in Issue 108.</p>

Progress Report — *continued*

Topics	Our Response
<p>Voluntary Families First Coronavirus Response Act (FFCRA) Extension Under the American Rescue Plan Act</p> <p>The Internal Revenue Service recently issued guidance confirming that government employers, including public school districts, are eligible to claim employer tax credits to be reimbursed for paid leave taken by employees under the Families First Coronavirus Response Act (FFCRA). Under the federal American Rescue Plan Act, eligible employers may choose to extend FFCRA leave benefits beginning April 1, 2021, through September 30, 2021. For more information about the FFCRA employer tax credits, see https://www.irs.gov/newsroom/employer-tax-credits-for-employee-paid-leave-due-to-covid-19</p>	No PRESS materials are affected.
<p>Emergency Connectivity Fund Program Rules</p> <p>On May 11, 2021, the Federal Communications Commission (FCC) issued an order to implement how eligible schools and libraries may spend the \$7.17 billion Emergency Connectivity Fund Program that was recently authorized under the American Rescue Plan Act. The FCC order allows eligible schools to use the funds to cover expenses related to device purchases and home broadband connectivity for students and staff who otherwise lack service sufficient for remote learning. For more information, see https://www.fcc.gov/fcc-launch-connectivity-fund-program.</p>	No PRESS materials are affected.

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
1:10, School District Legal Status	The policy is unchanged.	<input type="checkbox"/>
1:20, District Organization, Operations, and Cooperative Agreements	The Legal References are updated in response to a five-year review with minor style changes that do not require board action. The footnotes are also updated in response to a five-year review.	<input type="checkbox"/>
1:20-AP, Checklist for Handling Intergovernmental Agreement Requests	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
1:30, School District Philosophy	The policy is updated in response to a five-year review. Districts that use this policy's text in posters and other printed district publications should note that adopting these changes would require them to reprint those items.	<input type="checkbox"/>
2:10, School District Governance	The policy, Legal References and footnotes are updated in response to a five-year review. The policy and footnote 4 are updated to reflect changes to 5 ILCS 120/7(e), amended by P.A. 101-640, permitting public bodies to meet without a quorum physically present during a public health emergency.	<input type="checkbox"/>
2:20, Powers and Duties of the School Board; Indemnification	The policy is unchanged. The footnotes are updated for continuous improvement.	<input type="checkbox"/>
2:30, School District Elections	The Legal References and footnotes are updated in response to a five-year review.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:120-E2, Website Listing of Development and Training Completed by Board Members	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:125-E3, Resolution to Regulate Expense Reimbursements	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:130, Board-Superintendent Relationship	The policy and footnotes are updated in response to a five-year review. Statutory text from the footnotes was placed into the policy.	<input type="checkbox"/>
2:150-AP, Superintendent Committees	The procedure is updated in response to continuous improvement to reflect 105 ILCS 5/14C-10. A subhead entitled Transitional Bilingual Education (TBE) Programs Parent Advisory Committee has been added. Other continuous improvement changes are also made.	<input type="checkbox"/>
2:200-AP, Types of School Board Meetings	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
2:220-E4, Open Meeting Minutes	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:240, Board Policy Development	The policy and footnotes are updated with an optional subhead entitled Words Importing Gender . These updates are in response to subscriber feedback and evolving diversity, equity, and inclusion work at the IASB.	<input type="checkbox"/>
2:240-E1, PRESS Issue Updates	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:240-E2, Developing Local Policy	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to: <ol style="list-style-type: none"> 40 ILCS 5/7-135.5, added by P.A. 101-504, requiring districts to post on their websites a link to information on the Ill. Municipal Retirement Fund website about participating employers; 23 Ill.Admin.Code §255.200, requiring districts that allow for registered apprenticeship programs to post certain information on their websites; and Continuous improvement updates. 	<input type="checkbox"/>
2:250-E3, Recurrent Request or Notification	The exhibit is unchanged.	<input type="checkbox"/>
3:30, Chain of Command	The policy is unchanged. Footnote 1 is added in response to a five-year review.	<input type="checkbox"/>
3:30-E, Organizational Chart for Administration	The exhibit is unchanged.	<input type="checkbox"/>
3:70-AP, Succession Plan	The procedure is unchanged.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers	The exhibit is unchanged.	<input type="checkbox"/>
4:15-E2, Statement of Purpose for Collecting Social Security Numbers	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:15-E3, Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:40-AP, Preparing and Updating Disclosures	The exhibit is updated in response to continuous improvement updates provided by the law firm of Chapman and Cutler LLP.	<input type="checkbox"/>
4:60-AP3, Criminal History Records Check of Contractor Employees	The procedure and footnotes are updated. A new footnote is added in response to 775 ILCS 5/2-103.1, added by P.A. 101-656, prohibiting an employer from disqualifying or taking other adverse action against applicants/employees based on conviction records unless certain conditions and notification requirements are met.	<input type="checkbox"/>
4:140-AP, Fines, Fees, and Charges - Waiver of Student Fees	The procedure and its footnotes are updated in response to a five-year review.	<input type="checkbox"/>
4:140-E1, Application for Fee Waiver	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal	The exhibit is unchanged.	<input type="checkbox"/>
4:140-E3, Resolution to Increase Driver Education Fees	The exhibit is unchanged.	<input type="checkbox"/>
4:170-AP5, Unsafe School Choice Option	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:10, Equal Employment Opportunity and Minority Recruitment	The policy, Legal References, and footnotes are updated for the same reason stated above in 4:60-AP3, <i>Criminal History Records Check of Contractor Employees</i> . Continuous improvement updates are also made to the Legal References and footnotes.	<input type="checkbox"/>
5:30, Hiring Process and Criteria	The policy is unchanged. The footnotes are updated for the same reason stated above in 4:60-AP3, <i>Criminal History Records Check of Contractor Employees</i> , and for continuous improvement. The Cross References are updated to incorporate a style change.	<input type="checkbox"/>
5:30-AP2, Investigations	The procedure is updated for the same reason stated above in 4:60-AP3, <i>Criminal History Records Check of Contractor Employees</i> . Continuous improvement updates are also made.	<input type="checkbox"/>
5:30-AP2, E1, Notice of Preliminary Hiring Decision Based on Conviction Record	NEW. The exhibit is created to assist districts with implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, requiring employers to provide an applicant with a preliminary written notice before disqualifying the applicant based on a conviction record.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:30-AP2, E2, Notice of Final Hiring Decision Based on Conviction Record	NEW. The exhibit is created to assist districts with implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, requiring employers to provide an applicant with a final written notice before disqualifying the applicant based on a conviction record.	<input type="checkbox"/>
5:40-AP, Communicable and Chronic Infectious Disease	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:170-AP1, Copyright Compliance	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment	The procedure and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
5:170-E1, Request to Reprint or Adapt Material	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:190-E2, Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:190-E3, Letter to Teacher Who Does Not meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:240-AP, Suspensions	The procedure and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
6:100, Using Animals in the Educational Program	The policy is unchanged. The footnotes are updated to delete an administrative procedure reference and in response to a five-year review.	<input type="checkbox"/>
6:100-AP, Dissection of Animals	The procedure is unchanged.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:100-E1, Guidelines and Application for Using Animals in School Facilities for Educational Purposes	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:100-E2, Student Permission for Exposure to Animals(s)	RENAMED. The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:120-AP4, Care of Students with Diabetes	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:145, Migrant Students	The policy, Legal References, and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
6:160, English Learners	The policy and footnotes are updated for the same reasons stated above in 2:150-AP, <i>Superintendent Committees</i> , and in response to a five-year review. Text was added to the Parent Involvement subhead restating the law requiring a district to establish a Transitional Bilingual Education Programs Parent Advisory Committee. Footnotes explain 105 ILCS 5/14C-10.	<input type="checkbox"/>
6:170, Title I Programs	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
6:170-AP1, Checklist for Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs	The procedure and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
6:170-AP1, E1, District-Level Parent and Family Engagement Compact	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:170-AP1, E2, School-Level Parent and Family Engagement Compact	The exhibit and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
6:170-AP2, Notice To Parents Required by Elementary and Secondary Education Act, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Laws Act	RENAMED. The exhibit and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
6:190-AP, Academic Eligibility for Participation in Extracurricular Activities	The procedure is unchanged.	<input type="checkbox"/>
6:235, Access to Electronic Networks	The policy, Legal References, Cross References, Administrative Procedure references, and footnotes are updated in response to the expanded use of educational technologies in schools and for other continuous improvements. The Legal References are also updated in response to 20 U.S.C. §7131 and 115 ILCS 5/14(c-5), added by 101-620. 7:315, <i>Restrictions on Publications; High Schools</i> , and 7:345, <i>Use of Educational Technologies</i> , are added to the Cross References.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:235-AP1, Acceptable Use of the District's Electronic Networks	The procedure is updated in response to the expanded use of educational technologies in schools and to a five-year review.	<input type="checkbox"/>
6:235-AP1, E1, Student Authorization for Access to the District's Electronic Networks	This exhibit is updated in response to the expanded use of educational technologies in schools.	<input type="checkbox"/>
6:235-AP1, E2, Staff Authorization for Access to the District's Electronic Networks	This exhibit is updated in response to the expanded use of educational technologies in schools and in response to a five-year review.	<input type="checkbox"/>
6:235-AP2, Web Publishing Guidelines	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:235-E3, Online Privacy Statement	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:235-E4, Keeping Yourself and Your Kids Safe On Social Networks	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:250-AP, Securing and Screening Resource Persons and/or School Volunteers; <u>Screening</u>	RENAMED. The procedure and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
6:255, Assemblies and Ceremonies	The Legal References are updated in response to a five-year review. The footnotes are also updated in response to a five-year review.	<input type="checkbox"/>
6:260, Complaints About Curriculum, Instructional Materials, and Programs	The policy, Legal References, Cross References, and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
6:260-E, Curriculum Objection	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:220, Bus Conduct	The policy is updated in response to a five-year review with a minor style change that does not require board action. The footnotes are also updated in response to a five-year review.	<input type="checkbox"/>
7:230, Misconduct by Students with Disabilities	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:280, Communicable and Chronic Infectious Disease	The Legal References and footnotes are updated in response to a five-year review. A repealed statute was deleted from the Legal References.	<input type="checkbox"/>
7:340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:340-AP2, Storage and Destruction of School Student Records	The procedure is updated in response to an expedited correction made to 23 Ill. Admin. Code §375.40, clarifying the method of destruction for school student records, and for continuous improvement.	<input type="checkbox"/>
7:345-AP, E4, Notice of Parent Rights Regarding Student Covered Information	NEW. The exhibit is created in response to 105 ILCS 85/, added by P.A. 101-516, eff. 7-1-21, requiring districts to web post procedures describing parents' rights to access their children's <i>covered information</i> under the Student Online Personal Protection Act.	<input type="checkbox"/>
8:90, Parent Organizations and Booster Clubs	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
8:95-E2, Verification of School Visitation	The exhibit is unchanged.	<input type="checkbox"/>

PRESS Issue 107 Trivia

208 PRM pages • 251 footnotes • 53,305 words • 85 PRM materials

School District Organization

District Organization, Operations, and Cooperative Agreements

The District is organized and operates as follows: ¹

[INSERT DISTRICT'S ORGANIZATION and OPERATIONS]

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community.² The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the School Board concerning these programs and agreements. The District participates in the following joint programs and intergovernmental agreements:³

[INSERT APPLICABLE JOINT PROGRAMS]

LEGAL REF.: Ill. Constitution, Art. VII, Sec. 10.
5 ILCS 220/4-et seq., Intergovernmental Cooperation Act~~1-et seq.~~

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. Whatever school system is established by the State legislature must be free and open to all, without discrimination. Lewis E. v. Spagnolo, 287 Ill.App.3d 822 (3rd. Dist. 1997). Boards may use the following sentence as the first sentence, customizing it as appropriate: "The District is organized and operates as a Unit District serving the educational needs of children in grades Pre-K through 12 and others as required by the School Code."

² Ill. Constitution, Art. VII, Sec. 10; 5 ILCS 220/4-et seq. A number of provisions in the School Code which provide authority for boards to jointly provide programs with other school districts or colleges that meet specified criteria, including: (1) 105 ILCS 5/10-22.20a (vocational and career education); (2) 5/10-22.e (science and math partnership school); (3) 5/10-22.31 (special education), (4) 5/10-22.31a (joint educational programs); (5) 5/10-22.31b (joint building program); (6) 5/10-20.42 (wind and solar farms).

³ In some districts, the joint educational programs and intergovernmental agreements in which they participate change frequently; boards in those districts should omit this sentence and should not list the joint educational programs and intergovernmental agreements. While this list may be limited to only educational programs, some boards may choose to also list insurance co-ops or other similar joint agreements.

School District Organization

District Organization, Operations, and Cooperative Agreements

The District is organized and operates as Huntley Community School District 158 serving the needs of children in grades kindergarten to 12 and others as required by The School Code.

The District participates in joint programs as approved by the Board of Education.

The District shall develop and maintain an organizational chart, which shall be updated annually prior to the beginning of school each year.

ADOPTED: May 17, 2001

REVISED: September 17, 2015

CURRENT

School Board

School District Governance ¹

The District is governed by a School Board consisting of seven members.² The Board’s powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District’s schools.³

Official action by the Board may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, at which a quorum is must be physically present at the meeting. ⁴

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.⁵

LEGAL REF.: 5 ILCS 120/~~4.02~~, [Open Meetings Act](#).
105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy’s content. IASB sample policies are aligned with the IASB *Foundational Principles of Effective Governance*, www.iasb.com/principles_popup.cfm.

Sample policy 2:120, *Board Member Development*, contains the board member training requirements.

² School districts having a population between 1,000 and 500,000 inhabitants are governed by a seven-member board of education. ~~(105 ILCS 5/10-10)~~. School districts having a population of less than 1,000 are governed by a three-member board of school directors, unless it is governed by a special act, or is a consolidated district, or a district in which the membership was increased by the passage of a proposition. ~~(105 ILCS 5/10-1)~~.

³ 105 ILCS 5/10-16.7 and 5/10-20.

⁴ 5 ILCS 120/2.01 [and 120/7\(e\)\(1\)-\(10\), amended by P.A. 101-640](#); see also 105 ILCS 5/10-12.

The Open Meetings Act [\(OMA\)](#) defines *meeting* as “any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business.” ~~(5 ILCS 120/1.02)~~. A quorum must be physically present for all meetings, except under limited circumstances during a public health emergency. ~~(5 ILCS 120/2.01 and 120/7(e))~~. During the COVID-19 pandemic, the Open Meetings Act was amended to give public bodies the flexibility to meet without the presence of a physical quorum during a disaster declaration related to a public health emergency. See f/n 32 of policy 2:220, School Board Meeting Procedure, and its subhead No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration.

⁵ The oath is found in 105 ILCS 5/10-16.5. Specific board officers may have individual authority; for example, the president may call a special meeting. ~~(105 ILCS 5/10-16)~~.

Board of Education

School District Governance

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

Official action by the Board of Education may only occur at a duly called and legally conducted meeting at which a quorum is physically present.

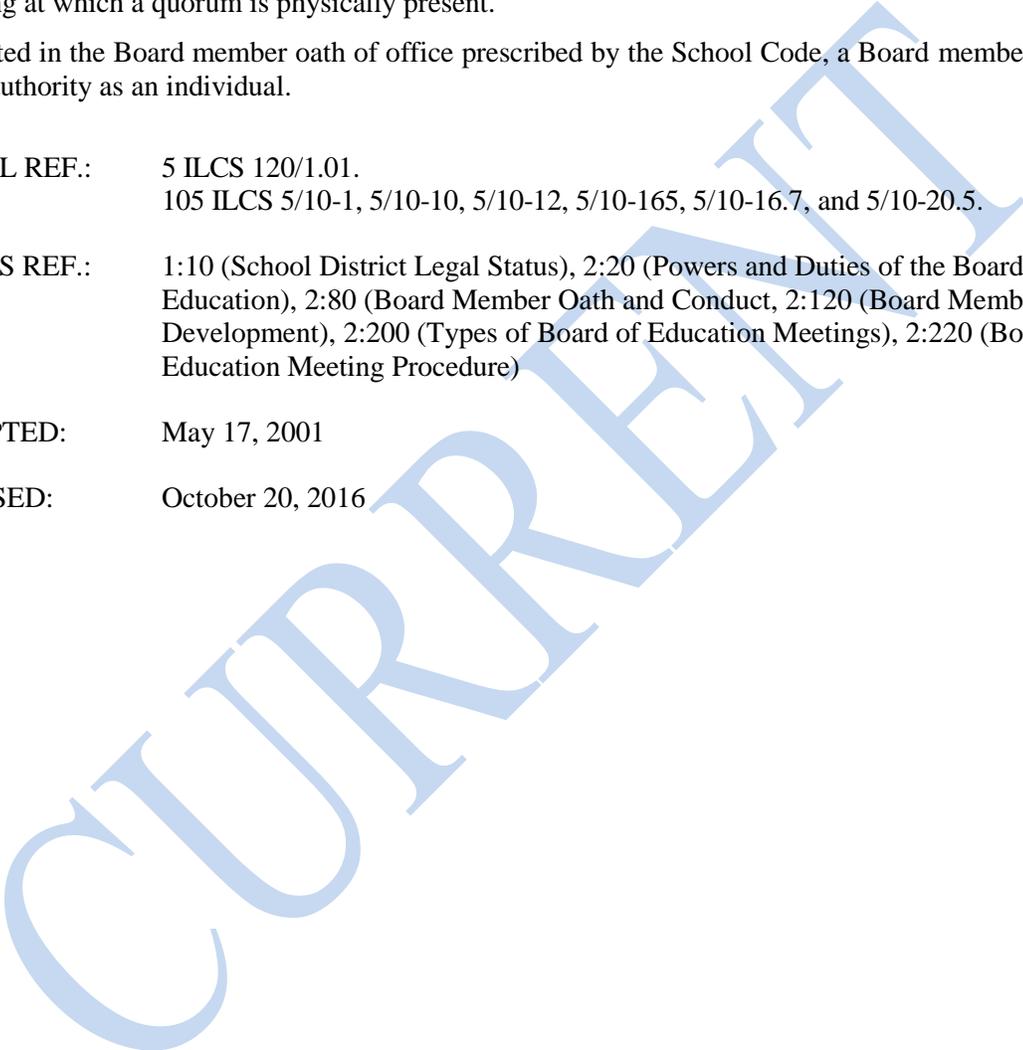
As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.

LEGAL REF.: 5 ILCS 120/1.01.
105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-165, 5/10-16.7, and 5/10-20.5.

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

ADOPTED: May 17, 2001

REVISED: October 20, 2016



School Board

School District Elections ¹

School District elections are non-partisan, governed by the general election laws of the State, and include the election of School Board members, various public policy propositions, and advisory questions.² Board members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years.³ If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover.⁴ The canvass of votes is conducted by the election authority within 21 days after the election.⁵

The Board, by proper resolution, may cause to be placed on the ballot: (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code.⁶

The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer and otherwise provides information to the community concerning District elections.⁷

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. Consult the board attorney early concerning any election question.

² 105 ILCS 5/9-10 provides that nominating petitions are filed with the county clerk or the county board of election commissioners if one was created pursuant to 10 ILCS 5/6A-1. Objections to nominating petitions or to a petition for a public question are submitted to the county officers electoral board. ~~(10 ILCS 5/10-8 and 10-9).~~ The Election Code also addresses reportable campaign contributions (10 ILCS ~~5/9-4-8~~); simultaneous filing of nominating petitions (10 ILCS 5/10-6.2); withdrawal from nomination (10 ILCS 5/10-7); Electoral Board duties (10 ILCS 5/10-10); and advertising in proximity of a polling place (10 ILCS 5/19A-70). See also 10 ILCS 5/1-3, ~~amended by P.A. 99-522, eff. 1-1-17~~, (definitions), 5/2A (time of holding elections), and 5/28 (submitting public questions). The school board secretary or clerk has no statutory duties regarding the election of members to the school board. He or she is well-advised to refer all questions to the county clerk or the county board of election commissioners, whichever is applicable.

³ 10 ILCS 5/2A-1.1.

⁴ 10 ILCS 5/2A-1.1a.

⁵ The appropriate *election authority* (county clerk or election commission) canvasses the vote for school district elections. ~~(10 ILCS 5/1-8).~~ The election authority must canvass the vote within 21 days after the election. ~~(10 ILCS 5/22-17 and 5/22-18).~~ Within 28 days after the consolidated election, boards must hold an organizational meeting to elect officers and fix a time and place for regular meetings. ~~(105 ILCS 5/10-16).~~ See policy 2:210, *Organizational School Board Meeting*.

⁶ This policy addresses two types of public questions: (1) binding referendum governed by 10 ILCS 5/28, and (2) advisory questions of public policy governed by 105 ILCS 5/9-1.5. An advisory question must be authorized by majority vote of the board. A third type of public question – a voter-initiated petition – is not covered in the policy; the board does not have any duties regarding this type of petition. A voter-initiated petition must be filed with the school board secretary who, if the timelines are met, must certify the question to be placed on the ballot to the county clerk. ~~(10 ILCS 5/10-15, 5/28-2, and 5/28-5).~~

⁷ 10 ILCS 5/28-6 provides that any petition for the submission of a public question to referendum must be filed with the *local election official*. The board secretary or clerk is the *local election official*. ~~(105 ILCS 5/9-2 and 10 ILCS 5/1-3).~~ See f/n 2 as many of the duties of the *local election official* were reassigned after the 2014 changes to the law. The board may delete the following PR function: “~~and otherwise provides information to the community concerning District elections.~~”

LEGAL REF.: 10 ILCS 5/1-3, 5/2A, [5/9](#), 5/10-9, 5/22-17, 5/22-18, and 5/28.
105 ILCS 5/9-~~and 5/9-1.5~~.

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

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Board of Education

School District Elections

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

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

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

LEGAL REF.: 10 ILCS 5/1-3, 5/2A, 5/10-9, 5/22-17, 5/22-18 and 5/28.
105 ILCS 5/9 and 5/9-1.5.

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

ADOPTED: May 17, 2001

REVISED: December 15, 2016

School Board

Board-Superintendent Relationship ¹

The School Board directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. The ~~School~~ Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law. ²

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

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

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

CROSS REF.: 3:40 (Superintendent)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy’s content. 105 ILCS 5/10-16.7 requires the board to make all employment decisions pertaining to the superintendent as well as “to direct, through policy, the superintendent in his or her charge of the administration of the school district, including without limitation considering the recommendations of the superintendent concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of employees, and the selection of textbooks, instructional material, and courses of study.” It also requires the “board [to] evaluate the superintendent in his or her administration of board policies and his or her stewardship of the assets of the district.”

Open and honest communication between the board and superintendent about expectations is crucial.~~The relationship between a board and superintendent can be improved through open and honest communication about expectations.~~ The superintendent and board should periodically discuss, for example, the amount, type, and timing of information each expects to give and receive. Discussing each party’s role and using a formal, written superintendent evaluation process will further clarify role expectations.

² Boards may want to incorporate additional governance concepts into the first sentence, e.g., by holding the superintendent responsible for progress toward district ends. See IASB’s *Foundational Principles of Effective Governance*, www.iasb.com/principles_popup.cfm. The IASB guide titled *The Superintendent Evaluation Process* contains information on strengthening the board-superintendent relationship. It is available at: www.iasb.com/training/superintendent-evaluation-process.pdf.

Board of Education

Board-Superintendent Relationship

The Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

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

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

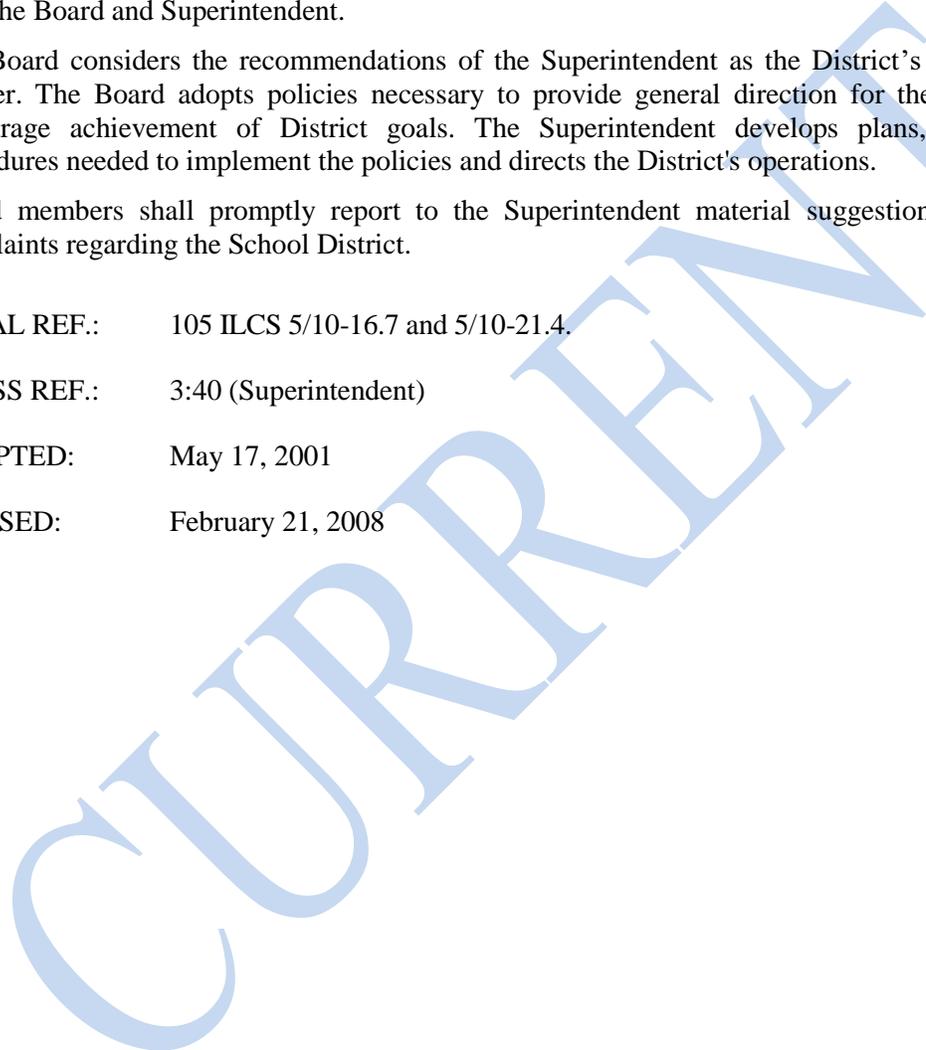
Board members shall promptly report to the Superintendent material suggestions, criticisms, or complaints regarding the School District.

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

CROSS REF.: 3:40 (Superintendent)

ADOPTED: May 17, 2001

REVISED: February 21, 2008



School Board

Board Policy Development ¹

The School Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends. ²

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board. ³

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant.⁴ Further Board consideration may will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law requires this subject matter be covered by policy. See 105 ILCS 5/10-20.5 and 5/10-16.7.

105 ILCS 5/10-16.7 requires the board to make all employment decisions pertaining to the superintendent as well as “to direct, through policy, the superintendent in his or her charge of the administration of the school district, including, without limitation, considering the recommendations of the superintendent concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of employees, and the selection of textbooks, instructional material, and courses of study.” Rather than being a laundry list of mandated written board policies, this list provides items on which boards must make decisions after considering the superintendent’s recommendations. The statute also requires the “board [to] evaluate the superintendent in his or her administration of board policies and his or her stewardship of the assets of the district.” Boards have broad incidental powers to adopt all necessary policies. Thomas v. Board of Education of Community Unit School District 1, 117 Ill.App.3d 374 (5th Dist. 1983).

² See the IASB’s *Foundational Principles of Effective Governance*, available on line at: www.iasb.com/pdf/found_prin.pdf.

³ Optional. See policy 2:150, *Committees*.

⁴ State law does not require a first reading before a board adopts a policy. The use of a consent agenda allows a board to vote on a matter without discussion. Policies or policy revisions may be appropriate for a consent agenda when providing for legal compliance; correcting substantive grammar, spelling, or punctuation; or clarifying pre-existing policy language. A board member may make a motion to remove any item from the consent agenda to the regular agenda for discussion. See policy 2:220, *School Board Meeting Procedure*.

The Board policies are available for public inspection in the District's main office during regular office hours.⁵ Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.⁶

Words Importing Gender ⁷

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent.⁸ If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.: 105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ This sentence must be customized to include where and how policies are available, such as, through School Board Policies Online or the district's website.

⁶ Optional.

⁷ Optional. Consult the board attorney to determine whether inclusion of a subhead related to gender neutral/inclusive pronouns is appropriate for the district. This subhead's text mirrors language from the Ill. Statute on Statutes importing words applying the masculine gender to include the female gender. See 5 ILCS 70/1.04.

For students, State law prohibits gender-based discrimination, including transgender and gender non-conforming students. 775 ILCS 5/5-101(A)(11); 775 ILCS 5/1-103(O-1); and 23 Ill.Admin.Code §1.240. Title IX of the Education Amendments of 1972 (20 U.S.C. §1681) also prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a). See also policy 7:10, *Equal Educational Opportunities*.

For employees, the Equal Employment Opportunities Act (a/k/a Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's sex, which includes sexual orientation and/or transgender status. See 42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009, Pub.L. 111-2; *Bostock v. Clayton County*, 140 S.Ct. 1731 (2020); and *Hively v. Ivy Tech*, 853 F.3d 339 (7th Cir. 2017). See also policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

⁸ The board delegates authority to the superintendent through written board policy. The board will not substitute its judgment for that of the superintendent when the superintendent acts reasonably based upon his or her policy interpretation. See the IASB's *Foundational Principles of Effective Governance*, available online at: www.iasb.com/pdf/found_prin.pdf.

Board of Education

Board Policy Development

The Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to any Board member or the Superintendent.

A Board Policy Committee will consider all policy suggestions, and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions should not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration may be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District's Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate legal action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.: 105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

ADOPTED: May 17, 2001

REVISED: August 15, 2019

CURRENT

General Personnel

Equal Employment Opportunity and Minority Recruitment 1

The School District shall provide equal employment opportunities² to all persons regardless of their race; color; creed; religion;³ national origin; sex;⁴ sexual orientation;⁵ age;⁶ ancestry; marital status;⁷

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ Federal and State law (see the policy's Legal References) require that all districts have a policy on equal employment opportunities and control this policy's content. **This is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific fact situations.**

² *Equal employment opportunities* apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see the policy's Legal References). The Ill. Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. Art. I, §§17, 18, and 19. The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment, whether *actual* or *perceived*: race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, unfavorable discharge from military service, and citizenship status. 775 ILCS 5/1-102 and 5/1-103, amended by P.A. 101-221. ~~Beginning 7-1-20,~~ the IHRA requires employers to annually disclose to the Ill. Dept. of Human Rights (IDHR) certain information about adverse judgments and administrative rulings where there was a finding of sexual harassment or unlawful discrimination under any federal, State, or local law, as well as data regarding settlement agreements, if requested by an IDHR investigator. 775 ILCS 5/2-108, added by P.A. 101-221, scheduled to be repealed on 1-1-30.

The Equal Employment Opportunities Act (EEOA, a/k/a Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's race, color, religion, sex, or national origin. 42 U.S.C. §2000e *et seq.*, amended by The Lilly Ledbetter Fair Pay Act of 2009 (LLFPA), Pub.L. 111-2.

Under the Workplace Transparency Act (WTA) (820 ILCS 96/, added by P.A. 101-221), employers may not, as a condition of employment or continued employment, prevent prospective or current employees from making truthful statements or disclosures about alleged unlawful employment practices, including discrimination. *Id.* at 96/1-25.

The LLFPA clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The Act has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision; however, in a guidance document, the U.S. Equal Employment Opportunity Commission (EEOC) states that practices "may include employer decisions about base pay or wages, job classifications, career ladder or other noncompetitive promotion denials, tenure denials, and failure to respond to requests for raises." See Equal Pay Act of 1963 and Lilly Ledbetter Fair Pay Act of 2009 (2014), at www.eeoc.gov/laws/guidance/equal-pay-act-1963-and-lilly-ledbetter-fair-pay-act-2009.

The Ill. Equal Pay Act of 2003 (EPA) offers additional protection by prohibiting the payment of wages to one sex less than the opposite sex or to an African-American less than a non-African-American *for the same or substantially similar work*. 820 ILCS 112/, amended by P.A.s 100-1140 and 101-177. The Ill. Dept. of Labor (IDOL) enforces the EPA. The EPA also prohibits employers from requesting or requiring applicants to disclose wage or salary history as a condition of being considered for employment or as a condition of employment. *Id.* at 112/10(b-5), added by P.A. 101-177. If an applicant voluntarily offers such information without prompting, an employer still cannot use that information in making an offer or determining future pay. See ~~sample~~ administrative procedure 5:30-AP1, *Interview Questions*, for sample permissible inquiries on this topic. Employers may seek wage or salary history from an applicant's current or former employer if that information is a matter of public record under the Freedom of Information Act (FOIA); however, districts that wish to undertake such searches should exercise caution; the fact a district seeks out publicly available wage information could still be used against it in a pay discrimination claim. *Id.* at 112/10(b-10), added by P.A. 101-177. Consult the board attorney for further guidance.

While not exhaustive, other laws protecting these and additional classifications are named in subsequent footnotes.

arrest record;⁸ military status; order of protection status;⁹ unfavorable military discharge;¹⁰ citizenship status provided the individual is authorized to work in the United States;¹¹ use of lawful

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

³ 775 ILCS 5/2-102 of the IHRA, amended by P.A.s 100-100, [100-588](#), and [101-221](#) contains a *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. *Id.*

In addition to the IHRA and the federal EEOA (discussed in f/n 2), see 775 ILCS 35/, Religious Freedom Restoration Act.

⁴ Discrimination on the basis of sex under the EEOA includes discrimination on the basis of sexual orientation or transgender status. *Bostock v. Clayton County*, 140 S.Ct. 1731 (2020); *Hively v. Ivy Tech*, 853 F.3d 339 (7th Cir. 2017). In addition to the IHRA and the federal EEOA (discussed in f/n 2), see Title IX of the Education Amendments of 1972 (Title IX). 20 U.S.C. §1681 *et seq.*; 34 C.F.R. Part 106. See ~~sample~~ policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The federal Equal Pay Act prohibits an employer from paying persons of one sex less than the wage paid to persons of the opposite sex for equal work. 29 U.S.C. §206(d). See f/n 2 above for more information on State equal pay protections, including on the basis of sex. The LLFPA defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the IDOL. 820 ILCS 112/15(b).

⁵ *Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult. 775 ILCS 5/1-103(O-1).

⁶ Age Discrimination in Employment Act (ADEA) (29 U.S.C. §621 *et seq.*), amended by LLFPA (see f/n 2). 29 C.F.R. Part 1625, amended the ~~U.S. Equal Employment Opportunity Commission (EEOC)~~ regulations under ADEA to reflect the U.S. Supreme Court's decision in *General Dynamic Systems, Inc. v. Cline*, 540 U.S. 581 (2004), holding the ADEA to permit employers to favor older workers because of age. Thus, favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.

⁷ 105 ILCS 5/10-22.4 and 775 ILCS 5/1-103(Q), amended by P.A. 101-221. The term *marital status* means an individual's legal status of being married, single, separated, divorced, or widowed. 775 ILCS 5/1-103(J). This statutory definition does not encompass the identity of one's spouse. Thus, school districts may adopt no-spouse policies. *Boaden v. Dept. of Law Enforcement*, 171 Ill.2d 230 (Ill. 1996).

⁸ Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions provided specific conditions are met. 775 ILCS 5/2-103 and [5/2-103.1, added by P.A. 101-656](#). See [f/n 18, below](#). The Job Opportunities for Qualified Applicants Act prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying* convictions, as permitted by the IHRA, 775 ILCS 5/2-103.1, added by P.A. 101-656; 820 ILCS 75/15. See also [the IDHR's guidance, Conviction Record Protection – Frequently Asked Questions, at www2.illinois.gov/dhr/Pages/Conviction Record Protection Frequently Asked Questions.aspx and —the EEOC's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions*, at www.eeoc.gov/laws/guidance/arrest_conviction.cfm](#).

⁹ 775 ILCS 5/1-103(Q), amended by P.A. 101-221. The term *order of protection status* means a person protected under an order of protection issued pursuant to the Ill. Domestic Violence Act of 1986, [Article 112A of the Code of Criminal Procedure of 1963, the Stalking No Contact Order Act, the Civil No Contact Order Act](#), or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5), [amended by P.A. 100-714](#).

¹⁰ *Military status* means a person's status on active duty or in status as a veteran in the U.S. Armed Forces, veteran of any reserve component of U.S. Armed Forces, or current member or veteran of the Ill. Army National Guard or Ill. Air National Guard. 775 ILCS 5/1-103(J-1). *Unfavorable military discharge* does not include those characterized as RE-4 or *dishonorable*. 775 ILCS 5/1-103(P). The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. 38 U.S.C. §4301 *et seq.*

¹¹ 775 ILCS 5/1-102(C). According to the Immigration Reform and Control Act of 1986, all employers must verify that employees are either U.S. citizens or authorized to work in the U.S. 8 U.S.C. §1324(a) *et seq.*

products while not at work;¹² being a victim of domestic violence, sexual violence, or gender violence;¹³ genetic information;¹⁴ physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation;¹⁵ pregnancy, childbirth, or related medical conditions;¹⁶ credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position;¹⁷ [conviction record, unless authorized by](#)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹² The Right to Privacy in the Workplace Act prohibits discrimination based on use of lawful products, e.g., alcohol, cannabis, and tobacco, off premises during non-working hours. 820 ILCS 55/5, amended by P.A. 101-27.

¹³ 820 ILCS 180/30, amended by P.A. 101-221, Victims' Economic Security and Safety Act. *Gender violence* means: (1) one or more acts of violence or aggression that are a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5), added by P.A. 101-221. An employer is prohibited from discriminating against any individual, e.g. an applicant for employment, because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. 820 ILCS 275/. Section 21 requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of unlawful violence. 820 ILCS 275/21.

¹⁴ Illinois' Genetic Information Privacy Act (GIPA) (410 ILCS 513/25) and Title II of Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff *et seq.*). Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. GIPA, amended by P.A. 100-396, prohibits employers from penalizing employees who do not disclose genetic information or do not choose to participate in a program requiring disclosure of the employee's genetic information. See f/n 12 in [sample-policy 2:260, Uniform Grievance Procedure](#), for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. [In 2011, the EEOC published an informative guidance letter, ADA & GINA: Incentives for Workplace Wellness Program at: www.eeoc.gov/eeoc/foia/letters/2011/ada-gina-incentives.html. But the EEOC vacated certain 2016 ADA and GINA wellness program regulations following an adverse court ruling. 83 Fed. Reg. 65296. Those rules provided guidance to employers on the extent to which they could use incentives \(such as discounted health plan costs\) to encourage employees to participate in wellness programs that asked for employee and family health information. Consult the board attorney for guidance regarding specific application of ADA and GINA and how they integrate with other related laws, e.g., the Family Medical Leave Act, the Americans with Disabilities Act, and other State laws governing time off for sickness and workers' compensation.](#)

¹⁵ Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 *et seq.*), amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) (Pub. L. 110-325) and modified by the LLFPA; Rehabilitation Act of 1973 (29 U.S.C. §701 *et seq.*).

¹⁶ 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy, childbirth, or related conditions. 775 ILCS 5/2-102(J). Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. 775 ILCS 5/2-102(K). The IDOL is required to prepare such a notice, retrievable from its website, which employers may use.

Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions. 42 U.S.C. §2000e(k). State law also prohibits the State, which includes school districts, from interfering with or discriminating against an individual's fundamental right to continue a pregnancy or to have an abortion. 775 ILCS 55/, added by P.A. 101-13. Pregnant workers with pregnancy-related impairments may have disabilities for which they may be entitled to reasonable accommodation under the ADA. Guidance from the EEOC ([7-14-146-25-15](#)) is available at: [www.eeoc.gov/laws/guidance/pregnancy_qa.cfm](#).

¹⁷ 820 ILCS 70/, Employee Credit Privacy Act. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

[law](#);¹⁸ or other legally protected categories.^{19 20 21 22} No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.²³

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁸ [775 ILCS 5/2-103.1\(A\)](#), added by P.A. 101-656. The IHRA prohibits an employer from *disqualifying* or taking other *adverse action* against an applicant or employee based on a *conviction record* unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. *Id.* Disqualification or adverse action includes refusal to hire, segregation, and actions with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges, or conditions of employment. *Id.* If a board wants to terminate or take other adverse action against a *current district employee based in whole or in part on a conviction record*, it still must comply with all applicable statutory, policy, and bargaining agreement provisions. Boards should consult the board attorney to ensure all legal obligations are met.

Districts that wish to disqualify or take other adverse action against an applicant or employee based on a conviction record must first engage them in an *interactive assessment*, providing the individual with the opportunity to submit evidence in mitigation or to dispute the accuracy of the conviction record. See policy 5:30, *Hiring Process and Criteria*, at f/n 5, and administrative procedure 5:30-AP2, *Investigations*, for more information.

¹⁹ Insert the following optional sentence (775 ILCS 5/1-103(Aa) and 29 U.S.C. §631):

Age, as used in this policy, means the age of a person who is at least 40 years old.

²⁰ Insert the following optional provision (29 U.S.C. §705(10)(A)-(B), (20)(C)(v), (20)(D) and 42 U.S.C. §12114):

Handicap and *disability*, as used in this policy, excludes persons:

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

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

²¹ Districts may not make residency in the district a condition of employment for teachers or educational support personnel. 105 ILCS 5/24-4.1, 5/10-23.5. This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. *Owen v. Kankakee Sch. Dist.*, 261 Ill.App.3d 298 (3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. 820 ILCS 55/10(a). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user name and password or any password or other related account information to gain or demand access to his or her personal online account. 820 ILCS 55/10(b). While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

²² School districts must accommodate mothers who choose to continue breastfeeding after returning to work. See 740 ILCS 137/, Right to Breastfeed Act; 820 ILCS 260/, amended by P.A. 100-1003, Nursing Mothers in the Workplace Act (NMWA); and 29 U.S.C. §207(r), Fair Labor Standards Act. At least one court has ruled an implied private right of action may exist under the NMWA. *Spriesch v. City of Chicago*, 2017 WL 4864913 (N.D.Ill. 2017). See sample language for a personnel handbook in 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

²³ 410 ILCS 130/40, amended by P.A. 101-363, ~~scheduled to be repealed on 7-1-20~~; 77 Ill.Admin.Code Part 946. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. Their *use* of cannabis, e.g. permissible locations, is governed by the Compassionate Use of Medical Cannabis Program Act. 410 ILCS 130/, amended by P.A.s 100-660 and 101-363. There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis except as provided under *Ashley's Law* (105 ILCS 5/22-33, added by P.A.s 100-660, [and amended by P.A.s 101-363, and 101-370](#)), including in a school bus or on the grounds of any preschool, or primary or secondary school. 410 ILCS 130/30(a)(2)(3), amended by P.A.s 100-660 [and 101-363](#). See ~~sample~~ policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, at f/n 9 for further discussion.

reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.²⁴

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.²⁵

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.²⁶

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁴ 775 ILCS 5/6-101. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the IHRA. *Id.* Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, the EEOA, Title IX, ADA, ADEA, Victims' Economic Security and Safety Act, the EPA, and the Ill. Whistleblower Act (IWA).

The IWA specifically prohibits employers from retaliating against employees for: (1) disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation (740 ILCS 174/15(b)); (2) disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation (740 ILCS 174/15(a)); (3) refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of ~~FOIA the Freedom of Information Act~~ (740 ILCS 174/20); and (4) disclosing or attempting to disclose public corruption or wrongdoing (740 ILCS 174/20.1). The definition of retaliation is expanded to include *other retaliation* and *threatening retaliation*. 740 ILCS 174/20.1, 20.2.

The Ill. False Claims Act defines *State* to include school districts. 740 ILCS 175/2(a). Thus, boards may seek a penalty from a person for making a false claim for money or property. 740 ILCS 175/4. For information regarding the IWA and the tort of retaliatory discharge, see *Thomas v. Guardsmark*, 487 F.3d 531 (7th Cir. 2007)(discussing the elements of retaliatory discharge and IWA); *Sherman v. Kraft General Foods, Inc.*, 272 Ill.App.3d 833 (4th Dist. 1995)(finding employee who reported asbestos hazard had a cause of action for retaliatory discharge).

²⁵ The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~" insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

²⁶ Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. *Id.* See f/n 19 in ~~sample~~ policy 2:260, *Uniform Grievance Procedure*.

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

Nondiscrimination Coordinator: 27

Name

Address

Email

Telephone

Complaint Managers:

_____	_____
Name	Name
_____	_____
Address	Address
_____	_____
Email	Email
_____	_____
Telephone	Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks. 28

Minority Recruitment 29

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however,

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27 Best practice is that throughout the district’s board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

28 In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district’s compliance with Title IX and the Rehabilitation Act of 1973. 34 C.F.R. §§106.8(a), 104.8(a). The Nondiscrimination Coordinator may be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as a Complaint Manager for policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

29 All districts must have a policy on minority recruitment. 105 ILCS 5/10-20.7a. Unlike minority recruitment efforts, affirmative action plans are subject to significant scrutiny because of the potential for reverse discrimination. The U.S. Constitution’s guarantee of equal protection prohibits school districts from using racial hiring quotas without evidence of past discrimination. See 29 C.F.R. §1608.1 *et seq.* (EEOC’s guidelines for affirmative action plans); Wygant v. Jackson Bd. of Ed., 476 U.S. 267 (1986) (The goal of remedying societal discrimination does not justify race-based layoffs.); City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989) (Minority contractor quota struck; quotas must be narrowly tailored to remedy past discrimination and the city failed to identify the need for remedial action and whether race-neutral alternatives existed.).

The IHRA states that it shall not be construed as requiring any employer to give preferential treatment or special rights based on sexual orientation or to implement affirmative action policies or programs based on sexual orientation. 775 ILCS 5/1-101.1.

does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 513/25, Genetic Information Privacy Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-102, 103, [103.1](#), and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

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

General Personnel

Equal Employment Opportunity and Minority Recruitment

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

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

Administrative Implementation

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

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

Nondiscrimination Coordinator/Title IX Coordinator:

Dr. Adam Zehr,
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Complaint Managers:

Ms. Jessica Lombard,
Associate Superintendent
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6142
jlombard@district158.org

Mr. Mark Altmayer,
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

Dr. Erika Schlichter,
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6139
eschlichter@district158.org

Dr. Rocio Del Castillo,
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158
rdelcastillo@district158.org

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

Minority Recruitment

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

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972;
34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment
Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R.
Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans With Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/22-19, 5/23.5, 5/24-4, 5/24-4.1,
and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.
410 ILCS 513/25, Genetic Information Privacy Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

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

ADOPTED: May 17, 2001

REVISED: October 22, 2020

CURRENT

General Personnel

Hiring Process and Criteria 1

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment.² The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board.³ If the Superintendent's recommendation is rejected, the Superintendent must submit another.⁴ No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).⁵

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. This policy contains an item on which impact bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

² See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a male or female job. 29 C.F.R. §1604.5, 34 C.F.R. §106.55.

³ Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees." 105 ILCS 5/10-16.7. The board may want to use this alternative sentence:

All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.

Subject to an applicable collective bargaining agreement in effect on 6-13-11, a board that fills a "new or vacant teaching position" must select a candidate based on: (1) certifications, (2) qualifications, (3) merit and ability (including performance evaluation, if available), and (4) relevant experience, provided that the length of continuing service with the district must not be considered a factor, unless all other factors are determined by the school district to be equal. 105 ILCS 5/24-1.5. The statute does not define "new or vacant teaching positions." The requirement does not apply to filling vacant positions under 105 ILCS 5/24-12 (reduction in force and recall). Consult the board attorney about these issues.

⁴ An additional optional sentence follows:

The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

⁵ [775 ILCS 5/2-103.1, added by P.A. 101-656, prohibits employers from using conviction records as a basis to refuse to hire or to take any adverse action against an applicant or employee unless: \(1\) otherwise authorized by law; \(2\) there is a substantial relationship between the criminal offense and the employment sought; or \(3\) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. For the disqualifying offenses listed in 105 ILCS 5/21B-80, a district does not have to show a substantial relationship between the offense and the position or that hiring or continuing to employ the person would involve an unreasonable risk. However, the Ill. Dept. of Human Rights \(IDHR\) interprets the Ill. Human Rights Act \(IHRA\) to still require the employer to notify the applicant of the disqualification pursuant to law and to afford the applicant at least five business days to respond in case the applicant wants to dispute the accuracy of the conviction record. Id. at 5/2-103.1\(C\). See IDHR's *Conviction Record Protection – Frequently Asked Questions* \(March 2021\), at:](#)

www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx. See administrative procedure 5:30-AP2, *Investigations*, and its footnotes for more detail regarding the IHRA notice requirements. **Note:** The protections of 775 ILCS 5/2-103.1 do not cover *unpaid interns*, which may include student teachers in the K-12 context. The definition of *employee* in the IHRA only extends to include unpaid interns for civil rights violations involving sexual harassment. 775 ILCS 5/2-101(A)(1)(c) and 5/2-102(D).

105 ILCS 5/10-21.9(c), amended by P.A. 101-531; 105 ILCS 5/21B-80, amended by P.A. 101-531, allows individuals with criminal histories involving certain drug convictions to apply for or to reinstate their educator licenses seven years after their sentence for the criminal offense is completed. Consult the board attorney about whether the board wants to continue prohibiting employment for any individual who has a criminal history involving these exempted drug offenses.

For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643, see f/ns 5 and 6 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

All applicants must complete a District application in order to be considered for employment. ⁶

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration. ⁷

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict. ⁸

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁶ Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor. 105 ILCS 5/22-6.5. District employment applications must contain a statement to this effect. Id. Each employment application for these positions must state the following (Id.):

Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

[Many districts ask applicants about disqualifying criminal convictions on their employment applications or at another point before a job offer is made. State law does not expressly prohibit this practice; however, guidance issued by IDHR regarding implementation of 775 ILCS 5/1-103\(G-5\) and 5/2-103.1, added by P.A. 101-656, states "\[u\]nless authorized by law, an employer is prohibited from inquiring about an applicant's conviction record prior to making a job offer to the applicant." See IDHR's *Conviction Record Protection – Frequently Asked Questions* guidance issued by IDHR \(March 2021\), at:](#)

www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx. It is also unclear if an applicant's mere disclosure of a disqualifying conviction on an application, absent results of a fingerprint-based criminal history records check, Ill. Sex Offender Registry check, or Violent Offender Against Youth Registry check, triggers the district's obligation to provide notice to the applicant under 775 ILCS 5/2-103.1(C); see also f/n 5, above. Consult the board attorney for advice on these issues and how they may affect application processes.

Any employer that asks applicants to record video interviews and uses an artificial intelligence analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260.

⁷ 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/.

See also 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract.

⁸ Job descriptions will become the basis for categorizing a teacher into one or more positions that the teacher is qualified to hold for reduction in force (RIF) dismissal and recall purposes. 105 ILCS 5/24-12(b), amended by P.A. 101-643. A board should consult with its attorney to review its current list of job descriptions and discuss the district's specific responsibilities.

A job description is evidence of a position's *essential functions*. 29 C.F.R. §1630.2(n). The Americans with Disabilities Act (ADA) protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job. 42 U.S.C. §12101 *et seq.*, amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325. Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities. 29 C.F.R. §1630.2(m). For a definition of essential functions see Id. at 1630.2(n). Whether a particular function is essential is a factual determination.

Important: The ADAAA [makes](#) significant changes to the ADA's definition of disability that broadened the scope of coverage and overturned a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a qualifying disability. There is information about the regulations and a link to them at: www.eeoc.gov/laws/regulations/adaaa_fact_sheet.cfm. Consult the board attorney regarding how these amendments impact the district's hiring processes.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law.⁹ When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed.¹⁰ The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database.¹¹ The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database.¹² The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁹ The policy's requirements on criminal records checks for applicants for employment are mandated by 105 ILCS 5/10-21.9, amended by P.A.s 101-72, 101-531, and 101-643. See administrative procedure 5:30-AP2, *Investigations*, for the process and positions requiring criminal background investigation [and what steps a district must take if it wants to disqualify an applicant based on a conviction record](#). The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: www.isp.state.il.us/sor. The Statewide Murderer and Violent Offender Against Youth Database is available at: www.isp.state.il.us/cmvo/. For more discussion regarding criminal history records checks and screenings required by 105 ILCS 5/10-21.9, amended by P.A.s 101-531 and 101-643, see f/n 5 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*. See policy 4:60, *Purchases and Contracts*, for requirements concerning criminal background checks of employees of contractors who have *direct, daily contact* with students.

¹⁰ *Id.* If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A.s 101-72, 101-531, and 101-643, including the federal *Rap Back Service* (20 ILCS 2630/3.3, added by P.A. 100-718) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. §1681 *et seq.*), consult the board attorney. For more detailed information, see the laws listed in sample exhibit 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, under the checklist item entitled **Conditions of Employment**, in the **Other Background Check Laws** row.

¹¹ 105 ILCS 5/10-21.9(b), amended by P.A.s 101-72 and 101-531, and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.

Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b), amended by P.A.s 101-72 and 101-531. Those individuals include the board president, the superintendent or designee, regional superintendent (if the check was requested by the district), state superintendent of education, state Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the Ill. Dept. of State Police and/or Statewide Sex Offender Registry.

¹² *Id.* at 5/10-21.9(b), amended by P.A.s 101-72 and 101-531. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

For more discussion regarding responses to results obtained by criminal history records checks and screenings as required by 105 ILCS 5/10-21.9(e), amended by P.A.s 101-531 and 101-643, see f/n 6 in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law. ¹³

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80¹⁴ or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment. ¹⁵

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following: ¹⁶

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position. ¹⁷
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria. ¹⁸
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation. ¹⁹

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹³ Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.* Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program. 820 ILCS 55/12. This statute urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See f/n 2 in 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

¹⁴ See f/n 5, above.

¹⁵ 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531. See f/n 6 in 4:175, *Convicted Child Sex Offender; Screening; Notifications*, for further discussion.

¹⁶ As an alternative to describing the prohibited investigations, a board may substitute this sentence:

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

The default policy provision and the alternative stated above – whichever is selected – may be made a prohibition rather than a duty of the superintendent; to do this, delete the stricken text as follows: “~~The Superintendent shall ensure that the District does not engage ...~~”

¹⁷ Employee Credit Privacy Act, 820 ILCS 70/10. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an *established bona fide occupational requirement* of a particular position. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

¹⁸ 820 ILCS 112/10(b-5), added by P.A. 101-177. If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177.

¹⁹ *Id.*

4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment. ²⁰
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation. ²¹
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act. ²²
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts. ²³
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁰ Id.

²¹ 820 ILCS 112/10(b-10), added by P.A. 101-177. **Note:** Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177.

A school board that wishes to preserve these exceptions should consult its board attorney; then they may supplement number 5 by adding the following after "compensation":

unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer.

²² Right to Privacy in the Workplace Act, 820 ILCS 55/10(a).

²³ Id. at 55/10(b)(6)(B) (commonly known as the *Facebook Password Law*). A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. Id. at 55/10(b)(5). Bracketed explanations follow the statutory language:

"Nothing in this subsection shall prohibit or restrict an employer from complying with a duty to screen employees or applicants prior to hiring...provided that the password, account information, or access sought by the employer only relates to an online account that:

(A) an employer supplies or pays; or

(B) an employee creates or maintains on behalf of under the direction of an employer in connection with that employee's employment."

[Based on this explanation, it is implausible that an applicant would have an account, service, or profile for business purposes of a school employer.]

The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's (district's) electronic equipment and electronic mail. The statute also states that it does *not prohibit* an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. Finally, the statute does not apply to all types of personal technology that employees may use to communicate with students or other individuals, such as text messages on a personal phone. Consult the board attorney about these issues.

Physical Examinations ²⁴

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

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity.²⁵ The Board will pay the expenses of any such examination.

Orientation Program

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁴ 105 ILCS 5/24-5, amended by P.A.s 100-513, 100-855, and 101-81. According to this statute, a new or existing employee or substitute teacher employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health or by order of a local public health official. The Ill. Dept. of Public Health does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3).

The last sentence of the first paragraph exceeds State law requirements and may be deleted.

Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

Federal law limits pre-employment medical inquiries to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden. American with Disabilities Act (ADA), 42 U.S.C. §12112(d)(2); see also f/n 8 for an explanation regarding the ADA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer.

²⁵ The State law (105 ILCS 5/24-5, amended by P.A.s 100-513, 100-855, and 101-81) allowing boards to require physicals of current employees "from time to time," is superseded by the ADA. 42 U.S.C. §12112(d)(4). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. *Id.* Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. §1630.2(r). See f/n 8 for an explanation regarding the ADA.

See the f/n 24³ for a discussion of examinations by spiritual leaders/practitioners.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.
20 ILCS 2630/3.3, Criminal Identification Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.
Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill.2d 482(Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (~~Educational Support Personnel—Duties and Qualifications~~)

General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

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

Job Descriptions

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

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

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, or any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

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

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

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.

2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations

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

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

Drug Testing

The District is a drug-free workplace as provided in policy 5:50, *Drug- and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition*. Upon receipt of a contingent offer of employment, applicants must complete pre-employment drug testing which shows no positive result of cannabis, illegal drugs, or alcohol. Applicants to whom a contingent offer is made whose pre-employment drug test returns positive for illegal drugs or alcohol will be ineligible for employment and will have their contingent offer of employment revoked.

Applicants to whom a contingent offer is made whose pre-employment drug test returns positive for cannabis may be ineligible for employment and are subject to having their contingent offer of employment revoked. Applicants who test positive for cannabis will be afforded a reasonable opportunity to explain a positive result for cannabis. The District has sole discretion in determining whether to revoke the contingent offer of employment.

No applicant will be tested under this policy without his or her consent. However, the failure or refusal of any applicant for employment to consent to such testing will be treated as a failure to complete the application process, precluding any consideration of the applicant for employment.

Cannabis means marijuana, hashish, and other substances that are identified as including any parts of the plant *Cannabis sativa* and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plant; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, “cannabis” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination.

Orientation Program

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

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.
 20 ILCS 2630/3.3, Criminal Identification Act.
 820 ILCS 55/, Right to Privacy in the Workplace Act.
 820 ILCS 70/, Employee Credit Privacy Act.
 410 ILCS 705/10-50, Cannabis Regulation and Tax Act.
 820 ILCS 112/10(b-5), Equal Pay Act.
 Americans With Disabilities Act, 42 U.S.C. § 12112, and 29 C.F.R. Part 1630.
 Fair Credit Reporting Act, 15 U.S.C. §1681 et seq.
 Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill. 2d 482 (Ill. 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Substitute Teachers), 5:280 (Educational Support Personnel – Duties and Qualifications)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

Instruction

Using Animals in the Educational Program¹

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.²

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.³

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place.⁴ No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.⁵

LEGAL REF.: 105 ILCS 5/2-3.122, 5/27-14, and 112/.

CROSS REF.: 6:40 (Curriculum Development)

ADMIN. PROC.: ~~6:120-AP3 (Service Animal Access Requests), 6:120-AP3, E1 (Request for a Service Animal to Accompany a Student in School Facilities)~~

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content.

² This paragraph is optional and is not controlled by State or federal statute or rule.

³ This sentence's first clause is required by 105 ILCS 5/27-14; the clause after the semi-colon is a reasonable interpretation that will allow the use of mouse-mazes.

⁴ ~~105 ILCS 112/25~~ State law prohibits schools from penalizing a student who refuses to perform, participate in, or observe dissection. (~~105 ILCS 112/25~~).

⁵ ISBE's guidelines for helping schools give notice to students, parents, teachers, and administrators are available under the RESOURCES heading at: www.isbe.net/Pages/Science-Mandates.aspx ~~www.isbe.net/ils/science/mandates.htm~~. State law does not require that objecting students receive an alternative project. Instead, it says that the student may be given an alternative project that provides the student, through means other than dissection, with knowledge similar to that expected to be gained during the dissection project.

Instruction

Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety of an animal are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.: 105 ILCS 5/2-3.122, 5/27-14, and 112/

CROSS REF.: 6:40 (Curriculum Development)

ADMIN. PROC.: 6:120-AP3 (Service Animal Access Requests), 6:120-AP3, E1 (Request for a Service Animal to Accompany a Student in School Facilities)

ADOPTED: May 17, 2001

REVISED: October 20, 2016

Instruction

Migrant Students ¹

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law.

This program will ~~include a means to:~~

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State, and federal educational programs,² including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.³
4. Provide, to the extent feasible: ⁴
 - a. Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services, and
 - b. Professional development programs, including mentoring, for District staff,
 - c. Family literacy programs,
 - d. The integration of information technology into educational and related programs, and
 - e. Programs to facilitate the transition of secondary school students to postsecondary education or employment. ⁵

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. The first sentence of this policy allows a school board to consider the goals for its migrant education program and to amend the sample policy accordingly. The Migrant Education Program is a federally funded program authorized under Title I, Part C, of the Elementary and Secondary Education Act (ESEA), 20 U.S.C. §6391 et seq.; 34 C.F.R. §200.81 et seq. ~~Note: Section 6391 of the ESEA was amended by the Every Student Succeeds Act (ESSA), eff. 12-10-15. However applicable regulations at 34 C.F.R. §200.80 have not been updated. Amendments to the regulations are highly likely within the next year.~~

To qualify for the program, a migrant child must: (1) be younger than the age of 22, (2) have not earned a high school diploma or an equivalent degree, (3) have moved on his/her own as a migratory worker or with/to join/to precede a parent, spouse or guardian who is a migratory worker; and (4) have moved within the preceding 36 months due to economic necessity, from one school district to another, and from one residence to another. 20 U.S.C. §6399; see also www.isbe.net/Pages/Migrant-Education-Program.aspx. ~~have moved within the last three years across state or school district lines with a parent or guardian or on his/her own to obtain qualifying temporary or seasonal work in agriculture or fishing.~~ Although most of the requirements are directed to State agencies, local school districts that receive State money for these programs will be held to many of the same requirements by the State. For additional information, see ISBE's collection of material about the Migrant Education Program in Illinois ~~is available~~ at www.isbe.net/Pages/Migrant-Education-Program.aspx.

² 20 U.S.C. §§ 6394(b)(1)(A), 6396(a)(1)(E).

³ 20 U.S.C. §§ 6391(3), 6394(b)(2), 6396(a)(1)(C).

⁴ 20 U.S.C. §6394(c)(7).

5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language. ⁶

Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.: 20 U.S.C. §6318.
20 U.S.C. §6391 et seq., [Education of Migratory Children](#).
34 C.F.R. §200.810 et seq.

CROSS REF.: 6:170 (Title I Programs)

DRAFT

⁵ [For an elementary school district that wants to delete subsection e, amend 4\(c\)-4\(e\) as follows:](#)
c. [Family literacy programs, and](#)
d. [The integration of information technology into educational and related programs.](#) ~~and~~
e. ~~[Programs to facilitate the transition of secondary school students to postsecondary education or employment.](#)~~
⁶ [20 U.S.C. §6394\(c\)\(3\).](#)

Instruction

Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal education programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

Migrant Education Program for Parent(s)/Guardian(s) and Family Member Engagement

Parent(s)/guardian(s) and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.: 20 U.S.C. §6318.
20 U.S.C. §6391 et seq.
34 C.F.R. §200.80 et seq.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: November 12, 2002

REVISED: January 19, 2017

Instruction

English Learners ¹

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners. ²
2. Appropriately identify students with limited English language proficiency. ³

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. The assessment and accountability provisions in the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act, and State law include English Learners. (~~20 U.S.C. §§6312, 6314, 6315, and 6318~~). **Note:** Applicable regulations at 34 C.F.R. Part 200 have not been updated; amendments to the regulations are highly likely within the next year. ~~34 C.F.R. Part 200~~.

ESEA Title III, Part A, also known as the English Language Acquisition, Language Enhancement, and Academic Achievement Act, provides funding to support schools' efforts to help children who are English learners "achieve at high levels in academic subjects so that all English learners can meet the same challenging State academic standards that all children are expected to meet." (~~20 U.S.C. §6812(2)~~). Reimbursement for programs is contingent on the submission and approval of a program plan and request for reimbursement in accordance with the requirements in 105 ILCS 5/14C-12 and 23 Ill.Admin.Code Part 228. This policy uses "*English Learners*" (EL) rather than "*English Language Learners* (ELL)" or "*Limited English Proficient* (LEP)." LEP and ELL are no longer terms used generally among educators and researchers in the field of English language acquisition. (~~37 Ill. Reg. 16804~~). [The Ill. State Board of Education](#) (ISBE) now uses the term *English learners*, which are synonymous with LEP and ELL. P.A. 99-30 also deleted language from "English language learner."

For purposes of this policy, *English Learners* is synonymous with the School Code definition, which means: (1) all students in grades Pre-K through 12 who were not born in the United States, whose native tongue is a language other than English, and who are incapable of performing ordinary classwork in English; and (2) all students in grades Pre-K through 12 who were born in the United States of parents possessing no or limited English-speaking ability and who are incapable of performing ordinary classwork in English. (~~105 ILCS 5/14C-2, amended by P.A. 99-30~~). **Note:** The Ill.inois Administrative Code definition of *English Learners* has not been amended since the effective date of P.A. 99-30 and still provides that *English Learners* means any student in preschool, kindergarten or any of grades 1 through 12, whose home language background is a language other than English and whose proficiency in speaking, reading, writing, or understanding English is not yet sufficient to provide the student with: (1) the ability to meet the State's proficiency level of achievement on State assessments; (2) the ability to successfully achieve in classrooms where the language of instruction is English, or (3) the opportunity to participate fully in the school setting. (~~23 Ill.Admin.Code §228.10~~).

The Office for Civil Rights (OCR) at the U.S. Dept. of Education ([EDOE](#)) and the Civil Rights Division at the U.S. Department of Justice (DOJ) have issued joint guidance to assist school districts and all public schools in meeting their legal obligations to ensure that English Learners can participate meaningfully and equally in educational programs and services. The guidance is available at: www2.ed.gov/about/offices/list/ocr/letters/colleague-el-201501.pdf (copy and paste link into browser if clicking doesn't work). In support of this guidance, the Office of English Language Acquisition released an *English Learner (EL) Tool Kit* to assist school districts in providing EL students with the support necessary to achieve their full academic potential. The *Tool Kit* is available at: www2.ed.gov/about/offices/list/oela/english-learner-toolkit/index.html.

² This policy's first sentence and the first numbered paragraph both allow a school board to consider the goals for its English Learners programs; a board should amend the sample policy accordingly.

³ 23 Ill.Admin.Code §228.15. Districts must administer a home language survey to each student entering the district's schools for the first time within 30 days after the student's enrollment. The survey's purpose is to identify students of non-English background. ISBE's website contains useful information about communicating with parents/guardians of English Learners (www.isbe.net/Pages/Resources-for-Families-of-English-Learners.aspx), including sample Home Language Surveys and program letters in many languages (www.isbe.net/Pages/English-Learners-Forms-and-Notifications.aspx).

3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable. ⁴
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them. ⁵
5. Determine the appropriate instructional program and environment for English Learners. ⁶
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment. ⁷
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics. ⁸
8. Provide information to the parents/guardians of English Learners about: (a) the reasons for their child's identification, (b) their child's level of English proficiency, (c) the method of instruction to be used, (d) how the program will meet their child's needs, (e) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (f) specific exit requirements of the program, (g) how the program will meet their child's individualized education program, if applicable, and (h) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged. ⁹

Parent Involvement ¹⁰

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; ~~and~~ (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

For purposes of identifying students eligible to receive special education, districts must administer non-discriminatory procedures to English Learners coming from homes in which a language other than English is used (105 ILCS 5/14-8.02).

⁴ 105 ILCS 5/14C-3, ~~amended by P.A. 99-30~~, and 23 Ill.Admin.Code §§228.25 and 228.30.

⁵ 20 U.S.C. §§6312, 6314, 6315, 6318, and 6801 et seq.; 34 C.F.R. Part 200; 105 ILCS 5/14C-1 et seq., ~~amended by P.A. 99-30~~; and 23 Ill.Admin.Code Part 228.

⁶ 23 Ill.Admin.Code §228.25.

⁷ 23 Ill.Admin.Code §228.25(b). Districts must annually assess the English language proficiency of all English learners using the assessment prescribed by the State Superintendent of Education. This assessment is the Assessing Comprehension and Communication in English State to State for English Language Learners (ACCESS for ELLs) test. See www.isbe.net/Pages/EnglishLearnerIdentificationAssessment.aspx.

⁸ 34 C.F.R. Part 200.

⁹ 20 U.S.C. §6312(e)(3)(A) and 23 Ill.Admin.Code §228.40.

¹⁰ 20 U.S.C. §6312(e)(3)(C) and 23 Ill.Admin.Code Part 228. 105 ILCS 5/14C-10 requires school districts to establish parental advisory committees for transitional bilingual education programs. See 2:150-AP, Superintendent Committees.

LEGAL REF.: 20 U.S.C. §§6312, 6314, 6315, and 6318.
20 U.S.C. §6801 et seq.
34 C.F.R. Part 200.
105 ILCS 5/14C-1 et seq.
23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

DRAFT

Instruction

English Learners

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (a) the reasons for their child's identification, (b) their child's level of English proficiency, (c) the method of instruction to be used, (d) how the program will meet their child's needs, (e) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (f) specific exit requirements of the program, (g) how the program will meet their child's individual education program, if applicable, and (h) information on parent/guardian rights. Parents/guardians will be regularly appraised of their child's progress, and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

LEGAL REF.: 20 U.S.C. §§6312, 6314, 6315, and 6318.
20 U.S.C. §6801 et seq.
34 C.F.R. Part 200.
105 ILCS 5/14C-1 et seq.
23 Ill. Admin. Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED: May 17, 2001

REVISED: January 19, 2017

Instruction

Access to Electronic Networks ¹

Electronic networks, ~~including the Internet~~, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.²

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

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

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).³

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet.⁴ Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law requires this subject matter be covered by policy. State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

A policy on Internet safety is necessary to receive *E-rate* funds under the Elementary and Secondary Education Act, Student Support and Academic Enrichment Grants (20 U.S.C. §7131-) and to qualify for universal service benefits under the Children's Internet Protection Act (*CIPA*) (47 U.S.C. §254(h) and (l)).

Generally, federal rules prohibit schools from soliciting or accepting gifts or other things of value exceeding \$20 from Internet service providers that participate or are seeking to participate in the E-rate program. 47 C.F.R. §54.503. However, during the COVID-19 pandemic, the Federal Communications Commission (FCC) temporarily waived its rules prohibiting such gifts to enable service providers to support remote learning efforts without impacting school E-rate funding. See <https://docs.fcc.gov/public/attachments/DA-20-1479A1.pdf>.

² This goal is repeated in exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks*.

³ Topics for the implementation plan include integration of the Internet in the curriculum, staff training, and safety issues. The implementation plan can also include technical information regarding service providers, establishing Internet accounts, distributing passwords, software filters, menu creation, managing resources and storage capacity, and the number of ~~dial up lines or~~ access points for users to connect to their accounts. Another topic is investigation of inappropriate use.

⁴ No system can guarantee to operate perfectly or to prevent access to inappropriate material; this policy statement attempts to absolve the district of any liability.

resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response.⁵ Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use. ⁶

Acceptable Use ⁷

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right.⁸ ~~Students and staff members~~ Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks ~~or District computers~~. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol.⁹ Electronic

~~The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.~~

⁵ Required by 47 U.S.C. §254(h)(5)(B)(iii) and 47 C.F.R. §54.520(c)(i) only for districts that receive *E-rate* discounts for Internet access or plan to become participants in the *E-rate* discount program. All boards receiving an *E-rate* funding for Internet access ~~must were required to~~ certify that they ~~had have~~ updated their Internet safety policies. See, *FCC Report and Order 11-125* (August 11, 2011). This sentence is optional if the district only receives discounts for telecommunications, such as telephone service, unless the district plans to participate in the *E-rate* discount program.

⁶ School authorities may reasonably regulate student expression in school-sponsored publications for education-related reasons. *Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260 (1988). This policy allows such control by clearly stating that school-sponsored network information resources are not a "public forum" open for general student use but are, instead, part of the curriculum.

It is an unfair labor practice (ULP) under the Ill. Educational Labor Relations Act (IELRA) for an employer to discourage employees from becoming or remaining members of a union. 115 ILCS 5/14(a)(10), added by P.A. 101-620. In connection with that potential penalty, the IELRA requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14 (c-5), added by P.A. 101-620. This policy aligns with IELRA requirements by clarifying the District's electronic network is not a public forum for general use by outside parties and by limiting use of the network to the purposes stated under the **Acceptable Use** subhead. However, districts are still prohibited under the First Amendment to the U.S. Constitution from suppressing messages based on viewpoint and may be subject to liability if they affirmatively block individual senders. See *Perry Educ. Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37 (1983); *Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018). Consult the board attorney if the board wants to amend this policy to prohibit access by specific parties and/or before taking steps to "block" any specific party from the district's email system based on the content of the party's message.

⁷ This paragraph provides general guidelines for acceptable use regardless of whether Internet use is supervised. In practice, many districts allow for incidental personal use of their networks during duty-free times. The specific rules are provided in exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks* (see also f/n 1). This paragraph's application to faculty may have collective bargaining implications.

⁸ The "privilege, not a right" dichotomy is borrowed from cases holding that a student's removal from a team does not require due process because such participation is a privilege rather than a right. The deprivation of a privilege typically does not trigger the Constitution's due process provision. *Clements v. Bd. of Educ. of Decatur Public Sch., Dist. No. 61*, 133 Ill.App.3d 531 (4th Dist. 1985). Nevertheless, before access privileges are revoked, the user should be notified and allowed to give an explanation.

⁹ If students are allowed only supervised access and are not required to sign the *Authorization for Access to the District's Electronic Networks*, the provisions from the *Authorization* should be used as administrative procedures for covering student Internet use. See 6:235-AP1, *Acceptable Use of the District's Electronic Networks*. This is an optional sentence:

The Superintendent shall establish administrative procedures containing the appropriate uses, ethics, and protocol for Internet use.

The Harassing and Obscene Communications Act criminalizes harassing and obscene electronic communication. 720 ILCS 5/26.5.

communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. 10

Internet Safety 11

Technology protection measures shall be used on each District computer with Internet access.¹² They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee.¹³ The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.¹⁴ The Superintendent or designee shall include measures in this policy's implementation plan to address the following: 15

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁰ The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of privacy. This provision attempts to avoid Fourth Amendment protection for communications and downloaded material by forewarning users that their material may be read or searched, thus negating any expectation of privacy.

Email and computer files are "public records" as defined in the Ill. Freedom of Information Act (FOIA) if they are, as in this policy, "under control" of the school board. 5 ILCS 140/2. They may be exempt from disclosure, however, when they contain information that, if disclosed, "would constitute a clearly unwarranted invasion of personal privacy." 5 ILCS 140/7.

~~5 ILCS 140/7.~~ Alternatively, a school board may believe that making email semi-private enhances its educational value. The following grants limited privacy to email communications and can be substituted for the sample policy's sentence preceding this footnote:

School officials will not intentionally inspect the contents of email without the consent of the sender or an intended recipient, unless as required to investigate complaints regarding email that is alleged to contain material in violation of this policy or the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*.

¹¹ See f/n 1.

¹² While it is best practice to do so, neither CIPA nor the rules for the E-Rate program specifically address whether school-owned computers or other mobile computing devices must be filtered when using a non-school Internet connection. Consult the board attorney for guidance on this issue.

¹³ This sample policy language is broader than the requirements in federal law (20 U.S.C. §7131, 47 U.S.C. §254, and 47 C.F.R. §54.520(c)(i)). It does not distinguish between minors (children younger than 17) and non-minors. The terms, *minor*, *obscene*, *child pornography*, and *harmful to minors* have not changed, but are now explicitly referred to in the regulations at 47 C.F.R. §54.520(a). Federal law defines *harmful to minors* as:

...any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The Federal Communications Commission specifically declined to find that access to social networking websites Facebook or MySpace are per se *harmful to minors*. School officials have discretion about whether or not to block access to these and similar sites. See supra f/n 3.

¹⁴ Permitted by 20 U.S.C. §7131(c). The policy's provision for prior approval is not in the law and may be omitted. The entire sentence may be eliminated if a board does not want the filtering device to be disabled.

¹⁵ In order to qualify for universal service benefits under the federal Children's Internet Protection Act (CIPA), the district's Internet safety policy must address the items listed in the sample policy. 47 U.S.C. §254(l). The sample policy accomplishes this task by requiring these items be addressed in the policy's implementation plan or administrative procedure.

Note that federal law requires the school boards to hold at least one hearing or meeting to address the *initial* adoption of the Internet safety policy. Later revisions of the existing policy need not follow the public notice rule of CIPA, though a board will still need to follow its policy regarding revisions and the mandates of FOIA.

1. Ensure staff supervision of student access to online electronic networks, **16**
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including “hacking” and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access 17

Each staff member must sign the *Authorization for Access to the District’s Electronic Networks* as a condition for using the District’s electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. **18**

Confidentiality

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

Violations

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

CIPA also requires this policy and its documentation to be retained for at least five years after the last day of service delivered in a particular funding year. This means the five year retention requirement begins on the last day of service delivered under E-rate, not from the day the policy was initially adopted. Consult the board attorney about this requirement and the best practices for your individual board.

16 Monitoring the online activities of *students* is broader than the requirement in federal law to monitor *minors*. The definition of minor for this purpose is “any individual who has not attained the age of 17 years.” See 47 C.F.R. §54.520(a)(4)(i). The use of the word *students* is a best practice.

17 The District’s administrative procedure, 6:235-AP1, *Acceptable Use of the District’s Electronic Networks*, ~~rather~~ than this board policy, specifies appropriate conduct, ethics, and protocol for Internet use. This is consistent with the principle that detailed requirements are not appropriate for board policy; instead, they should be contained in separate district documents that are authorized by board policy. Keeping technical rules specifying acceptable use out of board policy will allow for greater flexibility, fewer changes to the policy manual, and adherence to the belief that board policy should be confined to governance issues and the provision of guidance on significant district issues. This sample policy only requires staff and students to sign the Authorization; however, all users of the District’s Electronic Networks, including board members and volunteers, are bound by this policy and its implementing procedure and should be familiar with their content.

18 The Superintendent’s implementation plan should describe appropriate supervision for students on the Internet who are not required, or refuse, to sign the *Authorization*.

The use of personal electronic communication devices owned by students but used to gain Internet access that has been funded by E-rate is not addressed yet. The FCC has indicated that it does plan to address the issues associated with the application of CIPA requirements to this situation.

- LEGAL REF.: ~~No Child Left Behind Act, 20 U.S.C. §6777-20 U.S.C. §7131, Elementary and Secondary Education Act.~~
~~Children's Internet Protection Act, 47 U.S.C. §254(h) and (l), Children's Internet Protection Act.~~
~~Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.~~
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.
720 ILCS 5/26.5.
- CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)
- ADMIN. PROC.: 6:235-AP1 (~~Administrative Procedure~~—Acceptable Use of the District's Electronic Networks), 6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (~~Exhibit~~—Staff Authorization for Access to the District's Electronic Networks)

Instruction

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

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

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

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

Acceptable Use

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

Internet Safety

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

1. Ensure staff supervision of student access to online electronic networks.
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials;
3. Ensure student and staff privacy, safety, and security when using electronic communications;

4. Restrict unauthorized access, including “hacking” and other unlawful activities; and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member is responsible for understanding the content of the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

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

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

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children’s Internet Protection Act, 47 U.S.C. §254(h) and (1).
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools)

ADMIN. PROC.: 6:235-AP1 (Administrative Procedure - Acceptable Use of the District’s Electronic Networks), 6:235-AP1, E1 (Student Authorization for Access to the District’s Electronic Networks), 6:235-AP1, E2 (Exhibit - Staff Authorization for Access to the District’s Electronic Networks)

ADOPTED: May 17, 2001

REVISED: June 18, 2020

Instruction

Assemblies and Ceremonies ¹

Assemblies must be approved by the Superintendent or designee and be consistent with the District's educational objectives.

The District shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity. ²

LEGAL REF.: [Lee v. Weisman, 505 U.S. 577+12 S.Ct. 2649](#) (1992).
[Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290+20 S.Ct. 2266](#) (2000).
[Jones v. Clear Creek Independent Sch. Dist., 930 F.2d 416+77 F.2d 963](#) (5th Cir., 1991+1992), *reh'g denied*, 983 F.2d 234 (5th Cir., 1992) and *cert. granted, judgement vacated*, 505 U.S. 1215+13 S.Ct. 2950 (1992), *remand*, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5th Cir., 1992), and *cert. denied*, 508 U.S. 967 (1993).

CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content.

² School-sponsored prayers or invocations at athletic events, graduation, and performances violate the First Amendment to the U.S. Constitution. [Lee v. Weisman, 505 U.S. 577+12 S.Ct. 2649](#) (1992). Even permitting students to deliver a "brief invocation and/or message" as part of pre-game ceremonies at football games is unconstitutional when the district retains control of the message's content. [Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290+20 S.Ct. 2266](#) (2000), and [Workman v. Greenwood Cmty. Sch. Corp.](#), 2010 WL 1780043 (S.D.Ind., 2010). Using a student-led message to solemnize a school event is problematic, especially when the student-led message was historically a prayer or when the purpose is to solemnize an athletic event as opposed to an event like graduation. However, the Supreme Court denied review of the Fifth Circuit Court of Appeals decision affirming a school board's policy that allowed nonsectarian and nonproselytizing student-led prayer during graduation ceremonies. [Jones v. Clear Creek Independent Sch. Dist., 508 U.S. 967+77 F.2d 963](#) (5th Cir., 1993+1992), *cert. denied*. In that case, high school seniors were permitted to choose student volunteers to deliver nonsectarian, nonproselytizing invocation at graduation ceremonies. The following is the policy upheld in that case:

1. The use of an invocation and/or benediction at the high school graduation exercise shall rest within the discretion of the graduating senior class, with the advice and counsel of the senior class principal [class sponsor];
2. The invocation and benediction, if used, shall be given by a student volunteer; and
3. Consistent with the principle of equal liberty of conscience, the invocation and benediction shall be nonsectarian and nonproselytizing in nature.

A board should consult its attorney before adopting such a policy.

Instruction

Assemblies and Ceremonies

Assemblies must be approved by the Building Principal and be consistent with the District's educational objectives.

LEGAL REF.: Lee v. Weisman, 112 S.Ct. 2649 (1992).
Santa Fe Independent School District v. Doe, 120 S.Ct. 2266 (2000).
Jones v. Clear Creek Independent School District, 977 F.2d 963 (5th Cir. 1992),
reh'g denied, 983 F.2d 234 (5th Cir. 1992) and *cert. denied*, 113 S.Ct. 2950
(1993).

CROSS REF.: 6:70 (Teaching About Religions); 6:80 (Teaching About Controversial Issues)

ADOPTED: May 17, 2001

REVISED: September 1, 2016

CURRENT

Instruction

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child’s educational curriculum pursuant to School Board policy 7:15, *Student and Family Privacy Rights*.¹

Persons who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy should file a complaint using Board policy 2:260, *Uniform Grievance Procedure*. Persons with all other suggestions or complaints about curriculum, instructional materials, and/or programs should complete a *eCurriculum eObjection* form and/or use the *Uniform Grievance Procedure*. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *eCurriculum eObjection* form.²

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Amendment.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (*Student and Family Privacy Rights*), 8:110 (Public Suggestions and Concerns)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ 20 U.S.C. §1232h(c)(1)(C)(i).

² A school district is not required to automatically accommodate a student’s or his/her parents’ religious beliefs by allowing the student to opt out of reading required materials or programs. A student is entitled to accommodation only if a district’s requirement *burdens* his/her free exercise of religion and the requirement is not justified by a *compelling state interest*. *Mozert v. Hawkins Co. Board of Educ.*, 827 F.2d 1058 (6th Cir., 1987). A student’s free exercise right would unlikely be burdened by compelling the student to be exposed to ideas with which his/her religion disagrees. See *Fleischfresser v. Directors of Sch. Dist. 200*, 15 F.3d 680 (7th Cir., 1994). On the other hand, compelling a student to perform an act that violates the student’s religious beliefs would burden his/her free exercise right, and the school district would need to justify the requirement with a compelling state interest in order to be able to enforce it.

Instruction

Complaints About Curriculum, Instructional Materials, and Programs

Persons with complaints about curriculum, instructional materials, and programs should complete an objection form and/or use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 8:110 (Public Suggestions and Concerns)

ADOPTED: May 17, 2001

REVISED: September 1, 2016

CURRENT

Students

Bus Conduct ¹

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. ²

Academic Credit for Missed Classes During School Bus Suspension ³

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ All districts must have a policy on student discipline, (105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280). State law requires the parent-teacher advisory committee, in cooperation with school bus personnel, to develop with the board, school bus safety procedures. (105 ILCS 5/10-20.14(c). See 4:110-AP3, *School Bus Safety Rules*.

² Attorneys disagree whether 105 ILCS 5/10-22.6(b), P.A. 99-456, eff. 9-15-16, applies to school bus suspensions; this sentence applies the law to school bus suspensions. 7:200, *Suspension Procedure*, satisfies the procedural requirements in 105 ILCS 5/10-22.6(b). Delete this sentence only at the direction of the board attorney.

³ The first sentence of this subhead is required by 105 ILCS 5/10-22.6(b-30), amended by P.A. 99-456, eff. 9-15-2016.

Electronic Recordings on School Buses ⁴

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. -Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. -Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.105 ILCS 5/10-20.14, 5/10-22.6, and 10/720 ILCS 5/14-3(m).
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

ADMIN. PROC.: 4:110-AP3 (School Bus Safety Rules)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁴ This section is optional; it contains the statutory prerequisites for districts that want to use electronic audio and visual recording devices on school buses. ~~720 ILCS 5/14-3(m), amended by P.A. 98-1142.~~ These required prerequisites reside in an exception to the criminal eavesdropping statute. The criminal eavesdropping statute prohibits recording a conversation in which someone has a reasonable expectation of privacy without the consent of all parties but allows citizens to record public conversations without obtaining consent. While the criminal eavesdropping statute was legislatively corrected as of 12-30-2014, 720 ILCS 5/14-3(m) remains the same. Districts should consult with their board attorney regarding the requirements of the ~~new~~ statute.

In addition, consult with the board attorney concerning the status of video and/or audio recordings that were made on school buses. Confusion surrounds whether or not videotapes are *education records* for purposes of the federal Family Education Rights and Privacy Act (~~FERPA~~ 20 U.S.C. §1232g) and/or *school student records* as defined in the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). The Ill. State Board of Education (ISBE) considerably reduced the confusion by stating in its rule that *school student records* do not include video or other electronic recordings "created at least in part for law enforcement or security or safety reasons or purposes;" (23 Ill.Admin.Code §375.10). ISBE rules also specify that: (1) electronic recordings made on school buses, as defined in the exemption from the criminal offense of eavesdropping in 720 ILCS 5/14-3(m), are not *school student records*, (~~Id.~~) and (2) no image on a school security recording may be designated as directory information. (23 Ill.Admin.Code §§ 375.10, 375.80(a)(2)(B)). This treatment exempts school bus videos from the multiple requirements in ~~ISSRA~~ the Ill. School Student Records Act. However, when responding to a request under the Freedom of Information Act (5 ILCS 140/) for recordings on school buses, a district will need to find an exemption other than the recording is a *school student record*.

Students

Bus Conduct

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, 34 C.F.R. Part 99.
105 ILCS 5/10-20.14, 5/10-22.6, and 10.
720 ILCS 5/14-3(m).
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

ADMIN. PROC.: 4:110-AP3 (School Bus Safety Rules)

ADOPTED: May 17, 2001

REVISED: April 21, 2016

CURRENT

Students

Communicable and Chronic Infectious Disease ¹

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies.² The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

LEGAL REF.: 105 ILCS 5/10-21.11.
~~410 ILCS 315/2a.~~
 23 Ill.Admin.Code §§ 1.610 and 226.300.
 77 Ill.Admin.Code Part 690.
~~Individuals With Disabilities Education Act~~, 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.
~~Rehabilitation Act, Section 504~~, 29 U.S.C. §794(a), Rehabilitation Act of 1973, Section 504.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ 105 ILCS 5/10-21.11 requires all ~~boards~~~~districts~~ to ~~adopt~~~~have~~ a policy on the appropriate manner of managing children with chronic infectious diseases. State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled in that competing interests (~~balancing the protectioning of~~ the afflicted student's rights ~~against~~~~while the protectioning of~~ the health and safety of the student body) have not been completely resolved.

² A student with a contagious disease is probably a *handicapped individual* under Section 504 of the Rehabilitation Act of 1973. (29 U.S.C. §794(a). See ~~Sch. Bd. of Nassau Co. v. Arline~~, ~~407 S.Ct. 1123~~480 U.S. 273 (1987) (teacher with tuberculosis was handicapped under ~~s~~Section 504); Thomas v. Atascadero Unified Sch. Dist., 662 F.Supp. 376 (C.D. Cal., 1986) (a child with AIDS was a *handicapped person* under Section 504); Dist. 27 Community Sch. Bd. v. Board of Educ. of the City of New York, 502 N.Y.S.2d 325 (1986).

Students with contagious diseases may also qualify for special education under the Individuals With Disabilities Education Improvement Act of 2004. (20 U.S.C. §1400 et seq.) Each school district, independently or in cooperation with other districts, must provide a comprehensive program of special education that meets the needs of children ages 3 to 21 with exceptional characteristics as identified in State law, specifically including physical or health impairments. (105 ILCS 5/Art. 14).

Decisions to place a student in a class outside regular classes due to infectious disease must be based on medical evaluations indicating a need to protect the health and safety of others. Community High Sch. Dist. 155 v. Denz, 463 N.E.2d 998, 124 Ill.App.3d 129 (Ill.App.2nd Dist., 1984).

Cases involving contagious diseases are highly fact-specific. Generally, the appropriate treatment of a student depends on the severity of the disease and the risk of infecting others, but in all cases, the board attorney should be consulted.

Students

Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

LEGAL REF.: 105 ILCS 5/10-21.11.
410 ILCS 315/2a.
23 Ill. Admin. Code §§ 1.610 and 226.300.
77 Ill. Admin. Code Part 690.
Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act, Section 504, 29 U.S.C. §794(a).

ADOPTED: May 17, 2001

REVISED: March 16, 2017

CURRENT

Community Relations

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District’s schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District’s name, a District school’s name, or a District school’s team name, or any logo attributable to the District provided they first receive the Superintendent or designee’s express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following: ¹

1. The organization’s or club’s name and purpose, such as, to enhance students’ educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parent(s)/guardian(s) of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization’s or club’s business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board’s legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club’s recommendation. ²

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ For boards that want to require all parent organizations and booster clubs to have 501(c)(3) status, use the following paragraph:

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District’s name, a District school’s name, or a District school’s team name, or any logo attributable to the District provided they first receive the Superintendent or designee’s express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club is a 501(c)(3) that has submitted proof of its status and has by-laws containing the following:

A 501(c)(3) organization is an organization that qualifies for exemption from federal income tax because it is organized and operated exclusively for one or more of the following purposes: religious; charitable; scientific; testing for public safety; literary; educational; fostering national or international amateur sports competition (but only if none of its activities involve providing athletic facilities or equipment); or the prevention of cruelty to children or animals. For more information, see www.irs.gov/charities-and-nonprofitswww.irs.gov.

² Booster clubs are understandably selective in their support. However, by accepting booster club assistance that creates vast gender differences, a board may face claims that it has violated Title IX. Title IX’s focus is on equal funding opportunities, equal facility availability, similar travel and transportation treatment, comparable coaching, and comparable publicity. (34 C.F.R. Part 106).

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos.³ The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

³ Booster clubs present potential liabilities to a school district beyond loss of funds because they seldom are properly organized (they generally are not incorporated or otherwise legally recognized), carry no insurance, raise and handle large sums, and club members hold themselves out as agents of the school (after all, no funds could be raised but for the school connection). A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its attorney, to minimize liability, such as adding a requirement to item 6 above that the club: (1) operate under the school's authority (activity accounts); or (2) be properly organized and demonstrate fiscal responsibility by being a 501(c)(3) organization, obtaining a bond, and/or arranging regular audits. Ultimately, the best way to minimize liability is to be sure that the district's errors and omissions insurance covers parent organizations and booster clubs.

Community Relations

Parent Organizations and Booster Clubs

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1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parent(s)/guardian(s) of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Building Principal or an administrative staff member will serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

ADOPTED: May 17, 2001

REVISED: October 20, 2016

Regular Agenda

Date: Thursday, July 15, 2021

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

Call to order the

Regular Meeting at 6:01 p.m. A quorum was met.

Roll Call: Ayes 6 / Absent 1 / Motion Carried

Absent: Mr. Gentry

Members: Mr. Quagliano, Mr. Geheren, Mr. Gentry, Mr. Cratty, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

2. Closed Session / Roll Call

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; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Geheren, Mr. Cratty, Mr. Gentry, Mr. Quagliano, Mrs. Melendy, Mr. Troy, Mrs. Maiorino

Roll Call: Ayes 6/ Nays 0/ Absent 1/ Motion Carried

1. Exit or Suspend Closed Session / Voice Call

The Board suspend closed session at 7:07p.m. and return to open session.

Voice Call: Ayes 6/ Nays 0 / Motion Carried

3. Resume in Public Session / Roll Call

Resume the Regular meeting at 7:08 p.m.

Members: Mrs. Melendy, Mr. Troy, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr. Cratty

Roll Call: Ayes 6/ Absent 0 / Motion Carried

1. Action as Required / Roll Call

Will come from the Board.

Roll Call: Ayes 6 / Nays 0 / Absent 1/ Motion Carried

Action: Recommendation will come from the Board.

4. Pledge of Allegiance

5. Academic Spotlight The Board recognized multiple athletic achievements from students

at Huntley High School. Alex Johnson was honored as the IHSA Class 3A Girls Track and Field State Champion in the long jump. Johnson has set records for her performances in the long jump, 100 meter, and 200 meter events. The Huntley High School softball team was also recognized for their third place finish at the IHSA Class 4A State series. The team follows up their 2019 state championship with another impressive season. HHS softball and track and field coaches were in attendance to speak to all the hard work and perseverance of these talented students.

Congratulations to all!

6. **Public Comment** – There were several Public Comments. Mr. Quagliano had about 75 percent of the people read their comments during public comment. The others read their comments at the end of the meeting.

Laura Murray, Trevor Murray, Kendra Ziebell, Kasie Sliwe, Erin Smith, Iwona Matusiewicz, Kim Singer, Nicole Petkova, Jill Cataldo, Dawn Rabick, Angie Birkley, Xhail Traub, Erin Wyse, Kari Corss, Dani Athans, Kinsey Hayes, Andy Bittman, Shanna Zalud, Betsy Felde, Tom/Erin Cease, Andrew Martin, Nicoles Endres, Victoria Bittman, Justin Searles, Chad Zalud, Beth Crisci(justin cross), Monika Lazarowicz, David Roberts, Aneta Ujcik, Kevin Jacobsen, Joe Logsdon, Michael Thompson, Richard Rizzo, Britni Hermansen, Dan Burak, and Dyan Karaviotis.

7. **Revision and Adoption of the Agenda / Voice Call**

The Agenda was adopted with the following changes. Removal of items 9, 10, and 11.

Action: Adoption of the Agenda.

Mr. Quagliano Moved, Mrs. Melendy 2nd.

Voice Call: Ayes 6/ Nays 0/ Motion Carried

8. **Associate Superintendent's Report**

Ms. Lombard presented Transportation updates to the Board. We are awaiting the ISBE bus guidelines. The district hired First Student to perform a bussing analysis. The district received a lot of good information from the analysis. We are currently in a good place with staffing for transportation. We would like to hire even more staff to help when drivers are out. We have also looked into a private company to help when subs are needed.

Recommendation: For informational purposes only.

9. **Assistant Superintendent for Secondary Learning and Innovation - None**

Updates will be provided at this time.

Recommendation: For informational purposes only.

10. **Assistant Superintendent for Elementary Learning and Innovation - None**

Updates will be provided at this time.

Recommendation: For informational purposes only.

11. **Assistant Superintendent of Special Services - None**

Updates will be provided at this time.

Recommendation: For informational purposes only.

12. **Chief Financial Officer/Treasurer**

Mr. Altmayer presented the Districts current financial updates.

Recommendation: For informational purposes only.

1. **Fiscal Services Reports**

Mr. Altmayer provided the Monthly Fiscal Updates and Activity Fund Balance Report.

Recommendation: For informational purposes only

2. **Revenue and Expenditure Report**

The monthly report is provided in the packet for review and comment.

Recommendation: For informational purposes only.

13. **Assistant Superintendent of HR -None**

Updates will be provided at this time.

Recommendation: For informational purposes only.

14. **Chief Technology Officer - None**

Updates will be provided at this time.

Recommendation: For informational purposes only.

15. **Community Relations & Student Outreach**

1. **Freedom of Information Act (FOIA) Requests (R)**

A monthly report on the FOIA requests was provided in the packet.

Recommendation: For informational purposes only.

16. **Building & Grounds (B&G) Committee**

1. **O&M Update**

Mr. Renkosik presented the O & M Updates.

Recommendation: For informational purposes only.

17. **Superintendent's Report**

Dr. Rowe explained the district hasn't made a decision regard mask updates. The district is still waiting on more updates from some sources, before a decision is made.

1. **Donations (R)**

Mr. and Mrs. Troy Donated \$500.00 in gratitude/appreciation for the experiences their daughters received from yearbook, newspaper and medical academy.

18. **President's Report** - None

19. **Legislation Committee**

Legislative Updates

Senate Bill SB508 and SB518 are still on Governors desk.

20. **Action Items / Roll/ Voice Call**

Action items require a motion and a second; discussion if needed; and roll or voice call.

1. **Board of Education**

1. **Minutes (A)**

The following minutes from June 3, 2021 and June 17, 2021 were approved as presented.

Mr. Quagliano moved, Mrs. Maiorino 2nd

Action: Approved as presented.

Voice Call: Ayes 6 / Nays 0/ Motion Carried

Board Resolution in support of McHenry County Fiber Coalition

This resolution is intended to show support for the McHenry County Fiber Coalition mission of securing accessibility of broadband internet for every citizen of McHenry County.

Mr. Quagliano moved, Mr. Troy 2nd

Action: Approved as presented.

Voice Call: Ayes 6 / Nays 0/ Motion Carried

2. **Human Resources Committee**

1. **HR Personnel**

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.

Mr. Quagliano moved, Mr. Geheren 2nd

Roll Call: Ayes 6/ Nays 1/ Motion Carried

Action: Approved as presented

2. **FY22 Substitute Rates**

Seeking approval of the Board as presented.

Mr. Quagliano Moved, Mrs. Melendy 2nd

Roll Call: Ayes 6/ Nays 1/ Motion Carried

Action: Approved as presented

3. **Benefitfocus Contract Renewal**

Seeking approval of the Board as presented.

Mr. Quagliano Moved, Mrs. Melendy 2nd

Roll Call: Ayes 6/ Nays 1/ Motion Carried

Action: Approved as presented

3. **Finance Committee**

1. **Payables**

Mr. Altmayer sought approval of the Purchase Orders issued at \$7,468,480.68; Imprest issued at \$2,967,438.86 and Disbursements issued at \$14,348,275.86, as presented.

Roll Call: Ayes 6 / Nays 0/ Motion Carried

Action: Approved as presented

Mr. Quagliano moved, Mr. Cratty 2nd

2. **Revenue Contracts**

Mr. Altmayer sought approval of the revenue contracts for various fundraising activities.

Mr. Quagliano moved, Mr. Troy 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Action: Approved as presented

3. Registration Fees & Tax Abatement

As a result of the expected fiscal year 2021 operating surplus, Administration is recommending a 50% reduction of the 2021-2022 student Registration Fees, as well as setting aside funds to be used for a Levy Year 2021 Tax Abatement.

Mr. Quagliano moved, Mr. Troy 2nd.

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Action: Approved as presented.

4. Bond Issuance - Parameters Resolution

Mr. Altmayer sought approval of the Board to adopt the attached Parameter's Resolution providing for the issue of not to exceed \$34,000,000 General Obligation Refunding School Bonds of the School District for the purpose of refunding certain outstanding bonds of said School District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, authorizing the sale of said bonds to the purchasers thereof, and authorizing the execution of certain escrow agreements in connection therewith.

Roll Call: Ayes 6/ Nays 0 / Motion Carried

Mr. Quagliano moved, Mr. Troy 2nd

Action: Approved as presented

5. FY22 Budget Tentative Draft

Mr. Altmayer presented for approval the FY22 Budget Tentative Draft.

Mr. Quagliano Moved, Mr. Troy 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Action: Approved as presented.

6. FY22 Budget Hearing

Administration recommended the date and time of the Budget Hearing for the FY22 Budget. The Budget Hearing will be on September 16, 2021.

Mr. Quagliano moved, Mrs. Melendy 2nd

Roll Call: Ayes 6 / Nays 0/ Motion Carried

Action: Approved as presented

Recommendation: Seeking approval of the Board as presented.

7. IDOT Hazardous Busing Resolution

The Illinois Department of Transportation (IDOT) constituting a Type I, Type II and Type III Hazard will be reviewed to transport students. Administration is recommending by resolution the continuance of the Hazardous Busing Program for the District, as identified by school code 105ILCS 5/29-5.2.

Mr. Quagliano moved, Mr. Geheren 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Action: Approved as presented

Illinois School District Liquid Asset Fund Authorization Resolution

Mr. Altmayer presented for approval, a resolution which authorizes the Superintendent and Treasurer to effectuate the investment and withdrawal of monies, contracts & agreements on behalf of the District.

Mr. Quagliano moved, Mr. Geheren

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Action: Approved as presented

4. Buildings and Grounds Committee

1. Amendment #1 to Thermosystems Preventative Maintenance Service Agreement

The Administration recommends to the Board of Education approval of the attached Amendment 1 proposal to Thermosystems Preventative Maintenance Agreement proposal # HSD.MA.201101. 231031A dated August 18, 2020, as attached at the July15, 2021 Board meeting.

Mr. Quagliano moved, Mr. Troy 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Action: Approved as presented

2. Refuse and Recycling Services Bid

The B & G Department recommends approving the Refuse and Recycled Materials Hauling and Disposal RFP#2021-13.

Mr. Quagliano moved, Mr. Troy

Roll Call: Ayes 6 / Nays 0/ Motion Carried

Action: Approved as presented

3. Snow Removal Services Bid

The B & G Committee recommends the approval of Snow Removal Services RFP 2021-40.

Mr. Quagliano Moved, Mr. Troy 2nd.

Roll Call: Ayes 6 / Nays 0/ Motion Carried

Action: Approved as presented

5. Curriculum Committee

1. Amended School Calendar 2021-2022

Dr. Rowe presented the amended 2021-2022 school calendar to the Board of Education.

Mr. Quagliano moved, Mr. Geheren 2nd

Roll Call: Ayes 6 / Nays 0 / Motion Carried

Action: Approved as presented

Suspend Open Session @ 11:09 pm

Return to closed session @ 11:22 pm

Return to Open Session @ 12:08 am

21. Adjournment

Motion to adjourn the meeting at 12:09am

Voice Call: Ayes 6/ Nays 0 / Motion Carried