

# Regular Agenda

**Date:** Thursday, March 17, 2022

**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

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**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 Regular Meeting at \_\_ p.m. A quorum must be met.

**Roll Call: Ayes / Absent / Motion** \_\_\_\_\_

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

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

**Roll Call: Ayes / Absent / Motion** \_\_\_\_\_

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

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

Move to exit or suspend closed session at \_\_ p.m. and return to open session.

**Voice Call: Ayes / Nays / Motion** \_\_\_\_\_

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

Resume the Regular meeting at \_\_ p.m.

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

**Roll Call: Ayes / Absent / Motion** \_\_\_\_\_

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

Will come from the Board.

**Roll Call: Ayes / Nays / Absent / Motion** \_\_\_\_\_

**Action:** Recommendation will come from the Board.

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

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

The following students from Chesak will lead us in the Pledge.

Jackson Pczela, Josie Giovinco, Joshua Ofosu, Emma Morris, Matson Hood

5. **Academic Spotlight (R) (Dr. Schlichter)**

HHS College and Career Pathway Endorsements: Mrs. Bagby and Mrs. Henk will spotlight student opportunities to earn College and Career Pathway Endorsements beginning at the end of the 2021-22 school year.

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

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.

7. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Quagliano)

Move to adopt the agenda as presented (or with changes).

**Action:** Adoption of the Agenda.

**Voice Call: Ayes / Nays / Motion** \_\_\_\_\_

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

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

9. **Assistant Superintendent for Secondary Learning and Innovation (R)** (Dr. Schlichter)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

10. **Assistant Superintendent for Elementary Learning and Innovation (R)** (Dr. MacCrimble)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

11. **Assistant Superintendent of Special Services (R)** (Dr. del Castillo)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

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

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

13. **Assistant Superintendent of HR Report (R)** (Dr. Zehr)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

14. **Chief Technology Officer (R)** (Dr. Budzynski)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

15. **Superintendent's Report (R)** (Dr. Rowe)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

1. **Donations**

1. Country Financial made a cash donation of \$750.00 to be used in the Foods Lab @ Heineman Middle School.

2. **Michael Evitts** donated new Girls Soccer Uniforms for all 3 levels of girls soccer. The uniform donation is in memory of his **Daughter Hannah Evitts**.

3. Northwest Rotary Supper Club - Crystal Lake, Lake in the Hills, Huntley  
Cash Donation for Elementary Robotics Club.

2. **Board Awards (Dr. Rowe)**

16. **President's Report** (Mr. Quagliano)

17. **Community Relations & Student Outreach** (Mrs. Melendy-Chair, Mr. Geheren, Mrs. Maiorino)

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

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

**Recommendation:** For informational purposes only.

18. **Legislation Committee** (Mr. Cratty- Chair, Mrs. Melendy Mrs. Maiorino)

**Recommendation:** For informational purposes only.

1. **Legislative Updates (R)** (Mr. Cratty)

Mr. Cratty will provide legislative updates.

19. **Consent Agenda (A) (Mr. Quagliano)**

All items have gone through the Committee of a Whole Meeting.

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

**Roll Call: Ayes / Nays / Motion** \_\_\_\_\_

1. **Board of Education** (Mr. Quagliano)

2

1. **Minutes (A)**

The following minutes are presented for approval.

**Recommendation:** Seeking approval of the Board as presented.

7

2. **Update to In Person Learning Plan (A)** (Dr. Rowe)

Dr. Rowe will share updates to the Forward Together in person learning plan, highlighting the updated decision making framework. The update will include removal of State mandates. The update will also include an explanation of the updated CDC guidance and its local impact. This update to the plan is necessary for the district to transition seamlessly back to a locally controlled decision.

**Recommendation:** Administration recommends the board approve the updated plan.

2. **Human Resources Committee** (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)

1. **HR Personnel (A)** (Dr. Zehr)

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.

**Recommendation:** Seeking approval as presented.

13

2. **HEA and HESPA MOU COVID-19 Leave (A)** (Dr. Zehr)

Dr. Zehr will present the MOU's for approval.

**Recommendation:** Seeking approval of the Board at their next Regular Meeting.

28

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

1. **Payables (A)** (Mr. Altmayer)

The Finance Committee is submitting the purchase orders at \$528,004.48; imprest checks at \$92,660.32; accounts payable at \$4,082.19; and disbursements issued at \$1,233,890.12; for review and seeking approval to move forward.

**Recommendation:** Seeking approval of the Board.

31

2. **Revenue Contracts (A)** (Mr. Altmayer)

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

**Recommendation:** Seeking approval of the revenue contracts as presented.

32

3. **Audit Engagement Letter (A)** (Mr. Altmayer)

Mr. Altmayer will present a 2-year audit engagement letter from Evans Marshall & Pease, P.C.

**Recommendation:** Seeking approval as presented.

36

4. **Transportation Bus Bid (A)** (Mr. Altmayer)

Mr. Altmayer will seek approval of the Bus Bid with a recommendation for award.

**Recommendation:** Seeking approval of the Board as presented.

43

4. **Curriculum Committee** (Mr. Geheren-chair, Mr. Gentry, Mr. Troy)

1. **Contract Extension with Mathematics Institute of Wisconsin (A)** (Dr. MacCrindle)

Dr. MacCrindle 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.

44

2. **Math Materials Adoption (A)** (Dr. MacCrindle and Dr. Schlichter)

The K-12 math review was conducted beginning in summer of 2021, and spanning the 21-22 school year. The materials presented at the February 2022 Board of Education have been on display for 30 days and are now recommended for approval by the Board of Education.

**Recommendation:** Seeking approval as presented

54

5. **Policy Committee (A)** (Mrs. Maiorino-chair, Mr. Geheren, Mr. Troy)

1. **Policy Updates (Dr. Rowe)**

**Recommendation:** Seeking approval as presented.

84

20. **Action Items** (Mr. Quagliano)

Action items require a motion and a second; discussion if needed; and Roll Call.

1. **Resolution of Non-Reemployment - Resolution #2022-03-01 (A)** (Dr. Zehr)

Dr. Zehr will seek the approval of the Board of the Resolution of Non-Reemployment for Suzanne

Osterheld .

**Roll Call: Ayes / Nays / Motion** \_\_

**Recommendation:** Seeking approval as presented.

2. **Resolution of Non-Reemployment - Resolution #2022-03-02 (A)** (Dr. Zehr)

**239**

Dr. Zehr will seek the approval of the Board of the Resolution of Non-Reemployment for Kimberly Neilson.

**Roll Call: Ayes / Nays / Motion** \_\_

**Recommendation:** Seeking approval as presented.

3. **Supplemental Purchase Orders (A)** (Mr. Altmayer)

**241**

Administration recommends approval of the Supplemental Purchase Orders Report at \$2,221,169.99 and Supplemental Accounts Payable at \$7,524.40 as presented.

**Roll Call: Ayes / Nays / Motion** \_\_

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

**Recommendation:** Seeking approval by the Board as presented.

4. **Professional Services Agreements for Design and Bid/Construction Administration for Bus Parking**

**276**

**Lot Expansion to support Huntley 158's EV Bus initiative (A)** (Mr. Renkosik)

The Operations and Maintenance Department engaged HR Green requesting a proposal for civil engineering services related to design, bid administration, and construction administration related to the proposed bus parking lot expansion.

**Roll Call: Ayes / Nays / Motion** \_\_

**Recommendation:** Seeking approval as presented.

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

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

Huntley Community School District 158  
Board of Education Regular Meeting - March 17, 2022  
Freedom of Information Act Requests

Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed:	Time Spent Preparing	Approx. Cost to D158	Notes
2022-5	2/2/22	Email	Julianna Broad	"Current contract(s) with all entities providing food services; Current contract(s) with all entities providing janitorial, maintenance, and/or cleaning services; Current contract(s) with all entities providing security and/or school safety services."	Completed	2/16/22	2	\$70	
2022-6	2/3/22	Email	Ron Mika	"Under the Freedom of Information Act I'm requesting information for the new construction, renovation and/or maintenance work planned at Chesak Elementary School, Martin Elementary School, Marlowe Middle School, Mackeben Elementary School, Conley Elementary School, Heineman Middle School, Leggee Elementary School and Huntley High School for the 2022 calendar year which includes the scopes listed below. In addition, if any contracts have already been awarded, please include the names and contact information of those contractor(s) and/or sub-contractor(s). HVAC (Heating, Air Conditioning, Ventilation), Exhaust Systems. Architectural Metals used for weatherproofing and/or ornamental purposes. Gutters and /or Downspouts. New installation and/or replacement of lockers. New installation and/or replacement of toilet partitions. Kitchen Renovations. Current HVAC Maintenance Contracts."	Completed	2/17/22	1.5	\$53	
2022-7	2/7/22	Email	Jill Cataldo	"A photocopy of your Public Official Surety Bond required by Illinois (15 ILCS 405/3) (from Ch. 15, par. 203). A photocopy of the governing board of education blanket surety bond if your board requires the members to be bonded under a blanket bond. A photocopy of your Errors & Omissions (E&O), a Surety Liability Insurance policy, and the Duty of Care policy if applicable. A photocopy of your school board General Obligation Bonds if applicable. A photocopy of your general long term bond for the school board if applicable. A photocopy of your school board Crime Policy if applicable. A photocopy of your Risk Management Policy if applicable. A photocopy of the following documents if applicable: ACORD 125 ACORD 126 ACORD 127 ACORD 128 The documents should indicate the policy number and the insured amount of the policy. A photocopy of the Certificate of Liability if applicable. Public Officials and/or any other bonds pertaining to proof of liability and policies. **Based on any and all loses of financial responsibility due to negligence or dishonesty. Any and all based on the contract of terms and conditions. A photocopy of the Faithful Performance Bond if applicable. A photocopy of the Fidelity Bond if applicable. A photocopy of the Public Employee Dishonesty Policy if applicable. A photocopy of the Public Employee Blanket Bond if applicable. A photocopy of the Statutory Bond if applicable. A photocopy of the Official Bond if applicable. A photocopy of the power of attorney for the surety bond company. A photo copy of the Blanket Bond power of attorney for the surety bond company if applicable. A photocopy of your oath of office."	Completed	2/11/22	2	\$70	
2022-8	2/15/22	Email	Karen Sourwine	"In 2019, the board approved the district to enter into agreement with DMGroup from \$95,000. Please provide any and all fall reports and findings related to this expenditure, along with any and all measures put into place as a result of this study/review."	Completed	2/22/22	1	\$35	

Huntley Community School District 158  
Board of Education Regular Meeting - March 17, 2022  
Freedom of Information Act Requests

2022-9	03/01/22	Email	Ted Novak	<p>"For the following members: Tony Quagliano, President Kevin Gentry, Vice President Paul Troy, Secretary Or any other Elected/Leadership personal [sic].</p> <p>This is a request under the Freedom of Information Act, The Sunshine Act 5 U.S.C. § 552b, and The Illinois Freedom of Information Act (5 ILCS 140). I request that an Electronic copy of the following documents be provided to me:</p> <p>A electronic copy of your Public Official Surety Bond required by Illinois (15 ILCS 405/3) (from Ch. 15, par. 203). A electronic copy of the governing board of education blanket surety bond if your board requires the members to be bonded under a blanket bond. A electronic copy of your Errors &amp; Omissions (E&amp;O), a Surety Liability Insurance policy, and the Duty of Care policy if applicable. A electronic copy of your school board General Obligation Bonds if applicable. A electronic copy of your general long term bond for the school board if applicable. A electronic copy of your school board Crime Policy if applicable. A electronic copy of your Risk Management Policy if applicable. A electronic copy of the following documents if applicable: ACORD 125 ACORD 126 ACORD 127 ACORD 128 The documents should indicate the policy number and the insured amount of the policy. A electronic copy of the Certificate of Liability if applicable. Public Officials and/or any other bonds pertaining to proof of liability and policies. **Based on any and all loses of financial responsibility due to negligence or dishonesty. Any and all based on the contract of terms and conditions. A electronic copy of the Faithful Performance Bond if applicable. A electronic copy of the Fidelity Bond if applicable. A electronic copy of the Public Employee Dishonesty Policy if applicable. A electronic copy of the Public Employee Blanket Bond if applicable. A electronic copy of the Statutory Bond if applicable. A electronic copy of the Official Bond if applicable. A electronic copy of the power of attorney for the surety bond company. A electronic copy of the Blanket Bond power of attorney for the surety bond company if applicable. A electronic copy of your oath of office."</p>	Completed	03/08/22	0.5	\$17	6
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# Emergency Agenda

**Date:** Sunday, February 6, 2022

**Meeting:** Emergency Meeting as per OMA and 5ILCS120/2c

**Time:** 3:00 PM

**Location:** District Office  
650 Dr. John Burkey Drive  
Algonquin, IL 60102

**Mission Statement:** Our learning community will inspire, challenge and empower all students always.

**Board of Education Members:** President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Sean Cratty.

## Agenda

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

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

Call to Order the February 6,2022, Emergency Meeting at 3:01 p.m.

A quorum was met.

**Roll Call: Ayes 7 / Absent 0 / Motion Carried**

**Melissa Maiorino arrived @3:03**

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

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

3. **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. Corinne Burns, Jill Cataldo, Diane Bittman, Andy Bittman, Bart Kuharchye, Carrie Corss, Aneta Vjcik, Laura Murray, Diane Keraviasis, Tabitha Newmann, Adriana DiFracisco, Nicole Rocca, Addy Scwiltz, Cassy Sliwa, Michael Costa, Sue Hochmuth,

4. **Closed Session / Roll Call (A)** (Mr. Quagliano)

Move to enter into closed session at 3:46 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of (2) Collective negotiating matters; (11) Litigation;

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

**Roll Call: Ayes 7 / Nays 0/ Absent 0/ Motion Carried**

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

Move to exit or suspend closed session at 6:00 p.m. and return to open session.

**Voice Call: Ayes 7 / Nays 0/ Motion Carried**

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

Resume the Emergency meeting at 6:03 p.m.

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

**Roll Call: Ayes 7/ Absent 0/ Motion Carried**

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

Motion to adjourn the meeting at 6:03p.m.

**Voice Call: Ayes 7/ Nays 0/ Motion Carried**

Submitted by,  
Julie Stock, Board Operation  
Paul Troy, Board Secretary

President

Date

Secretary

Date

# Emergency Agenda

**Date:** Sunday, February 6, 2022

**Meeting:** Emergency Meeting as per OMA and 5ILCS120/2c

**Time:** 6:00 PM

**Location:** District Office  
650 Dr. John Burkey Drive  
Algonquin, IL 60102

**Mission Statement:** Our learning community will inspire, challenge and empower all students always.

**Board of Education Members:** President, Mr. Anthony Quagliano; Vice President, Mr. Kevin Gentry; Secretary, Mr. Paul Troy; Mr. William Geheren; Mrs. Melissa Maiorino; Mrs. Lesli Melendy; Mr. Sean Cratty.

## Agenda

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

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

Call to Order the Special Meeting for Sunday, February 6, 2022 at 6:04 p.m.

A quorum must be met.

**Roll Call: Ayes 7/ Absent 0/ Motion Carried**

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

2. **District Reponse to Temporary Restraining Order Issued in Recent Litigation (A)** (Mr. Quagliano)

**Recommendation: Modification of Masking & Closed Contract Quarantining mitigation procedures in response to Temporary Restraining Order issued in the recent Litigation.**

Mr. Quagliano moved, Mr. Gentry 2nd

**Roll Call: Ayes 6 /Nays 1 (PT) / Motion Carried**

3. **Public Comment**

Jill Cataldo

Andy Bittman

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

Motion to adjourn the meeting at 6:15p.m.

Mr. Quagliano moved, Mr. Geheren 2nd

**Voice Call: Ayes 7/ Nays 0/ Motion Carried**

Submitted by,  
Julie Stock, Board Operation  
Paul Troy, Board Secretary

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

## Regular Agenda

**Date:** Thursday, February 10, 2022

**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

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**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 February 10, 2022, Regular Meeting at 6:03 p.m. A quorum must be met.

**Roll Call: Ayes 7 / Absent 0 / Motion Carried**

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

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

Move to enter into closed session at 6:03p.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.

Mr. Quagliano moved, Mrs. Maiorino 2nd

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

**Roll Call: Ayes 7/ Nays 0/ Absent 0/ Motion Carried**

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

Move to exit or suspend closed session at 7:05p.m. and return to open session.

**Voice Call: Ayes 7/ Nays 0/ Motion Carried**

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

Resume the Regular meeting at 7:11 p.m.

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

**Roll Call: Ayes 7 / Absent 0/ Motion Carried**

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

No Action came from Closed Session.

**Roll Call: Ayes 7/ Nays 0 / Motion Carried**

**Action:** Recommendation will come from the Board.

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

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

The Following Students from Mackeben Elementary School lead us in the Pledge: Kayla Zerwer, Emma Garcia, Keshav Sura, Zander LaPointe, and Jordyn Moran.

5. **Student Recognition by the Board** (Mr. Quagliano)

Marlowe Middle School cheerleading team placed 2<sup>nd</sup> in the Large Division for the IESA state competition.

**Congratulations to the following students:**

Chloe Lombard, McKenna Dew, Paige Freier, Kinsey Hayes, Summer Mesmer, Elycia Ramos, Addyson Sittler, Yaletzi Solis, Alyssa Spaid, Chelsea Watlock, Allison Ahrens, Lauren Cardinal, Kailyn Hanson, Devin Harger, Kamryn Hunter, Mia Jacobelli, Isabella Jeanlouis, Madyson Kelley, Sunyoung Kwon, Layna Lutsch, Ryeli Saldana, Eveonna Spilotro

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

There were several Public Comments. Dana Wiley, Pete Maffia, Corrine Burns, Nicholas Kyriazes, Kimberly Singer,

Chrissie Wasiele, Camdyn Deyna, Juliet Zenaty, Margaret Chase, Jill Cataldo, Cecilia Carman, Angie Birkley, Joy Bihum, Richard Rizzo, Kasia Sliwa, Danny Athans, Michelle Farrar, Ken Haton, Courtney Palmer and Kari Cross.

**7. Revision and Adoption of the Agenda / Voice Call (A) (Mr. Quagliano)**

The Agenda was adopted with the following changes. Removal of item number 8,9,10,11 and 14

**Action:** Adoption of the Agenda.

**Voice Call: Ayes 7 / Nays 0/ Motion Carried**

**8. Associate Superintendent's Report - None**

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

**9. Assistant Superintendent 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 provided the financial updates.

**Recommendation:** For informational purposes only.

**1. Monthly Fiscal Updates (R) Mark Altmayer)**

Mr. Altmayer provided the monthly fiscal updates and the Activity Fund Balance Report.

**Recommendation:** For informational purposes only.

**2. Revenue & Expenditures Report (R) (Mr. Altmayer)**

Monthly Report were provided for review and comments.

**Recommendations:** For informational purposes only.

**13. Assistant Superintendent of HR Report (R) (Dr. Zehr)**

Updates were provided at this time.

**Recommendation:** For informational purposes only.

**14. Chief Technology Officer (R) None**

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

**15. Community Relations & Student Outreach (Mrs. Melendy-Chair, Mr. Geheren, Mrs. Maiorino)**

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

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

**Recommendation:** For informational purposes only.

**16. Policy Committee (R) (Mrs. Maiorino-chair, Mr. Geheren, Mr. Troy)**

**1. Policy Updates (Dr. Rowe)**

**PRESS Policy Revision – First Reading**

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

**1. Summer Learning Programming 2022 Update (R) (Dr. MacCrindle, Dr. del Castillo, and Dr. Schlichter)**

Dr. MacCrindle, Dr. del Castillo, and Dr. Schlichter will present the update on plans for summer learning programming for summer 2022.

**Recommendation:** This report is for informational purposes.

**2. Evolution of Remote instruction during COVID (R) (Dr. MacCrindle/Dr. Schlichter)**

The updated CDC guidelines on Isolation and Quarantine has provided Huntley 158 with the opportunity to update our remote instructional practices for students excluded from school for isolation or quarantine due to COVID. Dr. MacCrindle and Dr. Schlichter provided the board with an update.

**Recommendation:** For information purposes only

**3. Math Review (R) (Dr. MacCrindle and Dr. Schlichter)**

The K-12 math review was conducted beginning in summer of 2021, and spanning the 21-22 school year. Dr.

MacCrindle and Dr. Schlichter will provide an overview of the review process, the outcomes, and recommendations

for materials adoption.

**Roll Call: Ayes 7 / Nays 0/ Motion Carried**

**Recommendation:** Seeking approval as presented

18. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Cratty, Mr. Quagliano)

1. **O&M updates (R)**(Mr. Renkosik)

Mr. Renkosik gave the **February 2022 O and M updates**.

**Recommendation:** For informational purposes only.

2. **O&M Annual Report (R)** (Mr. Renkosik)

Mr. Renkosik presented the **O&M Annual Report**.

**Recommendation:** For informational purposes only.

3. **LIGHT Transition Center Update (R)** (Dr. Rowe)

Dr. Rowe provided an update and sought feedback from the board on the district's investigation into a transition center for our LIGHT program.

**Recommendation:** For information purposes only

19. **Superintendent's Report (R)** (Dr. Rowe)

**Recommendation:** For informational purposes only.

1. **Strategic Plan Mid-Year Update (R)** (Dr. Rowe)

Dr. Rowe updated the board on progress toward meeting the annual measures set in alignment with the strategic plan.

**Recommendation:** This is for information purposes only

2. **Update to In Person Learning Plan (R)** (Dr. Rowe)

Dr. Rowe shared proposed updates to the Learning Forward in person learning plan, including elementary age students to the mask recommended grouping due to the vaccine being readily available to that age group. This update to the plan is necessary for the district to transition seamlessly back to a locally controlled decision.

**Recommendation:** For discussion purposes.

20. **President's Report (R)** (Mr. Quagliano)

**Recommendation:** For informational purposes only.

21. **Legislation Committee** (Mr. Cratty- Chair, Mrs. Melendy Mrs. Maiorino)

**Recommendation:** For informational purposes only.

1. **Legislative Updates - None**

22. **Action Items / Roll/ Voice Call** (Mr. Quagliano)

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

1. **Board of Education** (Mr. Quagliano)

1. **Minutes (A)**

The following minutes were approved as presented.

**Recommendation:** Seeking approval of the Board as presented.

**Mr. Quagliano moved, Mr. Gentry 2nd**

**Roll Call: Ayes 7 / Nays 0/ Motion Carried**

2. **Human Resources Committee** (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)

1. **HR Personnel (A)** (Mr. Zehr)

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. Gentry moved, Mrs. Melendy 2nd**

**Roll Call: Ayes 7/ Nays 0/ Motion Carried**

**Recommendation:** Seeking approval as presented.

2. **Office Assistant (Covid Protocol) (A)** (Dr. Zehr)

Mr. Zehr will present the Office Assistant(Covid Protocol)

**Mr. Gentry moved, Mrs. Melendy 2nd**

**Roll Call: Ayes 7/ Nays 0/ Motion Carried**

**Recommendation:** Seeking approval of the Board as presented.

3. **Principal Job Description (A)** (Dr. Zehr)

Dr. Zehr presented the Principal Job Description.

**Mr. Quagliano moved, Mr. Melendy 2<sup>nd</sup>**

**Roll Call: Ayes 7/ Nays 0/ Motion Carried**

**Recommendation:** Seeking approval of the Board as presented.

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

**1. Payables (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the Purchase Orders issued at \$2,635,790.24; Accounts Payable issued at \$17,285.70; Imprest issued at \$180,848.54 and Disbursements issued at \$5,052,073.64, as presented.

**Mr. Quagliano moved, Mr. Gentry 2nd**

**Roll Call: Ayes 6/Abstain 1- MM/ Nays 0/ Motion Carried**

**2. Revenue Contracts (A)** (Mr. Altmayer)

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

**Mr. Quagliano moved, Mr. Gentry 2nd**

**Roll Call: Ayes 7 / Nays 0/ Motion Carried**

**Recommendation:** Seeking approval of the revenue contracts as presented.

**3. Levy Year 2022 Abatement (A)** (MAltmayer)

As discussed at the last Board Meeting, the Board approved the future debt abatement of property taxes of \$750,000 for Levy Year 2022.

**Mr. Quagliano moved, Mr. Gentry 2nd**

**Roll Call: Ayes 7 / Nays 0/ Motion Carried**

**Recommendation:** Seeking approval of the Board as presented.

**23. Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Cratty, Mr. Quagliano)

**1. FMX Agreements for a Computerized Maintenance Management Software Subscription and Implementation Services (A)** (Mr. Renkosik)

Mr. Renkosik will present the proposed agreements and terms of the FMX proposal.

**Recommendation: Seeking approval from the Board as presented.**

**Mr. Troy moved, Mr. Quagliano 2<sup>nd</sup>**

**Roll Call: Ayes 7 / Nays 0/ Motion Carried**

**2. Colley Elevator preventative Maintenance Services Proposal (A)**(Mr. Renkosik)

Colley Elevator Company semi-Annual Elevator Preventative Maintenance & Control Program proposal as presented in the attached proposal at their.

**Recommendation: Seeking approval of the Board as present.**

**Mr. Troy moved, Mr. Quagliano 2<sup>nd</sup>**

**Roll Call: Ayes 7/Nays 0 / Motion Carried**

**3. JCI Preventative Maintenance Service Agreement (A)** (Mr. Renkosik)

Mr. Renkosik will present the JCI Preventative Maintenance Service Agreement for the Variable Flow Refrigerant system at Huntley High School.

**Mr. Troy moved, Mr. Quagliano 2nd**

**Roll Call: Ayes 7 /Nays 0 /Motion Carried**

**Reccomendation:** Seeking approval from the Board as presented.

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

**Motion to adjourn the meeting at 11:42p.m.**

**Mr. Quagliano moved, Mrs. Melendy 2nd**

**Voice Call: Ayes 7/ Nays 0/ Motion Carried**

**Submitted By,**

**Julie Stock, Board Operation**

**Paul Troy, Board Secretary**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board Secretary**

\_\_\_\_\_  
**Date**

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 17, 2022**

**Administration**

<b>Resignations</b>	<b>Location</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date:</b>
Assistant Superintendent	District Office	Erika Schlichter	\$165,000.00/Voluntary	June 30, 2022

**Certified**

<b>New Position</b>	<b>Location</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Teacher/Dual Language	TBD	Jessica Jacobson (N)	M0/G \$53,763.00	August 15, 2022

<b>Replacements</b>	<b>Location</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Social Worker	Marlowe	Kimberly Kowalski (T)	M24/M \$68,758.00	August 15, 2022
RtI Interventionist	Mackeben	Magen Seyller (T)	B24/G \$51,549.00	August 15, 2022

<b>Resignations</b>	<b>Location</b>	<b>Name</b>	<b>Salary/Reason</b>	<b>Effective Date</b>
Teacher/Special Education	Leggee	Julie Novak	\$35,744.16/Voluntary	March 1, 2022
Social Worker	Marlowe	Sara Brugioni	\$64,186.00/Voluntary	May 27, 2022
Teacher/Special Education	Marlowe	Scott Francis	\$68,401.00/Voluntary	May 27, 2022

**Educational Support**

<b>Replacements</b>	<b>Location</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Lunch Room Supervisor	Heineman	Perla Roman (N)	\$12.00 per hour	February 16, 2022
Mobile Technician	Heineman	Kirsten Hundley (N)	\$13.69 per hour	March 3, 2022
1:1 Aide	High School	Kathi Schuldt (N)	\$13.87 per hour	February 23, 2022
Cook	Chesak	Patricia Martinez (T)	\$12.62 per hour	March 21, 2022
Cook	Leggee	Sabrina Veverka (N)	\$12.62 per hour	March 14, 2022
Cook	Marlowe	Amanda Wallace (N)	\$12.62 per hour	TBD
Secretary	Martin	Lori Ceh (N)	\$15.12 per hour	March 7, 2022
Administrative Assistant	Mackeben	Diana Marvin (T)	\$19.55 per hour	July 1, 2022
Administrative Assistant – Food Services	District Office	Michelle Escudero (N)	\$16.00 per hour	March 1, 2022

**Huntley Community School District 158 – Board of Education  
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Bus Driver	Transportation	Gertrude Brinkmann (N)	\$18.75 per hour	February 28, 2022
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Resignations	Location	Name	Salary/Reason	Effective Date
Program Aide	Mackeben	Kim Wojtko	\$16.92 per hour/Voluntary	March 17, 2022
Program Aide	Conley	Stacia Zion	\$15.14 per hour/Voluntary	March 8, 2022
RtI Aide	Conley	Janet Ozzauto	\$15.14 per hour/Voluntary	March 15, 2022
Elementary Supervisor	Leggee	Anna Koelper	\$12.00 per hour/Voluntary	March 4, 2022
Secretary	Martin	Alexa Schmitt	\$14.12 per hour/Voluntary	March 4, 2022
Administrative Assistant/ Special Services	District Office	Sally Rasmussen	\$15.27 per hour/Voluntary	March 31, 2022
Campus Supervisor	High School	Harry Russmann	\$18.61 per hour/Voluntary	February 24, 2022
Campus Supervisor	High School	Angela Masi	\$13.57 per hour/Voluntary	February 24, 2022

**Extra Days**

**The following employees, should they be recommended for contract renewal, are having their contracts reduced to the base number of days as identified by the negotiated contract salary schedule.**

Name	Position	Location	Days
Cathy Stoesser	Nurse-HEA	Mackeben	2
Donna Kunz	Nurse-HEA	HHS	2
Jenni Browne	RtI Facilitator	Conley	2
Christina Bidinger	RtI Facilitator	Leggee	2
Shilo DeYoung	RtI Facilitator	Heineman	2
Juliann Ossler	Nurse-HESPA	Leggee	2.5
Sandra Smith	Assistive Technology Facilitator	DO	3
Debbie Ryan	SLP/AT	Martin	3
Amy Knight	Guidance Counselor	Marlowe	5
Katie Wuich	Guidance Counselor	Marlowe	5
Paul Nordan	Guidance Counselor	Heineman	5
Shannon Mansfield	Guidance Counselor	Heineman	5
Tamra Schuring	Guidance Counselor	Marlowe	5
Heidi Fish	Nurse-HESPA	Martin	5
Janet Roskopf	Nurse-HESPA	Marlowe	5
Caryn Hursey	Nurse-HESPA	Heineman	6

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Deb Simboli	Nurse-HESPA	Chesak	6
Ellen Anderson Ronzia	Nurse-HESPA	HHS	6
Lindsie Teson	Nurse-HESPA	HHS	6
Robin Maxwell	Instructional Technology TOSA	DO	7
Carolyn Frasor	Guidance Counselor	HHS	3
Julie Atchley	Guidance Counselor	HHS	3
Laura Martens	Guidance Counselor	HHS	3
Maureen Chambers	Guidance Counselor	HHS	5
Patricia Zacharias	Guidance Counselor	HHS	3
Samantha Meinert	Guidance Counselor	HHS	3
Samantha Skubak	Guidance Counselor	HHS	5
Toni Klein	Guidance Counselor	HHS	6
Karen Miller	Guidance Counselor	HHS	6
Jennifer Raines	RtI Facilitator	Martin	2
Jeanne Richards	RtI Facilitator	Chesak	2
Kerry Miller	RtI Facilitator	Marlowe	2
Samantha Rosenthal	RtI Facilitator	Mackeben	2
Page Schaschwary	Teacher/Business	HHS	20
Stephen Styers	Teacher/Math	HHS	10.11
Kieren Zastrow	Curriculum TOSA	Conley	5
Laura Komos	Curriculum TOSA	Conley	5
Erica Campbell	Curriculum TOSA	Conley	5

**Extra-Curricular**

<b>Sport/Activity</b>	<b>Home School</b>	<b>Name</b>	<b>Amount</b>	<b>Effective</b>
Football (Head)	High School	Michael Naymola	\$9,627.00	2022-23 School Year
Athletic Asst Director Spring	High School	Brad Aney	\$7,994.00	2021-22 School Year
Baseball (Asst.)	High School	Chris Klein	\$5,339.00	2021-22 School Year
Baseball (Asst.)	High School	Matt Landvick	\$5,339.00	2021-22 School Year
Baseball (Asst.)	High School	Derek Morehart	\$6,464.00	2021-22 School Year
Baseball (Asst.)	High School	Cliff Pawlak	\$6,464.00	2021-22 School Year
Baseball (Asst.)	Out of District	Harry Russman	\$5,339.00	2021-22 School Year
Baseball (Head)	High School	Andy Jakubowski	\$8,543.00	2021-22 School Year
Boys Volleyball (Asst)	Martin	Jeffrey Rollins	\$4,404.00	2021-22 School Year
Boys Volleyball (Asst)	High School	Brandy Swanson	\$4,028.00	2021-22 School Year
Boys Volleyball (Head)	High School	Gerard Marchand	\$7,119.00	2021-22 School Year
Lacrosse - Boys (Asst)	Out of District	Jared Marek	\$4,404.00	2021-22 School Year

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Lacrosse - Boys (Head)	Out of District	Dominick Saccammano	\$8,167.00	2021-22 School Year
Lacrosse - Girls (Asst)	Out of District	Olivia Canania	\$4,404.00	2021-22 School Year
Lacrosse - Girls (Asst)	High School	Matt Francis	\$4,404.00	2021-22 School Year
Lacrosse - Girls (Head)	High School	Joe Domka	\$7,119.00	2021-22 School Year
Soccer - Girls (Asst)	Heineman	Dan Regan	\$5,339.00	2021-22 School Year
Soccer - Girls (Asst)	High School	Marta Sobey	\$5,339.00	2021-22 School Year
Soccer - Girls (Asst)	High School	Ed Philpot	\$6,178.00	2021-22 School Year
Soccer - Girls (Asst)	High School	Hunter Labas	\$4,028.00	2021-22 School Year
Soccer - Girls (Head)	High School	Matt Lewandowski	\$8,543.00	2021-22 School Year
Softball (Asst)	High School	Jared Bussone	\$5,339.00	2021-22 School Year
Softball (Asst)	High School	Rebecca Feld	\$5,339.00	2021-22 School Year
Softball (Asst)	High School	Samantha Ulrich	\$4,028.00	2021-22 School Year
Softball (Head)	Marlowe	Mark Petryniec	\$8,543.00	2021-22 School Year
Tennis – Boys (Asst)	High School	Craig Jahnke	\$4,511.00	2021-22 School Year
Tennis – Boys (Head)	Marlowe	Barry Wells	\$7,266.00	2021-22 School Year
Track – Boys (Asst) Outdoor	High School	Andrew Ernst	\$5,571.00	2021-22 School Year
Track – Boys (Asst) Outdoor	High School	Matt Kaplan	\$5,571.00	2021-22 School Year
Track – Boys (Asst) Outdoor	High School	Mike Naymola	\$5,296.00	2021-22 School Year
Track – Boys (Asst) Outdoor	High School	Jack Towne	\$5,571.00	2021-22 School Year
Track – Boys (Head) Outdoor	High School	Chris Maxedon	\$7,266.00	2021-22 School Year
Track – Girls (Asst) Outdoor	Out of District	Tim Essig	\$5,571.00	2021-22 School Year
Track – Girls (Asst) Outdoor	Heineman	Brad Gallagher	\$5,571.00	2021-22 School Year
Track – Girls (Asst) Outdoor	Marlowe	Jennifer Garza	\$5,571.00	2021-22 School Year
Track – Girls (Head) Outdoor	High School	Jason Monson	\$7,266.00	2021-22 School Year
Musical Director (Assoc.) Choreography	High School	Cadence Niccum	\$2,068.00	2021-22 School Year
Musical Director (Asst.) Sets	High School	Stuart Wilson	\$1,481.00	2021-22 School Year
Technical Theater Club	High School	Stuart Wilson	\$740.50	2021-22 School Year
Vanguard Team Lead (101)	High School	Brandy Swanson	\$3,048.00	2021-22 School Year
Vanguard Team Lead (201)	High School	Denise Stanfa	\$3,048.00	2021-22 School Year
Vanguard Team Lead (301)	High School	Patrick Odarczenko	\$3,048.00	2021-22 School Year

**Extra-Curricular**

(N) = New Staff

(T) = Transfer of existing

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**Huntley Community School District 158 does not recognize automatic renewals. The following employees' extracurricular assignments, academic and non-academic, will end effective the last day of school or the last day of the season.**

<b>Sport/Activity</b>	<b>Name</b>	<b>School</b>
Spanish Club	Aavang, Lynn	Heineman
Science Team Assistant	Ahn, Elina	High School
Golf Girls (Asst.)	Allen, Lindsey	High School
9th Grade Class Sponsor	Alvarez, Barbara	High School
Basketball-Girls (Asst.)	Andrea, Nick	High School
Basketball-Girls (Asst.)	Andrews, Samantha	High School
Athletic Asst Director Spring	Aney, Brad	High School
Football (Asst.)	Aney, Brad	High School
8th Grade Team Leader (8-1) - .5	Ary, Todd	Heineman
Baking Club	Avner, Jaclynn	High School
6th Grade Team Leader 6-2	Baltzersen, Tricia	Marlowe
7th Grade Volleyball (Asst)	Baltzersen, Tricia	Marlowe
8th Grade Girls Basketball (Asst)	Baltzersen, Tricia	Marlowe
Future Business Leaders of America (FBLA) Sponsor	Banas, Matt	High School
Chorus Director	Barnech, Olivia	Marlowe
Honors Choir	Barnech, Olivia	Marlowe
Musical Director	Barnech, Olivia	Marlowe
Play Director	Barnech, Olivia	Marlowe
Exploratory Team Leader	Baser, Rob	Heineman
Yearbook	Baser, Rob	Heineman
Football (Asst.)	Beam, Jeff	High School
Martin Yearbook Co Coordinator .5 FTE	Bejna, Kiley	Martin
Basketball-Boys (Head)	Benson, William	High School
Wrestling (Head)	Bertelsman, Benjamin	High School
After School Choir	Bieber, Alexandria	High School
Choral Director	Bieber, Alexandria	High School
Musical Director (Head)	Bieber, Alexandria	High School
Student Council Assistant	Blake, Paula	Marlowe
Play Director (Asst.) - .5	Blake, Wayne	Heineman
Track (Asst)	Bolt, Amanda	Marlowe
Football (Asst.)	Borring, Zack	High School
Track-Girls (Asst.) - INDOOR	Borring, Zack	High School
7th Grade Boys Basketball (Asst)	Bosman, Joel	Marlowe

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Newspaper	Brown, Dennis	High School
Mackeben Young Authors Coordinator	Brummer, Laura	Mackeben
6th Grade Team Leader (6-1)	Busam, Nicole	Heineman
Football (Asst.)	Bussone, Jared	High School
Softball (Asst.)	Bussone, Jared	High School
Conley Disc Golf	Byrne, Steven	Conley
Conley - Third Grade Team Lead	Byrne, Steven	Conley
Martin Yearbook Co Coordinator .5 FTE	Calder, Emily	Martin
Student Council Asst	Caldrone, Peggy	Heineman
Band Director	Camarda, Anthony	Marlowe
Lacrosse Girls (Asst)	Canania, Olivia	High School
Newspaper Club Sponsor	Cantagallo, Silvana	Heineman
Cheerleading/Fall - Asst Coach Varsity	Cariato, Payton	High School
Cheerleading/Winter Competition - Asst Coach Varsity	Cariato, Payton	High School
Conley 5th Grade Choir Sponsor	Carpenter, Allison	Conley
Martin Choir sponsor 5th Grade	Carpenter, Allison	Martin
6-8 Young Authors Coordinator	Carpenter, Tammy	Heineman
7th Grade Team Leader (7-2)	Carpenter, Tammy	Heineman
Cross Country (Head)	Choklad, Shannon	Marlowe
Golf Girls (Head)	Christiansen, Ann	High School
Play Director (Asst.) - .5	Ciccione, Becky	Heineman
6th Grade Team Leader (6-2)	Conlon, Denise	Heineman
Social Workers Team Leader	Contreras, Cara	Leggee
Snow Stangs Ski Club-Head	Corapi, Dan	Marlowe
Wrestling (Asst)	Corapi, Dan	Marlowe
Play Director Asst (Sets)	Corapi, Jill	High School
Psychologists Team Leader	Corn, Audrie	Mackeben
Musical Director (Asst.)	Cross, Jill	Marlowe
Play Director (Asst.)	Cross, Jill	Marlowe
Music Team Lead - District Wide Elementary	Crowe, Britt	District Wide
Foods Club Sponsor	Curran, Sandy	Heineman
Basketball-Boys (Asst. - .50 FTE)	Danekas, Gibson	High School
Football (Asst.)	Danekas, Gibson	High School
6th Grade Team Leader 6-3	Danner, Chris	Marlowe
7th Grade Girls Basketball (Head)	Danner, Chris	Marlowe
Leggee - Kindergarten Team Lead	Davey, Kylie	Leggee
10th Grade Class Sponsor	Davison, Rebecca	High School
7th Grade Girls Basketball (Asst)	DeCicco, Brianna	Marlowe

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All School Play Director (Head)	DeFrancesco, Christine	High School
Contest Theatre	DeFrancesco, Christine	High School
Frosh/Soph One Acts Director	DeFrancesco, Christine	High School
Thespian Show Sponsor	DeFrancesco, Christine	High School
Thespian Society	DeFrancesco, Christine	High School
Health Occupation Students of America (HOSA)	DeLorenzo, Sheilagh	High School
World Language Club	DiCianni, Megan	High School
Cross Country (Asst)	Disabato, Amy	Marlowe
Track (Asst)	Disabato, Amy	Marlowe
Lacrosse Girls (Head)	Domka, Joe	High School
Football (Asst. - .75 FTE)	Dowling, Brendan	High School
Anime Club	Downing, Lisa	High School
Brush & Quill (Literary) Club	Downing, Lisa	High School
Volleyball (Asst.)	Dwyer, Lisa	High School
8th Grade Girls Basketball (Head)	Elder, Matt	Marlowe
Track-Boys (Asst.) - INDOOR	Ernst, Andrew	High School
Track-Boys (Asst.) - OUTDOOR	Ernst, Andrew	High School
Track-Girls (Asst.) - INDOOR	Essig, Tim	High School
Track-Girls (Asst.) - OUTDOOR	Essig, Tim	High School
Football (Asst.)	Fahey, Gavin	High School
Softball (Asst.)	Feld, Rebecca	High School
Special Olympics	Felde, Lauren	High School
8th Grade Boys Basketball (Head)	Finstein, Jeremy	Heineman
Track (Asst)	Finstein, Jeremy	Heineman
Snow Hawks-Ski Club	Fish, Chris	Heineman
Academic Team(Head)	Fishman, Elizabeth	Marlowe
Poms (Asst)	Fishman, Elizabeth	Marlowe
Buddies Club	Fitzgerald, Cynthia	High School
Swimming-Boys (Asst.)	Fitzgerald, Cynthia	High School
Swimming-Girls (Asst.)	Fitzgerald, Cynthia	High School
Cheerleading - Head Varsity Coach	Fowler, Renee	High School
Cheerleading/Winter Competition - Head Varsity Coach	Fowler, Renee	High School
Lacrosse Girls (Asst)	Francis, Matt	High School
Wrestling (Head)	Francis, Scott	Marlowe
Ecology Club - .5FTE	Franklin, Lisa	Heineman
Service Club (Head)	Franklin, Lisa	Heineman
8th Grade Girls Basketball (Asst.)	Frederick, Heather	Heineman

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P.E./Health Team Leader	Frederick, Heather	Heineman
P.E. Team Leader - .5FTE	Frederick, Ryan	Marlowe
Cross Country (Asst)	Freund, Christina	Heineman
8th Grade Team Leader (8-2) - .5	Fuesz, Karen	Heineman
Academic Team (Asst)	Fuesz, Karen	Heineman
Mock Trial Sponsor	Fuhrer, Cindy	High School
Track-Girls (Asst.) - INDOOR	Gallaughier, Brad	High School
Track-Girls (Asst.) - OUTDOOR	Gallaughier, Brad	High School
Chamber Orchestra	Galloway, Emily	Marlowe
Orchestra Director	Galloway, Emily	Marlowe
Conley - Fourth Grade Team Lead	Garcia, Alexandra	Conley
Football (Asst. - .50 FTE)	Garifo, Kyle	High School
Track-Girls (Asst.) - INDOOR	Garza, Jennifer	High School
Track-Girls (Asst.) - OUTDOOR	Garza, Jennifer	High School
Swimming-Boys (Head)	Gaudio, Jenna	High School
Swimming-Girls (Head)	Gaudio, Jenna	High School
Football (Asst. - .75 FTE)	Ginczycki, Mike	High School
Track Boys (Head)	Ginczycki, Mike	Heineman
Wrestling (Head)	Ginczycki, Mike	Heineman
Chess Club	Glowaty, Nicholas	High School
7th Grade Girls Basketball (Head)	Goglin, Andy	Heineman
Mackeben - First Grade Team Lead	Goldstein, Amy	Mackeben
Conley Broadcast Club	Golyshko, Christine	Conley
Conley Yearbook Coordinator	Golyshko, Christine	Conley
Leggee - Fifth Grade Team Lead	Goodlow, Sarah	Leggee
7th Grade Volleyball (Head)	Gosser, Jeralyn	Heineman
8th Grade Team Leader 8-3 - .5	Gosser, Jeralynn	Marlowe
Leggee - Third Grade Team Lead	Graunke, Jeri Lynn	Leggee
Speech (Head)	Green, Max	High School
Vision & Hearing Team Lead	Gullifor, Kateri	High School
Marching Band Asst. Director	Guthrie, Tyler	High School
Color Guard	Hacker, Amanda	High School
Play Director (Head)	Hacker, Caitlin	Heineman
7th Grade Boys Basketball (Head)	Hagberg, Andrew	Marlowe
Math Team Head	Hagen (Jenkins), Laura	High School
7th Grade Team Leader 7-3 - .5	Haney, Sarah	Marlowe
8th Grade Team Leader 8-1	Hanfland, John	Marlowe
Police Explorers	Hanfland, John	Marlowe

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Cheerleading/Fall - Asst Coach Asst JV	Hansen, Miranda	High School
Cheerleading/Winter - Asst Coach -Asst JV	Hansen, Miranda	High School
Volleyball (Asst.)	Hedman, Holly	High School
Red Raider Robotics/Engineering Club - Head Coach	Henk, Amanda	High School
Zoology Club	Henn, Kathy	High School
Cheerleading/Winter - Asst Coach -( Head JV)	Henn, Savannah	High School
Cheerleading - Asst Coach - (Head JV)	Henn, Savannah	High School
Track (Asst)	Henn, Savannah	Heineman
Basketball-Girls (Asst.)	Henricksen, Clay	High School
Basketball-Boys (Asst.)	Heward, Chris	High School
8th Grade Volleyball (Head)	Heward, Chris	Marlowe
P.E. Team Leader - .5FTE	Heward, Chris	Marlowe
ESL Team Leader	Hewitt, Emily	Martin
Conley Yearbook Coordinator	Hollabaugh, Jenny	Conley
Conley - Fifth Grade Team Lead	Hollabaugh, Jenny	Conley
Tennis-Boys (Asst.)	Jahnke, Craig	High School
Tennis-Girls (Asst.)	Jahnke, Craig	High School
Baseball (Head)	Jakubowski, Andy	High School
Special Olympics	Jenchel, Robin	High School
Basketball-Boys (Asst. - .50 FTE)	Jenkins, Kyle	High School
Cross Country Asst - Boys & Girls	Jestus, James	High School
7th Grade Team Leader 7-1	Johnson, Stephanie	Marlowe
Band Director	Jorgensen, Pam	Heineman
Ecology Club - .5FTE	Jorgensen, Pam	Heineman
Musical Director/Co-Director	Jorgensen, Pam	Heineman
Wrestling (Asst)	Joslyn, Dave	Marlowe
Chesak - First Grade Team Lead	Juergensen, Melissa	Chesak
Golf Boys (Head)	Kalamatas, Collin	High School
7th Grade Boys Basketball (Head)	Kang, Chris	Heineman
8th Grade Girls Basketball (Head)	Kang, Chris	Heineman
8th Grade Volleyball (Asst)	Kang, Chris	Heineman
8th Grade Volleyball (Head)	Kang, Chris	Heineman
Track (Asst)	Kang, Chris	Heineman
Cross Country-Boys & Girls (Head)	Kaplan, Matt	High School
Track-Boys (Asst.) - INDOOR	Kaplan, Matt	High School
Track-Boys (Asst.) - OUTDOOR	Kaplan, Matt	High School
Speech Pathologists Team Leader	Keech, Sandra	Leggee
Chesak - Second Grade Team Lead	Kill, Kimberly	Chesak

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 17, 2022**

Leggee - Second Grade Team Lead	King, Michelle	Leggee
Baseball (Asst.)	Klein, Chris	High School
Marching Band Asst Woodwinds/ Brass	Klipstein, Katie	High School
Mackeben - Second Grade Team Lead	Kmieciak, Jessica	Mackeben
Gay Straight Alliance (GSA)	Knight, Amy	Marlowe
Track Girls (Head)	Koenig, Nikki	Marlowe
Marching Band Asst Percussion	Krambeer, Ryan	High School
Band (Pep)	Krivosik, Kevin	High School
Band Director	Krivosik, Kevin	High School
Marching Band Director	Krivosik, Kevin	High School
Musical Director (Asst.) Pit	Krivosik, Kevin	High School
Martin - Fourth Grade Team Lead	Kunde, Brenda	Martin
Nurse Team Leader	Kunz, Donna	High School
Soccer-Girls (Asst.)	Labas, Hunter	High School
Fishing Club Head	Lachel, Eric	High School
Wrestling (Asst.)	Lachel, Erik	High School
7th Grade Team Leader (7-1)	Lamb, Jill	Heineman
7th Grade Volleyball (Asst)	Lamb, Jill	Heineman
Poms (Asst. Coach)	Lamb, Jill	Heineman
Spelling Bee Coordinator	Lamb, Jill	Heineman
Athletic Asst Director Fall	Landvick, Matt	High School
Athletic Asst Director Winter	Landvick, Matt	High School
Baseball (Asst.)	Landvick, Matt	High School
Track (Asst)	Larson, Karen	Marlowe
Conley Disc Golf	Lebar, Jason	Conley
PE Team Lead - District Wide	Lebar, Jason	District Wide
Track (Asst)	Lebar, Jason	Heineman
Special Ed Team Leader	Lemke, Amanda	Heineman
Gay-Straight Alliance (GSA)	Lewandowski, Allison	High School
Soccer-Boys (Head)	Lewandowski, Matt	High School
Soccer-Girls (Head)	Lewandowski, Matt	High School
Cross Country (Asst)	Litchfield, Jake	Heineman
Snow Hawks-Ski Club	Litchfield, Jake	Heineman
Exploratory Team Leader .5FTE	Lorinczi, Elaine	Marlowe
Yearbook	Lorinczi, Elaine	Marlowe
NHS Advisor	Lyons, Melanie	High School
Boys Volleyball Coach (Head)	Marchand, Gerard	High School
Leggee - Fourth Grade Team Lead	Marchand, Trisha	Leggee

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 17, 2022**

Lacrosse Boys (Asst)	Marek, Jared	High School
Track (Asst)	Margiotta, Nick	Heineman
Student Council Advisor	Martin, Jennifer	Marlowe
Track-Boys (Head) - INDOOR	Maxedon, Chris	High School
Track-Boys (Head) - OUTDOOR	Maxedon, Chris	High School
8th Grade Team Leader (8-1) - .5	McCrystal, Katy	Heineman
Cross Country (Head)	McCrystal, Katy	Heineman
Track Girls (Head)	McCrystal, Katy	Heineman
Red Raider Robotics - Assistant Coach	Messina, Megan	High School
Cheerleading 8th Grade	Miguel, Madison	Heineman
Football (Asst.)	Milazzo, Matt	High School
Service Club (Head)	Miller, Kerry	Marlowe
Cross Country Asst - Boys & Girls	Monson, Jason	High School
Track-Girls (Head) - INDOOR	Monson, Jason	High School
Track-Girls (Head) - OUTDOOR	Monson, Jason	High School
Ecology Club	Montognese, Lisa	Marlowe
Chorus Director	Moore, Emily	Heineman
Honors Choir	Moore, Emily	Heineman
Musical Director/Co-Director	Moore, Emily	Heineman
Wrestling (Asst.)	Moore, Kenneth	High School
Musical Director (Asst.)	Moran, Sarah	Marlowe
Poms (Head)	Moran, Sarah	Marlowe
Baseball (Asst.)	Morehart, Derek	High School
7th Grade Team Leader 7-3 - .5	Mowers, Ann	Marlowe
7th Grade Volleyball (Head)	Mowers, Ann	Marlowe
OT/PT Team Leader	Murphy, Kathy	Mackeben
Volleyball (Head)	Naymola, Karen	High School
Football (Asst.)	Naymola, Mike	High School
Track-Boys (Asst.) - INDOOR	Naymola, Mike	High School
Track-Boys (Asst.) - OUTDOOR	Naymola, Mike	High School
Musical Director (Assoc.) Choreog	Niccum, Cadence	High School
Orchesis (Dance) Head	Niccum, Cadence	High School
7th Grade Girls Basketball (Asst)	Nordan, Paul	Heineman
Guidance Team Leader	Nordan, Paul	Heineman
Vanguard Team Lead (301)	Odarczenko, Patrick	High School
Martin - Fifth Grade Team Lead	Oltman, Amanda	Martin
Golf Boys (Asst.)	O'Neill, Brian	High School
12 <sup>th</sup> Grade Class Sponsor	Patinella, Kaleigh	High School

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 17, 2022**

Special Ed Team Leader	Pawelko, Erin	Marlowe
Baseball (Asst.)	Pawlak, Cliff	High School
Football (Asst.)	Pawlak, Cliff	High School
Wrestling (Asst)	Pereda, Edgar	Heineman
Track Boys (Head)	Perry, Jessica	Marlowe
Softball (Head)	Petryniec, Mark	High School
7th Grade Boys Basketball (Asst)	Pettyjohn, Matt	Heineman
Soccer-Boys (Asst.)	Philpot, Ed	High School
Soccer-Girls (Asst.)	Philpot, Ed	High School
Cheerleading 7th Grade	Pollacci, McKenzi	Heineman
Math Team (Asst.)	Price, Anne	High School
Basketball-Girls (Head)	Raethz, Steve	High School
Wrestling (Asst.)	Rasine, Jacob	High School
6th Grade Team Leader 6-1	Ratkowski, Melissa	Marlowe
8th Grade Boys Basketball (Head)	Ream, Andrew	Marlowe
8th Grade Boys Basketball (Asst)	Reed, Adam	Marlowe
Art Club	Regan, Bridget	High School
Ski Club Sponsor	Regan, Bridget	High School
Basketball-Boys (Asst.)	Regan, Dan	High School
Soccer-Boys (Asst.)	Regan, Dan	High School
Soccer-Girls (Asst.)	Regan, Dan	High School
Football (Asst.)	Reinke, Paul	High School
Dance/Poms Asst	Reyes-Smith	High School
Leggee - Art Team Lead	Rick, Cindy	Leggee
Cross Country (Asst)	Riffe, Megan	Marlowe
Track (Asst)	Riffe, Megan	Marlowe
Band (Jazz)	Rohde, Rick	High School
Band Director	Rohde, Rick	Heineman
Jazz Band Director	Rohde, Rick	Heineman
Musical Director (Asst.)	Rohde, Rick	Heineman
Snow Hawks-Ski Club	Rohde, Rick	Heineman
Orchestra Director	Rollins, Jeffrey	High School
Boys Volleyball Coach (Assistant)	Rollins, Jeffrey	High School
8th Grade Team Leader 8-2	Ross, Sara	Marlowe
Service Club (Asst.)	Ross, Sara	Marlowe
Basketball-Girls (Asst.)	Russell, Michelle	High School
Baseball (Asst.)	Russman, Harry	High School
Track (Asst)	Sabie, Haley	Marlowe

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 17, 2022**

Lacrosse Boys (Head)	Saccammano, Dominick	High School
Leggee Broadcast Club	Sample, Gina	Leggee
Community Service Club	Sara, Lindsay	High School
Martin - Third Grade Team Lead	Sargent, Stephanie	Martin
Student Council Advisor	Saucedo, Jen	Heineman
Future Business Leaders of America (FBLA) Sponsor	Schaschwary, Paige	High School
Poms (Head)	Schlueter, Jennifer	Heineman
Cheerleading (Head)	Schmuhl, Jessica	Marlowe
Exploratory Team Leader .5FTE	Schmuhl, Jessica	Marlowe
Foods Club Sponsor	Schmuhl, Jessica	Marlowe
Guidance Team Leader	Schuring, Tammy	Marlowe
Football (Asst.)	Sebestyen, Mike	High School
Gay-Straight Alliance (GSA)	Sefton, Grace	High School
Gay Straight Alliance (GSA)	Sefton, Grace	Heineman
Chesak - Kindergarten Team Lead	Serpe, Christa	Chesak
Scholastic Bowl (Head)	Sharkey, Anne	High School
Academic Team (Head)	Sisler, Becky	Heineman
Football (Asst.)	Slattery, Mike	High School
Track (Asst)	Smith, Carly	Marlowe
8th Grade Team Leader 8-3 - .5	Smith, Shari	Marlowe
Art Club	Smith, Tammy	Marlowe
8th Grade Boys Basketball (Asst)	Sneed, Jason	Heineman
Soccer-Boys (Asst.)	Sobey, Marta	High School
Soccer-Girls (Asst.)	Sobey, Marta	High School
Volleyball (Asst.)	Soltesz, Henry	High School
8th Grade Team Leader (8-2) - .5	Stabrawa, Jeremy	Heineman
Vanguard Team Lead (201)	Stanfa, Denise	High School
Basketball-Boys (Asst.)	Starnes, Ryan	High School
7th Grade Team Leader 7-2	Starnes, Suzanne	Marlowe
8th Grade Volleyball (Asst)	Starnes, Suzanne	Marlowe
Spelling Bee Coordinator	Starnes, Suzanne	Marlowe
Cheerleading (Head)	Stedman, Jamie	Marlowe
NHS Advisor	Stone, Pam	High School
Science Team Head	Stroh, Justin	High School
Band Director	Sukel, Casey	Marlowe
Jazz Band	Sukel, Casey	Marlowe
Child Find Team Leader	Sunderlage, Jean	ECC
Boys Volleyball Coach (Assistant)	Swanson, Brandy	High School

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 17, 2022**

Cross Country Asst - Boys & Girls	Swanson, Brandy	High School
Vanguard Team Lead (101)	Swanson, Brandy	High School
Model United Nations	Swartzloff, Todd	High School
Soccer-Boys (Asst.)	Tafur, Paul	High School
TV Production Sponser	Teeter, Lauren	High School
Yearbook	Teeter, Lauren	High School
Track-Boys (Asst.) - INDOOR	Towne, Jack	High School
Track-Boys (Asst.) - OUTDOOR	Towne, Jack	High School
Drone Club	Towne, Jack	High School
Scholastic Bowl (Assistant)	Tuleo, Allison	High School
Science Team Assistant	Tuleo, Allison	High School
11 <sup>th</sup> Grade Class Sponsor	Ulrich, Samantha	High School
Softball (Asst.)	Ulrich, Samantha	High School
Buddies Club	Vanek, Shannon	High School
Service Club (Asst.)	Vitale, Lacey	Heineman
Art Club	Vitucci, Sandra	Heineman
Bowling-Boys	Wagner, Jacob	High School
Wrestling (Asst.)	Walker, John	High School
Explore Team Lead - District Wide	Wargo, Brandi	District Wide
Leggee - First Grade Team Lead	Weglarz, Jessica	Leggee
Fishing Club Asst	Weigand, Andrew	High School
Tennis-Boys (Head)	Wells, Barry	High School
Tennis-Girls (Head)	Wells, Barry	High School
Chamber Orchestra	Whitaker, Laura	Heineman
Orchestra Director	Whitaker, Laura	Heineman
Performance Reading Sponsor	Whitaker, Laura	Heineman
Mackeben - Kindergarten Team Lead	Wilkinson, Jennifer	Mackeben
Musical Director (Asst.) Sets	Wilson, Stuart	High School
Technical Theater Club	Wilson, Stuart	High School
Football (Asst.)	Wright, Jason	High School
Wrestling (Asst)	Wroble, Brian	Heineman
Ski Club Sponsor	Zaleski, Angela	High School
Red Raider Robotics - Assistant Coach	Zietlow, Michelle	High School

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 17, 2022**

**Mandated Leaves**

<b>Type</b>	<b>Location</b>	<b>Number of Staff</b>
FMLA	ECC	1
FMLA	Chesak	1
FMLA	Leggee	2
FMLA	Marlowe	3
FMLA	High School	5
FMLA	District Office	1
FMLA	O&M	2
FMLA – Intermittent	O&M	1
FMLA – Intermittent	High School	1

**Non-Mandated Leaves**

<b>Type</b>	<b>Location</b>	<b>Number of Staff</b>
Medical	Leggee	1
Medical	Marlowe	2
Medical	Heineman	1
Medical	High School	1
Medical	Transportation	2



# Huntley Community School District 158

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

Date: March 17, 2022  
To: Board of Education  
From: Adam Zehr, Assistant Superintendent for Human Resources  
Re: Huntley Education Association (HEA) and Huntley Education Support Personnel Association (HESPA) Memorandum of Understanding (MOU) for COVID-19 Administrative Leave

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## **Executive Summary**

As the COVID-19 pandemic has evolved, multiple mitigations have been implemented by various institutions and organizations. As some of these mitigations are lifted, employees may continue to be exposed to the virus. Administration, HEA, and HESPA have worked together to create this MOU that would provide administrative leave for those employees who may test positive for the COVID-19 virus and need to isolate or for those who may be exposed to the COVID-19 virus and need to quarantine.

## **Recommendation**

Seeking the approval of the Board of the Memorandum of Understanding as presented.



# Huntley Community School District 158

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## Memorandum of Understanding

Between the Board of Education of Huntley Community School District 158 (“the Board”), The Huntley Education Association (HEA), and The Huntley Educational Support Personnel Association (“HESPA”).

The Board, HEA, and HESPA jointly referred to as (“Parties”) hereby enter into the following Memorandum of Understanding. The parties agree to the following provisions contained in this Memorandum of Understanding.

Any certified or non-certified staff member working in District 158 covered by the HEA or HESPA collective bargaining agreements who must be absent from work due to their own illness with COVID-19 positivity or due to their own district required quarantine or isolation period as a result of COVID-19 shall not be required to use accrued benefit time and will be granted “paid administrative leave” for such time with no loss of accrued benefit time. This benefit shall apply to all employees regardless of vaccination status.

Employees shall provide evidence of a positive COVID-19 test in order to be eligible for the “paid administrative leave”.

This agreement shall be retroactive to Monday February 7, 2022 and shall be in force until the end of the 2021-2022 school year, or for the duration of any COVID-19 related mitigations enforced by District 158, whichever first occurs. If the District requires school exclusions for COVID-19 purposes following the end of the 2021-2022 school year, the parties may agree to extend this agreement for the duration of such exclusions.

**IN WITNESS WHEREOF**, the Parties hereto have caused their signatures, or the signatures of their duly authorized representatives, to be set forth below on the 17<sup>th</sup> day of March, 2022.

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Bradley Aney, HEA President

Date

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Tammra Fabis, HESPA President

Date



# Huntley Community School District 158

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

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Anthony Quagliano, Board of Education President

Date



# Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: March 17, 2022

Subject: **Payables Reports**  
Board of Education Meeting, March 17, 2022  
Finance Committee

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The Administration is seeking to move the following reports forward for action at the next Board Meeting. All of the reports below were presented at the March 3, 2022 Committee of the Whole Meeting.

**Purchase Orders** - Purchase orders issued from February 4, 2022 to February 25, 2022 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. Purchase orders total \$528,004.48.

**Accounts Payable** - Open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.). Accounts payable total \$4,082.19.

**Imprest Checks Issued** - Payments made through February 25, 2022 for which the Board had not previously approved purchase orders. Imprest checks total \$92,660.32.

**Disbursements Issued** - Disbursements issued from February 4, 2022 to February 25, 2022. Disbursements issued total \$1,233,890.12.

## **RECOMMENDATION**

The Finance Committee, which met on March 3, 2022, recommends the Board of Education approve the above referenced Payables at the March 17, 2022 Regular Board meeting.



# Huntley Community School District 158

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

To: Board of Education and Administration  
From: Anna Meyer, Administrative Assistant  
Date: March 17, 2022  
Subject: **Revenue Contract Approval**  
Board of Education Meeting – March 17, 2022  
Finance Committee

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Presented are Fundraising Contract and Agreement form for the organization listed below.

<u>Organization Benefited</u>	<u>Vendor</u>	<u>Net Revenue</u>
Huntley High School	Pete Ittersegen	\$7,000
Huntley High School	Adrenaline Fundraising	\$8,000

## RECOMMENDATION

The Finance Committee recommends the Board of Education approve the contracts and agreements form at the March 17, 2022 Regular Board Meeting.

### Fund Raising Authorization Form Fiscal Services

All fund raising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your building principal a minimum of **45 days prior** to the desired starting date of the event. The Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 12/1/21 School: Huntley High School

Name of School Organization: Baseball

Sponsor / Coach's Name: Andy Jakubowski Phone: 8157032117

Starting Date of Event: March 5th, 2022 Ending Date of Event: March 19th, 2022

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 7,000.00

Type of Sale / Event: Card/Donations

Will a Vendor Be Used:  Yes\*  No \* *Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Pete Ittersegen

Type of Product or Service Provided by Vendor: Card

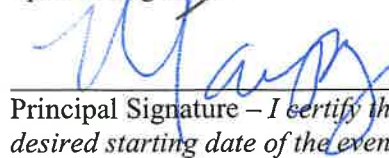
How will compensation be used/distributed? Upgrades to facility and equipment

Name of Activity Account: Baseball Activity Account #: 525

**Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).**

  
Sponsor Signature

12/1/21  
Date

  
Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event*

2.8.22  
Date

  
Chief Financial Officer Signature

\_\_\_\_\_  
Date

\* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the school board.

Superintendent's Copy  Fiscal Services Copy 33 Date of Board Approval: \_\_\_\_\_

### Fund Raising Authorization Form Fiscal Services

All fund raising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your building principal a minimum of **45 days prior** to the desired starting date of the event. The Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 2/8/2022 School: HHS

Name of School Organization: Girls Soccer

Sponsor / Coach's Name: Matt Lewandowski Phone: \_\_\_\_\_

Starting Date of Event: 3/15/2022 Ending Date of Event: 4/5/2022

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 8,000.00

Type of Sale / Event: Crowd funding

Will a Vendor Be Used:  Yes\*  No \* *Attach all contracts and agreements to this form.*

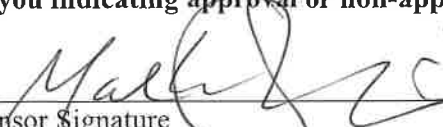
Name of Vendor (if applicable): Adrenaline Fundraising

Type of Product or Service Provided by Vendor: WeFund4U


How will compensation be used/distributed? Uniforms, equipment, program improvement

Name of Activity Account: HHS Soccer Activity Account #: 536


**Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).**

  
Sponsor Signature

2/9/2022  
Date

  
Principal Signature *I certify that it is a minimum of 45 days prior to the desired starting date of the event.*

2.11.22  
Date

  
Chief Financial Officer Signature

\_\_\_\_\_  
Date

\* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the school board.

Superintendent's Copy  Fiscal Services Copy

Date of Board Approval: \_\_\_\_\_

## FUNDRAISER AGREEMENT

\_\_\_\_ ("Provider") and Organization identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing a Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

1. **Program Terms.** Provider and Organization agree to the Indicated Fundraising Period, product, quantity and price.

2. **Provider Obligations.**

- Provider agrees to use its best efforts to assist Organization with its fundraising efforts.
- Provider agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with the program materials appropriate to facilitate Organization's fundraising efforts.
- Provider agrees to supply necessary merchant discounts for the Discount Product.
- Provider agrees to pay for printing and production costs associated with the sale of discount and non-discount products.

3. **Organization Obligations.** INITIALS  

- Organization agrees to use its best efforts to sell fundraising products at the specified Price. Organization confirms that it is not under a contractual obligation to participate in a competing non-Provider fundraising program. Organization agrees to permit Provider to operate the Program within a mutually agreeable time frame and to allow Provider reasonable access to Organization's facilities in order to conduct the Program.
- Organization acknowledges that Provider may engage in fundraising activities with other organizations at the same time and with the same merchants, products and programs and that such activity does not constitute a breach of Provider's obligations under this Agreement.
- For the Discount Product or Frozen Product Organization purchases from Provider, Organization agrees to pay Provider all amounts collected from the sale of Discount or Frozen Product minus the Organization's Profit Percentage. Organization shall be solely responsible to collect and remit to the appropriate taxing authorities any sales taxes, if required by state law. Organization retains any sales tax amounts collected from the sale of the Discount or Frozen Product. Organization agrees to return to Provider all unsold or unused Discount or Frozen Product at the conclusion of the Program.
- Organization acknowledges that Provider devotes significant time, effort and expense in forming and maintaining relationships with merchants used on its Discount Product, and may continue those relationships with other Provider Fundraising Programs after termination of this Agreement. Accordingly, Organization agrees to protect Provider's merchant relationship for a period of TWELVE MONTHS following termination of this Agreement. Organizations shall not produce or participate with any Discount Product using any of the merchants from Provider's Discount Product prepared for or sold by Organization. Organization agrees to pay Provider \$1,500 as compensation should it choose to use any of the same merchants utilized in the most recent Provider Discount Product on a non-Provider Discount Product during the TWELVE MONTHS following Agreement termination.
- Organization acknowledges that frozen products are sold in cases of 8 boxes per flavor, must be purchased in full cases with a minimum order of 20 cases required.

4. **Duration, Term and Termination.** INITIALS  

- **Duration.** Provider and Organization agree that Provider shall be the exclusive provider for this fundraiser for Organization for the following Term (Years):
- **Termination.** In the event that Organization does not run the Program agreed to herein, Organization shall reimburse Provider for each unfulfilled year of the Agreement in an amount calculated as follows:  $25\% \times \text{Qty Ordered} \times \text{Price}$ . Organization agrees that this reflects costs associated with the Program and is a reasonable approximation of actual damages to Provider.

( 1 ) ( 2 ) ( 3 ) ( 4 ) ( 5 )

5. **Intellectual Property Ownership and Product Distribution.** Provider retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of product distribution pursuant to the Program. Organization agrees not to use or disclose any product, forms, materials, technical information or methods employed by Provider or intellectual property rights owned by Provider for any purpose except in association with the Program absent Provider's express written consent. Provider retains the right to distribute fundraising products as it sees fit following the conclusion of the Program or in the event that the Program is not run.

6. **Authorization and Implementation.** Organization hereby asserts that the representative signing below understands the terms and conditions of the Agreement, agrees to be bound by them and has the authority to bind Organization. Organization holds Provider harmless of any liability regarding the actions and/or injuries to Program participants.

FUNDRAISING PERIOD			
START DATE	MONTH	DAY	YEAR
	3	15	22
END DATE	MONTH	DAY	YEAR
	4	5	22
DISCOUNT PRODUCT	QTY	PRICE	
WeFund4U		75.00	
OTHER PRODUCT	BOXES SOLD	PROFIT PER BOX	
	160-400		
	400+		

AUTHORIZED ORGANIZATION REPRESENTATIVE (SIGNATURE)

PRINT NAME & TITLE

DATE

*Pete Ittersagen*

Pete Ittersagen

2-8-22

AUTHORIZED PROVIDER REPRESENTATIVE (SIGNATURE)

PRINT NAME & TITLE

DATE

INFORMATION BELOW TO BE COMPLETED BY PROVIDER REPRESENTATIVE

SCHOOL/ORGANIZATION	GROUP	SCHOOL TAX EXEMPT NUMBER	PROVIDER RECORD NUMBER
Huntley	Soccer		
ADDRESS/DELIVERY LOCATION	CITY	STATE	ZIP
13719 Harmony Rd	Huntley	IL	60142
SCHOOL PHONE NUMBER	SCHOOL FAX NUMBER	# OF STUDENTS SELLING	MASCOT/COLORS
CONTACT NAME	BEST TIME TO CALL	CONTACT CELL	CONTACT EMAIL
		35	



# Huntley Community School District 158

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650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: March 17, 2022

Subject: **Annual Audit – Evans Marshall & Pease, P.C. Engagement Letter**  
Board of Education Meeting, March 17, 2022

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I am pleased to present a 2-year audit engagement letter received from Evans Marshall & Pease, P.C. (EMP). EMP has performed the audit for the last several years and has done a great job working with District Administration and the full team on an annual basis. Attached is a 2-year engagement letter, through fiscal year ending June 30, 2023, with the engagement fees remaining flat at \$33,600, and the same for both years. Please note, the fees of \$33,600 have remained the same for the past five years and will continue to do so for the next two years.

Please see the attached engagement letter.

## **Recommendation**

The Finance Committee, which met on March 3, 2022, recommends the Board of Education approve the attached engagement letter at the March 17, 2022 regular Board meeting.



## EVANS, MARSHALL & PEASE, P.C.

CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

1875 Hicks Road  
Rolling Meadows, Illinois 60008

Telephone (847) 221-5700  
Facsimile (847) 221-5701

January 13, 2022

Board of Education  
Huntley Community School District 158  
650 Dr. John Burkey Drive  
Algonquin, IL 60102

To the Board of Education and Management of Huntley Community School District 158:

We are pleased to confirm our understanding of the services we are to provide Huntley Community School District 158 for the years ended June 30, 2022 and 2023. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Huntley Community School District 158 as of and for the years then ended. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Huntley Community School District 158's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Huntley Community School District 158's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) GASB required supplementary pension information.
- 3) General and Major Special Revenue Funds – budget to actual.

We have also been engaged to report on supplementary information other than RSI that accompanies Huntley Community School District 158's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards – separate report.
- 2) General Fund Accounts – budget to actual.
- 3) Major Debt Service and Major Capital Projects Funds – budget to actual.
- 4) Debt Service Schedules.

5) Statement of Revenues, Expenditures, and Changes in Fund Balances – Operating and Non-operating Governmental Funds.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Education. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed

in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditor is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditor.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Huntley Community School District 158's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Huntley Community School District 158's major programs. The purpose of these procedures will be to express an opinion on Huntley Community School District 158's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, ISBE Annual Financial Report, and related notes of Huntley Community School District 158 in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, ISBE Annual Financial Report and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report

on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to Huntley Community School District 158; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Evans, Marshall and Pease, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and

appropriate individuals will be made available upon request and in a timely manner to oversight agencies or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Evans, Marshall and Pease, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the fiscal year-end or for any additional period requested by the oversight agency for audit, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Christopher M. Scalet, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs, except that we agree that our gross fee, including expenses, will not exceed \$33,600 and \$33,600, respectively, for the years outlined above. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered at the conclusion of the audit and are payable on presentation. Should circumstances warrant, we reserve the right to invoice one-half of the above fees at the completion of field work. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Huntley Community School District 158 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Very truly yours,

*Evans, Marshall and Pease, P.C.*

Evans, Marshall and Pease, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Huntley Community School District 158:

By: \_\_\_\_\_

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

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



# Huntley Community School District 158

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

To: Board of Education  
From: Laura Hooper, Director of Transportation  
Date: March 17, 2022  
Subject: 2022-7 Bus Bid Recommendation

On Thursday, January 27, 2022 bus bid 2022-07 went out for publication to secure a bid response due on Monday, February 28, 2022. The bid is to secure up to (10) 77 passenger Propane Fuel school buses. We had (2) prospective bidders.

One from Midwest Transit Equipment and one from Central States Bus Sales, Inc.

Midwest Transit Equipment provided the lowest bid and we feel that their bid would suit the district needs at this time.

## **Midwest Transit Equipment**

- Pricing reflects Propane Fuel, 77 passenger bus at **\$113,775.00** per unit x (10) units = **\$1,137,750.00**. If we choose to trade in buses, the trade in allowance would be **\$2,000.00 X 10 units = \$20,000.00**.
- These New 2023 IC buses are equipped with Hydraulic brakes and come with a (5) year warranty.

## **Central States Bus Sales, Inc.**

- Pricing reflects Propane Fuel, 77 passenger bus at **\$117,442.00** per unit x (10) units = **\$1,174,420.00**. If we choose to trade in buses, the trade in allowance would be **\$1650.00 x 10 units = \$16,500.00**.
- These New 2023 Bluebird buses are equipped with Hydraulic brakes and come with a (5) year warranty

## **Recommendation**

Administration recommends purchasing 9 school buses through Midwest Transit Equipment at \$113,775 per bus totaling \$1,023,975.

Thank you,

Laura Hooper  
Director of Transportation

**Date:** March 17, 2022

**To:** Board of Education

**From:** Dr. Amy MacCrandle, Assistant Superintendent for Elementary Learning and Innovation

**Cc:** Dr. Scott Rowe, Superintendent

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

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### **Executive Summary**

During the 2021-2022 school year, 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 as a part of the K-12 Math Review.

Administration is recommending extending this partnership with a contract that will provide 10 days of work with K-12 Instructional Coaches with Building Administration, 18 days of direct coaching support for the K-5 Math Leadership Team who will be implementing the new Math materials, and 9 days to directly support the Illustrative Math Materials, throughout the 22-23 school year. As District 158 continues with the Math Review, the Mathematics Institute of Wisconsin will provide valuable support and resources to ensure successful outcomes.

The total cost of the contract is \$93,900 which includes professional learning supports as well as costs for accommodations and travel. These funds will be allocated fully from the use of local funds as well as Title 2 federal grant allocation.

### **Recommendation**

Administration requests that the Board of Education approve the contract with the Mathematics Institute of Wisconsin as presented.



# Contract for Coaching 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 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 classroom coaching for the Huntley Community School District 158 on the following date(s):

- a. October 4, 2022 (full day - 1 Math Specialist)
- b. October 5, 2022 (full day - 1 Math Specialist)
- c. October 6, 2022 (full day - 1 Math Specialist)
- d. October 18, 2022 (full day - 1 Math Specialist)
- e. October 19, 2022 (full day - 1 Math Specialist)
- f. October 20, 2022 (full day - 1 Math Specialist)
- g. January 31, 2023 (full day - 1 Math Specialists)
- h. February 1, 2023 (full day - 1 Math Specialists)
- i. February 2, 2023 (full day - 1 Math Specialists)
- j. February 14, 2023 (full day - 1 Math Specialists)
- k. February 15, 2023 (full day - 1 Math Specialists)
- l. February 16, 2023 (full day - 1 Math Specialists)
- m. April 11, 2023 (full day - 1 Math Specialists)
- n. April 12, 2023 (full day - 1 Math Specialists)
- o. April 13, 2023 (full day - 1 Math Specialists)
- p. April 25, 2023 (full day - 1 Math Specialists)
- q. April 26, 2023 (full day - 1 Math Specialists)
- r. April 27, 2023 (full day - 1 Math Specialists)

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

2. The Mathematics Institute of Wisconsin will work closely with Amy MacCrindle to identify the appropriate focus for the scheduled classroom coaching.

Huntley Community School District 158 agrees to the following:

1. Huntley Community School District 158 will confirm the desired coaching focus 30 days prior to the scheduled classroom coaching.
2. Huntley Community School District 158 will provide the location and room setup for the scheduled classroom coaching.
3. Huntley Community School District 158 will provide an expected participant count by grade taught and coaching schedule 30 days prior to the scheduled classroom coaching.
4. 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.

5. 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 coaching 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 classroom coaching and a **half day as 3 hours** of classroom coaching. Huntley Community School District 158 agrees to follow this format unless other arrangements have been agreed upon.

## Section 4. Capacity

Mathematics Specialists can visit up to 5 classrooms per full day of classroom coaching.

## Section 5. Compensation

Huntley Community School District 158 agrees to pay the Mathematics Institute of Wisconsin \$2,250/day per facilitator for a total of **\$40,500 + 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 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 more than 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 due to 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 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. Schedule Changes

Huntley Community School District 158 may request to change their scheduled professional development dates for any reason. Schedule changes made within 30 days of the original date will result in a \$500 rescheduling fee. Schedule changes made more than 30 days before the

original date will be made at no cost. All rescheduled dates must take place within the same academic year in which this contract is scheduled to occur.

All requested schedule changes are subject to Mathematics Institute of Wisconsin availability. Any postponed dates that are not rescheduled in the academic year in which this contract is scheduled to occur will be considered a cancellation and will be subject to the cancellation fees outlined in section 6 of this contract.

## Section 8. Terms

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

### Authorized District Agent

I agree to the terms and conditions of this contract.

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

*Signature*

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### Mathematics Institute of Wisconsin

I agree to the terms and conditions of this contract.

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

*Signature*

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# **Contract 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. July 28, 2022 (full day)
- b. July 29, 2022 (full day)
- c. September 15, 2022 (full day)
- d. October 27, 2022 (full day)
- e. November 9, 2022 (full day)
- f. December 7, 2022 (full day)
- g. January 25, 2023 (full day)
- h. February 28, 2023 (full day)
- i. April 6, 2023 (full day)
- j. May 11, 2023 (full day)

\*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 MacCrimble 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. Remote Participation

The Mathematics Institute of Wisconsin will provide in-person professional development. In the event that there are participants that need to join the professional learning virtually the Huntley Community School District 158 agrees to arrange all technology needed to support remote learning and provide a moderator to support remote participants during the professional development sessions.

## Section 6. Compensation

Huntley Community School District 158 agrees to pay the Mathematics Institute of Wisconsin \$2,700/day per facilitator for a total of **\$27,000 + 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 prior to the first scheduled coaching day, to be invoiced after July 1, 2022.

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 7. 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 more than 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 due to 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<sup>49</sup> 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 8. Schedule Changes

Huntley Community School District 158 may request to change their scheduled professional development dates for any reason. Schedule changes made within 30 days of the original date will result in a \$500 rescheduling fee. Schedule changes made more than 30 days before the original date will be made at no cost. All rescheduled dates must take place within the same academic year in which this contract is scheduled to occur.

All requested schedule changes are subject to Mathematics Institute of Wisconsin availability. Any postponed dates that are not rescheduled in the academic year in which this contract is scheduled to occur will be considered a cancellation and will be subject to the cancellation fees outlined in section 7 of this contract.

## Section 9. 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

*Signature*

---

## Mathematics Institute of Wisconsin

I agree to the terms and conditions of this contract.

First Name

Last Name

*Signature*



# Contract for IM Certified™ Professional Learning Services between the Huntley Community School District 158 and the Mathematics Institute of Wisconsin

Huntley Community School District 158 agrees to pay for IM Certified™ Professional Learning 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 learning for the Huntley Community School District 158 on the following date(s):
  - a. May 31, 2022 - IM K-5 Math Teach & Learn Day 1 (full day in person w/ K-5 teachers (max. 50))
  - b. June 1, 2022 - IM K-5 Math Teach & Learn Day 2 (full day in person - 1/2 day w/ K-2 and 1/2 day w/ 3-5 (max. 25 per grade band))
  - c. September 16, 2022 - IM K-5 Math: Planning with a Focus on Pedagogy (2 hour virtual session w/ leadership team (max. 25))
  - d. February 21, 2023 - IM K-5 Math: Establishing Instructional Routines (1 full day in person with 3 facilitators)
  - e. March 1, 2023 - IM K-5 Math: Planning with a Focus on Mathematical Progressions (2 hour virtual session w/ leadership team (max. 25.))
  - f. May 30, 2023 - IM K-5 Math Teach & Learn Day 1 (full day in person w/ K-5 teachers (max. 50))
  - g. May 31, 2023 - IM K-5 Math Teach & Learn Day 2 (full day in person - 1/2 day w/ K-2 and 1/2 day w/ 3-5 (max. 25 per grade band))
  - h. June 1, 2023 - IM K-5 Math Teach & Learn Day 1 (full day in person w/ K-5 teachers (max. 50))
  - i. June 2, 2023 - IM K-5 Math Teach & Learn Day 2 (full day in person - 1/2 day w/ K-2 and 1/2 day w/ 3-5 (max. 25 per grade band))

\*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 learning.
3. The Mathematics Institute of Wisconsin will work closely with Amy MacCrimble to finalize the plans for the scheduled professional learning.

Huntley Community School District 158 agrees to the following:

1. Huntley Community School District 158 confirms the selection of the professional learning sessions outlined in the dates listed above for 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.

## Section 2. Duration

IM Certified™ Professional Learning **full days are 6 hours** of professional development content and **half days are 3 hours** of professional development content. IM Certified™ Professional Learning virtual modules and unit overviews are 2 hours of professional development content.

## Section 3. Capacity

The Mathematics Institute of Wisconsin will provide IM Professional Learning for up to **25 people per grade band**.

## Section 4. Compensation

Huntley Community School District 158 agrees to pay the Mathematics Institute of Wisconsin \$4,000/day in-person per facilitator and \$1,600/2 hour virtual module per facilitator for a total of **\$39,200**.

*Huntley Community School District 158's credit of \$25,000 from the 2021-22 school year has been applied to this contract.*

An invoice for the remaining balance of **\$14,200** will be sent to Huntley Community School District 158 for reimbursement at the conclusion of all scheduled professional development days.

The Mathematics Institute of Wisconsin reserves the right to delay commencement or continuation of any scheduled professional development days until Huntley Community School District 158 has remitted the required deposit or final payment for all open contracts.

## Section 5. 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 more than 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 due to 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 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 6. Schedule Changes

Huntley Community School District 158 may request to change their scheduled professional development dates for any reason. Schedule changes made within 30 days of the original date will result in a \$500 rescheduling fee. Schedule changes made more than 30 days before the original date will be made at no cost. All rescheduled dates must take place within the same academic year in which this contract is scheduled to occur.

All requested schedule changes are subject to Mathematics Institute of Wisconsin availability. Any postponed dates that are not rescheduled in the academic year in which this contract is scheduled to occur will be considered a cancellation and will be subject to the cancellation fees outlined in section 5 of this contract.

## 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

*Signature*

---

### Mathematics Institute of Wisconsin

I agree to the terms and conditions of this contract.

First Name

Last Name

*Signature*

**Date:** March 17, 2022

**To:** Board of Education

**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:** **K-12 Math Review**

---

### **Executive Summary**

In alignment with the District 158 curriculum review cycle, a review of K-12th grade mathematics programming has been undertaken during the 2021-22 school year. An emphasis was placed on further alignment to the mathematical practices and professional learning for instructional improvement. This focus resulted in an identified need for updated curriculum resources that will support the necessary improvement shifts.

The review was completed by a representative team of staff and administrators from all levels K-12, led by the Curriculum Department. The team began their work during the summer of 2021, with consulting support from the Math Institute of Wisconsin. The teams continued their work through the 2021-22 school year, completing a recommendation for new resources in February, with ongoing support for professional learning and implementation proceeding into the 2022-23 school year. All decision-making was completed via consensus, with a focus on aligning curriculum needs among levels. Special emphasis was also placed on articulating curriculum for transition between 5th and 6th grade, and 8th and 9th grade.

The attached report includes background about the work structure, philosophical underpinnings of the review, needs assessment, program recommendations, and resource recommendations for existing classes and levels. Materials were on display for 30 days, per Illinois School Code. Funds for materials purchase have been allocated in the FY22 and FY23 budgets.

### **Recommendation**

Administration requests that the Board of Education approve the K-12 math review, materials, and professional learning proposed.

**Huntley Community School District 158**  
**K-12 MATH CURRICULUM REVIEW PROPOSAL**  
**2022**

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**Appendix B: Materials Evaluation Rubric**

**Appendix C: Recommendation for Materials**

**Appendix D: Professional Learning Plan**

# Huntley Community School District 158

## K-12 Math Curriculum Review Proposal

### Overview

The K-12 Math Curriculum Review was designed through a continuous improvement approach to the curriculum cycle, with the intended purpose of developing an appropriate, effective, and efficient academic program for Huntley Community School District 158. Unlike several recent curriculum reviews, the Illinois Learning Standards for math have not changed. Therefore, this review was not focused on specifically unpacking and mapping math standards, as the standards progression has been well established since the adoption of the standards in 2010. Alternatively, this review was focused on honing the district's approach to instruction to align with the mathematical practices, and to choosing foundational resources that would move mathematical thinking and practices forward in the district for improved student learning.

There was a multi-tiered approach adopted for the completion of this review, including internal staff members, as well as an external consulting group, the Math Institute of Wisconsin, to provide expertise and guide the work. Knowing that development and support of the math program includes multiple layers in the organization, the review included: teachers, instructional coaches, assistant principals, the math department chair (MS/HS), principals, and leadership from the Curriculum Department.

- **Math Core Team**: The Math Core Team serves as a guiding coalition and advisory group, digging deeply into professional learning and advising on the resource adoption, as well as crafting the math vision. The Math Core Team contains teacher representatives from all grade bands and buildings, along with instructional coaches and administrators from across the levels.
- **Instructional Coaches & Building Admin**: Through a partnership with the Math Institute of Wisconsin, this team participated in regular professional learning on the math practices and how to support those practices.

The teams began by participating in professional learning, which resulted in the creation of a Math Vision Statement to guide the curriculum review process ([see Appendix A](#)). The vision statement is a description of our preferred future, and has driven the approach to professional learning, resource selection, and planning for implementation.

The purpose of this document is to provide an update on the K-12 Math Curriculum Review and to propose materials for adoption.

---

**Background: Illinois Learning Standards for Mathematics**: The Illinois Learning Standards (ILS) in math were adopted on June 24, 2010, pursuant to an American education initiative in an effort to move learning towards a 21st century skills framework and to establish student readiness for entry into college and/or career. The standards are a result of collaborative efforts of the National Governors Association (NGA) and the Council of Chief State School Officers (CCSSO) and are part of the 23 Illinois Administrative Code 1.

The ILS for math are designed to help students acquire a deep, conceptual understanding of core math content by adding focus, coherence, and rigor to learning. Focus is the study of a few key concepts; shifting teaching/learning from a mile long and an inch deep model to deeper understanding of fewer concepts. Coherence is making math connections between grade levels logical and building on progression. Rigor is the equal balance of conceptual understanding, application, and procedural skill and fluency. These key shifts in math teaching and learning will focus on concept mastery and will allow students to build upon previous skills, create opportunities for deeper conceptual mathematical

understanding and application.

---

### **Math Curriculum Review Process**

This section describes the phases through which the math curriculum review worked to ensure that all students will experience an appropriate and effective program with an increased focus on student-centered learning. To meet these objectives the Curriculum Review followed the 6 phases of the curriculum cycle. The following list includes the focus and the academic year(s) targeted as the cycle proceeds.

#### **Curriculum Cycle**

- **Review and Needs Assessment** (2019-2021)
- **Resource Review & Selection** (2021-2022)
- **Initial Implementation** (2022-2023)
- **Professional Learning and Implementation Support** (2021-ongoing)
- **Refinement and Adjustment** (2023-2024 and beyond)

#### **Review and Needs Assessment**

During the 2019-2020 school year and in the summer of 2021, the Core Team and Math Leadership team began by scanning the current environment based on student performance, current classroom practice, and teacher feedback. In addition to this, the administration and Math Core Team worked with consultants from the Math Institute of Wisconsin in order to begin professional learning on the shifts needed for math instruction and in defining a vision statement. The team was able to gain a deeper understanding of the standards and of best practices in order to develop a plan that will ensure timely completion and implementation of the curriculum development process. As a result of this work during the summer of 2021, a vision statement was crafted to guide the work of the district for the future.

In addition, the scan of current reality included a review of relevant data. While the recent assessment and data landscape had been impacted by the pandemic, the core team at different levels reviewed recent IAR and SAT data trends to identify needs for instructional improvement. At the middle school and high school, the administration met with every PLC in order to share data, discuss the vision, and collaborate around future needs based on that scan of current reality. At the elementary level, staff gained an understanding through data meetings, and also through review of the data by the Core Team.

In reflecting on the vision statement and available data, the Core Team identified that the current materials were not meeting the needs of students in ways that would support moving toward the D158 math vision. For this reason, the Core Team undertook a review of resources in order to support rigorous implementation of the mathematical practices and a shift in instruction that will move District 158 toward the math vision.

#### **Resource Review and Selection**

In evaluating resources, administration reviewed a large number of diverse resources to determine which ones should come forward for review by the Core Team. In making this selection, key information came from the rankings based on research in Ed Reports, as well as a focus on the math vision and which materials aligned most closely to support progress toward the vision. After sets of materials were narrowed, the members of the Core Team at each level reviewed material options from several major vendors. All members of the Core Team provided feedback on the reviewed materials using the Materials Evaluation Rubric as a guide from Ed Reports, attached as [Appendix B](#). The Materials Evaluation Rubric is a tool aimed at providing educators with information regarding instructional materials in the areas of focus and coherence, rigor and the mathematical practices, and instructional supports and usability. This rubric was essential to honing the materials selection

process, as it is research based and focused the feedback from the teachers on the specific practices and needs that the materials would need to fill, rather than personal opinion or preferences.

Teacher voice was essential to the process of selecting materials to review. Through the late fall and early winter all teachers had the opportunity to attend presentations, review the materials, fill out rubrics, and dive in to ask questions and try materials with their students. At the elementary level, members of the core team participated in providing feedback on the vendor materials and providing their voice in ranking the materials. At the secondary level, every teacher had the opportunity to attend Lunch and Learns that highlighted and discussed each set of materials in a hands-on way, and all teachers were invited to fill out the rubrics for diverse and complete data regarding teacher feedback. In addition, teachers were offered compensation for the time spent reviewing the materials and filling out the rubrics. In this way, the Core Team was able to receive a depth and quality of feedback to ensure that teacher voice was truly represented in the final recommendation.

Using structured feedback from the Math Core Team, Instructional Coaches and administration at the Elementary level and all of the math teachers, instructional coaches, and administration at the Secondary level, the following resources have been recommended:

- Grades K-5: Illustrative Math through a partnership with Learn Zillion (Imagine Learning)
- Grades 6-8, Algebra 1, Geometry, and Algebra 2: Carnegie Learning

A list of proposed curricular materials are attached as [Appendix C](#).

### **Initial Implementation**

The implementation phase of a new curriculum is essential as there is a focus on balancing professional learning with accountability. Implementation efforts will be coordinated at the district, building, and classroom levels through shared leadership amongst teachers, coaches, and administration. As the curriculum is implemented, evaluation of the curriculum will take place simultaneously as teachers will be able to provide feedback to improve instruction, curriculum, the use of resources and assessments, and any other aspect of learning and teaching as needed. Informal feedback will be collected as a means for communication and ongoing assessment of needs.

The Math Core Team will continue to meet to advise on implementation and professional learning to ensure that staff are supported and effective practices are making a difference for student learning improvement. At the elementary level initial implementation will stretch over the course of two school years. For the 2022-23 school year, identified math trailblazers (early adopters) will implement the revised math frameworks in order to allow for additional support and obtain teacher advice on necessary professional learning. At the secondary level, implementation will occur for all math classrooms during the 2022-23 school year, with the Core Team continuing to serve as trailblazers and advisors relating to teacher support and professional learning.

### **Professional Learning Implementation Support**

The approach to professional learning has been very intentional, focusing on the big picture, building the vision, and moving toward support for more concrete application. Professional learning on the K-12 shift in mathematics began during the summer of 2021 through 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. Continued support occurred throughout the 2021-2022 school year with teachers, coaches, and admin.

Continued professional learning will occur to ensure that teachers are able to implement the math frameworks with students successfully. This professional learning will focus on the implementation of the math practices, instructional shifts, how to navigate and implement the resources and materials, translating the frameworks into daily plans, and how to respond to students' individual needs.

Trainers from the Math Institute of Wisconsin, as well as learning facilitators from Carnegie Learning at the secondary level, will be engaged in ongoing learning support, including both foundational workshops to initially train staff and ongoing coaching and instructional observation days to support instruction as the year progresses. In addition, embedded professional learning will be provided by instructional coaches and administration as a part of the implementation. Detailed professional learning plans are linked in [Appendix D](#).

**Focus by year for Professional Learning Focus**

	<b>K-5 Math Trailblazers</b>	<b>K-5 All Staff Focus</b>	<b>6-12 Focus</b>
<b>2022-2023</b>	Planning and Use of Curricular Resources and Practices	Math Practices and Shifts in Instruction	Planning and Use of Curricular Resources and Practices
<b>2023-2024</b>	Responding to Students' Specific Needs Based on Thinking	Planning and Use of Curricular Resources and Practices	Responding to Students' Specific Needs Based on Thinking
<b>2024-2025</b>	Collaborating and Focusing on PLC Professional Growth Needs	Responding to Students' Specific Needs Based on Thinking	Collaborating and Focusing on PLC Professional Growth Needs
<b>2025-2026</b>	Sustaining Shifts and Adapting to student needs	Collaborating and Focusing on PLC Professional Growth Needs	Sustaining Shifts and Adapting to student needs
<b>2026-2027 and beyond</b>	Sustaining Shifts and Adapting to student needs		

### **Refinement and Adjustment**

Because the curriculum development process is ongoing via a continuous improvement approach, the goal of this phase is to gather feedback and determine what further curriculum development and professional learning is needed. This will involve review of student data and teacher feedback, continued support from professional learning partners, along with curriculum work with teams of teachers to ensure that the frameworks are meeting the needs of students.



# HUNTLEY 158 MATH VISION STATEMENT

**ALL STUDENTS** in Huntley School District 158 will be **EMPOWERED** to **THINK AND ACT LIKE A MATHEMATICIAN** by solving problems in **MULTIPLE WAYS** as they think critically and **PERSEVERE** through **ENGAGING** mathematical tasks.

## In our classrooms:

Students see themselves as capable and powerful **doers of mathematics**. Students **collaborate**, ask questions, and **actively participate** in mathematics conversations. Students **feel safe** to **take risks** engaging in a **productive struggle**. While sharing their ideas and strategies, students are **engaged** in **student-centered learning**, hands-on experiences, and **deep learning** that builds on what they already know.

Students experience **high expectations** through rigorous, **quality instruction** that builds mathematical proficiency to apply mathematics in the **real world** to meet the demands of **college and career readiness**. Student **time is maximized** by building on **prior learning** to emphasize **connections** with a focus on the **most important math concepts** aiming to build an **enduring understanding**.

Students develop and **show determination** through **higher-level thinking**, while applying **open-ended, problem solving skills** through an instructional design that is responsive to students' individual needs. Through a supportive classroom community, students learn the hows and whys of math – and apply it to the world around them.



RUBRIC

# EdReports.org Quality Instructional Materials Tool: K-8 Mathematics

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# Introduction

The Common Core State Standards (CCSS), informed by three decades of knowledge around learning, created an unprecedented opportunity to improve student achievement nationwide. However, simply adopting the CCSS and working with teachers on the instructional shifts does not directly translate into student success. Evidence indicates that instructional materials have a significant effect on student outcomes.<sup>1</sup> And as Harvard’s Richard Elmore argues, to get inside the instructional core and improve learning at scale, it is essential to get quality content into the hands of teachers and students.<sup>2</sup>

If quality instructional materials (e.g., textbooks, curriculum, digital resources and other instructional content) are as critical as the research suggests, local decisions about what CCSS materials to adopt or purchase are now more significant than ever. Publishers are updating their materials, independent curriculum providers are launching and teachers nationwide are generously publishing their own materials for the benefit of others. States, districts and organizations also have been developing and disseminating Common Core-aligned lessons. With so many new and repackaged instructional products being introduced into a quickly changing marketplace, state and district leaders and educators need independent information about instructional materials in order to make informed purchasing decisions and, over time, to move the needle on student performance.

## About EdReports.org

**Our Vision:** All students and teachers in the United States will have access to the highest-quality instructional materials that will help improve student learning outcomes.

**Our Mission:** EdReports.org will increase the capacity of teachers, administrators and leaders to seek, identify and demand the highest-quality instructional materials. Drawing upon expert educators, EdReports.org’s evidence-based reviews of instructional materials and support of smart adoption processes will equip teachers with excellent materials nationwide.

**Our Theory of Action:** Credible information against quality criteria in a quickly changing marketplace helps educators make better purchasing decisions and improve student performance. Identifying excellence and improving demand for credible information will improve the supply of quality materials over time, leading to better student achievement outcomes.

## About This Tool

EdReports.org has developed this tool to provide educators, stakeholders and leaders with independent and useful information about the quality of instructional materials (whether digital, traditional textbook or blended) from those who will be using them in classrooms. Expert educators will use the tool to evaluate full sets of instructional materials in mathematics against non-negotiable criteria (see Figure 1). The tool builds on the experience of educators, curriculum experts and leading rubric developers and organizations – such as Achieve, Inc., the Council of Great City Schools, the Dana Center, Illustrative Mathematics Project, the National Council of Teachers of Mathematics and Student Achievement Partners, among others – that have conducted reviews of instructional materials, lessons and tasks.

To create the evaluation tool, EdReports.org conducted research into the use of commonly-used rubrics, gathered input from more than 500 educators during a nationwide listening tour on criteria and rubrics, interviewed professors of mathematics and mathematics education along with publishers of materials and convened an Anchor Educator Working Group (AEWG) of expert practitioners to inform the creation of the instrument. Continuous improvement is important to this development, and the AEWG will have the opportunity to refine the tool after the initial round of implementation. The tool has three major gateways (see Figure 1) to guide the evaluation process. Reviewers will apply the three

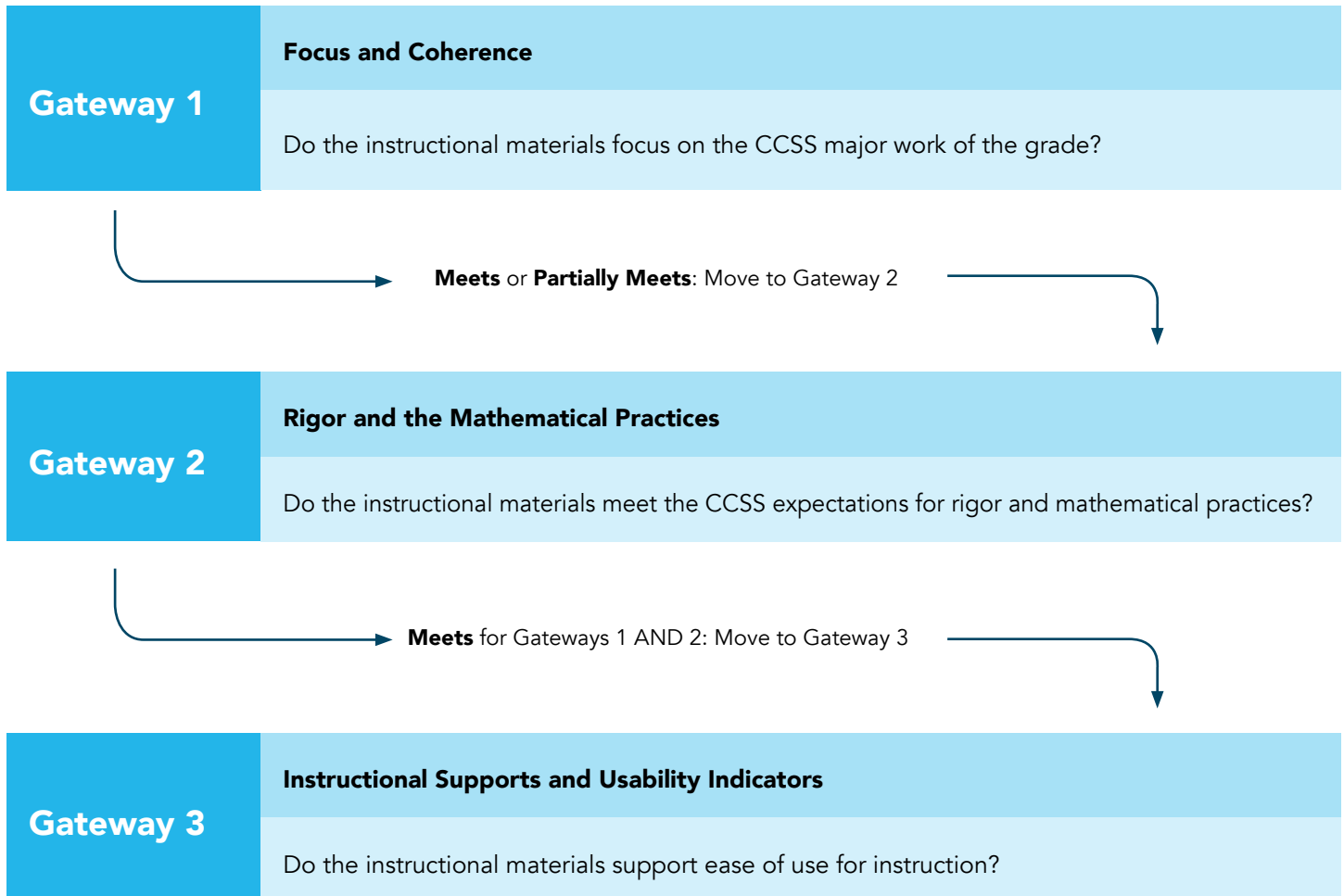
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<sup>1</sup> G. Whitehurst. “Don’t Forget Curriculum.” *Brown Center Letters on Education*. (Washington, DC: Brookings Institute, 2009); M. Chingos and G. Whitehurst. *Choosing Blindly: Instructional Materials, Teacher Effectiveness and the Common Core*. (Washington, DC: Brown Center on Education Policy at Brookings, April 2012).

<sup>2</sup> Richard Elmore, in his work on the instructional core, asserts that there are three ways to improve student learning at scale: (1) raise the level of content that students are taught; (2) increase the skill and knowledge that teachers bring to the teaching of that content; and (3) increase the level of students’ active learning of that content. R. Elmore. *Improving the Instructional Core* (Cambridge, MA: Harvard Graduate School of Education, 2008).

gateways sequentially to ensure EdReports.org reports to the field the extent to which materials are CCSS-aligned and usable by educators. Those materials that meet or partially meet the expectations for Gateway 1 (CCSS Focus and Coherence) will move to Gateway 2. Only those materials that meet the expectations for both Gateway 1 and Gateway 2 (Rigor and Mathematical Practices) will move to Gateway 3 (Usability Indicators).

**Figure 1: Gateway Evaluation Process for Review of Mathematics Materials**



# Gateway 1

## Focus on Major Work of the Grade and Coherence

In this gateway, reviewers consider how well the materials are coherent and consistent with the K-8 grade level standards that specify the mathematics which all students should study in order to be college and career ready.

### GUIDING REVIEW QUESTIONS:

- Do the instructional materials focus on the “major work of the grade?”
- Is the sequence in which the topics are covered consistent with the logical structure of mathematics?

### ▶ Rating Sheet 1.1: Focus on Major Work of the Grade

For ‘Focus and Coherence’ to attain a score of ‘Meets Expectations,’ material must earn at least 14 points.

### SECTION A

<b>Criterion</b>	<b>Materials do not assess topics before the grade level in which the topic should be introduced.<sup>3</sup></b> Maximum Points: 2
------------------	--

Indicators	Points	Evidence
<b>1a.</b> The instructional materials assesses the grade level content and, if applicable, content from earlier grades.	<b>0    2</b>	

### SECTION A TALLY

Earned: _____ of 2 points	<input type="checkbox"/> Meets expectations (2 points)
	<input type="checkbox"/> Does not meet expectations (0 points)

<sup>3</sup> Grade level mathematics content as indicated in Common Core State Standards for Mathematics. <http://www.corestandards.org/>

## SECTION B

<b>Criterion</b>	<p><b>Students and teachers using the materials as designed devote the large majority<sup>4</sup> of class time in each grade K-8 to the major work of the grade.<sup>5</sup></b></p> <p>Maximum Points: 4</p>
------------------	--

Indicators	Points	Evidence
<p><b>1b.</b> Instructional materials spend the majority of class time on the major cluster of each grade.</p>	<p><b>0      4</b></p>	

## SECTION B TALLY

<p>Earned: _____ of 4 points</p>	<p><input type="checkbox"/> Meets expectations (4 points)</p> <p><input type="checkbox"/> Does not meet expectations (0 points)</p>
----------------------------------	---

### ▶ Rating Sheet 1.2: Coherence

<b>Criterion</b>	<p><b>Each grade's instructional materials are coherent and consistent with the Standards.</b></p> <p>Maximum Points: 8</p>
------------------	---

Indicators	Points	Evidence
<p><b>1c.</b> Supporting content enhances focus and coherence simultaneously by engaging students in the major work of the grade.<sup>6</sup></p>	<p><b>0      1      2</b></p>	
<p><b>1d.</b> The amount of content designated for one grade level is viable for one school year in order to foster coherence between grades.</p>	<p><b>0      1      2</b></p>	

(Continues on next page)

<sup>4</sup> The materials should devote at least 65% and up to approximately 85% of class time to the major work of the grade with Grades K-2 nearer the upper end of that range, i.e., 85%. However, 65%-85% should be viewed as a guideline for reviewers. Reviewers should use their judgement about materials on the borderline (e.g., 64%) and note specifics in the Evidence area.

<sup>5</sup> Refer also to Table 1 (page 9) in the Publisher's Criteria.

<sup>6</sup> Refer also to Criterion #3 (page 5) in the Publisher's Criteria.

(Continued from previous page)

<b>1e.</b> The materials are consistent with the progressions in the Standards. <sup>7</sup>		
1ei. Materials develop according to the grade-by-grade progression in the Standards. If there is content from prior or future grades, that content is clearly identified and related to grade-level work.	<b>0   1   2</b>	
1eii. Materials give all students extensive work with grade-level problems.		
1eiii. Materials relate grade level concepts explicitly to prior knowledge from earlier grades.		
<b>1f.</b> Materials foster coherence through connections at a single grade, where appropriate and required by the Standards. <sup>8</sup>		
1fi. Materials include learning objectives that are visibly shaped by CCSSM cluster headings.	<b>0   1   2</b>	
1fii. Materials include problems and activities that serve to connect two or more clusters in a domain, or two or more domains in a grade, in cases where these connections are natural and important.		

## RATING SHEET 1.2 TALLY

Earned: \_\_\_\_\_ of 8 points

- Meets expectations (7-8 points)
- Partially meets expectations (5-6 points)
- Does not meet expectations (<5 points)

<sup>7</sup> Refer also to Table 1 (page 9) in the Publisher's Criteria.

<sup>8</sup> Refer also to Criterion #6 (page 13) in the Publisher's Criteria.

# Gateway 1 Overall Rating:

## Focus on Major Work<sup>9</sup> Coherence

Reviewers use data recorded in Rating Sheets 1.1-1.2 to determine the Gateway 1 final rating.

<b>Gateway 1</b>	<p><b>Students and teachers using the materials as designed devote the large majority of time in each grade k-8 to the major work of the grade.<sup>10</sup> Each grade’s instructional materials are coherent and consistent with the Standards.</b></p> <p>Maximum Score: 14</p>
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Indicators	Rating Score	Evidence
<p><b>1a:</b> Materials do not assess topics before the grade level indicated.</p>	<p><b>Point Total from Rating Sheet (s):</b></p>	
<p><b>1b:</b> Students and teachers using the materials as designed devote the large majority<sup>11</sup> of time in each grade k-8 to the major work of the grade.</p>	<p><b>Point Total from Rating Sheet (s):</b></p>	
<p><b>1c-1f:</b> Each grade’s instructional materials are coherent and consistent with the Standards.</p>	<p><b>Point Total from Rating Sheet (s):</b></p>	

## GATEWAY 1 FINAL SCORE

Earned: \_\_\_\_\_ of 14 points

Meets expectations (12-14 points and no indicator receives a '0')

Partially meets expectations (8-11 points)

Does not meet expectations (<8 points)

### REMINDER:

- **Does not meet = does not continue to Gateway 2**
- Materials must “Meet Expectations” or “Partially Meet Expectations” in Gateway 1 to be reviewed in Gateway 2.
- Materials must “Meet Expectations” in BOTH Gateway 1 and Gateway 2 to be reviewed in Gateway 3.

<sup>9</sup> For more on the major work of the grade, see Focus by Grade Level.

<sup>10</sup> The materials should devote at least 65% and up to approximately 85% of class time to the major work of the grade with Grades K-2 nearer the upper end of that range, i.e., 85%. However, 65%-85% should be viewed as a guideline for reviewers. Reviewers should use their judgement about materials on the borderline (e.g., 64%) and note specifics in the Evidence area.

<sup>11</sup> The materials should devote at least 65% and up to approximately 85% of class time to the major work of the grade with Grades K-2 nearer the upper end of that range, i.e., 85%. However, 65%-85% should be viewed as a guideline for reviewers. Reviewers should use their judgement about materials on the borderline (e.g., 64%) and note specifics in the Evidence area.

# Gateway 2

## Rigor and the Mathematical Practices

Rigor determines if a series instructional materials reflect the balances in the standards by helping students develop conceptual understanding, procedural skill and fluency, and application. Mathematical Practices determine how well materials meaningfully connect the Mathematical Content Standards and the Mathematical Practice Standards.

### GUIDING REVIEW QUESTIONS:

- Do the instructional materials engage students with all aspects of rigor: conceptual understanding, procedural skill and fluency, and application in a balanced way?
- Do the Mathematical Practices connect to the Mathematical Content Standards in meaningful and deliberate ways?

### ▶ Rating Sheet 2.1: Rigor and Balance

For “Rigor and Balance” to attain a score of ‘Meets Expectations,’ materials must earn at least 7 points

<b>Criterion</b>	<p><b>The instructional materials reflect the balances in the Standards and help students meet the Standards’ rigorous expectations, by giving appropriate attention to: developing students’ conceptual understanding; procedural skill and fluency; and engaging applications.<sup>12</sup></b></p> <p>Maximum Points: 8</p>
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Indicators	Points	Evidence
<b>2a.</b> Attention to Conceptual Understanding: The materials support the intentional development of students’ conceptual understanding of key mathematical concepts, especially where called for in specific content standards or clusters.	0   1   2	
<b>2b.</b> Attention to Procedural Skill and Fluency: The materials provide intentional opportunities for students to develop procedural skills and fluencies, especially where called for in specific content standards or clusters.	0   1   2	
<b>2c.</b> Attention to Applications: The materials support the intentional development of students’ ability to utilize mathematical concepts and skills in engaging applications, especially where called for in specific content standards or clusters.	0   1   2	
<b>2d.</b> Balance: The three aspects of rigor are not always treated together and are not always treated separately. The three aspects are balanced with respect to the standards being addressed.	0   1   2	

<sup>12</sup> Refer also to Criterion #2 (pages 9-10) in the HS Mathematics Publisher’s Criteria.

## RATING SHEET 2.1 TALLY

Earned: \_\_\_\_\_ of 8 points

- Meets expectations (7-8 points)
- Partially meets expectations (5-6 points)
- Does not meet expectations (<5 points)

### ▶ Rating Sheet 2.2: Practice-Content Connection

For "Practice-Content Connection" to attain a score of 'Meets Expectations,' materials must earn at least 9 points

<b>Criterion</b>	<b>Materials meaningfully connect the Standards for Mathematical Content and the Standards for Mathematical Practice.</b> <sup>13</sup> Maximum Points: 10
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Indicators	Points
<b>2e.</b> The Standards for Mathematical Practice are identified and used to enrich mathematics content within and throughout each applicable grade.	<b>0   1   2</b>
<b>2f.</b> The materials carefully attend to the full meaning of each practice standard. <sup>14</sup>	<b>0   1   2</b>
<b>2g.</b> Emphasis on Mathematical Reasoning: Materials support the Standards' emphasis on mathematical reasoning by: <sup>15</sup>	
2gi. Materials prompt students to construct viable arguments and analyze the arguments of others concerning key grade-level mathematics details in the content standards.	<b>0   1   2</b>
2gii. Materials assist teachers in engaging students in constructing viable arguments and analyzing the arguments of others concerning key grade-level mathematics detailed in the content standards.	<b>0   1   2</b>
2gi. Materials explicitly attend to the specialized language of mathematics.	<b>0   1   2</b>

## RATING SHEET 2.2 TALLY

Earned: \_\_\_\_\_ of 10 points

- Meets expectations (9-10 points)
- Partially meets expectations (6-8 points)
- Does not meet expectations (<6 points)

<sup>13</sup> Refer also to Criterion #5 (pages 12-13) in the HS Mathematics Publisher's Criteria. Not all items need to align to a Mathematical Practice. In addition, there is no requirement to have an equal balance among the Mathematical Practices in any set of materials or grade.

<sup>14</sup> Refer also to Criterion #9 (page 15) in the Publisher's Criteria.

<sup>15</sup> Refer also to Criterion #10 (page 15) in the Publisher's Criteria.

# Gateway 2 Overall Rating:

## Rigor and Mathematical Practices

Reviewers use data recorded in Rating Sheets 2.1 and 2.2 to determine the Gateway 2 overall rating.

<b>Gateway 2</b>	<p><b>The materials align with CCSS expectations for rigor and mathematical practices.</b></p> <p>Maximum Points: 18</p>
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Indicators	Rating Score	Evidence
<p><b>2a-2d:</b> Each grade’s instructional materials reflect the balances in the Standards and help students meet the Standards’ rigorous expectatios, by helping students develop conceptual understanding, procedural skill and fluency, and application.</p>	<p><b>Point Total from Rating Sheet(s):</b></p>	
<p><b>2e-2h:</b> Materials meaningfully connect the Standards for Mathematical Content and the Standards for Mathematical Practice.</p>	<p><b>Point Total from Rating Sheet(s):</b></p>	

## GATEWAY 2 FINAL SCORE

Earned: \_\_\_\_\_ of 18 points

- Meets expectations (16-18 points)
- Partially meets expectations (11-15 points)
- Does not meet expectations (<11 points)

### REMINDER:

- Materials must “Meet Expectations” in BOTH Gateway 1 and Gateway 2 to be reviewed in Gateway 3.

# Gateway 3

## Instructional Supports and Usability Indicators

Gateway 3 Rating Sheets include some Indicators that are rated and some that are not rated. In cases where Indicators are not rated, the evidence collected provides valuable information about instructional materials, although the indicator is not scored and does not affect the rating for the Criterion or Gateway.<sup>16</sup>

### ▶ Rating Sheet 3.1: Use and Design to Facilitate Student Learning

For “Use and design facilitate student learning” to attain a score of “Meets Expectations,” material must earn at least 7 points.

<b>Criterion</b>	<b>Materials are well designed and take into account effective lesson structure and pacing.</b> Maximum Points: 8
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Indicators	Points	Evidence
3a. The underlying design of the materials distinguishes between problems and exercises. In essence, the difference is that in solving problems, students learn new mathematics, whereas in working exercises, students apply what they have already learned to build mastery. Each problem or exercise has a purpose.	0   1   2	
3b. Design of assignments is not haphazard: tasks are given in intentional sequences.	0   1   2	
3c. There is variety in what students are asked to produce.	0   1   2	
3d. Manipulatives are faithful representations of the mathematical objects they represent and when appropriate are connected to written methods.	0   1   2	
3e. The visual design (whether in print or digital) is not distracting or chaotic, but supports students in engaging thoughtfully with the subject.	<b>Not Scored</b>	

### RATING SHEET 3.1 TALLY

Earned: \_\_\_\_\_ of 8 points

- Meets expectations (7-8 points)
- Partially meets expectations (5-6 points)
- Does not meet expectations (<5 points)

<sup>16</sup> For indicators that do not currently receive a numerical rating, EdReports.org is providing evidence of the presence of these indicators but we are currently not including them in the ratings until we gather more information from reviewers and the field on their usefulness.

**Rating Sheet 3.2: Teacher Planning and Learning for Success with CCSS**

For “Teacher Planning and Learning for Success with CCSS” to attain a score of “Meets Expectations,” materials must earn at least 7 points.

<b>Criterion</b>	<b>Materials support teacher learning and understanding of the Standards.</b> Maximum Points: 8
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Indicators	Points	Evidence
3f. Materials support teachers in planning and providing effective learning experiences by providing quality questions to help guide students’ mathematical development.	0   1   2	
3g. Materials contain a teacher’s edition with ample and useful annotations and suggestions on how to present the content in the student edition and in the ancillary materials. Where applicable, materials include teacher guidance for the use of embedded technology to support and enhance student learning.	0   1   2	
3h. Materials contain a teacher’s edition (in print or clearly distinguished/accessible as a teacher’s edition in digital materials) that contains full, adult-level explanations and examples of the more advanced mathematics concepts in the lessons so that teachers can improve their own knowledge of the subject, as necessary.	0   1   2	
3i. Materials contain a teacher’s edition (in print or clearly distinguished/accessible as a teacher’s edition in digital materials) that explains the role of the specific grade-level mathematics in the context of the overall mathematics curriculum for kindergarten through grade twelve.	0   1   2	
3j. Materials provide a list of lessons in the teacher’s edition (in print or clearly distinguished/accessible as a teacher’s edition in digital materials), cross-referencing the standards covered and providing an estimated instructional time for each lesson, chapter and unit (i.e., pacing guide).	<b>Not Scored</b>	

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<b>3k.</b> Materials contain strategies for informing parents or caregivers about the mathematics program and suggestions for how they can help support student progress and achievement	<b>Not Scored</b>	
<b>3l.</b> Materials contain explanations of the instructional approaches of the program and identification of the research-based strategies.	<b>Not Scored</b>	

## RATING SHEET 3.2 TALLY

Earned: \_\_\_\_\_ of 8 points

- Meets expectations (7-8 points)
- Partially meets expectations (5-6 points)
- Does not meet expectations (<5 points)

### ▶ Rating Sheet 3.3: Assessment

For "Assessment" to attain a score of "Meets Expectations," materials must earn at least 9 points.

<b>Criterion</b>	<b>Materials offer teachers resources and tools to collect ongoing data about student progress on the Standards.</b>  Maximum Points: 10
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Indicators	Points	Evidence
<b>3m.</b> Materials provide strategies for gathering information about students' prior knowledge within and across grade levels.	<b>0 1 2</b>	
<b>3n.</b> Materials provide strategies for teachers to identify and address common student errors and misconceptions.	<b>0 1 2</b>	
<b>3o.</b> Materials provide opportunities for ongoing review and practice, with feedback, for students in learning both concepts and skills.	<b>0 1 2</b>	
<b>3p.</b> Materials offer ongoing formative and summative assessments:		
3pi. Assessments clearly denote which standards are being emphasized.	<b>0 1 2</b>	

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3pii. Assessments include aligned rubrics and scoring guidelines that provide sufficient guidance to teachers for interpreting student performance and suggestions for follow-up.	<b>0   1   2</b>	
<b>3q.</b> Materials encourage students to monitor their own progress.	<b>Not Scored</b>	

## RATING SHEET 3.3 TALLY

Earned: \_\_\_\_\_ of 10 points

- Meets expectations (9-10 points)
- Partially meets expectations (6-8 points)
- Does not meet expectations (<6 points)

### ▶ Rating Sheet 3.4: Differentiated Instruction

For “Differentiated Instruction” to attain a score of “Meets Expectations,” materials must earn at least 11 points.

<b>Criterion</b>	<p><b>Materials support teachers in differentiating instruction for diverse learners within and across grades.</b></p> <p>Maximum Points: 12</p>
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Indicators	Points	Evidence
<b>3r.</b> Materials provide strategies to help teachers sequence or scaffold lessons so that the content is accessible to all learners.	<b>0   1   2</b>	
<b>3s.</b> Materials provide teachers with strategies for meeting the needs of a range of learners.	<b>0   1   2</b>	
<b>3t.</b> Materials embed tasks with multiple entry-points that can be solved using a variety of solution strategies or representations.	<b>0   1   2</b>	
<b>3u.</b> Materials suggest support, accommodations, and modifications for English Language Learners and other special populations that will support their regular and active participation in learning mathematics (e.g., modifying vocabulary words within word problems).	<b>0   1   2</b>	

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<b>3v.</b> Materials provide support for advanced students to investigate mathematics content at greater depth.	<b>0 1 2</b>	
<b>3w.</b> Materials provide a balanced portrayal of various demographic and personal characteristics.	<b>0 1 2</b>	
<b>3x.</b> Materials provide opportunities for teachers to use a variety of grouping strategies.	<b>Not Scored</b>	
<b>3y.</b> Materials encourage teachers to draw upon home language and culture to facilitate learning.	<b>Not Scored</b>	

## RATING SHEET 3.4 TALLY

Earned: \_\_\_\_\_ of 12 points

- Meets expectations (10-12 points)
- Partially meets expectations (8-9 points)
- Does not meet expectations (<8 points)

### ► Rating Sheet 3.5: Effective Technology Use

This section is not scored.

<b>Criterion</b>	<b>Materials support effective use of technology to enhance student learning. Digital materials are accessible and available in multiple platforms.</b> Not Scored
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Indicators	Points	Evidence
<b>3z.</b> Materials integrate technology such as interactive tools, virtual manipulatives/objects, and/or dynamic mathematics software in ways that engage students in the Mathematical Practices.	<b>Not Scored</b>	
<b>3aa.</b> Digital materials (either included as supplementary to a textbook or as part of a digital curriculum) are web- based and compatible with multiple internet browsers (e.g., Internet Explorer, Firefox, Google Chrome, etc.). In addition, materials are “platform neutral” (i.e., are compatible with multiple operating systems such as Windows and Apple and are not proprietary to any single platform) and allow the use of tablets and mobile devices.	<b>Not Scored</b>	

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<b>3ab.</b> Materials include opportunities to assess student mathematical understandings and knowledge of procedural skills using technology.	<b>Not Scored</b>	
<b>3ac.</b> Materials can be easily customized for individual learners.		
3aci. Digital materials include opportunities for teachers to personalize learning for all students, using adaptive or other technological innovations.	<b>Not Scored</b>	
3acii. Materials can be easily customized for local use. For example, materials may provide a range of lessons to draw from on a topic.	<b>Not Scored</b>	
<b>3ad.</b> Materials include or reference technology that provides opportunities for teachers and/or students to collaborate with each other (e.g. websites, discussion groups, webinars, etc.).	<b>Not Scored</b>	

# Gateway 3 Overall Rating:

## Instructional Supports and Usability Indicators

Reviewers use data recorded in Rating Sheets 3.1-3.4 to determine the Gateway 3 overall rating.

<b>Gateway 3</b>	<p><b>Materials support student learning and engagement and support teacher learning and understanding of the Standards. Materials also offer supports to differentiate instruction for diverse learners and enrich instruction through technology.</b></p> <p>Maximum Points: 36</p>
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Indicators	Rating Score	Evidence
<p><b>3a-3e:</b> Materials are well designed and take into account effective lesson structure and pacing to facilitate student learning.</p>	<p><b>Point Total from Rating Sheet(s):</b></p>	
<p><b>3f-3l:</b> Materials support teacher learning and understanding of the Standards.</p>	<p><b>Point Total from Rating Sheet(s):</b></p>	
<p><b>3m-3q:</b> Materials offer teachers resources and tools to collect ongoing data about student progress on the Standards.</p>	<p><b>Point Total from Rating Sheet(s):</b></p>	
<p><b>3r-3y:</b> Materials support teachers in differentiating instruction for diverse learners within and across grades.</p>	<p><b>Point Total from Rating Sheet(s):</b></p>	
<p><b>3z-3ad:</b> Materials support effective use of technology to enhance student learning.</p>	<p><b>Not Scored</b></p>	

## GATEWAY 3 FINAL SCORE

Earned: \_\_\_\_\_ of 38 points

- Meets expectations (31-38 points)
- Partially meets expectations (23-30 points)
- Does not meet expectations (<23 points)

# Conducting High Quality Instructional Materials Reviews

## Using the Tool and Toolkit:

### Reference Materials to Support Quality Reviews

In addition to the EdReports.org Quality Instructional Materials Tool: K-8 Mathematics, reviewers have a toolkit with the following materials as references for reviews:

- [K-8 Publishers' Criteria for the Common Core State Standards for Mathematics \(Spring 2013\)](#)
- [Focus by Grade Level Documents](#)
- Evidence Guidelines (technical documentation support indicating how to collect evidence and where to find evidence)
- Standards for Mathematical Practices: Commentary and Elaborations for [K-5](#) (February 2014) and for [6-8](#) (May 2014)

## Using the Tool and Evidence Guides

The Quality Instructional Materials Review Tool and the [K-8 Evidence Guides](#) work in tandem to provide educator reviewers with the criterion, indicators, and guidance to identify, collect, calibrate, and report on instructional material alignment to the standards for mathematical content, the standards for mathematical practice, and the usability of the instructional materials.

The Evidence Guides are organized by **Indicator** and identify:

- **The Guiding Question(s)** that frames evidence collection.
- The **Purpose of the Indicator** to contextualize the indicator within the criterion as well as how indicators work together to build a complete picture for the criterion.
- **Evidence Collection** to help reviewers find evidence, and when appropriate, provides examples and counterexamples of evidence for an indicator.
- **Questions to Guide Discussion/Discussion Prompts** to help reviewers prepare for their weekly meeting where they present their rationale and evidence for a given indicator.
- **The Scoring Criteria** that defines what must be present in the rationale and evidence to support each level of score for a given indicator.

# Appendix A

## Focus Component 2: Major Clusters of the Grade

Quality Indicators	Major Clusters	Additional or Supporting Clusters or Other <sup>17</sup>
<b>Kindergarten</b>	K.CC: A, B, C	K:MD: A, B
	K.OA: A	K.G: A, B
	K.NBT: A	
<b>Grade 1</b>	1.OA: A, B, C, D	1.MD: B, C
	1.NBT: A, B, C	1.G: A
	1.MD: A	
<b>Grade 2</b>	2.OA: A, B	2.OA: C
	2.NBT: A, B	2.MD: C, D
	2.MD: A, B	2.G: A
<b>Grade 3</b>	3.OA: A, B, C, D	3.NBT: A
	3.NF: A	3.MD: B, D
	3.MD: A, C	3.G: A
<b>Grade 4</b>	4.OA: A	4.OA: B, C
	4.NBT: A, B	4.MD: A, B, C
	4.NF: A, B, C	4.G: A
<b>Grade 5</b>	5.NBT: A, B	5.OA: A, B
	5.NF: A, B	5.MD: A, B
	5.MD: C	5.G: A, B
<b>Grade 6</b>	6.RP: A	6.NS: B
	6.NS: A, C	6.G: A
	6.EE: A, B, C	6.SP: A, B
<b>Grade 7</b>	7.RP: A	7.G: A, B
	7.NS: A	7.SP: A, B, C
	7.EE: A, B	OTHER
<b>Grade 8</b>	8.EE: A, B, C	8.NS: A
	8.F: A, B	8.G: C
	8.G: A, B	8.SP: A

<sup>17</sup> Other signifies content that is found in other grades of the CCSSM or that is not part of the CCSSM.

<b>Appendix C: Math Materials Recommendation</b>		
<b>Course</b>	<b>Title</b>	<b>Publisher</b>
Kindergarten	LearnZillion Illustrative Mathematics Kindergarten - Student Workbooks; Span & Eng V1 LearnZillion Illustrative Mathematics Kindergarten -Teacher Workbooks v1 LearnZillion Illustrative Mathematics: Kindergarten SU per Student License	LearnZillion Illustrative Mathematics
Grade 1	LearnZillion Illustrative Mathematics Grade 1 - Student Workbooks - Span & Eng V LearnZillion Illustrative Mathematics Grade 1 -Teacher Workbooks v1 LearnZillion Illustrative Mathematics: Grade 1 SU per Student License	LearnZillion Illustrative Mathematics
Grade 2	LearnZillion Illustrative Mathematics Grade 2 - Student Workbooks - Span & Eng V1 LearnZillion Illustrative Mathematics Grade 2 -Teacher Workbooks v1 LearnZillion Illustrative Mathematics: Grade 2 SU per Student License	LearnZillion Illustrative Mathematics
Grade 3	LearnZillion Illustrative Mathematics Grade 3 - Student Workbooks - Span & Eng V1 LearnZillion Illustrative Mathematics Grade 3 -Teacher Workbooks v1 LearnZillion Illustrative Mathematics: Grade 3 SU per Student License	LearnZillion Illustrative Mathematics
Grade 4	LearnZillion Illustrative Mathematics Grade 4 - Student Workbooks - Span & Eng V1 LearnZillion Illustrative Mathematics Grade 4 -Teacher Workbooks v1 LearnZillion Illustrative Mathematics: Grade 4 SU per Student License	LearnZillion Illustrative Mathematics
Grade 5	LearnZillion Illustrative Mathematics Grade 5 - Student Workbooks - Span & Eng V1 LearnZillion Illustrative Mathematics Grade 5 -Teacher Workbooks v1 LearnZillion Illustrative Mathematics: Grade 5 SU per Student License	LearnZillion Illustrative Mathematics
Grade 6	Carnegie Learning Math Solutions - Print Student Edition Course 1 and Mathia, Blended - Print student edition and Mathia Print MATHbook - Student Edition Mathia per Student License Digital eText - Skills Practice	Carnegie Learning
Grade 7	Carnegie Learning Math Solutions - Print Student Edition Course 2 and Mathia, Blended - Print student edition and Mathia Print MATHbook - Student Edition Mathia per Student License Digital eText - Skills Practice	Carnegie Learning
Grade 8	Carnegie Learning Math Solutions - Print Student Edition Course 3 and Mathia, Blended - Print student edition and Mathia Print MATHbook - Student Edition Mathia per Student License Digital eText - Skills Practice	Carnegie Learning
Algebra 1	Carnegie Learning Math Solutions - Print Student Edition Algebra and Mathia, Blended - Print student edition and Mathia Print MATHbook - Student Edition Mathia per Student License Digital eText - Skills Practice	Carnegie Learning
Geometry	Carnegie Learning Math Solutions - Print Student Edition Geometry and Mathia, Blended - Print student edition and Mathia Print MATHbook - Student Edition Mathia per Student License Digital eText - Skills Practice	Carnegie Learning
Algebra 2	Carnegie Learning Math Solutions - Print Student Edition Algebra 2 and Mathia, Blended - Print student edition and Mathia Print MATHbook - Student Edition Mathia per Student License Digital eText - Skills Practice	Carnegie Learning

## Appendix D

**Overview:** The purpose of the Huntley District 158 Professional Learning System is to improve learning for students. This occurs through providing professional learning opportunities that are embedded, practical, applied, and sustained, which aim to have teachers own their own learning.

**Opportunities for Professional Learning:** Math professional learning will occur through a combination of supports that all staff will receive mixed with differentiated opportunities based on need. This will occur through the use of institute days, early release days, PLC's, instructional coaching cycles, professional learning work, and other informal activities.

**Delivery of Professional Learning:** Professional learning opportunities will be led by a combination of outside consultants, district and school leaders, instructional coaches, and teacher leaders based on the actual learning opportunity's goal.

### Focus by year for Professional Learning Focus

	<b>K-5 Math Trailblazers</b>	<b>K-5 All Staff Focus</b>	<b>6-12 Focus</b>
<b>2022-2023</b>	Planning and Use of Curricular Resources and Practices	Math Practices and Shifts in Instruction	Planning and Use of Curricular Resources and Practices
<b>2023-2024</b>	Responding to Students' Specific Needs Based on Thinking	Planning and Use of Curricular Resources and Practices	Responding to Students' Specific Needs Based on Thinking
<b>2024-2025</b>	Collaborating and Focusing on PLC Professional Growth Needs	Responding to Students' Specific Needs Based on Thinking	Collaborating and Focusing on PLC Professional Growth Needs
<b>2025-2026</b>	Sustaining Shifts and Adapting to student needs	Collaborating and Focusing on PLC Professional Growth Needs	Sustaining Shifts and Adapting to student needs
<b>2026-2027 and beyond</b>	Sustaining Shifts and Adapting to student needs		

## Focus Goals for Students, Staff, and Leadership

All areas of focus will be supported via use of Institute Days, Early Release Days, PLC's, additional time, and teacher release time. Consultants and Huntley 158 administration and coaches will provide foundational implementation training, on-site feedback sessions, coaching cycles, and other informal opportunities.

Focus	Goal for Students	Goals for Staff	Goal for Leadership
<b>Planning and Use of Curricular Resources and Practices</b>	Students experience math through a shift in instructional design and practices.	Teachers use learning goals and targets, the design structure, and routines as key instructional resources.	Maintain a focus on the implementation of the new curricular resource as a key initiative for providing support to staff members in implementation.
<b>Responding to Students' Specific Needs Based on Thinking</b>	Students demonstrate engagement and belonging to the learning community via effective independent and collaborative problem-solving, communication of mathematical ideas, and productive struggle	The teacher cultivates a positive, inclusive, and equitable learning environment, launches activities, questions, engages students in meaningful discussions, values student thinking, monitors and supports students, and synthesizes student learning.	As instructional leaders, continue to support implementation of the new resource, balance this shift with other initiatives, and drive change in instructional practices.
<b>Collaborating and Focusing on PLC Professional Growth Needs</b>	Students experience math through the design structure of math lessons and demonstrate personal use of the math practices and discourse consistently.	Teachers participate in PLC's to establish shared goals, conduct shared planning and lesson design, collect and use evidence of student learning, and reflect upon their teaching effectiveness.	
<b>Sustaining Shifts and Adapting to student needs</b>	These will be developed as we continue to move through this implementation process.		

# 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: March 17, 2022

RE: Policy Revision – Second Reading

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The following policies are being submitted as a second reading as requested by the Board of Education during the Regular meeting on February 10, 2022.

This is the second reading of the following policies:

- 2:20 Powers and Duties of the Board of Education; Indemnification
- 2:105 Ethics and Gift Ban
- 2:110 Qualifications, Term, and Duties of Board Officers
- 2:120 Board Member Development
- 2:150 Committees
- 2:220 Board Meeting Procedure
- 2:260 Uniform Grievance Procedure
- 3:40 Superintendent
- 3:50 Administrative Personnel Other Than the Superintendent
- 3:60 Administrative Responsibility of the Building Principal
- 4:60 Purchases and Contracts
- 4:110 Transportation
- 4:120 Food Services
- 4:160 Environmental Quality of Buildings and Grounds
- 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
- 4:170 Safety
- 4:175 Convicted Child Sex Offender; Screening; Notifications
- 5:10 Equal Employment Opportunity and Minority Recruitment
- 5:20 Workplace Harassment Prohibited
- 5:30 Hiring Process and Criteria

- 5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- 5:90 Abused and Neglected Child Reporting
- 5:100 Staff Development Program
- 5:120 Employee Ethics; Conduct; and Conflict of Interest
- 5:125 Personal Technology and Social Media; Usage and Conduct
- 5:150 Personnel Records
- 5:185 Family and Medical Leave
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:210 Resignations and Retirement
- 5:220 Substitute Teachers
- 5:250 Leaves of Absence
- 5:330 Sick Days, Vacation, Holidays, and Leaves
- 6:15 School Accountability
- 6:20 School Year Calendar and Day
- 6:50 School Wellness
- 6:60 Curriculum Content
- 6:120 Education of Children with Disabilities
- 6:180 Extended Instructional Programs
- 6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct
- 6:300 Graduation Requirements
- 6:340 Student Testing and Assessment Program
- 7:10 Equal Educational Opportunities
- 7:20 Harassment of Students Prohibited
- 7:30 Student Assignment and Intra-District Transfer
- 7:50 School Admissions and Student Transfers To and From Non-District Schools
- 7:60 Residence
- 7:70 Attendance and Truancy
- 7:80 Release Time for Religious Instruction/Observation
- 7:150 Agency and Police Interviews
- 7:160 Student Appearance
- 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

- 7:190 Student Behavior
- 7:200 Suspension Procedures
- 7:210 Expulsion Procedures
- 7:240 Conduct Code for Participants in Extracurricular Activities
- 7:250 Student Support Services
- 7:260 Exemption from Physical Education
- 7:290 Suicide and Depression Awareness and Prevention
- 7:310 Restrictions on Publications; Elementary Schools
- 7:315 Restrictions on Publications; High Schools
- 7:340 Student Records
- 7:345 Use of Educational Technologies; Student Data Privacy and Security
- 8:70 Accommodating Individuals with Disabilities
- 8:100 Relations with Other Organizations and Agencies

**Recommendation**

Administration requests the Policy Committee recommend the above policies be approved as a second reading by the Board.

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

LRW  
Attachments

## **Board of Education**

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

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

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

18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA’s requirements concerning the reporting of child abuse.
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers’ Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.
21. Communicating the schools’ activities and operations to the community and representing the needs and desires of the community in educational matters.
22. Endeavoring to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote upon motions presented. It is important that public Board members be non-partisan in dealing with school matters and place the education of children above any partisan principal, group interest, or personal ambition.

Indemnification

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

LEGAL REF.: 105 ILCS 5/10, 5/17-1, 5/21B-85, and 5/27-1.  
 115 ILCS 5/, Ill. Educational Labor Relations Act.  
 325 ILCS 5/4, Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Expansion Programs), 4:165 (Awareness and Prevention of Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District

Transfer), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

FINAL

## Board of Education

### Ethics and Gift Ban

#### Prohibited Political Activity

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

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

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

#### Limitations on Receiving Gifts

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

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

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

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

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

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

#### Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board Attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

### Definitions

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

*Political activity* means:

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

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

*Prohibited source* means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;

- 4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
- 5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
- 6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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

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

LEGAL REF.: 105 ILCS 5/22-90 (final citation pending).  
 5 ILCS 430/, State Officials and Employees Ethics Act.  
 10 ILCS 5/9-25.1, Election Interference Prohibition Act.

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

ADOPTED: June 17, 2004

REVISED: March 19, 2020

## **Board of Education**

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

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

#### **President**

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

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
5. Call special meetings of the Board;
6. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
7. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;
8. Administer the oath of office to new Board members;
9. Serve as or appoint the Board's official spokesperson to the media;
10. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
11. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, Hiring Process and Criteria, are completed for the Superintendent.

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

The Vice President fills a vacancy in the Presidency.

#### **Vice President**

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

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

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

#### **Secretary**

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

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

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

#### **Recording Secretary**

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

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

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

#### **Treasurer**

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

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

The Treasurer shall:

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

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

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.  
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,  
5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, and 5/21B-85.

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

ADOPTED: May 17, 2001

REVISED: March 19, 2020

DRAFT

## **Board of Education**

### **Board Member Development**

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

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

### **Mandatory Board Member Training**

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

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

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

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

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

### **Board Self-Evaluation**

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

### **New Board Member Orientation**

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

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

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

Candidates

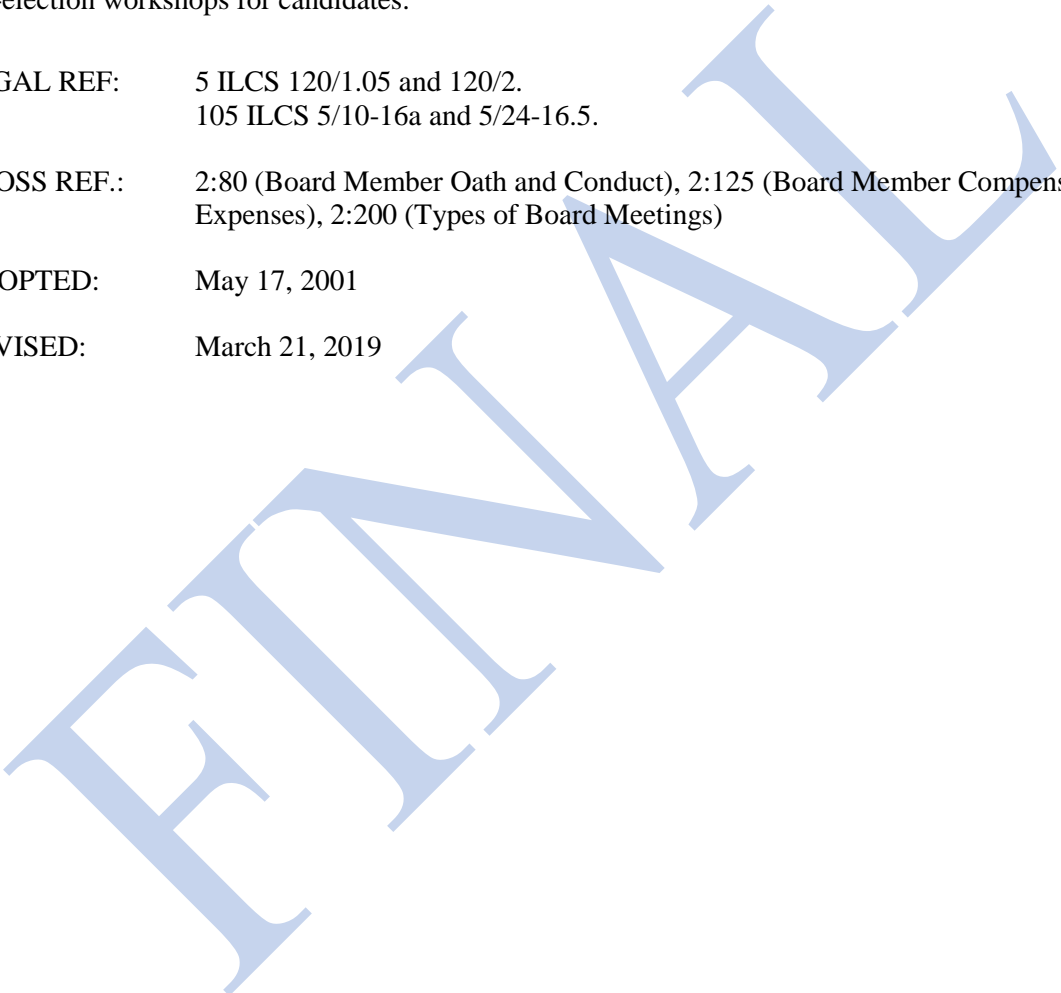
The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

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

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

ADOPTED: May 17, 2001

REVISED: March 21, 2019



## **Board of Education**

### **Committees**

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

#### **Special Board Committees**

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion. The President shall appoint such committees and be an ex-officio member of all special committees.

#### **Standing Board Committees**

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

1. **Board Policy Committee**

This committee will consider all policy suggestions, and provide information and recommendations to the Board.

2. **Parent-Teacher Advisory Committee**

This committee, which assists the development of student discipline policy and procedure, and provides information and recommendations to the Board. The committee is comprised of parents and teachers, and may also include persons whose expertise or experience is needed. The committee reviews such issues as student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.

3. **Behavioral Interventions Committee**

This committee develops, and monitors procedures for using behavioral interventions in accordance with Board Policy 7:230, Misconduct by Students with Disabilities and provides information and recommendations to the Board. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

#### **Superintendent Committees**

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.  
105 ILCS 5/10-20.14 and 5/14-8.05

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

ADOPTED: May 17, 2001

REVISED: January 21, 2016

FINAL

## **Board of Education**

### **Board Meeting Procedure**

#### Agenda

All Board meetings shall begin as follows:

1. Roll Call
2. Closed Session (if applicable)
3. Pledge of Allegiance
4. Academic Spotlight / Student Presentations (if applicable)
5. Revision and Adoption of the Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. A portion of the agenda shall be designated as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or Board President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with policy 2:200, *Types of Board Meetings*.

#### Voting Method

Unless otherwise prohibited by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority of the members present.

#### Minutes

The Board Secretary shall keep written minutes of all Board meetings, (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;

4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly-scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a *semi-annual review*. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

The Board's meeting minutes must be submitted to the Board Secretary at such times as the Secretary may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

#### Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the Recording Secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The Recording Secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

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

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

#### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order Newly Revised, as a guide when a question arises concerning procedure.

#### Broadcasting and Recording Board Members

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may

restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120-2a, 120/2.02, 120/2.05, 120/2.06, and 120/7.  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of Board Meetings), 2:210 (Organizational Board Meeting), 2:230 (Public Participation at Board Meetings and Petitions to the Board)

ADOPTED: May 17, 2001

REVISED: September 17, 2020

DRAFT

## **Board of Education**

### **Uniform Grievance Procedure**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

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

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

### **Right to Pursue Other Remedies Not Impaired**

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a

person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

#### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

#### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260.

#### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent/guardian that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

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

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

#### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard or clear and convincing evidence.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

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

#### Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

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

#### **Nondiscrimination Coordinator/Title IX Coordinator:**

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

#### **Complaint Managers:**

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

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

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

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

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.  
 20 U.S.C. §1232g, Family Education Rights Privacy Act.  
 20 U.S.C. §1400, The Individuals with Disabilities Education Act.  
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R., Part 106.  
 29 U.S.C. §206(d), Equal Pay Act.  
 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.  
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
 29 U.S.C. §2612, Family and Medical Leave Act.  
 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.  
 42 U.S.C. §2000e et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act).  
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.  
 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
 42 U.S.C. § 12101 et seq., Americans With Disabilities Act.  
 105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27.-1, 5/27-23.7, and 45/1-15.  
 5 ILCS 415/10(a)(2), Government Severance Pay Act.  
 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.  
 410 ILCS 513/, Ill. Genetic Information Privacy Act.  
 740 ILCS 174/ Ill. Whistleblower Act.  
 740 ILCS 175/, Ill. False Claims Act.  
 775 ILCS 5/, Ill. Human Rights Act.  
 820 ILCS 180, Victims' Economic Security and Safety Act, 56 Ill. Admin. Code Part 280.  
 820 ILCS 112, Equal Pay Act of 2003.  
 820 ILCS 70/, Employee Credit Privacy Act.  
 23 Ill. Admin. Code §§1.240, 200-40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

## **General School Administration**

### **Superintendent**

#### **Duties and Authority**

The Superintendent is the District's executive officer and is responsible for the leadership, administration and management of the District schools in accordance with Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

#### **Qualifications**

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

#### **Evaluation**

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

#### **Compensation and Benefits**

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.  
5 ILCS 120/7.3, Open Meetings Act.  
23 Ill. Admin. Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

ADOPTED: May 17, 2001

REVISED: January 21, 2021

DRAFT

## **General School Administration**

### **Administrative Personnel Other Than the Superintendent**

The Superintendent shall submit nominations to the Board for administrative and supervisory personnel appointments. While the Board may accept or reject nominations, election of a Principal or supervisor shall be valid only if made on the nomination of a Superintendent. In the case of rejection, it is the duty of the Superintendent to make another nomination.

#### **Duties and Authority**

District administrative and supervisory positions are established by the Board in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

#### **Qualifications**

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board rules.

#### **Evaluation**

The performance of all administrative personnel will be evaluated by the Superintendent or designee; the Superintendent shall make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, through participation in the general development and improvement of the school program, or through other means as approved by the Superintendent.

#### **Administrative Work Year**

The administrator's work year shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary in keeping with the individual administrative contract.

#### **Compensation and Benefits**

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

Please refer to the current "Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) Huntley Community School District 158."

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.  
23 Ill. Admin. Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal, 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: January 18, 2001

REVISED: January 16, 2020

FINAL

## **General School Administration**

### **Administrative Responsibility of the Building Principal**

#### Duties and Authority

The Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

#### Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

#### Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.: 105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.  
10 ILCS 5/4-6.2, Election Code.  
105 ILCS 127/, School Reporting of Drug Violations Act.  
23 Ill. Admin. Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: May 17, 2001

REVISED: August 15, 2019

## **Operational Services**

### **Purchases and Contracts**

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

#### **Standards for Purchasing and Contracting**

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

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

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

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

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

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

- 8. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and board policy 4:70, *Resource Conservation*.
- 9. Each contractor with the District is bound by each of the following:
  - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21b-80(c) to have direct, daily contact at a District school or school-related activity with one more student(s); (2) prohibits any of the contractor’s employees from having direct daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee’s sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District’s fingerprint-based criminal history records check on him or her.
  - b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.
- 10. After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
- 11. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

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

LEGAL REF.: 2 C.F.R. Part 200.  
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.  
30 ILCS 708/, Grant Accountability and Transparency Act.  
410 ILCS 170/, Coal Tar Sealant Disclosure Act.  
820 ILCS 130/, Prevailing Wage Act.

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

ADOPTED: May 17, 2001

REVISED: June 18, 2020

## **Operational Services**

### **Transportation**

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board has certified to the Ill. State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing or (b) *a course or pattern of criminal activity*, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation is provided for a special education student if included in the students' individualized educational programs. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pickup and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Ill. Dept. of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting erratic driving reports.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

### **Pre-Trip and Post-Trip Vehicle Inspection**

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.: 20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act.  
 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
 105 ILCS 5/10-22.22 and 5/29-1 et seq.  
 105 ILCS 45/1-15 and /1-17.  
 625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813.1, 5/12-815, 5/12-816,  
 5/12-821, and 5/13-109.  
 23 Ill. Admin. Code §§1.510 and 226.750; Part 120.  
 92 Ill. Admin. Code Part 440.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics;  
 Conduct; and Conflict of Interest), 5:280 (Duties and Qualifications), 6:140  
 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus  
 Conduct)

ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip  
 Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules),  
 4:110-E1 (Emergency Medical Information for Students Having Special Needs  
 or Medical Conditions Who Ride School Buses), 6:140-AP (Education of  
 Homeless Children)

ADOPTED: May 17, 2001

REVISED: February 21, 2020

## **Operational Services**

### **Food Services**

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board policy 6:50, *School Wellness*.

Food and beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The type and amounts of food and beverages sold food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

Students will not be allowed to carry a negative balance in the Federal Lunch/Breakfast Program.

LEGAL REF.: 42 U.S.C. § 1751 et seq., Russell B. National School Lunch Act.  
42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.  
7 C.F.R. Parts 210 and 220, Food and Nutrition Service.  
105 ILCS 125/.  
23 Ill. Admin. Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

REVISED: December 15, 2016

## Operational Services

### Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District’s buildings and grounds.

#### Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

#### Coal Tar Sealant

Beginning on 1-1-23, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.:       105 ILCS 5/10-20.17a; 5/10-20.48.  
                       29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as  
                               adopted by the Illinois Department of Labor, 56 Ill. Admin. Code §350. 700(b).  
                       29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard  
                               Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances  
                               Disclosure to Employees Act.  
                       20 ILCS 3130/, Green Buildings Act.  
                       105 ILCS 135/, Toxic Art Supplies in Schools Act.  
                       105 ILCS 140/, Green Cleaning School Act.  
                       225 ILCS 235/ Structural Pest Control Act.  
                       415 ILCS 60/14, Illinois Pesticide Act.  
                       415 ILCS 65/ Lawn Care Products Application and Notice Act.  
                       410 ILCS 170/, Coal Tar Sealant Disclosure Act.  
                       820 ILCS 255/ Toxic Substances Disclosure to Employees Act. (*inoperative*)  
                       23 Ill. Admin. Code §1.330.

CROSS REF.:       4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED:         May 17, 2001

REVISED:         May 16, 2019

## Operational Services

### Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District’s environment, its school communities, and the community at large, while diminishing a student’s ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board’s obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children,<sup>3</sup> and define prohibited grooming behaviors,<sup>4</sup> the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

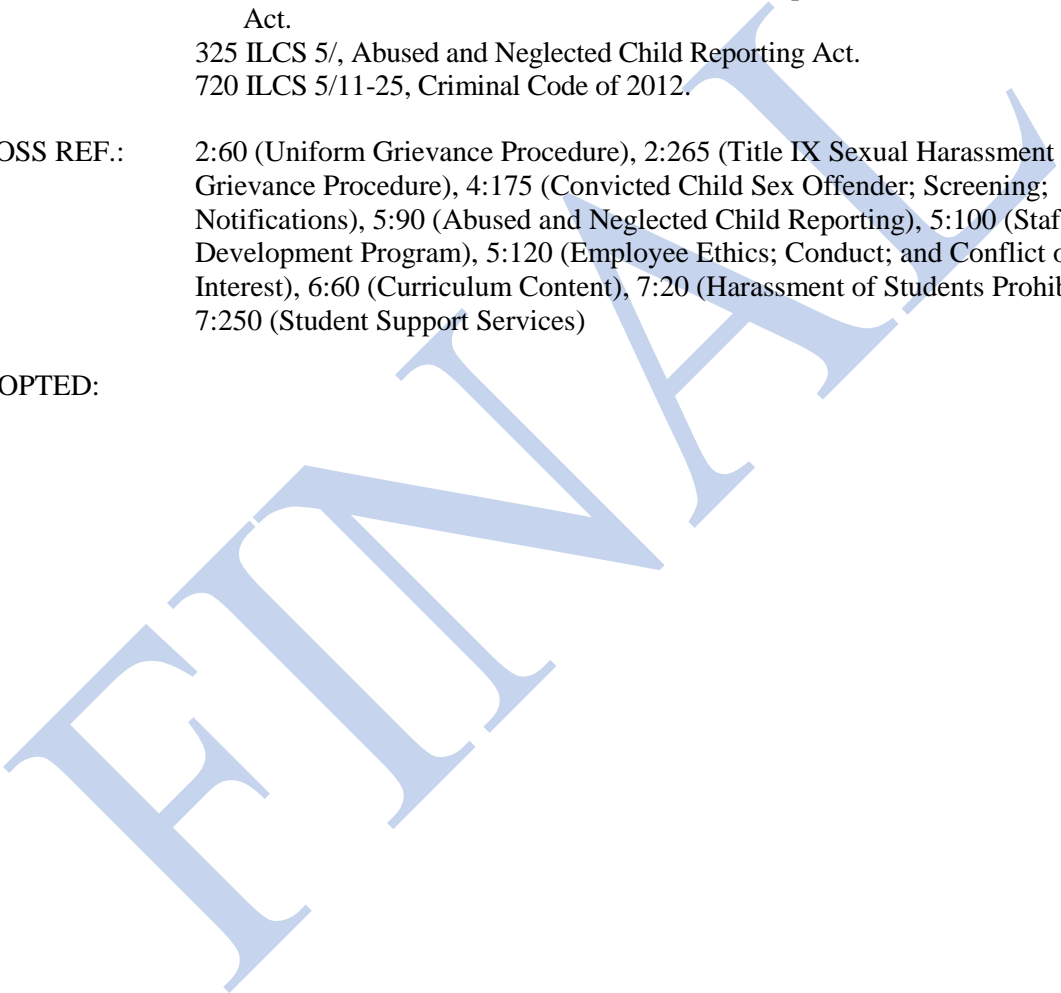
1. Educate students with:
  - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
  - b. Information in policy 7:250, *Student Support Services*, about (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children’s Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
  - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
  - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and
  - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:
  - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
  - b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and

- c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
- 4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10, 5/10-23.13, 5/27-9.1a, and 5/27-13.2.  
 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.  
 325 ILCS 5/, Abused and Neglected Child Reporting Act.  
 720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:60 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

ADOPTED:



## **Operational Services**

### **Safety**

#### **Safety and Security**

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

#### **School Safety Drill Plan**

During each academic year, each school building that houses school children must conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. Two bus evacuation drills.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.

#### **Annual Review**

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). 29 Ill. Admin. Code Part 1500.

#### **School Bus Safety**

Students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include two (2) emergency evacuation drills, as well as the operation and use of the emergency door, windows (as a means of escape), and fire extinguisher. Each bus driver shall report to the Superintendent the time, date, and place of each drill. The first

emergency bus evacuation drills will be held prior to September 15 and the second emergency bus evacuation drill will be held prior to April 15 of each school year.

#### Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

#### Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*.
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

#### Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored.

#### General Personnel - Photo Identification

Employees will be issued a Photo ID that includes the employee's name and title. Employees are expected to wear their ID at all times when on school property, unless engaged in an activity in which the ID could be considered a safety hazard. The Photo ID must be returned to the immediate supervisor or designee immediately upon resignation, layoff or discharge.

#### Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

#### Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the

IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children’s respective school buildings.

Emergency Closing

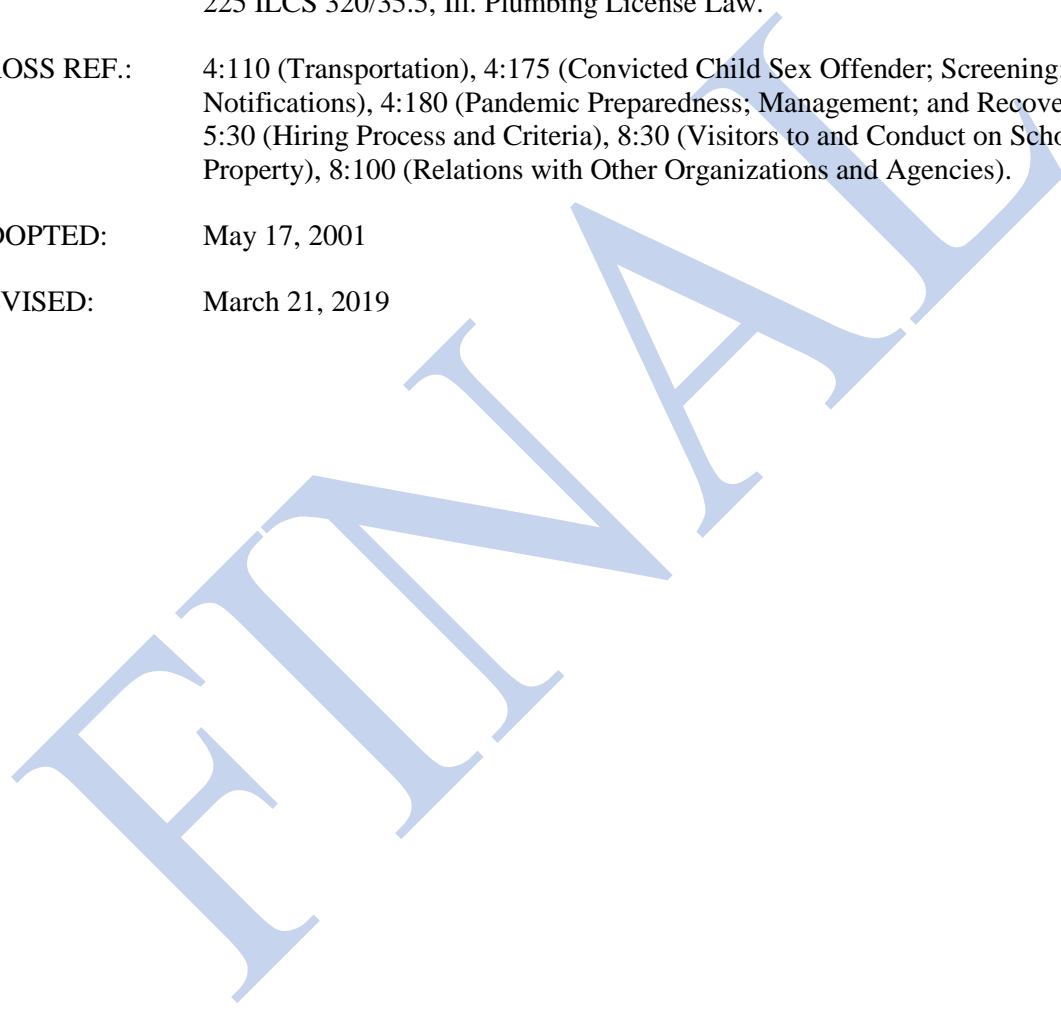
The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12 and 5/18-12.5.  
105 ILCS 128/, School Safety Drill Act; 29 Ill. Admin. Code Part 1500.  
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.  
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies).

ADOPTED: May 17, 2001

REVISED: March 21, 2019



## **Operational Services**

### **Convicted Child Sex Offender; Screening; Notifications**

#### **Persons Prohibited on School Property without Prior Permission**

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

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

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

#### **Screening**

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board President shall ensure that these checks are completed for the Superintendent. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

#### **Notification to Parents/Guardians**

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. The notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.  
20 ILCS 2635/, Uniform Conviction Information Act.  
720 ILCS 5/11-9.3, Criminal Code of 2012.  
730 ILCS 152/, Sex Offender Community Notification Law.  
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth  
Community Notification Law.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 3:40  
(Superintendent), 3:50 (Administrative Personnel Other Than the  
Superintendent), 3:60 (Administrative Responsibility of the Building Principal),  
4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming  
Behaviors), 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250  
(Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct  
on School Property), 8:100 (Relations with Other Organizations and Agencies).

ADOPTED: January 19, 2017

DRAFT

## **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; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupations requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

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

#### **Administrative Implementation**

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

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

#### **Nondiscrimination Coordinator/Title IX Coordinator:**

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

#### **Complaint Managers:**

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

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

Dr. Erika Schlichter,  
 Assistant Superintendent Learning & Innovation  
 650 Dr. John Burkey Drive  
 Algonquin, IL 60102  
 (847) 659-6139  
[eschlichter@district158.org](mailto: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](mailto: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, 5/10-20.7a, 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 Pilot Program Act.  
 410 ILCS 513/25, Genetic Information Privacy Act.  
 740 ILCS 174/, Ill. Whistleblower Act.  
 775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-  
 101, Ill. Human Rights Act.  
 775 ILCS 35/, Religious Freedom Restoration Act.  
 820 ILCS 55/10, Right to Privacy in the Workplace Act.  
 820 ILCS 70/, Employee Credit Privacy Act.  
 820 ILCS 75/, Job Opportunities for Qualified Applicants Act.  
 820 ILCS 112/, Ill. Equal Pay Act of 2003.  
 820 ILCS 180/30, Victims' Economic Security and Safety Act.  
 820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX 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: September 16, 2021

DRAFT

## **General Personnel**

### **Workplace Harassment Prohibited**

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color religion, national origin, ancestry sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

### **Sexual Harassment Prohibited**

The District shall provide a workplace environment free of verbal, physical, or other conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

### **Making a Report or Complaint**

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

### **Whom to Contact with a Report or Complaint**

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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

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

**Nondiscrimination Coordinator/Title IX Coordinator:**

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

**Complaint Managers:**

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

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

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

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

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

### Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

### Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.

### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

### Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.: 42 U.S.C. § 2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.  
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.  
 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.  
 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/25-102.2, Ill. Human Rights Act.  
 56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.  
 Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).  
 Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).  
 Crawford v. Metro. Gov't of Nashville & Davidson Cty., 555 U.S. 271 (2009).  
 Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
 Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
 Harris v. Forklift Systems, 510 U.S. 17 (1993).  
 Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).  
 Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
 Oncale v. Sundowner Offshore Servs., 523 U.S. 57 (1998).  
 Porter v. Erie Foods Int., Inc., 576 F.3d 629 (7th Cir. 2009).  
 Sangamon Cty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill. 2d 125 (Ill. 2009).  
 Vance v. Ball State Univ. 133 S. Ct. 2434 (2013).  
 Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

## **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, the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

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

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

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

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant 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.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.  
 15 U.S. C. §1681 et seq., Fair Credit Reporting Act.  
 8 U.S. C. §1324a et seq., Immigration Reform and Control Act.  
 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b,  
 5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 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.  
*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 (Duties and Qualifications)

ADOPTED: May 17, 2001

REVISED: September 16, 2021

## General Personnel

### Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All District workplaces are drug- and alcohol-free workplaces.

All employees shall be prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District. An employee is on call when the employer schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment related tasks either at the employer's location or another previously-designated location.

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law prohibits the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

For purposes of this policy a controlled substance is one that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

For purposes of this policy, applicants will be deemed to be “under the influence” of an illegal drug whenever test results confirm the employee to have detectable levels of any illegal drug in his or her system. Further, employees will be deemed to be under the influence of alcohol whenever test results confirm a blood alcohol concentration of .02 percent or more or a urine alcohol concentration of .04 percent or more. Safety-sensitive positions include administrators, teachers, other professional staff working directly with students, teacher aides and other paraprofessional staff working directly with students, and non-volunteer coaches and extracurricular sponsors.

As a condition of employment, each employee shall:

1. Abide by the terms of this Board policy respecting a drug- and alcohol-free workplace;
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction; and
3. Complete pre-employment testing which shows no positive results for cannabis, illegal drugs or alcohol pursuant to policy 5:30, *Hiring Process and Criteria*.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee’s licensed health care provider, provided that an employee’s work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, state, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs; and
  - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

#### E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event’s location.

*Tobacco* has the meaning provided in 105 ILCS 5/10-20.5b.

*Cannabis* has the meaning provided in the CRTA, 410 ILCS 705/1-10.

*E-Cigarette* is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah,

vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

Any employee, including registered qualifying patients using cannabis in accordance with the Compassionate Use of Medical Cannabis Program Act, who is determined to be under the influence of or impaired by cannabis will first be given a reasonable opportunity to contest the basis of the determination before being subject to discipline.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

- LEGAL REF.:
- 42 U.S.C. §12114, Americans With Disabilities Act.
  - 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15, Controlled Substances Act.
  - 41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988.
  - 20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994.
  - 30 ILCS 580/, Drug-Free Workplace Act.
  - 105 ILCS 5/10-20.5b.
  - 410 ILCS 82/, Smoke Free Illinois Act.
  - 410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
  - 410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
  - 720 ILCS 675, Prevention of Tobacco Use by Persons Under 21 Years of Age and Sale and Distribution of Tobacco Products Act.
  - 820 ILCS 55/, Right to Privacy in the Workplace Act.
  - 21 C.F.R. Parts 1100, 1140, and 1143.
  - 23 Ill. Admin. Code §22.20.

- CROSS REF.:
- 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

## General Personnel

### Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline, 1-800-25-ABUSE (1-800-252-2873) (within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's Cyber Tipline, 1-800-THE-LOST (1-800-843-5678), or online at [www.report.cybertip.org](http://www.report.cybertip.org) or [www.missingkids.org](http://www.missingkids.org). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

### Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by (DCFS). The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, *Staff Development Program*.

### Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

### Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When the Superintendent has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the III. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

### Special Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

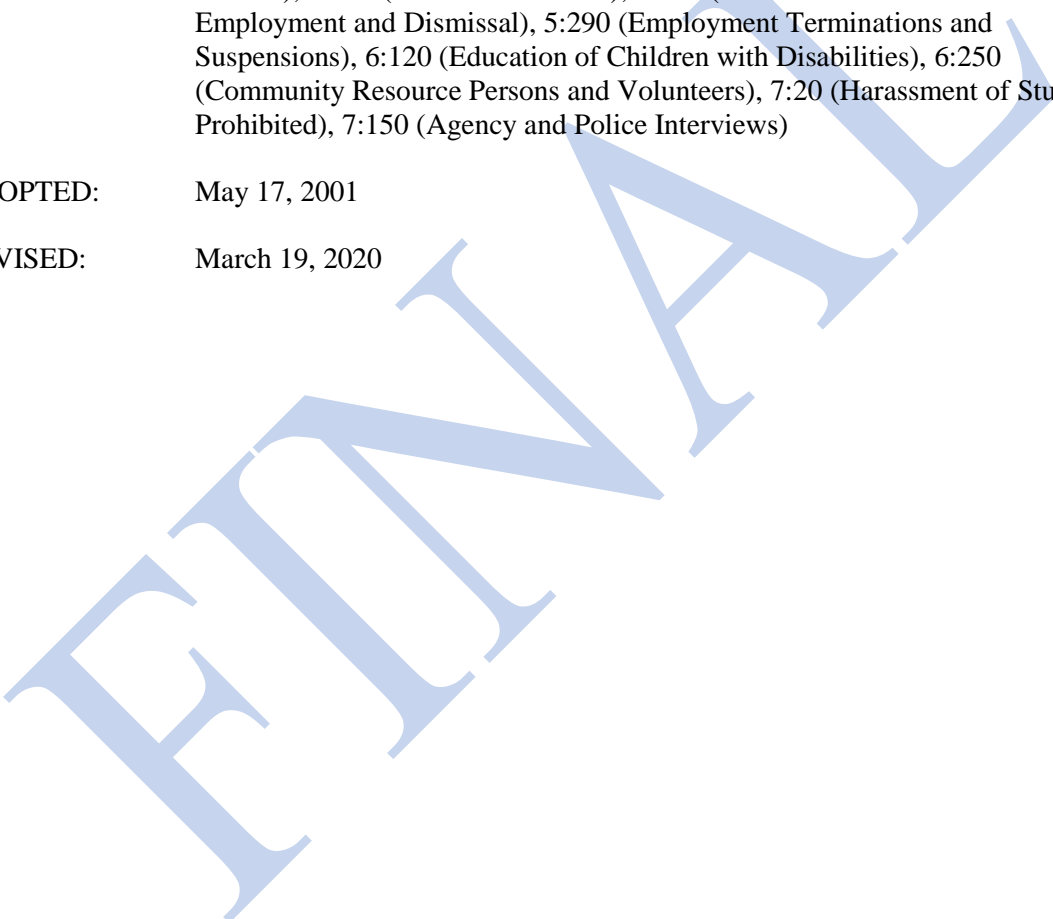
When the Board learns that a licensed teacher was convicted of a felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the Board; Indemnification*.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.  
 105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85.  
 20 ILCS 1305/1-1 et seq., Department of Human Services Act.  
 325 ILCS 5/, Abused and Neglected Child Reporting Act.  
 720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board; Indemnification), 3:40 (Superintendent),  
 3:50 (Administrative Personnel Other Than the Superintendent), 3:60  
 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and  
 Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace  
 Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff  
 Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of  
 Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of  
 Employment and Dismissal), 5:290 (Employment Terminations and  
 Suspensions), 6:120 (Education of Children with Disabilities), 6:250  
 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students  
 Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: May 17, 2001

REVISED: March 19, 2020



## General Personnel

### Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

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

1. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.
2. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

An opportunity shall be provided to all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automatic external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automatic external defibrillator.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290 *Suicide and Depression Awareness and Prevention*.

LEGAL REF.: 20 U.S.C. §1681 et. Seq., Title IX of the Educational Amendments of 1972;  
34 C.F.R. Part 106.  
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010;  
7 C.F.R. Parts 210 and 235.  
105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), and 5/24-5.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.  
 105 ILCS 150/25, Seizure Smart School Act.  
 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.  
 325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
 745 ILCS 49/, Good Samaritan Act.  
 105 ILCS 5/2-109, Ill. Human Rights Act.  
 23 Ill. Admin. Code §§22.20, 226.800, and Part 525.  
 77 Ill. Admin. Code §527.800.

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADMIN. PROC.: 2:265-AP1 (Title IX Sexual Harassment Response), 2:265-AP2 (Formal Title IX Sexual Harassment Complaint Grievance Process), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED), 5:100-AP (Staff Development Program), 5:120-AP2 (Employee Conduct Standards) 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

## General Personnel

### Employee Ethics; Conduct; and Conflict of Interest

#### Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/4), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, *sexual misconduct*. *Sexual misconduct* is (i) any act, including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
  - a. A sexual or romantic invitation;
  - b. Dating or soliciting a date;
  - c. Engaging in sexualized or romantic dialog;
  - d. Making sexually suggestive comments that are directed toward or with a student;
  - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature;
  - f. A sexual, indecent, romantic, or erotic contact with the student.
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
  - a. Transporting a student;
  - b. Taking or possessing a photo or video of a student;
  - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. §7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 5:90, *Abused and Neglected Child Reporting*; and

6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, 5:90, *Abused and Neglected Child Reporting*, and 5:100, *Staff Development Program*.

#### Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

1. Superintendent
2. Building Principal
3. Head of any department
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts including collective bargaining agreement(s), in the amount of \$1,000 or greater
5. Hearing officer
6. Any employee having supervisory authority for 20 or more employees
7. Any employee in a position that requires an administrative or a chief school business official endorsement

#### Ethics and Gift Ban

Board Policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

#### Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

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

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
  - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
  - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
  - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same gift or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated

by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.:

U.S. Constitution, First Amendment.  
 2 C.F.R. §200.318(c)(1).  
 5 ILCS 420/4A-101, Ill. Governmental Ethics Act.  
 5 ILCS 430/, State Officials and Employee Ethics Act.  
 30 ILCS 708/, Grant Accountability and Transparency Act.  
 50 ILCS 135/, Local Governmental Employees Political Rights Act.  
 105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, and 5/22-90 (final citation pending).  
 325 ILCS 5/, Abused and Neglected Child Reporting Act.  
 775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill. Admin. Code Part 22, Code of Ethics for Ill. Educators.  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).  
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 7:20 (Harassment of Students Prohibited).

ADOPTED: May 17, 2001

REVISED: March 19, 2020

FINAL

## General Personnel

### Personal Technology and Social Media; Usage and Conduct

#### Definitions

**Includes** – Means “includes without limitation” or “includes, but is not limited to.”

**Social media** – Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube*.

**Personal technology** – Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers, tablets, smartphones, and other devices.

#### Usage and Conduct

All District employees who use personal technology and/or social media shall:

1. Adhere to the high standards for Professional and Appropriate Conduct required by policy 5:120, *Employee Ethics; Conduct and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or person technology pursuant to a school employee’s obligations under policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students’ viewing of inappropriate Internet materials

through the District employee’s personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees’ personal technology and social media.

10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.  
 775 ILCS 5/5A-102, Ill. Human Rights Act.  
 820 ILCS 55/10, Right to Privacy in the Workplace Act.  
 23 Ill. Admin. Code §22.20, Code of Ethics for Ill. Educators.  
 Garcetti v. Ceballos, 547 U.S. 410 (2006).  
 Pickering v. High School Dist. 205, 391 U.S. 563 (1968).  
 Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: October 20, 2011

REVISED: February 20, 2020

## General Personnel

### Personnel Records

#### Maintenance and Access to Records

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

#### **For employees not covered by these Agreements:**

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

Access to personnel records is available as follows:

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

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent or designee's direct supervision.

Access to personnel records is available as follows:

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

#### Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall:

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

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

LEGAL REF.: 20 U.S.C. §7926.  
325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
745 ILCS 46/10, Employment Record Disclosure Act.  
820 ILCS 40/, Personnel Record Review Act.  
23 Ill. Admin. Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: June 18, 2020

## **General Personnel**

### **Family and Medical Leave**

#### Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. In addition, all policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered activity duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 430, et seq., or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

### Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

### Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original

certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification may result in a denial of the leave request.

#### Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

While the employee is on paid family leave, most of the employee's benefits will be continued as for an active employee. The employee's contributions will continue to be deducted through payroll deductions.

During unpaid FMLA leave, medical and dental benefits are continued, and the District will pay the same amount toward the cost of these benefits as for active employees. Employees must send in monthly premium payments to Human Resources pursuant to arrangements made at the time the leave commences.

During unpaid FMLA leave, employees will be required to send in monthly premium payments for voluntary life insurance.

During unpaid FMLA leave, employee contributions to the Flexible Spending Account (FSA) stop.

#### Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

#### Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

#### Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event, of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: 29 U.S.C. §2601 et seq., Family and Medical Leave Act, 29 C.F.R. Part 825.  
105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence),  
5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and  
Leaves).

ADOPTED: February 15, 2007

REVISED: January 19, 2017

FINAL

## **Professional Personnel**

### **Terms and Conditions of Employment and Dismissal**

The Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

### **School Year**

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans Day).

### **School Day**

Teachers are required to work the school day adopted by the Board. Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

### **Salary**

Teachers shall be paid according to the salaries fixed by the Board, and in accordance with District policy 5:250, *Leaves of Absence*, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

### **Assignments and Transfers**

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

### **School Social Worker Services Outside of District Employment**

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

### **Dismissal**

The District will follow State law when dismissing a teacher.

### **Evaluation**

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law.

On an annual basis, the Superintendent will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.  
820 ILCS 260/, Nursing Mothers in the Workplace Act.  
23 Ill. Admin. Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).  
Cleveland Bd. Of Educ. v. Loudermill, 470 U.S. 532 (1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

FINAL

## **Professional Personnel**

### **Resignations and Retirement**

#### **Resignations**

Tenured teachers may resign at any time with consent of the Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.

Probationary teachers may resign during their contract period only with the Board's consent.

#### **Retirement**

Staff retirements shall be submitted and deemed effective at the close of a school year. To receive maximum retirement benefits, staff members planning retirement should submit written notice by March 1.

LEGAL REF.: 105 ILCS 5/24-14.  
Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill. App.  
3d 433 (1st Dist. 2006).

ADOPTED: May 17, 2001

REVISED: August 17, 2017

## **Professional Personnel**

### **Substitute Teachers**

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

### **Short-Term Substitute Teachers**

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

### **Emergency Situations**

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20.(4).  
23 Ill. Admin. Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

FINAL

## **Professional Personnel**

### **Leaves of Absence**

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

### **Sick and Bereavement Leave, and Personal Leave**

**Please refer to the current “Agreement between Huntley Education Association (HEA) and the Board of Education (BOE) Huntley Community School District 158.”**

Sick leave is defined in State law as personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual advisor or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

### **Child Bereavement Leave**

State law allows a maximum of ten unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member’s child, or (3) grieving the death of the staff member’s child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

#### Leave of Absence Without Pay

Leave of absence without pay may be granted to professional staff members who have rendered satisfactory service to the District, according to the following conditions:

1. A professional teacher may be granted a leave of absence not to exceed one year. Application of such leave shall be submitted in writing to the Superintendent at least thirty (30) calendar days in advance, provided the advanced application may be waived by the Board under appropriate circumstances. Such application shall be submitted to the Board at its next regular meeting.
2. No salary shall be paid during the leave nor shall the year be counted as a year taught on the salary schedule unless the teacher shall work more than 100 days full time.
3. After the leave, the teacher shall return to a position for which he/she is legally qualified.
4. A teacher granted a leave as hereunder may continue insurance benefits by paying all required premiums in advance to the month due.
5. A teacher granted leave hereunder of eight (8) months or more, as a condition thereof, shall advise the Superintendent in writing at least 180 calendar days prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the District.
6. The granting of, or withholding of leave shall be at the sole discretion of the Board and such action in one instance shall not be precedential with respect to any other application.

#### Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

#### Leaves For Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

#### General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

#### School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation

leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family, or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims’ Economic Security and Safety Act, governs the purpose, requirements, scheduling and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601, et seq.).

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers’ Retirement System in accordance with 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

LEGAL REF.: 10 ILCS 5/13-2.5.  
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.  
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
820 ILCS 147/, School Visitation Rights Act.  
820 ILCS 154/, Child Bereavement Leave Act.  
820 ILCS 180/, Victims’ Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

## **Educational Support Personnel**

### **Sick Days, Vacation, Holidays, and Leaves**

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

#### **Sick and Bereavement Leave**

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

Probationary employees and employees hired on or after March 1, 2009 who work at least 600 hours per year, shall be entitled to ten (10) days of sick leave per year for the first four (4) years of their employment. After completion of an employee’s fourth year, he or she shall be entitled to fourteen (14) days of sick leave per term without loss of pay.

10 Month, probationary employees accrue sick time at 1 day per month over 10 months.

12 Month, probationary employees accrue sick time at .833 days per month over 12 months.

10 Month, non-probationary employees accrue sick time at 1.4 days per month over 10 months.

12 Month, non-probationary employees accrue sick time at 1.17 days per month over 12 months.

Part-time employees will receive sick day pay equivalent to their regular work day. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption, or the acceptance of a child in need of foster care. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or

Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

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

Full-time employees whose regular work year is 260 days shall be entitled to paid vacation according to the following schedule:

1. After six (6) months consecutive service, five (5) days to be taken before the close of the first fiscal year.
2. Beginning at the start of the second fiscal year, and continuing for the duration of the first ten consecutive years, ten (10) days.
3. After (10) years of consecutive service, fifteen (15) days.
4. After twenty (20) years of consecutive service, twenty (20) days.
5. For employees who have one or more years of service, the Board shall transfer up to five (5) unused vacation days to their cumulative sick leave at the end of each fiscal year.

Employees will be allowed to carry 1/3 of their issued vacation to the next fiscal year. However, this amount must be used by the next December 31<sup>st</sup> following the close of the fiscal year in which the vacation time was earned. Any of the unused vacation time shall be transferred to sick time to be used for extended time off per FMLA or for retirement reporting purposes. Vacation time is not cumulative.

The Superintendent, or his designee, shall attempt to arrange vacation days so that the school operation continues to operate in an effective and efficient manner. Accordingly, vacation days granted will be determined in accordance with the needs of the school.

Holidays

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

**For employees not covered by this agreement, the following days will be observed:**

Unless the District has a waiver or modification of The School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

- |                                   |                        |
|-----------------------------------|------------------------|
| New Year's Day                    | Columbus Day           |
| Martin Luther King Jr.'s Birthday | Veteran's Day          |
| Abraham Lincoln's Birthday        | 2022 Election Day      |
| Casimir Pulaski's Birthday        | Thanksgiving Day       |
| Memorial Day                      | Day after Thanksgiving |
| Juneteenth National Freedom Day   | Christmas Eve          |
| Independence Day                  | Christmas Day          |
| Labor Day                         | New Year's Eve         |

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

If a holiday is waived or falls on a Saturday or Sunday, it will be observed on a workday designated by the Superintendent.

#### Personal Leave

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

**Employees not covered by this agreement with 6 months of consecutive service to the District shall receive leave of absence with pay on the same terms and conditions as employees covered by this agreement.**

Personal leave shall not be allowed for participation in a work stoppage, recreation or to accompany another person on a pleasure trip.

Except in the case of an emergency, as approved by the Superintendent or designee, or for observations of a recognized religious holiday of the employee’s faith, the following days shall not be utilized for personal business leave:

1. the first and last week of school for students,
2. a weekday immediately preceding a weekday legal holiday,
3. a weekday immediately preceding or the day of a weekday of student non-attendance day/half day,
4. a Friday before a Monday student non-attendance day/half day.

The employee shall suffer no loss of pay for such leave unless the aforementioned conditions have been violated.

#### Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

#### Bereavement Leave

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

**For employees not covered by this Agreement:**

Educational support personnel may receive the same bereavement leave that is granted professional staff.

#### Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in policy 5:250, *Leaves of Absence*:

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Child Bereavement Leave.
6. Leave to serve as an election judge.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.  
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
820 ILCS 147, School Visitation Rights Act.  
820 ILCS 154/, Child Bereavement Leave Act.  
820 ILCS 180/, Victims' Economic Security and Safety Act.  
School Dist. 151 v. ISBE, 154 Ill. App. 3d 375 (1st Dist. 1987); Elder v. Sch. Dist.  
No. 127 1/2, 60 Ill. App. 2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical  
Leave), 5:250 (Professional Personnel – Leaves of Absence)

ADOPTED: May 17, 2001

REVISED: October 22, 2020

DRAFT

## Instruction

### School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning* with accompanying *Illinois Learning Standards*.

The Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

### Quality Assurance

The Board continuously monitors student achievement and the quality of the District’s work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school’s annual recognition application and quality assurance appraisal, whether internal or external, to assess each school’s continuous school improvement.
2. Continuously assess the District’s and each school’s overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE’s balanced accountability measure and each school’s *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at a minimum, students in grades 4 through 12 and teachers.

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-17a, 5/10-21.3a, and 5/27-1.  
23 Ill. Admin. Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED: May 17, 2001

REVISED: May 16, 2019

## Instruction

### School Year Calendar and Day

#### School Calendar

The Board, upon the Superintendent’s recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

#### Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

#### School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1. 10 ILCS 5/11-4.1.  
5 ILCS 490/, State Commemorative Dates Act.  
23 Ill. Admin. Code §1.420(f).  
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1997), *aff’d* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

ADOPTED: May 17, 2001

REVISED: January 21, 2021

## Instruction

### School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District’s educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. That the community is informed about the progress of this policy’s implementation.

### Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District’s comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students’ knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).

### Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture’s (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

#### Exempted Fundraising Day (EFD) Request

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

#### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

#### Unused Food Sharing Plan

In collaboration with the District’s local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District’s community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

#### Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include, without limitation, each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

LEGAL REF.: Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.  
 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.  
 42 U.S.C. §1751 et seq., National School Lunch Act.  
 42 U.S.C. §1758b, Pub L. 111-296, Healthy, Hunger-Free Kids Act of 2010.  
 42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.  
 50 ILCS 205/, Local Records Act.  
 105 ILCS 5/2-3.139.  
 23 Ill. Admin. Code Part 305, Food Program.  
 ISBE’s School Wellness Policy Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED: May 18, 2006

REVISED: January 18, 2018

## **Instruction**

### **Curriculum Content**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention, including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
5. In grades kindergarten through 12, age appropriate, Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must

- incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
  7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
  8. In all schools, citizenship values must be taught, including (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
  9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
  10. In all schools, health education must be stressed, including (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
  11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
  12. In grades 9 through 12, consumer education must be taught, including (a) financial literacy, including consumer debt and installment purchasing, (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
  13. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.

14. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction on media literacy.
15. Beginning in the fall of 2023, in grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
16. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
17. In all schools, United States (U.S.) history must be taught including: (a) the principals of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday or holiday, Constitution Day shall be held during the preceding or following week.

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles and contributions of women.
21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.

23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
24. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history.
25. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J. Consolidated Appropriations Act of 2005.  
 Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.  
 47 C.F.R. §54.520.  
 5 ILCS 465/3 and 465/3a.  
 20 ILCS 2605/2605-480.  
 105 ILCS 5/2-3.80(e) and (f), 5/10-20.73 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-24.1, and 5/27-24.2.  
 105 ILCS 110/3, Comprehensive Health Education Program.  
 105 ILCS 435/, Vocational Education Act.  
 625 ILCS 5/6-408.5, Ill. Vehicle Code.  
 23 Ill. Admin. Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day); 6:40 (Curriculum Development); 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education).

ADOPTED: May 17, 2001

REVISED: March 19, 2020

## Instruction

### Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.: 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.  
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.  
42 U.S.C. §12101 et seq., Americans With Disabilities Act.  
34 C.F.R. Part 106.  
34 C.F.R. Part 300.  
105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.  
23 Ill. Admin. Code Part 226.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct By Students With Disabilities)

ADOPTED: May 17, 2001

REVISED: July 19, 2018

## Instruction

### Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Nursery schools for children between the ages of 2 and 6 years.
2. Before and after school programs for students in grades K-6.
3. Child care and training center for pre-school children and for students whose parents work.
4. Model day care services program in cooperation with the State Board of Education.
5. Tutorial program.
6. Adult education program.
7. Outdoor education program.
8. Summer school, whether for credit or not.
9. Independent study, whether for credit or not.
10. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
11. Anti-bias education and activities to address intergroup conflict resolution.
12. Volunteer service credit program.
13. Vocational academy.
14. Advanced vocational training and/or career education program.

LEGAL REF.: 105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6

105 ILCS, 110/3, Comprehensive Health Education Program ~~and~~  
105 ILCS 433/, Vocational Academies Act.

CROSS REF.: 6:310 (High School Credit for Non-District Experiences; Course Substitutions, Re-Entering Students), 6:320 (High School Credit for Proficiency)

ADOPTED: May 18, 2006

REVISED: November 9, 2017

## Instruction

### Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee shall establish a *Bring Your Own Technology (BYOT) Program*. The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web0literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Intranet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 5:125, *Personal Technology and Social Media; Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*, 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, 7:190, *Student Behavior*, 7:340, *Student Records*; and 7:345, *Use of Educational Technologies; Student Data privacy and Security*.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
  - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
  - b. A copy of or access to this policy and any building-specific rules for the program;
  - c. Additional training, if necessary, about 5:170, *Copyright*; and
  - d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Ethics and Conduct; Conduct; and Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

#### Responsible Use

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible

use also incorporates the established usage and conduct rules in policy 5:125, *Personal Technology and Social Media; Usage and Conduct*, for staff and 7:190, *Student Behavior*, for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District’s electronic network and/or student’s BYOT privileges; (b) disciplinary action pursuant to 7:190 *Student Behavior*, 7:200, *Suspension Procedures*, or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal actions to appropriate law enforcement agencies.

LEGAL REF.: 15 U.S.C. §§6501-6508, Children’s Online Privacy Protection Act, implemented by 16 C.F.R. Part 312, Children’s Online Privacy Protection Rule.  
 20 U.S.C §6751 et seq., Enhancing Education Through Technology Act.  
 47 U.S.C. §254(h) and (l), Children’s Internet Protection Act.  
 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.  
 105 ILCS 5/10-20.28.

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks), 7:140, (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: June 20, 2013

REVISED: March 21, 2019

## Instruction

### Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the *School Code*, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for determining when a student accomplishes number 4 above as well as a method for recording that fact in the student's school record.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

### Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

### Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

<b>Subject</b>	<b>Hour Requirement</b>
English	4.0
Mathematics	3.0
Science	3.0
U.S. History	1.0
Government	.5
World History, World Geography, or AP European History	1.0
Health	.5
P.E.	1.5
Driver Education	.25
Consumer Education	.5
Electives	7.75
<b>Total</b>	<b>23.0</b>

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/22-87, 5/27-3, 5/27-22, and 5/27-22.10.  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
23 Ill. Admin. Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: May 17, 2001

REVISED: January 21, 2021

## Instruction

### Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student’s parents/guardians with the results or scores of each State assessment and an evaluation of the student’s progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30<sup>th</sup> day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.  
105 ILCS 10/, Illinois School Student Records Act.  
105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, 5/2-3.107, 5/2-3.153, 5/10-17a,  
5/22-82, and 5/27-1.  
23 Ill. Admin. Code §1.30(b) and §375.10.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: January 21, 2021

## **Students**

### **Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. *Except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities.* Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

### **Sex Equity**

No student shall, on the basis of sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 ).

### **Administrative Implementation**

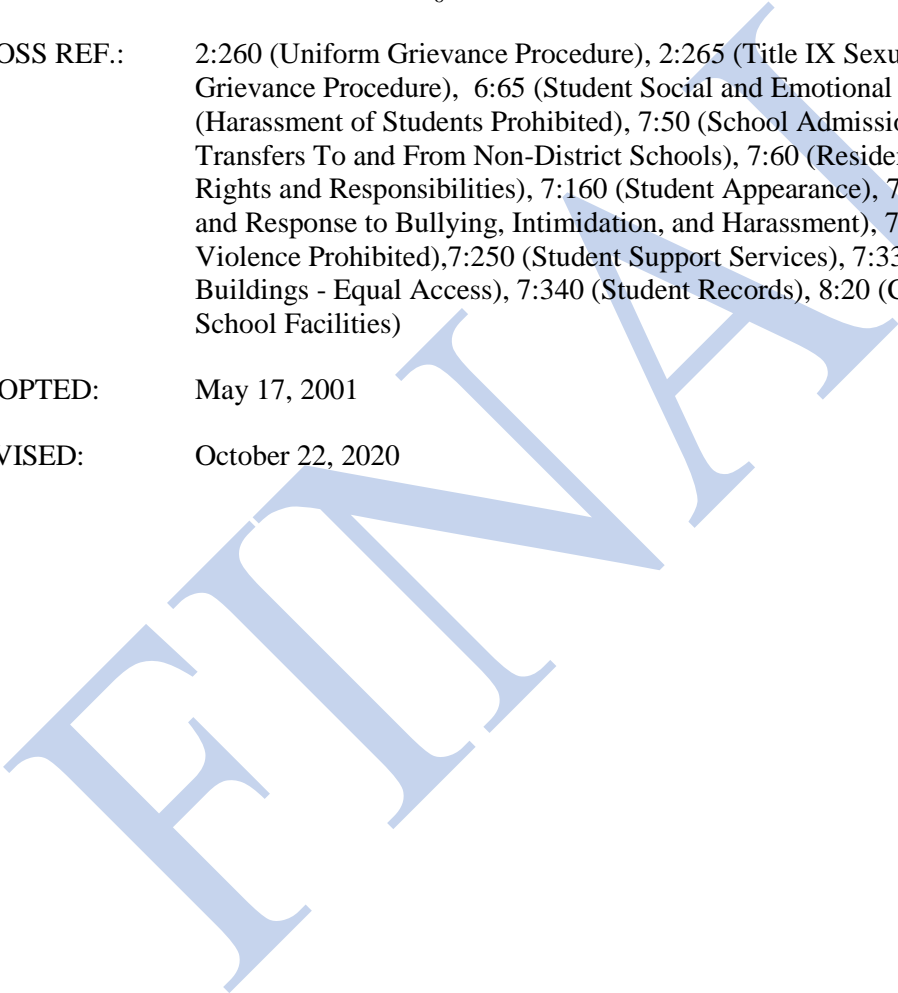
The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Education Amendments of 1972; 34 C.F.R. Part 106.  
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.  
 Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).  
 Ill. Constitution, Art. I, §18.  
 105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 5/10-26.60, 5/10-20.63, 5/10-22.5, and 5/27-1.  
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
 775 ILCS 35/5, Religious Freedom Restoration Act.  
 23 Ill. Admin. Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: May 17, 2001

REVISED: October 22, 2020



## **Students**

### **Harassment of Students Prohibited**

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identify; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to, the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

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

### **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](mailto:azehr@district158.org)

**Complaint Managers:**

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

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

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

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

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

**Investigation Process**

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

**Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel**

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.  
 105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1 and 5/27-23.7.  
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
 23 Ill. Admin. Code §1.240 and Part 200.  
 Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
 Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).  
 Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).  
 West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities).

ADOPTED: May 17, 2001

REVISED: October 22, 2020

## Students

### Student Assignment and Intra-District Transfer

#### Attendance Areas

The School District is divided into school attendance areas. The Superintendent will:

1. Review the boundary lines annually and recommend any changes or revisions for existing units to the Board; or
2. Create new units using a lens that considers preventing segregation and the elimination of separating students in the District’s schools because of color, race, or nationality.

The Superintendent or designee shall maintain a map of the District showing current school attendance areas. All records pertaining to the creation, alteration, or revision of attendance units are open to the public. Students living in a given school attendance area shall attend that school. Homeless children shall be assigned according to policy 6:140, *Education of Homeless Children*.

#### Transfers within the District

A student’s parent(s)/guardian(s) may request a transfer for their child to a District school other than the one assigned. A request should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated at another school, provided space is available. If a request is granted, the parent/guardian shall be responsible for their own transportation unless otherwise approved by the Board. The provisions in this section have no applicability to transfers pursuant to the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

#### Class Assignments

The Building Principal shall assign students to classes.

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

ADOPTED: May 17, 2001

REVISED: January 19, 2017

## Students

### School Admissions and Student Transfers To and From Non-District Schools

#### Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of the child's readiness, if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

#### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents / guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunization; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children.

### Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

### Student Transfers to and from Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

### Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

### Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

- LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.  
20 U.S.C. §1232, Family Educational Rights and Privacy Act.  
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.  
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.  
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,  
5/27-8.1.  
105 ILCS 10/8.1, Ill. School Student Records Act.  
105 ILCS 45/, Education for Homeless Children Act.  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
325 ILCS 50/, Missing Children Records Act.  
325 ILCS 55/, Missing Children Registration Law.  
410 ILCS 315/2e, Communicable Disease Prevention Act.  
20 Ill. Admin. Code Part 1290, Missing Person Birth Records and School  
Registration.  
23 Ill. Admin. Code Part 226, Special Education.  
23 Ill. Admin. Code Part 375, Student Records.
- CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for  
Students At Risk of Academic Failure and/or Dropping Out of School and  
Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140  
(Education of Homeless Children), 6:300 (Graduation Requirements), 6:310  
(High School Credit for Non-District Experiences; Course Substitutions; Re-  
Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100  
(Health, Eye, and Dental Examinations; Immunizations; and Exclusion of  
Students), 7:340 (Student Records)
- ADOPTED: May 17, 2001
- REVISED: July 19, 2018

## **Students**

### **Residence**

#### **Resident Students**

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District with six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

#### **Requests for Nonresident Student Admission**

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

#### **Admission of Nonresident Students Pursuant to an Agreement or Order**

Nonresident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.

2. A written agreement with a cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

#### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children.

#### Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/1020.12b.

- LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
 105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, and 5/10-22.5a.  
 105 ILCS 45/, Education for Homeless Children Act.  
 105 ILCS 70/, Educational Opportunity for Military Children Act.  
 23 Ill. Admin. Code §1.240.  
 Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist.  
 200, 234 Ill. App. 3d 652 (5<sup>th</sup> Dist. 1992).  
 Joel R. v. Bd. of Educ. of Manheim School District, 83, 292 Ill. App. 3d 607 (1st  
 Dist. 1997).  
 Kraut v. Rachford, 51 Ill. App. 3d 206 (1st Dist. 1977).
- CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student  
 Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy).
- ADOPTED: May 17, 2001
- REVISED: January 19, 2017

## Students

### Attendance and Truancy

#### Compulsory School Attendance

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

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

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

#### Absenteeism and Truancy Program

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

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

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
13. A process for a 17-year-old resident to participate in the District's various programs and resources for truant students. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 18.  
 705 ILCS 405/3-33.5, Juvenile Court Act of 1987.  
 23 Ill.Admin.Code §§1.242 and 1.290.

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

ADOPTED: May 17, 2001

REVISED: June 18, 2020

## Students

### Release Time For Religious Instruction/Observance

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence.

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons, including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.: 105 ILCS 5/26-1 and 5/26-2b.  
775 ILCS 35/5, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: May 17, 2001

REVISED: October 19, 2006

## Students

### Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
  - a. Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing.
  - b. Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.: 105 ILCS 5/10-20.64, 5/22-88.  
 55 ILCS 80/, Children’s Advocacy Center Act.  
 325 ILCS 5/, Abused and Neglected Child Reporting Act.  
 720 ILCS 5/31-1 et seq., Interference with Public Officers Act.  
 725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

## Students

### Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health, and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.  
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: May 17, 2001

REVISED: November 9, 2017

## Students

### Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designed school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

#### Definitions from 105 ILCS 5/27-23.7

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail,

internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Nondiscrimination Coordinator/Title IX Coordinator:**

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4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District’s jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

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

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

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

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

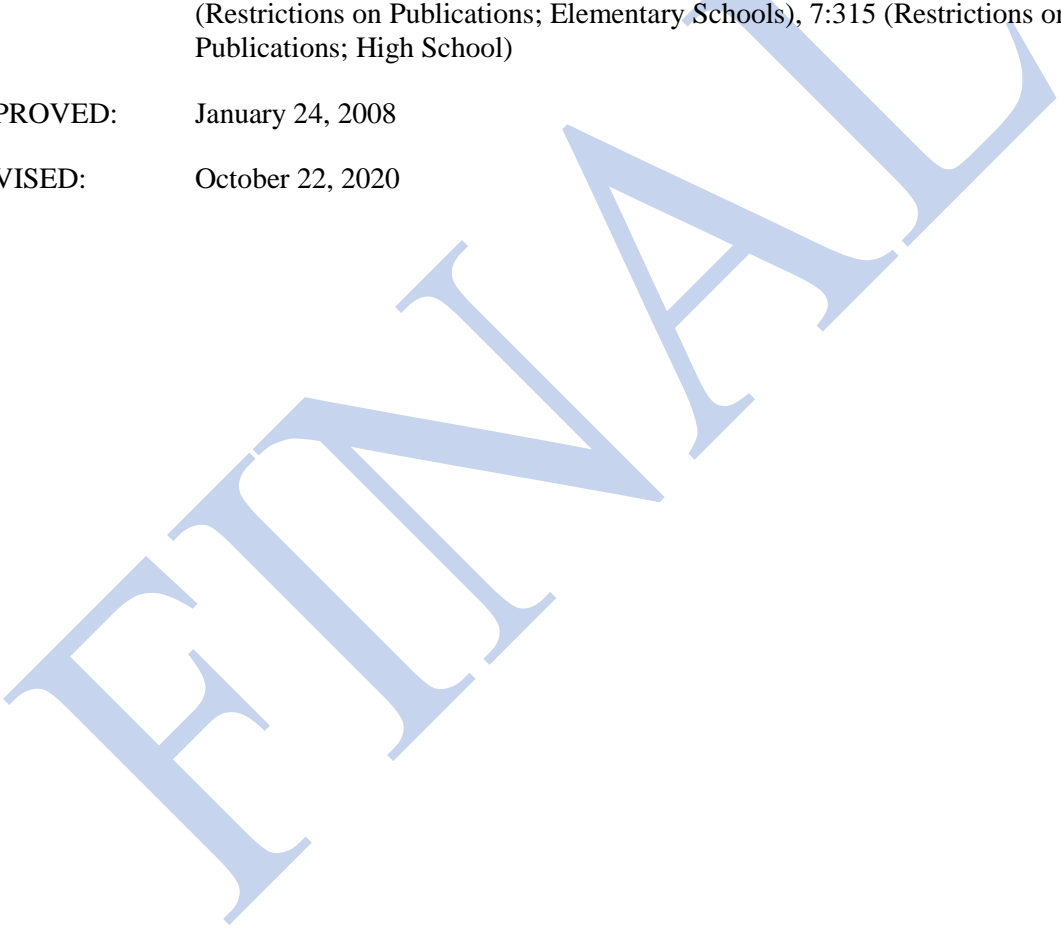
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may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

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.  
405 ILCS 49/, Children’s Mental Health Act.  
775 ILCS 5/1-103, Ill. Human Rights Act.  
23 Ill. Admin. Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure),  
2:265, (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230  
(Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student  
Social and Emotional Development), 6:235 (Access to Electronic Networks),  
7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence  
Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct  
by Students with Disabilities), 7:240 (Conduct Code for Participants in  
Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310  
(Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on  
Publications; High School)

APPROVED: January 24, 2008

REVISED: October 22, 2020



## Students

### Student Behavior

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

### When and Where Conduct Rules Apply

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

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

### Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

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

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

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal or teacher, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials and/or rules and regulations governing student conduct and/or any discriminatory or harassing behavior. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in

- such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
  11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
  12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
  13. Entering school property or a school facility without proper authorization.
  14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
  15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
  16. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
  17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
  18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
  19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
  21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile; (c) in a school's student locker, desk, or other school property; or (d) any other location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably

produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian or a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent / guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school detention or Saturday detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code §§1.280, 1.285), and the District's procedure(s).

#### Weapons

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

#### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local

law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student’s parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents and guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

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

LEGAL REF.:

- 20 U.S.C. §6081, Pro-Children Act of 1994.
- 20 U.S.C. §7961 et seq., Gun Free Schools Act.
- 105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3.
- 105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.
- 410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
- 410 ILCS 647/, Powdered Caffeine Control and Education Act.
- 430 ILCS 66/, Firearm Concealed Carry Act.
- 23 Ill. Admin. Code §§1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment) 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property).

ADOPTED: May 17, 2001

REVISED: September 17, 2020

FINAL

## **Students**

### **Suspension Procedures**

#### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### **Out-of-School Suspension**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:

- i) Pose a threat to the safety of other students, staff, or members of the school community, or
  - ii) Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 5. A summary of the notice, including the reason for the suspension and the suspension length must be given to the Board by the Superintendent or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (c) in number 4, above.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).  
 105 ILCS 5/10-20.14, 5/10-22.6.  
 23 Ill. Admin. Code §1.280.

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

ADOPTED: May 17, 2001

REVISED: May 19, 2016

## Students

### Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

- d. Document how the student’s continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
- 5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).  
105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities),  
7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by  
Students with Disabilities)

ADOPTED: May 17, 2001

REVISED: May 19, 2016

DRAFT

## Students

### Conduct Code For Participants In Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by them could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

### Extracurricular Drug and Alcohol Testing Program

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to having the student submit to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's *Consent to Participate in Extracurricular Drug and Alcohol Testing Program* form will result in non-participation.

If a test is *positive*, the student will not participate in extracurricular activities until after a *follow-up* test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a *follow-up* test after such an interval of time that the substance previously found would normally be eliminated from the body. If this *follow-up* test is negative, the student will be allowed to resume extracurricular activities. If a *positive* result is obtained from the *follow-up* test, or any later test, the same previous procedure shall be followed.

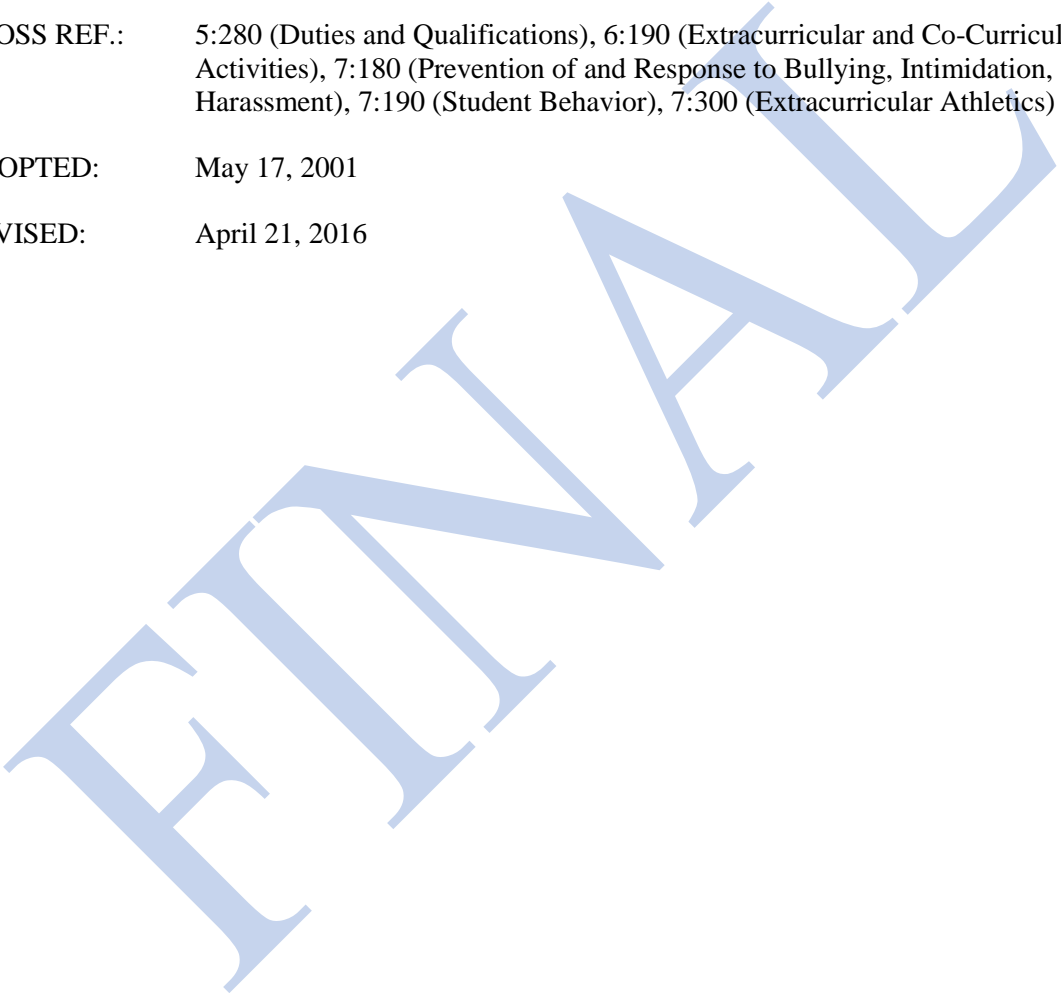
The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

### Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing

substances on the IHSA’s banned drug list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

- LEGAL REF.: Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).  
 Bd. of Educ. of Ind. Sch. Dist. No. 92 v. Earls, 536 U.S. 822 (2002).  
 Veronia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).  
 Clements v. Bd. of Edu. of Decatur, 133 Ill. App. 3d 531 (4th Dist. 1985).  
 Kevin Jordan v. O’Fallon THSD 203, 302 Ill. App. 3d 1070 (5th Dist. 1999).  
 Todd v. Rush County Schs., 133 F.3d 984 (7th Cir. 1998).  
 105 ILCS 5/24-24, 5/27-23.3, and 25/2.
- CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)
- ADOPTED: May 17, 2001
- REVISED: April 21, 2016



## Students

### Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student’s parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student’s parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

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

#### Erin’s Law Counseling Options, Assistance, and Intervention

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

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: 105 ILCS 5/10-23.13(b) and 5/21B-25(G).  
405 ILCS 49/, Children’s Mental Health Act of 2003.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

ADOPTED: December 16, 2004

REVISED: March 21, 2019

## Students

### Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education courses.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course.

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.: 105 ILCS 5/27-6.  
225 ILCS 60/, Medical Practice Act.  
23 Ill. Admin. Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

ADOPTED: December 17, 2009

REVISED: March 21, 2019

DRAFT

## Students

### Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

#### Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
  - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
  - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;

- c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
  - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
  - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Implementing State law requirements related to students who are in foster care;
  - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
  6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

#### Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

#### Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

#### Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

#### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

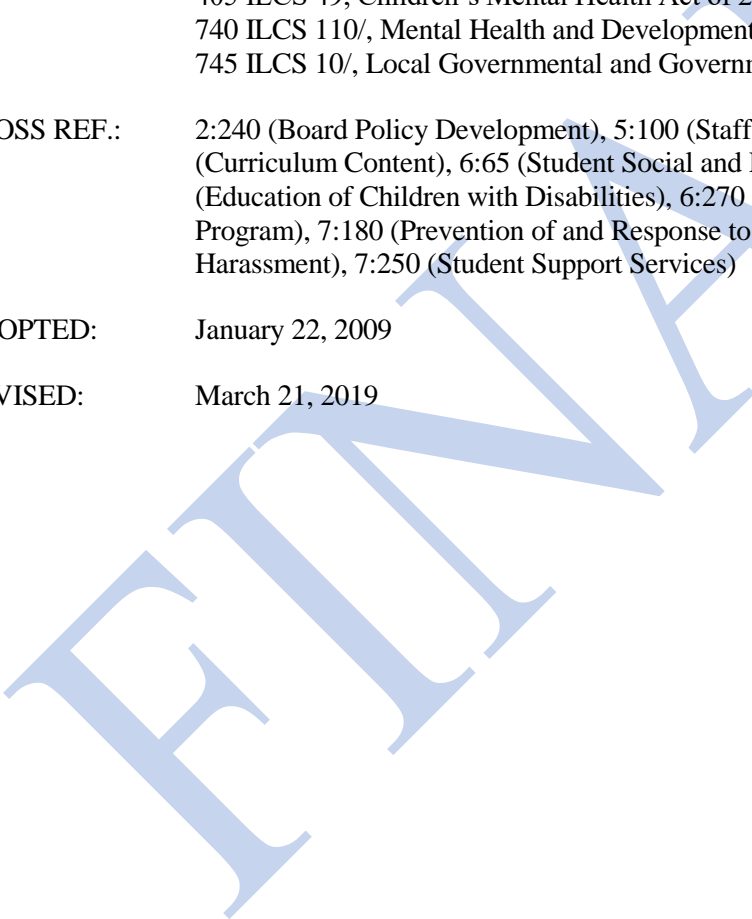
The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: 42 U.S.C. §1201 et seq. Individual with Disabilities Education Act.  
 105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.73 (final citation pending), 5/10-22.24a, 5-10-22.24b, 5/10-22.39, 5/10-20.75 (final citation pending), 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.  
 405 ILCS 49, Children’s Mental Health Act of 2003.  
 740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.  
 745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: January 22, 2009

REVISED: March 21, 2019



## **Students**

### **Restrictions on Publications; Elementary Schools**

#### School-Sponsored Publications and Web Sites

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

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

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

#### Non-School Sponsored Publications Accessed or Distributed On-Campus

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

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

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

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

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

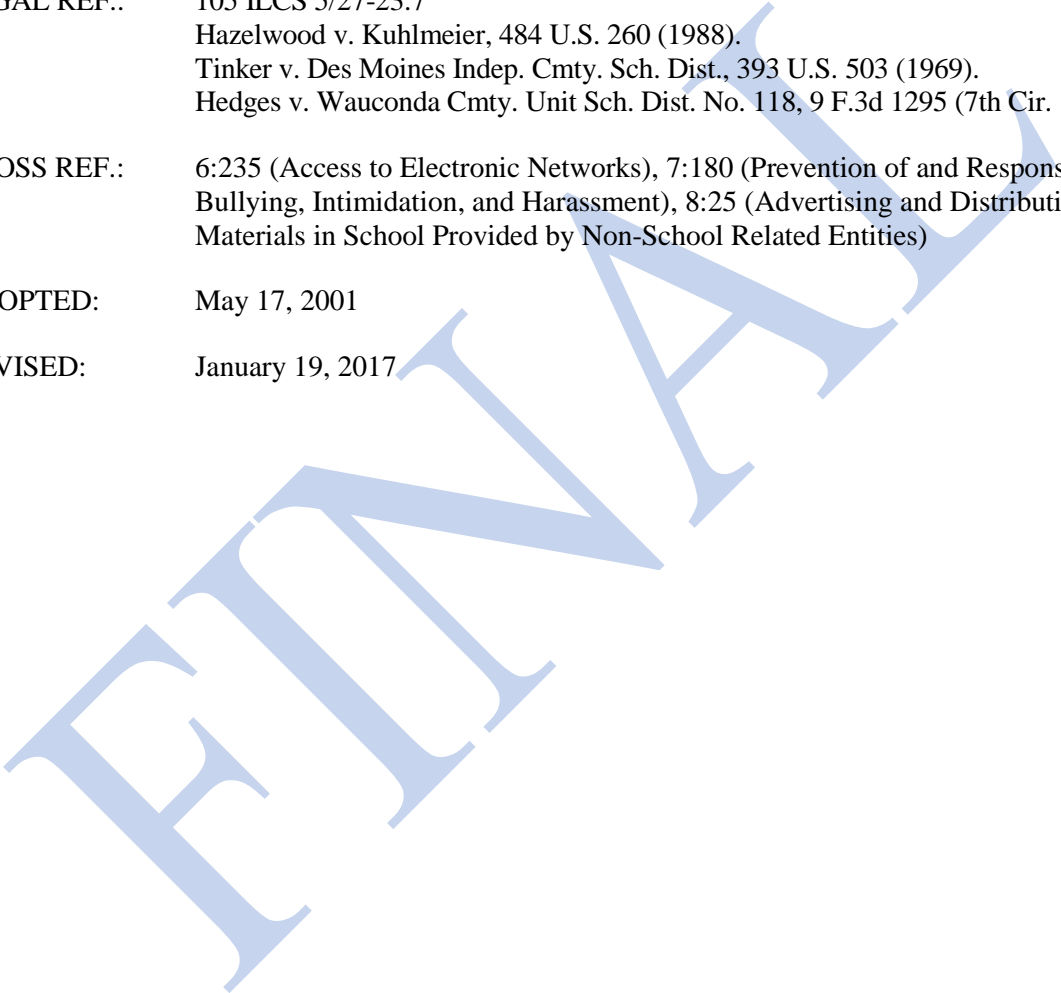
Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

- LEGAL REF.: 105 ILCS 5/27-23.7  
 Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).  
 Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).  
 Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
- CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)
- ADOPTED: May 17, 2001
- REVISED: January 19, 2017



## **Students**

### **Restrictions on Publications; High Schools**

#### Definitions

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

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

*School official* means a Building Principal or designee.

*School-sponsored media* means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

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

*Student journalist* means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

*Student media adviser* means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

#### School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

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

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
  - a. Commit an unlawful act;
  - b. Violate any of the District's policies; or

- c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media advisers may review, edit and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

#### Non-School Sponsored Publications Accessed or Distributed On Campus

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

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade, and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

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

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

#### Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-20.08 and 5/27-23.7.  
105 ILCS 80/, Speech Rights of Student Journalists Act.  
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).  
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).  
Morse v. Frederick, 551 U.S. 393 (2007).  
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives),  
6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic  
Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and  
Harassment), 8:25 (Advertising and Distributing Materials in School Provided by  
Non-School Related Entities)

ADOPTED: January 19, 2017

DRAFT

## **Students**

### **Student Records**

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

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

State and federal law grants students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

- LEGAL REF.:** 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.  
 50 ILCS 205/7, Local Records Act.  
 105 ILCS 5/10-20.12b, 5/10-20.40, and 5/14-1.01 et seq.  
 105 ILCS 10/, Ill. School Student Records Act.  
 105 ILCS 85/, Student Online Personal Protection Act.  
 325 ILCS 17/, Children’s Privacy Protection and Parental Empowerment Act.  
 750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.  
 23 Ill. Admin. Code Parts 226 and 375.  
 Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).  
 Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).
- CROSS REF.:** 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security).
- ADMIN. PROC.:** 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records), 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 Students and Student Information, 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)
- ADOPTED:** May 17, 2001
- REVISED:** September 17, 2020

## Students

### Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent or designee shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or covered information. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

#### Definitions

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

#### Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

#### Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.  
105 ILCS 10/, Ill. School Student Records Act.  
105 ILCS 85/, Student Online Personal Protection Act.  
23 Ill. Admin. Code Part 380.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

ADOPTED: September 17, 2020

FINAL

## Community Relations

### Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District’s compliance efforts, recommend necessary modifications to the School Board, and maintain the District’s final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II’s protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.;  
28 C.F.R. Part 35.  
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).  
105 ILCS 5/10-20.51.  
410 ILCS 25/, Environmental Barriers Act.  
71 Ill. Admin. Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Building Programs)

ADOPTED: December 17, 2009

REVISED: November 9, 2017

## Community Relations

### Relations With Other Organizations and Agencies

The District shall endeavor to establish positive working relationships with public and private organizations which contribute to the educational process and to the general welfare of the citizens of the community, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense.
- Other school districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED: May 17, 2001

REVISED: December 17, 2009



## Huntley Community School District 158

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

**BOARD OF EDUCATION HUNTLEY COMMUNITY SCHOOL DISTRICT NO. 158  
MCHENRY AND KANE COUNTIES, ILLINOIS  
RESOLUTION (#2022-03-01) AUTHORIZING NOTICE OF NON-REEMPLOYMENT**

**WHEREAS**, the teacher hereinafter set forth is not completing their final year of probationary teaching service during the 2021 – 2022 school term; and

**WHEREAS**, the Board of Education has determined that such teacher shall be dismissed and not reemployed for the 2022 - 2023 school term pursuant to Section 24-11 of the Illinois School Code.

**NOW, THEREFORE**, be it resolved by the Board of Education of Huntley Community School District No. 158, McHenry/Kane Counties, Illinois, As follows:

**Section 1:** That Suzanne Osterheld shall be dismissed and not reemployed for the next school term and accordingly, that the present contract of employment shall terminate at the close of the present school term in conformance with the terms set forth in the notice which is attached hereto and made a part hereof as Exhibit #1.

**Section 2:** That the President and Secretary of the Board of Education are hereby authorized and directed to send the teacher specified above, a written notice of this Board's decision not to reemploy said teacher, by certified mail, return receipt requested, at least forty-five (45) days before the end of the school term, which notice shall be substantially in the form of the exhibits attached hereto.

**Section 3:** That the Superintendent or his designee shall deliver a copy of said notice to the said teacher.

**Section 4:** This Resolution shall be in full force and in effect forthwith upon its passage.



## Huntley Community School District 158

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

**ADOPTED** this 17<sup>th</sup> day of March, 2022 by the following roll call vote:

Member \_\_\_\_\_ moved the adoption of the foregoing Resolution, and

Member \_\_\_\_\_ seconded the Motion. Upon a roll call vote being taken, the members voted as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
Anthony Quagliano, Board of Education President

\_\_\_\_\_  
Paul Troy, Board of Education Secretary



# Huntley Community School District 158

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

**BOARD OF EDUCATION HUNTLEY COMMUNITY SCHOOL DISTRICT NO. 158  
MCHENRY AND KANE COUNTIES, ILLINOIS  
RESOLUTION (#2022-03-02) AUTHORIZING NOTICE OF NON-REEMPLOYMENT**

**WHEREAS**, the teacher hereinafter set forth is completing her final year of probationary teaching service during the 2021 – 2022 school term; and

**WHEREAS**, the Board of Education has determined that such teacher shall be dismissed and not reemployed for the 2022 – 2023 school term;

**NOW, THEREFORE**, be it resolved by the Board of Education of Huntley Community School District No. 158, McHenry/Kane Counties, Illinois, As follows:

**Section 1:** That Kimberly Neilson shall be dismissed and not reemployed for the next school term and accordingly, that the present contract of employment shall terminate at the close of the present school term in conformance with the terms and for the reasons set forth in the notice which is attached hereto and made a part hereof as Exhibit #1.

**Section 2:** That for the remainder of the school year until such time that she accepts alternative employment, Kimberly Neilson shall be assigned the duty to seek alternative employment and to provide daily updates to administration on her job seeking activities and results. The administration may also require Kimberly Neilson to perform such other duties as the administration sees fit. The administration shall have the right and option to require Kimberly Neilson to perform these duties from home.

**Section 3:** That the President and Secretary of the Board of Education are hereby authorized and directed to send said employee specified above, a written notice of this Board's decision not to reemploy said employee, by certified mail at least forty-five (45) days before the end of the school term, which notice shall be substantially in the form of the exhibits attached hereto.

**Section 4:** That the Superintendent or his designee shall personally deliver a copy of said notice to each said employee.



## Huntley Community School District 158

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

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

**ADOPTED** this 17<sup>th</sup> day of March, 2022 by the following roll call vote:

Member \_\_\_\_\_ moved the adoption of the foregoing Resolution, and

Member \_\_\_\_\_ seconded the Motion. Upon a roll call vote being taken, the members voted as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
Anthony Quagliano, Board of Education President

\_\_\_\_\_  
Paul Troy, Board of Education Secretary



# 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: March 17, 2022

Subject: **Supplemental Purchase Order Summary**  
Board of Education Meeting, March 17, 2022  
Action Items

The following is an updated executive summary of the attached report titled "Purchase Orders" which is a listing of purchase orders issued from February 25, 2022 to March 11 2022, 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	\$ 1,737,555.40
Operations & Maintenance Fund	367,394.97
Debt Service Fund	0.00
Transporation Fund	116,219.62
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>\$ 2,221,169.99</u>

**RECOMMENDATION**

Administration recommends the Board of Education approve the Supplemental Purchase Orders Report at the March 17, 2022 Regular Board meeting.



# Huntley Community School District #158

## Purchase Orders Report

### From February 25, 2022 to March 11, 2022

Printed: 3/11/2022  
Page 1 of 30

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022030677	1ST Ayd Corporation	40-2554-410-00-79	Fleet Supplies	500.00	3/1/2022	40-2554-410-00-79
			<b>Total</b>	<u>\$500.00</u>		
0020222370	A & M Products	10-1543-410-00-71-305-13	Activities Awards	12.95	3/9/2022	10-1543-410-00-71-305-13
			<b>Total</b>	<u>\$12.95</u>		
0020222293	A Parts Warehouse	40-2554-410-00-79	Fleet Supplies	374.25	3/1/2022	40-2554-410-00-79
			<b>Total</b>	<u>\$374.25</u>		
0022030187	ABM Industry Groups LLC	40-2550-321-00-79	Bus Sanitation	3,634.32	3/1/2022	40-2550-321-00-79
			<b>Total</b>	<u>\$3,634.32</u>		
0022030207	ABM Industry Groups LLC	20-2542-310-00-79	Custodial Contract Service	160,194.30	3/1/2022	20-2542-310-00-79
			<b>Total</b>	<u>\$160,194.30</u>		
0022030217	ABM Industry Groups LLC	20-2542-320-00-79-605-14	Contractual Overtime	2,200.00	3/1/2022	20-2542-320-00-79-605-14
			<b>Total</b>	<u>\$2,200.00</u>		
0022030227	ABM Industry Groups LLC	20-2542-319-00-79-605-14	Contractual Cust. Replacement	1,250.00	3/1/2022	20-2542-319-00-79-605-14
			<b>Total</b>	<u>\$1,250.00</u>		
0022030407	ABM Industry Groups LLC	20-2542-310-00-79	Custodial Contract Service	33,000.00	3/1/2022	20-2542-310-00-79
			<b>Total</b>	<u>\$33,000.00</u>		
0022030637	Accountable Healthcare Staffing Inc	10-2140-310-00-79-600-14	Psychological Services	10,000.00	3/1/2022	10-2140-310-00-79-600-14
			<b>Total</b>	<u>\$10,000.00</u>		
0020222360	Adelante Educational Specialist Group	10-2212-314-83-79-505-14	Title II Prof Development	5,250.00	3/7/2022	10-2212-314-83-79-505-14
			<b>Total</b>	<u>\$5,250.00</u>		
0022030337	ADP LLC	10-1100-220-00-79-600-14	Regular Programs Insurance	2,000.00	3/1/2022	10-1100-220-00-79-600-14
			<b>Total</b>	<u>\$2,000.00</u>		



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## Purchase Orders Report

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022030437	ADP LLC	10-2520-310-00-74-500-14	Prof & Tech Fiscal	4,400.00	3/1/2022	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal	3,200.00	3/1/2022	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal	6,600.00	3/1/2022	10-2520-310-00-74-500-14
		10-2520-310-00-74-500-14	Prof & Tech Fiscal	4,500.00	3/1/2022	10-2520-310-00-74-500-14
<b>Total</b>				<u>\$18,700.00</u>		
0022030717	Advance Auto Parts	40-2554-410-00-79	Fleet Supplies	2,000.00	3/1/2022	40-2554-410-00-79
		<b>Total</b>				<u>\$2,000.00</u>
0020222282	Advantage Mechanical Inc	20-2542-323-00-79	Repairs & Maint Buildings	2,659.80	3/1/2022	20-2542-323-00-79
		<b>Total</b>				<u>\$2,659.80</u>
0022030027	Advantage Mechanical Inc	20-2542-323-00-79	Repairs & Maint Buildings	2,500.00	3/1/2022	20-2542-323-00-79
		<b>Total</b>				<u>\$2,500.00</u>
0022030317	Advantage Mechanical Inc	20-2542-390-00-79	Other Purchased Service	4,695.96	3/1/2022	20-2542-390-00-79
		<b>Total</b>				<u>\$4,695.96</u>
0022030427	AFLAC Group	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	4,500.00	3/1/2022	10-2310-220-00-79-600-14
		<b>Total</b>				<u>\$4,500.00</u>
0020222277	AGParts Worldwide	10-1200-410-92-79-600-14	IDEA Instructional Supplies	474.75	2/28/2022	10-1200-410-92-79-600-14
		<b>Total</b>				<u>\$474.75</u>
0022030237	Airgas USA LLC	20-2542-410-00-79	Supplies B & G	500.00	3/1/2022	20-2542-410-00-79
		<b>Total</b>				<u>\$500.00</u>
0020222278	Albourn & Associates LLC	10-1200-310-92-79-600-14	IDEA General Purchased Service	204.48	3/1/2022	10-1200-310-92-79-600-14
		<b>Total</b>				<u>\$204.48</u>
0022031617	Alexander Leigh Center for Autism	10-4220-670-00-79-600-14	Sp Ed Private Tuition	35,000.00	3/1/2022	10-4220-670-00-79-600-14
		<b>Total</b>				<u>\$35,000.00</u>
0022031077	Alpha Baking Company Inc	10-2560-415-00-71-100-13	Cafe Food Leggee	650.00	3/1/2022	10-2560-415-00-71-100-13
		<b>Total</b>				<u>\$650.00</u>



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### From February 25, 2022 to March 11, 2022

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022031087	Alpha Baking Company Inc	10-2560-415-00-71-300-13	Cafe Food HS	1,500.00	3/1/2022	10-2560-415-00-71-300-13
			<b>Total</b>	<u>\$1,500.00</u>		
0022031097	Alpha Baking Company Inc	10-2560-415-00-72-110-13	Cafe Food Chesak	700.00	3/1/2022	10-2560-415-00-72-110-13
			<b>Total</b>	<u>\$700.00</u>		
0022031107	Alpha Baking Company Inc	10-2560-415-00-72-120-13	Cafe Food Martin	1,000.00	3/1/2022	10-2560-415-00-72-120-13
			<b>Total</b>	<u>\$1,000.00</u>		
0022031117	Alpha Baking Company Inc	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,000.00	3/1/2022	10-2560-415-00-72-220-13
			<b>Total</b>	<u>\$1,000.00</u>		
0022031127	Alpha Baking Company Inc	10-2560-415-00-74-140-13	Cafe Food Mackeben	600.00	3/1/2022	10-2560-415-00-74-140-13
			<b>Total</b>	<u>\$600.00</u>		
0022031137	Alpha Baking Company Inc	10-2560-415-00-74-150-13	Cafe Food Conley	600.00	3/1/2022	10-2560-415-00-74-150-13
			<b>Total</b>	<u>\$600.00</u>		
0022031147	Alpha Baking Company Inc	10-2560-415-00-74-210-13	Cafe Food Heineman	800.00	3/1/2022	10-2560-415-00-74-210-13
			<b>Total</b>	<u>\$800.00</u>		
0020222384	American Printing House for the Blind	10-1200-410-92-79-600-14	IDEA Instructional Supplies	548.00	3/10/2022	10-1200-410-92-79-600-14
			<b>Total</b>	<u>\$548.00</u>		
0020222294	AmeriGas	40-2552-461-00-79	Propane	2,755.48	3/1/2022	40-2552-461-00-79
			<b>Total</b>	<u>\$2,755.48</u>		
0022030647	Amita GlenOaks School	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,000.00	3/1/2022	10-4220-670-00-79-600-14
			<b>Total</b>	<u>\$5,000.00</u>		
0022030087	Anderson Lock Co Inc	20-2542-410-00-79	Supplies B & G	1,000.00	3/1/2022	20-2542-410-00-79
			<b>Total</b>	<u>\$1,000.00</u>		
0022030037	Anderson Pest Solutions	20-2542-321-00-79	Sanitation/Exterminating	554.47	3/1/2022	20-2542-321-00-79
			<b>Total</b>	<u>\$554.47</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222330	AnthroMed LLC	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,483.40	3/3/2022	10-1101-310-00-79-605-14
			<b>Total</b>	\$2,483.40		
0022030807	Applied Maintenance	40-2554-410-00-79	Fleet Supplies	350.00	3/1/2022	40-2554-410-00-79
			<b>Total</b>	\$350.00		
0020222339	Associated Electrical Contractors	20-2542-323-00-79	Repairs & Maint Buildings	4,475.00	3/3/2022	20-2542-323-00-79
			<b>Total</b>	\$4,475.00		
0022030057	Associated Electrical Contractors	20-2542-323-00-79	Repairs & Maint Buildings	1,000.00	3/1/2022	20-2542-323-00-79
			<b>Total</b>	\$1,000.00		
0022030327	AT&T	20-2540-340-00-79	Telephone - Districtwide	10,000.00	3/1/2022	20-2540-340-00-79
			<b>Total</b>	\$10,000.00		
0022030347	AT&T 5080	20-2540-340-00-79	Telephone - Districtwide	5,000.00	3/1/2022	20-2540-340-00-79
			<b>Total</b>	\$5,000.00		
0020222297	Barr Mechanical Sales Inc	20-2542-410-00-79	Supplies B & G	559.79	3/1/2022	20-2542-410-00-79
			<b>Total</b>	\$559.79		
0022030257	Batteries Plus LLC	20-2542-410-00-79	Supplies B & G	250.00	3/1/2022	20-2542-410-00-79
			<b>Total</b>	\$250.00		
0022030197	Benefitfocus.com Inc	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,700.00	3/1/2022	10-2310-220-00-79-600-14
			<b>Total</b>	\$1,700.00		
0022030827	Blu Petroleum	40-2552-464-00-79	Diesel/Gasoline	40,000.00	3/1/2022	40-2552-464-00-79
			<b>Total</b>	\$40,000.00		
0022031647	Blu Petroleum	40-2552-464-00-79	Diesel/Gasoline	2,000.00	3/1/2022	40-2552-464-00-79
			<b>Total</b>	\$2,000.00		
0022030417	Blue Cross Blue Shield	10-1100-220-00-79-600-14	Regular Programs Insurance	975,000.00	3/1/2022	10-1100-220-00-79-600-14
			<b>Total</b>	\$975,000.00		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222160	BMO Mastercard	10-1125-410-97-79-600-14	All Children Supplies	11.89	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	24.23	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	153.32	2/28/2022	10-1125-410-97-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool	7.95	2/28/2022	10-1125-490-00-79-600-14
		10-158	Activity Funds	31.50	2/28/2022	10-158
					<b>Total</b>	<u>\$228.89</u>
0020222252	BMO Mastercard	10-1125-410-97-79-600-14	All Children Supplies	23.99	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	29.99	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	39.96	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	13.94	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	26.96	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	310.41	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	17.99	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	17.95	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	99.99	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	89.90	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	22.99	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	405.52	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	208.85	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	7.99	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	11.29	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	-5.17	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	346.10	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	20.99	2/28/2022	10-1125-410-97-79-600-14
		10-1125-490-00-79-600-14	Supplies Preschool	260.00	2/28/2022	10-1125-490-00-79-600-14
		10-1225-410-95-79-600-14	ECE Instr Supplies	119.44	2/28/2022	10-1225-410-95-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks	107.80	2/28/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks	128.90	2/28/2022	10-2560-415-97-79-600-14
		10-2560-415-97-79-600-14	All Children Snacks	9.28	2/28/2022	10-2560-415-97-79-600-14
10-2560-415-97-79-600-14	All Children Snacks	24.52	2/28/2022	10-2560-415-97-79-600-14		
			<b>Total</b>	<u>\$2,339.58</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222254	BMO Mastercard	10-1500-332-00-71-300-13	Athletic Trips HS	553.28	3/10/2022	10-1500-332-00-71-300-13
		10-1551-410-00-71-300-15	Swimming Sup HS-Boys	300.00	3/10/2022	10-1551-410-00-71-300-15
		10-1551-410-00-71-300-15	Swimming Sup HS-Boys	2,400.00	3/10/2022	10-1551-410-00-71-300-15
		10-1551-410-00-71-300-15	Swimming Sup HS-Boys	1,200.00	3/10/2022	10-1551-410-00-71-300-15
		10-158	Activity Funds	120.91	3/10/2022	10-158
		10-158	Activity Funds	39.44	3/10/2022	10-158
		10-158	Activity Funds	8.09	3/10/2022	10-158
		10-158	Activity Funds	49.98	3/10/2022	10-158
		10-158	Activity Funds	300.95	3/10/2022	10-158
		10-158	Activity Funds	360.16	3/10/2022	10-158
		10-158	Activity Funds	127.84	3/10/2022	10-158
		10-158	Activity Funds	211.53	3/10/2022	10-158
<b>Total</b>				<u>\$5,672.18</u>		
0020222300	BMO Mastercard	10-2660-410-00-79-600-14	Supplies Tech	43.96	3/1/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	34.90	3/1/2022	10-2660-410-00-79-600-14
		10-2660-410-00-79-600-14	Supplies Tech	69.18	3/1/2022	10-2660-410-00-79-600-14
<b>Total</b>				<u>\$148.04</u>		
0020222301	BMO Mastercard	10-158	Activity Funds	427.36	3/1/2022	10-158
		10-158	Activity Funds	542.05	3/1/2022	10-158
		10-158	Activity Funds	17.97	3/1/2022	10-158
		10-158	Activity Funds	35.99	3/1/2022	10-158
		10-158	Activity Funds	159.48	3/1/2022	10-158
		10-158	Activity Funds	-19.72	3/1/2022	10-158
<b>Total</b>				<u>\$1,163.13</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222302	BMO Mastercard	10-1100-421-00-74-500-14	Materials K-12	77.10	3/1/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	399.99	3/1/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	384.99	3/1/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	236.88	3/1/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	85.40	3/1/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	63.12	3/1/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	57.48	3/1/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	36.60	3/1/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	17.98	3/1/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	64.12	3/1/2022	10-1100-421-00-74-500-14
		10-1100-421-00-74-500-14	Materials K-12	147.80	3/1/2022	10-1100-421-00-74-500-14
		10-1130-410-67-71-300-13	PLTW Supplies	51.04	3/1/2022	10-1130-410-67-71-300-13
		10-2212-332-00-74-500-14	Travel & Conference Curr	-9.95	3/1/2022	10-2212-332-00-74-500-14
		10-2212-332-00-74-500-14	Travel & Conference Curr	-208.95	3/1/2022	10-2212-332-00-74-500-14
		10-2220-430-00-79-600-14	Media Center Per Capita Grant	415.53	3/1/2022	10-2220-430-00-79-600-14
		10-2220-430-00-79-600-14	Media Center Per Capita Grant	366.93	3/1/2022	10-2220-430-00-79-600-14
		<b>Total</b>				<u>\$2,186.06</u>
0020222303	BMO Mastercard	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	325.00	3/1/2022	10-2213-332-00-79-600-14
				<b>Total</b>		
0020222304	BMO Mastercard	10-1700-540-21-71-300-13	Driver Education Vehicle	500.00	3/1/2022	10-1700-540-21-71-300-13
				<b>Total</b>		
0020222305	BMO Mastercard	10-2310-390-00-74-500-14	Purchased Service Board	229.98	3/9/2022	10-2310-390-00-74-500-14
		10-2321-410-00-74-500-14	Supplies Supt	119.96	3/9/2022	10-2321-410-00-74-500-14
		10-2546-490-00-79-600-14	Security Officer Supplies	1,586.00	3/9/2022	10-2546-490-00-79-600-14
		<b>Total</b>				<u>\$1,935.94</u>
0020222306	BMO Mastercard	10-2321-332-00-74-500-14	Travel Supt	37.98	3/9/2022	10-2321-332-00-74-500-14
		10-2321-332-00-74-500-14	Travel Supt	7.59	3/9/2022	10-2321-332-00-74-500-14
		<b>Total</b>				<u>\$45.57</u>

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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222307	BMO Mastercard	10-1120-410-09-74-210-13	Home Ec Heineman	165.89	3/1/2022	10-1120-410-09-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	12.39	3/1/2022	10-1120-410-09-74-210-13
		10-1120-410-09-74-210-13	Home Ec Heineman	27.20	3/1/2022	10-1120-410-09-74-210-13
		10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	216.99	3/1/2022	10-1120-410-12-74-210-13
		10-2220-430-00-74-210-13	Media Center Heineman	19.69	3/1/2022	10-2220-430-00-74-210-13
		10-2220-490-00-74-210-13	Media Center Tech Heineman	99.95	3/1/2022	10-2220-490-00-74-210-13
		10-2410-410-00-74-210-13	Office Supplies Heineman	14.98	3/1/2022	10-2410-410-00-74-210-13
		10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	8.49	3/1/2022	10-2410-410-00-74-210-14
					<b>Total</b>	<b>\$565.58</b>
0020222308	BMO Mastercard	10-1110-410-00-72-120-13	Inst Supplies Martin	11.98	3/1/2022	10-1110-410-00-72-120-13
		10-1110-410-00-72-120-13	Inst Supplies Martin	27.48	3/1/2022	10-1110-410-00-72-120-13
		10-2410-491-00-72-120-13	Rebate Supplies Martin	61.58	3/1/2022	10-2410-491-00-72-120-13
			<b>Total</b>	<b>\$101.04</b>		
0020222309	BMO Mastercard	10-1110-410-00-72-110-13	Inst Supplies Chesak	117.75	3/1/2022	10-1110-410-00-72-110-13
					<b>Total</b>	<b>\$117.75</b>
0020222310	BMO Mastercard	10-1130-410-00-71-300-13	Inst Supplies HS	279.50	3/1/2022	10-1130-410-00-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	-16.38	3/1/2022	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	40.72	3/1/2022	10-1130-410-02-71-300-13
		10-1130-410-02-71-300-13	Art Supplies HS	203.94	3/1/2022	10-1130-410-02-71-300-13
		10-1130-410-12-71-300-13	Music Supplies HS	45.00	3/1/2022	10-1130-410-12-71-300-13
		10-1400-410-09-71-300-13	Home Economics Supplies	15.74	3/1/2022	10-1400-410-09-71-300-13
		10-158	Activity Funds	150.00	3/1/2022	10-158
		10-2223-490-00-79-600-14	PAC Invent Supplies	350.53	3/1/2022	10-2223-490-00-79-600-14
		10-2410-410-00-71-300-14	Copier Paper & Toner HS	88.90	3/1/2022	10-2410-410-00-71-300-14
			<b>Total</b>	<b>\$1,157.95</b>		
0020222311	BMO Mastercard	10-1110-410-00-74-150-13	Inst Supplies Conley	134.90	3/1/2022	10-1110-410-00-74-150-13
		10-2410-410-00-74-150-13	Office Supplies Conley	34.46	3/1/2022	10-2410-410-00-74-150-13
			<b>Total</b>	<b>\$169.36</b>		
0020222312	BMO Mastercard	10-1500-332-00-71-300-13	Athletic Trips HS	20.00	3/10/2022	10-1500-332-00-71-300-13
		10-1500-332-00-71-300-13	Athletic Trips HS	17.49	3/10/2022	10-1500-332-00-71-300-13
		10-1500-332-00-71-300-13	Athletic Trips HS	19.07	3/10/2022	10-1500-332-00-71-300-13
			<b>Total</b>	<b>\$56.56</b>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222313	BMO Mastercard	10-1110-410-00-71-100-13	Inst Supplies Leggee	-69.20	3/1/2022	10-1110-410-00-71-100-13
		10-158	Activity Funds	80.30	3/1/2022	10-158
		<b>Total</b>			<u>\$11.10</u>	
0020222314	BMO Mastercard	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	14.97	3/1/2022	10-1120-410-13-72-220-07
		10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	194.10	3/1/2022	10-1120-490-00-72-220-13
		10-1532-410-00-72-220-13	Track Supplies Marlowe	-39.95	3/1/2022	10-1532-410-00-72-220-13
		10-2220-490-00-72-220-13	Media Center Tech Marlowe	17.95	3/1/2022	10-2220-490-00-72-220-13
		10-2220-490-00-72-220-13	Media Center Tech Marlowe	460.27	3/1/2022	10-2220-490-00-72-220-13
		10-2220-490-00-72-220-13	Media Center Tech Marlowe	152.63	3/1/2022	10-2220-490-00-72-220-13
		10-2220-490-00-72-220-13	Media Center Tech Marlowe	30.82	3/1/2022	10-2220-490-00-72-220-13
		10-2220-490-00-72-220-13	Media Center Tech Marlowe	5.99	3/1/2022	10-2220-490-00-72-220-13
		10-2220-490-00-72-220-13	Media Center Tech Marlowe	75.99	3/1/2022	10-2220-490-00-72-220-13
		10-2220-490-00-72-220-13	Media Center Tech Marlowe	58.99	3/1/2022	10-2220-490-00-72-220-13
		10-2220-490-00-72-220-13	Media Center Tech Marlowe	12.99	3/1/2022	10-2220-490-00-72-220-13
		10-2220-490-00-72-220-13	Media Center Tech Marlowe	11.99	3/1/2022	10-2220-490-00-72-220-13
		10-2220-490-00-72-220-13	Media Center Tech Marlowe	23.21	3/1/2022	10-2220-490-00-72-220-13
		10-2410-410-00-72-220-13	Office Supplies Marlowe	8.12	3/1/2022	10-2410-410-00-72-220-13
<b>Total</b>			<u>\$1,028.07</u>			
0020222315	BMO Mastercard	10-1543-332-00-71-305-13	Activities Travel	116.09	3/1/2022	10-1543-332-00-71-305-13
		10-1543-640-00-71-305-13	Activities Fees	150.00	3/1/2022	10-1543-640-00-71-305-13
		10-1543-640-00-71-305-13	Activities Fees	340.00	3/1/2022	10-1543-640-00-71-305-13
		10-158	Activity Funds	26.48	3/1/2022	10-158
		10-158	Activity Funds	65.99	3/1/2022	10-158
		10-158	Activity Funds	78.00	3/1/2022	10-158
		10-158	Activity Funds	43.94	3/1/2022	10-158
<b>Total</b>			<u>\$820.50</u>			
0020222316	BMO Mastercard	10-158	Activity Funds	252.46	3/1/2022	10-158
<b>Total</b>			<u>\$252.46</u>			
0020222317	BMO Mastercard	10-2321-410-00-74-500-14	Supplies Supt	55.26	3/9/2022	10-2321-410-00-74-500-14
<b>Total</b>			<u>\$55.26</u>			
0020222318	BMO Mastercard	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	273.27	3/1/2022	10-2410-410-00-74-140-14
<b>Total</b>			<u>\$273.27</u>			



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222319	BMO Mastercard	10-1125-410-97-79-600-14	All Children Supplies	4.08	3/9/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	29.84	3/9/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	8.48	3/9/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	40.22	3/9/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	244.49	3/9/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	21.99	3/9/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	23.95	3/9/2022	10-1125-410-97-79-600-14
		10-1225-410-95-79-600-14	ECE Instr Supplies	35.94	3/9/2022	10-1225-410-95-79-600-14
		10-2300-410-97-79-600-14	All Children Gen Admin Sup	90.56	3/9/2022	10-2300-410-97-79-600-14
		10-2300-410-97-79-600-14	All Children Gen Admin Sup	8.99	3/9/2022	10-2300-410-97-79-600-14
		10-3100-410-97-79-605-24	All Children Parental Supplies	51.18	3/9/2022	10-3100-410-97-79-605-24
<b>Total</b>				\$559.72		
0020222320	BMO Mastercard	10-2560-410-00-71-300-13	Cafe Supplies HS	8.39	3/1/2022	10-2560-410-00-71-300-13
		10-2560-410-00-71-300-13	Cafe Supplies HS	142.89	3/1/2022	10-2560-410-00-71-300-13
		10-2560-410-00-71-300-13	Cafe Supplies HS	50.79	3/1/2022	10-2560-410-00-71-300-13
		10-2560-410-00-71-300-13	Cafe Supplies HS	73.65	3/1/2022	10-2560-410-00-71-300-13
		<b>Total</b>				\$275.72
0020222321	BMO Mastercard	20-2542-410-00-79	Supplies B & G	45.64	3/1/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	17.73	3/1/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	88.69	3/1/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	171.08	3/1/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	229.74	3/1/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	55.62	3/1/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	15.95	3/1/2022	20-2542-410-00-79
		<b>Total</b>				\$624.45
0020222322	BMO Mastercard	10-2642-640-00-74-500-14	Dues & Fees Human Res	336.00	3/1/2022	10-2642-640-00-74-500-14
<b>Total</b>				\$336.00		
0020222323	BMO Mastercard	10-2321-332-00-74-500-14	Travel Supt	53.10	3/9/2022	10-2321-332-00-74-500-14
		10-2321-332-00-74-500-14	Travel Supt	30.00	3/9/2022	10-2321-332-00-74-500-14
		10-2321-390-00-74-500-14	Purchased Service Supt	25.00	3/9/2022	10-2321-390-00-74-500-14
		<b>Total</b>				\$108.10



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number	
0020222324	BMO Mastercard	10-1500-332-00-71-300-13	Athletic Trips HS	39.05	3/10/2022	10-1500-332-00-71-300-13	
		10-1500-332-00-71-300-13	Athletic Trips HS	86.07	3/10/2022	10-1500-332-00-71-300-13	
		10-1500-332-00-71-300-13	Athletic Trips HS	95.44	3/10/2022	10-1500-332-00-71-300-13	
		10-1500-332-00-71-300-13	Athletic Trips HS	61.18	3/10/2022	10-1500-332-00-71-300-13	
		10-158	Activity Funds	219.78	3/10/2022	10-158	
		10-158	Activity Funds	75.00	3/10/2022	10-158	
				<b>Total</b>			<b>\$576.52</b>
0020222359	Bowl-Hi Lanes	10-1547-410-30-71-300-13	Bowling Girls HS	3,900.00	3/7/2022	10-1547-410-30-71-300-13	
		10-1548-410-30-71-300-13	Bowling Boys HS	3,900.00	3/7/2022	10-1548-410-30-71-300-13	
				<b>Total</b>			<b>\$7,800.00</b>
0020222376	Brucker Company	20-2542-410-00-79	Supplies B & G	9,150.65	3/9/2022	20-2542-410-00-79	
						<b>Total</b>	
0022030297	Brucker Company	20-2542-323-00-79	Repairs & Maint Buildings	600.00	3/1/2022	20-2542-323-00-79	
						<b>Total</b>	
0022031907	BryMax Enterprises Inc	10-2560-415-00-71-300-13	Cafe Food HS	1,000.00	3/1/2022	10-2560-415-00-71-300-13	
						<b>Total</b>	
0022031917	BryMax Enterprises Inc	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,000.00	3/1/2022	10-2560-415-00-72-220-13	
						<b>Total</b>	
0022031927	BryMax Enterprises Inc	10-2560-415-00-74-210-13	Cafe Food Heineman	1,000.00	3/1/2022	10-2560-415-00-74-210-13	
						<b>Total</b>	
0022030517	Camelot Schools LLC	10-4220-670-00-79-600-14	Sp Ed Private Tuition	18,000.00	3/1/2022	10-4220-670-00-79-600-14	
						<b>Total</b>	
0020222331	Camelot Therapeutic Schools LLC	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,497.24	3/3/2022	10-4220-670-00-79-600-14	
						<b>Total</b>	
0020222349	Carnegie Learning	10-1100-423-00-74-500-14	New Adoption	15,900.00	3/4/2022	10-1100-423-00-74-500-14	
		10-1100-423-00-74-500-14	New Adoption	6,000.00	3/4/2022	10-1100-423-00-74-500-14	
		10-1100-423-00-74-500-14	New Adoption	1,590.00	3/4/2022	10-1100-423-00-74-500-14	
						<b>Total</b>	



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number		
0020222329	Carolina Biological Supply Co	10-1130-410-67-71-300-13	PLTW Supplies	186.16	3/2/2022	10-1130-410-67-71-300-13		
		10-1130-410-67-71-300-13	PLTW Supplies	47.88	3/2/2022	10-1130-410-67-71-300-13		
		10-1130-410-67-71-300-13	PLTW Supplies	30.02	3/2/2022	10-1130-410-67-71-300-13		
		10-1130-410-67-71-300-13	PLTW Supplies	61.16	3/2/2022	10-1130-410-67-71-300-13		
		10-1130-410-67-71-300-13	PLTW Supplies	52.81	3/2/2022	10-1130-410-67-71-300-13		
					<b>Total</b>	<u>\$378.03</u>		
0020222378	Cassandra Strings	10-1130-410-12-71-300-13	Music Supplies HS	108.37	3/10/2022	10-1130-410-12-71-300-13		
		10-1130-410-12-71-300-13	Music Supplies HS	216.88	3/10/2022	10-1130-410-12-71-300-13		
		10-1130-410-12-71-300-13	Music Supplies HS	571.80	3/10/2022	10-1130-410-12-71-300-13		
					<b>Total</b>	<u>\$897.05</u>		
0020222281	CDW Government Inc	10-1120-710-00-74-210-13	Heineman Non-Capitalized Eqpt	892.90	3/1/2022	10-1120-710-00-74-210-13		
					<b>Total</b>	<u>\$892.90</u>		
0020222325	CDW Government Inc	10-1200-410-92-79-600-14	IDEA Instructional Supplies	225.56	3/1/2022	10-1200-410-92-79-600-14		
					<b>Total</b>	<u>\$225.56</u>		
0020222385	CDW Government Inc	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	50.08	3/10/2022	10-2660-490-00-79-600-14		
		10-2660-490-00-79-600-14	Inventoriable Equipment Tech	3,990.00	3/10/2022	10-2660-490-00-79-600-14		
					<b>Total</b>	<u>\$4,040.08</u>		
0020222344	Central High School	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	75.00	3/4/2022	10-1130-335-00-71-300-13		
					<b>Total</b>	<u>\$75.00</u>		
0022030727	Central States Bus Sales Inc	40-2554-410-00-79	Fleet Supplies	2,500.00	3/1/2022	40-2554-410-00-79		
					<b>Total</b>	<u>\$2,500.00</u>		
0020222345	Century Springs	10-2410-490-00-71-300-13	HS Staff Recognition	7.00	3/4/2022	10-2410-490-00-71-300-13		
		10-2410-490-00-71-300-13	HS Staff Recognition	7.49	3/4/2022	10-2410-490-00-71-300-13		
		10-2410-490-00-71-300-13	HS Staff Recognition	13.98	3/4/2022	10-2410-490-00-71-300-13		
		10-2410-490-00-71-300-13	HS Staff Recognition	81.00	3/4/2022	10-2410-490-00-71-300-13		
					<b>Total</b>	<u>\$109.47</u>		
0020222289	Chicago Behavioral Hospital	10-1200-310-92-79-600-14	IDEA General Purchased Service	280.00	3/1/2022	10-1200-310-92-79-600-14		
					<b>Total</b>	<u>\$280.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022030757	CINTAS	40-2550-325-00-79	Rental Trans	800.00	3/1/2022	40-2550-325-00-79
			<b>Total</b>	<u>\$800.00</u>		
0022031567	CINTAS	20-2542-323-00-79	Repairs & Maint Buildings	650.00	3/1/2022	20-2542-323-00-79
			<b>Total</b>	<u>\$650.00</u>		
0020222365	Cintas Corporation No 2	10-2560-410-00-71-300-13	Cafe Supplies HS	49.93	3/8/2022	10-2560-410-00-71-300-13
		10-2560-410-00-72-110-13	Cafe Supplies Chesak	13.63	3/8/2022	10-2560-410-00-72-110-13
		10-2560-410-00-72-120-13	Cafe Supplies Martin	13.63	3/8/2022	10-2560-410-00-72-120-13
		10-2560-410-00-74-150-13	Cafe Supplies Conley	47.86	3/8/2022	10-2560-410-00-74-150-13
		10-2560-410-00-74-210-13	Cafe Supplies Heineman	42.84	3/8/2022	10-2560-410-00-74-210-13
			<b>Total</b>	<u>\$167.89</u>		
0022030587	Classroom Connection Day School	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,500.00	3/1/2022	10-4220-670-00-79-600-14
			<b>Total</b>	<u>\$8,500.00</u>		
0022031962	Clinical Connections	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,000.00	3/1/2022	10-4220-670-00-79-600-14
			<b>Total</b>	<u>\$1,000.00</u>		
0022031627	Comcast	20-2540-340-00-79	Telephone - Districtwide	24,000.00	3/1/2022	20-2540-340-00-79
			<b>Total</b>	<u>\$24,000.00</u>		
0022030537	Connections Day School	10-4220-670-00-79-600-14	Sp Ed Private Tuition	15,000.00	3/1/2022	10-4220-670-00-79-600-14
			<b>Total</b>	<u>\$15,000.00</u>		
0020222340	Conserv FS Inc	20-2543-410-00-79	Grounds Supplies	420.00	3/3/2022	20-2543-410-00-79
		20-2543-410-00-79	Grounds Supplies	75.00	3/3/2022	20-2543-410-00-79
		20-2543-410-00-79	Grounds Supplies	610.00	3/3/2022	20-2543-410-00-79
		20-2543-410-00-79	Grounds Supplies	580.00	3/3/2022	20-2543-410-00-79
		20-2543-410-00-79	Grounds Supplies	174.72	3/3/2022	20-2543-410-00-79
		20-2543-410-00-79	Grounds Supplies	162.50	3/3/2022	20-2543-410-00-79
		20-2543-410-00-79	Grounds Supplies	129.50	3/3/2022	20-2543-410-00-79
		20-2543-410-00-79	Grounds Supplies	131.04	3/3/2022	20-2543-410-00-79
		20-2543-410-00-79	Grounds Supplies	259.00	3/3/2022	20-2543-410-00-79
			<b>Total</b>	<u>\$2,541.76</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222298	CPC Inc. / Facility Tree	20-2542-323-00-79	Repairs & Maint Buildings	1,350.00	3/1/2022	20-2542-323-00-79
			<b>Total</b>	<u>\$1,350.00</u>		
0022030277	CPC Inc. / Facility Tree	20-2542-390-00-79	Other Purchased Service	748.80	3/1/2022	20-2542-390-00-79
			<b>Total</b>	<u>\$748.80</u>		
0022030047	Crescent Electric Supply Co	20-2542-410-00-79	Supplies B & G	1,000.00	3/1/2022	20-2542-410-00-79
			<b>Total</b>	<u>\$1,000.00</u>		
0020222283	Crystal Lake School District 47	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	487.50	3/1/2022	10-4120-310-92-79-600-14
			<b>Total</b>	<u>\$487.50</u>		
0022030157	CT Veach Inc	20-2543-320-00-79-600-14	Grounds Contract	19,361.11	3/1/2022	20-2543-320-00-79-600-14
			<b>Total</b>	<u>\$19,361.11</u>		
0022030397	Datamation Imaging Services Corp	10-2660-390-00-79-600-14	Purchased Service Technology	200.00	3/1/2022	10-2660-390-00-79-600-14
			<b>Total</b>	<u>\$200.00</u>		
0022031557	Easterseals	10-4220-670-00-79-600-14	Sp Ed Private Tuition	35,000.00	3/1/2022	10-4220-670-00-79-600-14
			<b>Total</b>	<u>\$35,000.00</u>		
0020222350	Edge Sports Apparel LLC	10-1500-412-00-72-220-13	Uniforms Marlowe	2,016.00	3/4/2022	10-1500-412-00-72-220-13
		10-1500-412-00-72-220-13	Uniforms Marlowe	28.00	3/4/2022	10-1500-412-00-72-220-13
			<b>Total</b>	<u>\$2,044.00</u>		
0020222366	Edge Sports Apparel LLC	10-1532-410-00-71-300-16	Track Girls Supplies HS	3,240.00	3/8/2022	10-1532-410-00-71-300-16
			<b>Total</b>	<u>\$3,240.00</u>		
0022030707	Eds Automotive	40-2550-310-00-79	Prof & Tech Service Trans	850.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$850.00</u>		
0020222368	FedEx	10-2520-390-00-74-500-14	Purch Serv Fiscal	36.12	3/8/2022	10-2520-390-00-74-500-14
			<b>Total</b>	<u>\$36.12</u>		
0020222342	Follett Content Solutions LLC	10-2220-430-00-74-150-13	Media Center Conley	2,292.95	3/3/2022	10-2220-430-00-74-150-13
			<b>Total</b>	<u>\$2,292.95</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022030097	Fox Valley Fire Safety	20-2542-323-00-79	Repairs & Maint Buildings	1,000.00	3/1/2022	20-2542-323-00-79
			<b>Total</b>	<u>\$1,000.00</u>		
0022030817	Fox Valley Fire Safety	20-2542-390-00-79	Other Purchased Service	801.00	3/1/2022	20-2542-390-00-79
			<b>Total</b>	<u>\$801.00</u>		
0020222372	Franks Mobile Welding	20-2543-323-00-79	Repairs-Grounds	325.00	3/9/2022	20-2543-323-00-79
			<b>Total</b>	<u>\$325.00</u>		
0022031657	General Parts LLC	10-2560-323-00-71-100-13	Cafe Repairs Leggee	1,250.00	3/1/2022	10-2560-323-00-71-100-13
			<b>Total</b>	<u>\$1,250.00</u>		
0022031667	General Parts LLC	10-2560-323-00-71-300-13	Cafe Repairs HS	2,100.00	3/1/2022	10-2560-323-00-71-300-13
			<b>Total</b>	<u>\$2,100.00</u>		
0022031677	General Parts LLC	10-2560-323-00-72-110-13	Cafe Repairs Chesak	1,250.00	3/1/2022	10-2560-323-00-72-110-13
			<b>Total</b>	<u>\$1,250.00</u>		
0022031687	General Parts LLC	10-2560-323-00-72-120-13	Cafe Repairs Martin	1,250.00	3/1/2022	10-2560-323-00-72-120-13
			<b>Total</b>	<u>\$1,250.00</u>		
0022031697	General Parts LLC	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	1,250.00	3/1/2022	10-2560-323-00-72-220-13
			<b>Total</b>	<u>\$1,250.00</u>		
0022031707	General Parts LLC	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	1,250.00	3/1/2022	10-2560-323-00-74-140-13
			<b>Total</b>	<u>\$1,250.00</u>		
0022031717	General Parts LLC	10-2560-323-00-74-150-13	Cafe Repairs Conley	1,250.00	3/1/2022	10-2560-323-00-74-150-13
			<b>Total</b>	<u>\$1,250.00</u>		
0022031727	General Parts LLC	10-2560-323-00-74-210-13	Cafe Repairs Heineman	1,250.00	3/1/2022	10-2560-323-00-74-210-13
			<b>Total</b>	<u>\$1,250.00</u>		
0022030617	GFC Leasing WI	10-2900-325-00-79-600-14	Copier Leases	5,906.93	3/1/2022	10-2900-325-00-79-600-14
			<b>Total</b>	<u>\$5,906.93</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222272	Gopher Performance	10-1110-410-50-72-120-13	PE Supplies Martin	806.91	2/28/2022	10-1110-410-50-72-120-13
			<b>Total</b>	<u>\$806.91</u>		
0020222374	Gopher Performance	10-1110-410-50-74-140-14	Mackeben PE Supplies	89.90	3/9/2022	10-1110-410-50-74-140-14
		10-1110-410-50-74-140-14	Mackeben PE Supplies	24.95	3/9/2022	10-1110-410-50-74-140-14
		10-1110-410-50-74-140-14	Mackeben PE Supplies	79.95	3/9/2022	10-1110-410-50-74-140-14
		10-1110-410-50-74-140-14	Mackeben PE Supplies	165.00	3/9/2022	10-1110-410-50-74-140-14
		10-1110-410-50-74-140-14	Mackeben PE Supplies	64.74	3/9/2022	10-1110-410-50-74-140-14
		10-1110-410-50-74-140-14	Mackeben PE Supplies	89.85	3/9/2022	10-1110-410-50-74-140-14
		10-1110-410-50-74-140-14	Mackeben PE Supplies	39.90	3/9/2022	10-1110-410-50-74-140-14
		10-1110-410-50-74-140-14	Mackeben PE Supplies	49.95	3/9/2022	10-1110-410-50-74-140-14
			<b>Total</b>	<u>\$604.24</u>		
0020222354	Gordon Food Service	10-1120-410-09-72-220-13	Home Ec Marlowe	51.51	3/7/2022	10-1120-410-09-72-220-13
			<b>Total</b>	<u>\$51.51</u>		
0022031157	Gordon Food Service	10-2560-410-00-71-100-13	Cafe Supplies Leggee	1,200.00	3/1/2022	10-2560-410-00-71-100-13
			<b>Total</b>	<u>\$1,200.00</u>		
0022031167	Gordon Food Service	10-2560-410-00-71-300-13	Cafe Supplies HS	6,000.00	3/1/2022	10-2560-410-00-71-300-13
			<b>Total</b>	<u>\$6,000.00</u>		
0022031177	Gordon Food Service	10-2560-410-00-72-110-13	Cafe Supplies Chesak	900.00	3/1/2022	10-2560-410-00-72-110-13
			<b>Total</b>	<u>\$900.00</u>		
0022031187	Gordon Food Service	10-2560-410-00-72-120-13	Cafe Supplies Martin	1,200.00	3/1/2022	10-2560-410-00-72-120-13
			<b>Total</b>	<u>\$1,200.00</u>		
0022031197	Gordon Food Service	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	2,200.00	3/1/2022	10-2560-410-00-72-220-13
			<b>Total</b>	<u>\$2,200.00</u>		
0022031207	Gordon Food Service	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	800.00	3/1/2022	10-2560-410-00-74-140-13
			<b>Total</b>	<u>\$800.00</u>		
0022031217	Gordon Food Service	10-2560-410-00-74-150-13	Cafe Supplies Conley	900.00	3/1/2022	10-2560-410-00-74-150-13
			<b>Total</b>	<u>\$900.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022031227	Gordon Food Service	10-2560-410-00-74-210-13	Cafe Supplies Heineman	1,600.00	3/1/2022	10-2560-410-00-74-210-13
			<b>Total</b>	<u>\$1,600.00</u>		
0022031237	Gordon Food Service	10-2560-415-00-71-100-13	Cafe Food Leggee	12,000.00	3/1/2022	10-2560-415-00-71-100-13
			<b>Total</b>	<u>\$12,000.00</u>		
0022031247	Gordon Food Service	10-2560-415-00-71-300-13	Cafe Food HS	50,000.00	3/1/2022	10-2560-415-00-71-300-13
			<b>Total</b>	<u>\$50,000.00</u>		
0022031257	Gordon Food Service	10-2560-415-00-72-110-13	Cafe Food Chesak	10,000.00	3/1/2022	10-2560-415-00-72-110-13
			<b>Total</b>	<u>\$10,000.00</u>		
0022031267	Gordon Food Service	10-2560-415-00-72-120-13	Cafe Food Martin	13,000.00	3/1/2022	10-2560-415-00-72-120-13
			<b>Total</b>	<u>\$13,000.00</u>		
0022031277	Gordon Food Service	10-2560-415-00-72-220-13	Cafe Food Marlowe	20,000.00	3/1/2022	10-2560-415-00-72-220-13
			<b>Total</b>	<u>\$20,000.00</u>		
0022031287	Gordon Food Service	10-2560-415-00-74-140-13	Cafe Food Mackeben	7,000.00	3/1/2022	10-2560-415-00-74-140-13
			<b>Total</b>	<u>\$7,000.00</u>		
0022031297	Gordon Food Service	10-2560-415-00-74-150-13	Cafe Food Conley	7,000.00	3/1/2022	10-2560-415-00-74-150-13
			<b>Total</b>	<u>\$7,000.00</u>		
0022031307	Gordon Food Service	10-2560-415-00-74-210-13	Cafe Food Heineman	17,000.00	3/1/2022	10-2560-415-00-74-210-13
			<b>Total</b>	<u>\$17,000.00</u>		
0022030107	Grainger	20-2542-410-00-79	Supplies B & G	500.00	3/1/2022	20-2542-410-00-79
			<b>Total</b>	<u>\$500.00</u>		
0020222375	Halloran & Yauch Inc	20-2543-323-00-79	Repairs-Grounds	1,525.00	3/9/2022	20-2543-323-00-79
		20-2543-323-00-79	Repairs-Grounds	1,475.00	3/9/2022	20-2543-323-00-79
		20-2543-323-00-79	Repairs-Grounds	655.00	3/9/2022	20-2543-323-00-79
			<b>Total</b>	<u>\$3,655.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222386	Hand2mind	10-1100-423-00-74-500-14	New Adoption	1,529.70	3/10/2022	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption	375.99	3/10/2022	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption	559.98	3/10/2022	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption	399.99	3/10/2022	10-1100-423-00-74-500-14
		10-1100-423-00-74-500-14	New Adoption	519.98	3/10/2022	10-1100-423-00-74-500-14
					<b>Total</b>	<u>\$3,385.64</u>
0020222284	Hayden Construction & Service	20-2542-323-00-79	Repairs & Maint Buildings	3,603.00	3/1/2022	20-2542-323-00-79
				<b>Total</b>	<u>\$3,603.00</u>	
0022031797	Hershey Creamery Company	10-2560-415-00-71-300-13	Cafe Food HS	2,000.00	3/1/2022	10-2560-415-00-71-300-13
				<b>Total</b>	<u>\$2,000.00</u>	
0022031807	Hershey Creamery Company	10-2560-415-00-72-220-13	Cafe Food Marlowe	2,000.00	3/1/2022	10-2560-415-00-72-220-13
				<b>Total</b>	<u>\$2,000.00</u>	
0022031817	Hershey Creamery Company	10-2560-415-00-74-210-13	Cafe Food Heineman	2,000.00	3/1/2022	10-2560-415-00-74-210-13
				<b>Total</b>	<u>\$2,000.00</u>	
0022030067	Home Depot Credit Services	20-2542-410-00-79	Supplies B & G	1,500.00	3/1/2022	20-2542-410-00-79
				<b>Total</b>	<u>\$1,500.00</u>	
0022031767	Home Juice Corp	10-2560-415-00-71-300-13	Cafe Food HS	500.00	3/1/2022	10-2560-415-00-71-300-13
				<b>Total</b>	<u>\$500.00</u>	
0022031777	Home Juice Corp	10-2560-415-00-72-220-13	Cafe Food Marlowe	500.00	3/1/2022	10-2560-415-00-72-220-13
				<b>Total</b>	<u>\$500.00</u>	
0022031787	Home Juice Corp	10-2560-415-00-74-210-13	Cafe Food Heineman	500.00	3/1/2022	10-2560-415-00-74-210-13
				<b>Total</b>	<u>\$500.00</u>	
0020222371	Honeywell International Inc	10-2546-323-00-79-600-14	Security Officer Repairs	565.00	3/9/2022	10-2546-323-00-79-600-14
				<b>Total</b>	<u>\$565.00</u>	
0020222351	Huff-n-Puff Fitness Repair	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	191.97	3/4/2022	10-1120-323-00-74-210-13
				<b>Total</b>	<u>\$191.97</u>	



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222352	ID Wholesaler	10-2410-410-00-71-300-14	Copier Paper & Toner HS	278.98	3/4/2022	10-2410-410-00-71-300-14
			<b>Total</b>	<u>\$278.98</u>		
0020222379	Interactive Health Technologies	10-1130-410-50-71-300-13	PE Supplies HS	36.00	3/10/2022	10-1130-410-50-71-300-13
			<b>Total</b>	<u>\$36.00</u>		
0022030077	Interstate Battery Center	20-2542-410-00-79	Supplies B & G	200.00	3/1/2022	20-2542-410-00-79
			<b>Total</b>	<u>\$200.00</u>		
0020222380	Jacobs HS	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	173.00	3/10/2022	10-1130-335-00-71-300-13
			<b>Total</b>	<u>\$173.00</u>		
0020222373	Johnson Controls Inc	20-2542-390-00-79	Other Purchased Service	2,469.50	3/9/2022	20-2542-390-00-79
			<b>Total</b>	<u>\$2,469.50</u>		
0020222341	Johnson Floor Co	20-2542-323-00-79	Repairs & Maint Buildings	7,857.00	3/3/2022	20-2542-323-00-79
			<b>Total</b>	<u>\$7,857.00</u>		
0020222369	Jostens	10-2410-410-00-74-210-13	Office Supplies Heineman	884.21	3/9/2022	10-2410-410-00-74-210-13
			<b>Total</b>	<u>\$884.21</u>		
0020222389	Kee Safety	20-2542-410-00-79	Supplies B & G	4,160.00	3/10/2022	20-2542-410-00-79
		20-2542-410-00-79	Supplies B & G	427.00	3/10/2022	20-2542-410-00-79
			<b>Total</b>	<u>\$4,587.00</u>		
0020222299	Kelso Burnett Co	20-2542-410-00-79	Supplies B & G	1,056.00	3/1/2022	20-2542-410-00-79
			<b>Total</b>	<u>\$1,056.00</u>		
0020222381	Kelso Burnett Co	10-1130-323-00-71-300-13	Repairs HS	2,338.00	3/10/2022	10-1130-323-00-71-300-13
			<b>Total</b>	<u>\$2,338.00</u>		
0020222377	Kimley-Horn and Associates Inc	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	2,160.40	3/9/2022	10-2546-390-00-79-600-14
			<b>Total</b>	<u>\$2,160.40</u>		
0022031537	Klein Thorpe & Jenkins Ltd	10-2310-318-00-74-500-14	Legal Board	7,000.00	3/1/2022	10-2310-318-00-74-500-14
			<b>Total</b>	<u>\$7,000.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222273	Lakeshore Learning Materials	10-1125-410-97-79-600-14	All Children Supplies	539.00	2/28/2022	10-1125-410-97-79-600-14
		10-1125-410-97-79-600-14	All Children Supplies	80.85	2/28/2022	10-1125-410-97-79-600-14
		<b>Total</b>			<u>\$619.85</u>	
0022030787	Leach Enterprises Inc	40-2554-410-00-79	Fleet Supplies	3,000.00	3/1/2022	40-2554-410-00-79
		<b>Total</b>			<u>\$3,000.00</u>	
0020222280	LearnWell	10-4210-670-00-79-600-14	Reg Ed Out of District	691.60	3/1/2022	10-4210-670-00-79-600-14
		<b>Total</b>			<u>\$691.60</u>	
0020222391	LGMC	10-2642-640-00-74-500-14	Dues & Fees Human Res	25.00	3/10/2022	10-2642-640-00-74-500-14
		<b>Total</b>			<u>\$25.00</u>	
0022030447	Lincoln National Life	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	30,000.00	3/1/2022	10-2310-220-00-79-600-14
		<b>Total</b>			<u>\$30,000.00</u>	
0020222361	Linden Oaks Tutoring Services	10-4210-670-00-79-600-14	Reg Ed Out of District	561.60	3/7/2022	10-4210-670-00-79-600-14
		<b>Total</b>			<u>\$561.60</u>	
0022030497	Little City Foundation	10-4220-670-00-79-600-14	Sp Ed Private Tuition	18,000.00	3/1/2022	10-4220-670-00-79-600-14
		<b>Total</b>			<u>\$18,000.00</u>	
0020222290	Love Your Classroom	10-1200-310-92-79-600-14	IDEA General Purchased Service	4,588.42	3/1/2022	10-1200-310-92-79-600-14
		<b>Total</b>			<u>\$4,588.42</u>	
0022031959	Manthey, Denise N	10-2130-310-00-79-600-14	Health Services	4,000.00	3/1/2022	10-2130-310-00-79-600-14
		<b>Total</b>			<u>\$4,000.00</u>	
0022030507	Marklund Children`s Home	10-4220-670-00-79-600-14	Sp Ed Private Tuition	27,000.00	3/1/2022	10-4220-670-00-79-600-14
		<b>Total</b>			<u>\$27,000.00</u>	
0020222328	MaxScholar LLC	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	-700.00	3/2/2022	10-2212-310-00-79-505-14
		10-2212-310-00-79-505-14	Curriculum Gen Pur Svc	1,400.00	3/2/2022	10-2212-310-00-79-505-14
		<b>Total</b>			<u>\$700.00</u>	



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022030287	McMaster Carr Supply Co	20-2542-410-00-79	Supplies B & G	700.00	3/1/2022	20-2542-410-00-79
			<b>Total</b>	<u>\$700.00</u>		
0022030117	MDC Environmental Serv	20-2542-321-00-79	Sanitation/Exterminating	3,042.96	3/1/2022	20-2542-321-00-79
			<b>Total</b>	<u>\$3,042.96</u>		
0020222362	Media Leaders LLC	10-3900-339-89-79-905-14	Title I Comm Rel P.S.	15,000.00	3/7/2022	10-3900-339-89-79-905-14
			<b>Total</b>	<u>\$15,000.00</u>		
0022030127	Menards Inc	20-2542-410-00-79	Supplies B & G	1,000.00	3/1/2022	20-2542-410-00-79
			<b>Total</b>	<u>\$1,000.00</u>		
0022031958	Metro Prep	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,000.00	3/1/2022	10-4220-670-00-79-600-14
			<b>Total</b>	<u>\$5,000.00</u>		
0020222367	MHS Inc	10-2140-310-92-79-600-14	IDEA Psychological Services	3,256.25	3/8/2022	10-2140-310-92-79-600-14
			<b>Total</b>	<u>\$3,256.25</u>		
0020222274	Midland Paper	10-2410-410-00-72-120-14	Copier Paper & Toner Martin	1,476.00	2/28/2022	10-2410-410-00-72-120-14
			<b>Total</b>	<u>\$1,476.00</u>		
0020222326	Midland Paper	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	2,952.00	3/2/2022	10-2410-410-00-74-140-14
			<b>Total</b>	<u>\$2,952.00</u>		
0020222355	Midwest Computer Products	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	1,123.31	3/7/2022	10-2410-410-00-72-220-14
			<b>Total</b>	<u>\$1,123.31</u>		
0020222387	Midwest Glass Tinters	10-2546-490-00-79-600-14	Security Officer Supplies	300.00	3/10/2022	10-2546-490-00-79-600-14
			<b>Total</b>	<u>\$300.00</u>		
0020222382	Midwest Media Educators Association	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	80.00	3/10/2022	10-1130-335-00-71-300-13
		10-1538-410-00-71-305-13	TV Production Supplies	100.00	3/10/2022	10-1538-410-00-71-305-13
			<b>Total</b>	<u>\$180.00</u>		
0020222332	Midwest Transit Equip Kankakee	40-2550-323-00-79	Repairs and Maintenance	344.09	3/3/2022	40-2550-323-00-79
			<b>Total</b>	<u>\$344.09</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022031527	Miller Hall & Triggs LLC	10-2310-318-00-74-500-14	Legal Board	8,000.00	3/1/2022	10-2310-318-00-74-500-14
			<b>Total</b>	<u>\$8,000.00</u>		
0022030147	Neuco	20-2542-410-00-79	Supplies B & G	1,000.00	3/1/2022	20-2542-410-00-79
			<b>Total</b>	<u>\$1,000.00</u>		
0022030607	New Connections Academy	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12,000.00	3/1/2022	10-4220-670-00-79-600-14
			<b>Total</b>	<u>\$12,000.00</u>		
0022031057	New England Center for Children	10-1200-310-92-79-600-14	IDEA General Purchased Service	699.00	3/1/2022	10-1200-310-92-79-600-14
			<b>Total</b>	<u>\$699.00</u>		
0022030017	North American Corporation	20-2542-410-00-79	Supplies B & G	8,959.60	3/1/2022	20-2542-410-00-79
			<b>Total</b>	<u>\$8,959.60</u>		
0020222285	Northwestern Illinois Association	10-4220-670-00-79-600-14	Sp Ed Private Tuition	24,000.00	3/1/2022	10-4220-670-00-79-600-14
			<b>Total</b>	<u>\$24,000.00</u>		
0022031547	Northwestern Medicine	10-2130-220-00-79-600-14	Health Services Insurance	1,500.00	3/1/2022	10-2130-220-00-79-600-14
		10-2642-390-00-74-500-14	Purchased Service Human Res	250.00	3/1/2022	10-2642-390-00-74-500-14
			<b>Total</b>	<u>\$1,750.00</u>		
0020222356	Northwestern Medicine McHenry EMS	10-1120-410-09-72-220-13	Home Ec Marlowe	15.00	3/7/2022	10-1120-410-09-72-220-13
			<b>Total</b>	<u>\$15.00</u>		
0022030167	Office Depot	20-2540-410-00-79	Office Supplies B & G	187.50	3/1/2022	20-2540-410-00-79
			<b>Total</b>	<u>\$187.50</u>		
0022030177	Omni Commercial Lighting Service	20-2542-323-00-79	Repairs & Maint Buildings	1,000.00	3/1/2022	20-2542-323-00-79
			<b>Total</b>	<u>\$1,000.00</u>		
0022030797	Ottosen DiNolfo Hasenbalg & Castaldo	10-2310-318-00-74-500-14	Legal Board	3,000.00	3/1/2022	10-2310-318-00-74-500-14
			<b>Total</b>	<u>\$3,000.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222275	Palos Sports Inc	10-1110-332-00-72-120-13	Teacher Travel Martin	79.99	2/28/2022	10-1110-332-00-72-120-13
		10-1110-410-50-72-120-13	PE Supplies Martin	79.99	2/28/2022	10-1110-410-50-72-120-13
		<b>Total</b>			<u>\$159.98</u>	
0022031487	Pepsi-Cola Gen Bot Inc	10-2560-415-00-71-300-13	Cafe Food HS	7,500.00	3/1/2022	10-2560-415-00-71-300-13
		<b>Total</b>			<u>\$7,500.00</u>	
0020222346	PMA Securities LLC	10-2520-390-00-74-500-14	Purch Serv Fiscal	500.00	3/4/2022	10-2520-390-00-74-500-14
		<b>Total</b>			<u>\$500.00</u>	
0020222363	Pocket Profe	10-2212-314-83-79-505-14	Title II Prof Development	657.00	3/7/2022	10-2212-314-83-79-505-14
		<b>Total</b>			<u>\$657.00</u>	
0020222364	Pocket Profe	10-3600-390-82-79-605-14	Community Svcs Purchased Svcs	1,697.00	3/7/2022	10-3600-390-82-79-605-14
		<b>Total</b>			<u>\$1,697.00</u>	
0020222291	Pro Com Systems Inc	10-2546-323-00-79-600-14	Security Officer Repairs	85.00	3/1/2022	10-2546-323-00-79-600-14
		<b>Total</b>			<u>\$85.00</u>	
0022030557	Pro Com Systems Inc	10-2660-390-00-79-600-14	Purchased Service Technology	2,000.00	3/1/2022	10-2660-390-00-79-600-14
		<b>Total</b>			<u>\$2,000.00</u>	
0020222286	ProCare Therapy	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,006.00	3/1/2022	10-1101-310-00-79-605-14
		10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,448.00	3/1/2022	10-1101-310-00-79-605-14
		<b>Total</b>			<u>\$4,454.00</u>	
0020222333	R & G Consultants Inc	10-2520-310-00-74-500-14	Prof & Tech Fiscal	6,506.79	3/3/2022	10-2520-310-00-74-500-14
		<b>Total</b>			<u>\$6,506.79</u>	
0022030487	Revtrak, Inc.	10-2523-319-00-79-600-14	Banking Fees	10,000.00	3/1/2022	10-2523-319-00-79-600-14
		<b>Total</b>			<u>\$10,000.00</u>	
0020222334	Riveredge Hospital	10-1200-310-92-79-600-14	IDEA General Purchased Service	150.00	3/3/2022	10-1200-310-92-79-600-14
		<b>Total</b>			<u>\$150.00</u>	



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222347	Rocco Z Music LLC	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	3,000.00	3/4/2022	10-1120-410-12-74-210-13
			<b>Total</b>	<u>\$3,000.00</u>		
0020222358	Rocco Z Music LLC	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	2,400.00	3/7/2022	10-1120-410-12-74-210-13
			<b>Total</b>	<u>\$2,400.00</u>		
0020222335	Route 47 Taxi Transportation Inc	40-2552-331-00-79	Contracted Transportation	5,600.00	3/3/2022	40-2552-331-00-79
			<b>Total</b>	<u>\$5,600.00</u>		
0022030737	Rush Truck Center Huntley	40-2550-323-00-79	Repairs and Maintenance	2,000.00	3/1/2022	40-2550-323-00-79
			<b>Total</b>	<u>\$2,000.00</u>		
0022030747	Rush Truck Center Huntley	40-2554-410-00-79	Fleet Supplies	5,000.00	3/1/2022	40-2554-410-00-79
			<b>Total</b>	<u>\$5,000.00</u>		
0022031637	Russo Power Equipment	20-2543-410-00-79	Grounds Supplies	1,500.00	3/1/2022	20-2543-410-00-79
			<b>Total</b>	<u>\$1,500.00</u>		
0022031067	Safety Kleen Systems Inc	40-2550-310-00-79	Prof & Tech Service Trans	200.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$200.00</u>		
0020222357	Sage Publications Inc	10-2210-490-00-74-500-14	Supplies Curr & Inst	73.67	3/7/2022	10-2210-490-00-74-500-14
			<b>Total</b>	<u>\$73.67</u>		
0020222336	Schoolbells Ltd	40-2552-331-00-79	Contracted Transportation	28,032.00	3/3/2022	40-2552-331-00-79
			<b>Total</b>	<u>\$28,032.00</u>		
0022031317	Schuring & Schuring Inc	10-2560-415-00-71-100-13	Cafe Food Leggee	6,000.00	3/1/2022	10-2560-415-00-71-100-13
			<b>Total</b>	<u>\$6,000.00</u>		
0022031327	Schuring & Schuring Inc	10-2560-415-00-71-300-13	Cafe Food HS	7,000.00	3/1/2022	10-2560-415-00-71-300-13
			<b>Total</b>	<u>\$7,000.00</u>		
0022031367	Schuring & Schuring Inc	10-2560-415-00-74-140-13	Cafe Food Mackeben	5,000.00	3/1/2022	10-2560-415-00-74-140-13
			<b>Total</b>	<u>\$5,000.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022031373	Schuring & Schuring Inc	10-2560-415-00-72-110-13	Cafe Food Chesak	8,000.00	3/1/2022	10-2560-415-00-72-110-13
			<b>Total</b>	<u>\$8,000.00</u>		
0022031374	Schuring & Schuring Inc	10-2560-415-00-72-120-13	Cafe Food Martin	8,000.00	3/1/2022	10-2560-415-00-72-120-13
			<b>Total</b>	<u>\$8,000.00</u>		
0022031375	Schuring & Schuring Inc	10-2560-415-00-72-220-13	Cafe Food Marlowe	4,000.00	3/1/2022	10-2560-415-00-72-220-13
			<b>Total</b>	<u>\$4,000.00</u>		
0022031377	Schuring & Schuring Inc	10-2560-415-00-74-150-13	Cafe Food Conley	5,000.00	3/1/2022	10-2560-415-00-74-150-13
			<b>Total</b>	<u>\$5,000.00</u>		
0022031387	Schuring & Schuring Inc	10-2560-415-00-74-210-13	Cafe Food Heineman	4,000.00	3/1/2022	10-2560-415-00-74-210-13
			<b>Total</b>	<u>\$4,000.00</u>		
0022031397	Schuring & Schuring Inc	10-2560-415-97-79-600-14	All Children Snacks	150.00	3/1/2022	10-2560-415-97-79-600-14
			<b>Total</b>	<u>\$150.00</u>		
0020222337	Seal of Illinois	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,375.28	3/3/2022	10-4220-670-00-79-600-14
			<b>Total</b>	<u>\$8,375.28</u>		
0022030957	Secretary of State 12	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030947	Secretary of State 11	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030967	Secretary of State 13	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030977	Secretary of State 14	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030987	Secretary of State 15	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022030997	Secretary of State 16	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022031007	Secretary of State 17	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022031017	Secretary of State 18	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022031027	Secretary of State 19	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022031037	Secretary of State 20	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030847	Secretary of State1	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030937	Secretary of State10	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030857	Secretary of State2	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030867	Secretary of State3	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030877	Secretary of State4	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030887	Secretary of State5	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030897	Secretary of State6	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022030907	Secretary of State7	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030917	Secretary of State8	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0022030927	Secretary of State9	40-2550-310-00-79	Prof & Tech Service Trans	4.00	3/1/2022	40-2550-310-00-79
			<b>Total</b>	<u>\$4.00</u>		
0020222390	Sedgwick Claims Management Service	10-2310-383-00-74-500-14	Unemployment Insurance	2,250.00	3/10/2022	10-2310-383-00-74-500-14
			<b>Total</b>	<u>\$2,250.00</u>		
0020222383	SEDOM of McHenry County	10-4210-670-00-79-600-14	Reg Ed Out of District	360.00	3/10/2022	10-4210-670-00-79-600-14
			<b>Total</b>	<u>\$360.00</u>		
0020222338	Senase, Judith	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	850.00	3/3/2022	10-2150-310-92-79-600-14
			<b>Total</b>	<u>\$850.00</u>		
0020222287	Spotter Staffing LLC	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,250.00	3/1/2022	10-1101-310-00-79-605-14
			<b>Total</b>	<u>\$2,250.00</u>		
0020222279	Stepping Stones Group	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,775.00	3/1/2022	10-1101-310-00-79-605-14
			<b>Total</b>	<u>\$2,775.00</u>		
0020222388	Suburban Accents Inc	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	650.00	3/10/2022	10-1700-323-21-71-300-13
			<b>Total</b>	<u>\$650.00</u>		
0022030527	Summit School Inc	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,000.00	3/1/2022	10-4220-670-00-79-600-14
			<b>Total</b>	<u>\$5,000.00</u>		
0020222288	Sunbelt Staffing LLC	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	6,908.94	3/1/2022	10-1101-310-00-79-605-14
			<b>Total</b>	<u>\$6,908.94</u>		
0022030377	Talerico Martin Corp	10-2560-415-00-74-210-13	Cafe Food Heineman	1,000.00	3/1/2022	10-2560-415-00-74-210-13
			<b>Total</b>	<u>\$1,000.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022030378	Talerico Martin Corp	10-2560-415-00-71-300-13	Cafe Food HS	5,000.00	3/1/2022	10-2560-415-00-71-300-13
			<b>Total</b>	<u>\$5,000.00</u>		
0022030387	Talerico Martin Corp	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,000.00	3/1/2022	10-2560-415-00-72-220-13
			<b>Total</b>	<u>\$1,000.00</u>		
0022030307	Thomson Reuters	10-2660-470-00-79-600-14	Software Technology	1,015.35	3/1/2022	10-2660-470-00-79-600-14
			<b>Total</b>	<u>\$1,015.35</u>		
0022030357	T-Mobile	20-2540-340-00-79	Telephone - Districtwide	4,000.00	3/1/2022	20-2540-340-00-79
			<b>Total</b>	<u>\$4,000.00</u>		
0020222327	Trane	20-2542-410-00-79	Supplies B & G	40.32	3/2/2022	20-2542-410-00-79
			<b>Total</b>	<u>\$40.32</u>		
0022030837	Tredroc Tire Services LLC	40-2554-410-00-79	Fleet Supplies	3,400.00	3/1/2022	40-2554-410-00-79
			<b>Total</b>	<u>\$3,400.00</u>		
0020222295	Tyler Technologies Inc	40-2552-490-00-79	Inventoriable Supplies	12,337.92	3/1/2022	40-2552-490-00-79
			<b>Total</b>	<u>\$12,337.92</u>		
0022031607	Verizon Wireless	20-2540-340-00-79	Telephone - Districtwide	7,000.00	3/1/2022	20-2540-340-00-79
			<b>Total</b>	<u>\$7,000.00</u>		
0022030137	VILLAGE OF ALGONQUIN	20-2546-310-00-71-305	Resource Officer	9,749.33	3/1/2022	20-2546-310-00-71-305
			<b>Total</b>	<u>\$9,749.33</u>		
0022031517	Village of Huntley	20-2546-310-00-71-305	Resource Officer	6,201.67	3/1/2022	20-2546-310-00-71-305
			<b>Total</b>	<u>\$6,201.67</u>		
0020222292	Village of Lake in the Hills	20-2546-310-00-71-305	Resource Officer	49.00	3/1/2022	20-2546-310-00-71-305
			<b>Total</b>	<u>\$49.00</u>		
0022030687	Village of Lake in the Hills	20-2546-310-00-71-305	Resource Officer	5,245.00	3/1/2022	20-2546-310-00-71-305
			<b>Total</b>	<u>\$5,245.00</u>		



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P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0022031757	Virtual Connections Academy	10-4220-670-00-79-600-14	Sp Ed Private Tuition	15,000.00	3/1/2022	10-4220-670-00-79-600-14
			<b>Total</b>	<u>\$15,000.00</u>		
0022030457	VSP of Illinois NFP	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	8,000.00	3/1/2022	10-2310-220-00-79-600-14
			<b>Total</b>	<u>\$8,000.00</u>		
0020222353	Wards Science	10-1130-410-67-71-300-13	PLTW Supplies	985.68	3/4/2022	10-1130-410-67-71-300-13
			<b>Total</b>	<u>\$985.68</u>		
0020222296	Warehouse Direct Cardinal	40-2550-410-00-79	Office Supplies	61.56	3/1/2022	40-2550-410-00-79
			<b>Total</b>	<u>\$61.56</u>		
0020222276	West Music Company	10-1110-410-12-72-120-13	Music SuppliesMartin	285.90	2/28/2022	10-1110-410-12-72-120-13
		10-1110-410-12-72-120-13	Music SuppliesMartin	16.00	2/28/2022	10-1110-410-12-72-120-13
		10-1110-410-12-72-120-13	Music SuppliesMartin	21.60	2/28/2022	10-1110-410-12-72-120-13
		10-1110-410-12-72-120-13	Music SuppliesMartin	25.00	2/28/2022	10-1110-410-12-72-120-13
		10-1110-410-12-72-120-13	Music SuppliesMartin	35.00	2/28/2022	10-1110-410-12-72-120-13
		10-1110-410-12-72-120-13	Music SuppliesMartin	139.90	2/28/2022	10-1110-410-12-72-120-13
		10-1110-410-12-72-120-13	Music SuppliesMartin	77.94	2/28/2022	10-1110-410-12-72-120-13
			<b>Total</b>	<u>\$601.34</u>		
0022030767	WEX BANK	40-2552-464-00-79	Diesel/Gasoline	300.00	3/1/2022	40-2552-464-00-79
			<b>Total</b>	<u>\$300.00</u>		
0022030777	WEX BANK	10-1700-464-21-71-300-13	Driver Education Gasoline	2,000.00	3/1/2022	10-1700-464-21-71-300-13
		10-1700-464-21-71-300-13	Driver Education Gasoline	30.00	3/1/2022	10-1700-464-21-71-300-13
			<b>Total</b>	<u>\$2,030.00</u>		
0020222348	William Rainey Harper College	10-1400-310-00-74-305-13	Voc Ed Tuition	1,633.00	3/4/2022	10-1400-310-00-74-305-13
			<b>Total</b>	<u>\$1,633.00</u>		
0022031747	Winston Knolls Education Group	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,500.00	3/1/2022	10-4220-670-00-79-600-14
			<b>Total</b>	<u>\$6,500.00</u>		



# Huntley Community School District #158

## Purchase Orders Report

### From February 25, 2022 to March 11, 2022

Printed: 3/11/2022  
Page 30 of 30

P.O.#	Vendor Name	A.S.N.	Description	Amount	P.O. Date	State Account Number
0020222343	Woodburn Press	10-3100-410-97-79-605-24	All Children Parental Supplies	594.00	3/3/2022	10-3100-410-97-79-605-24
		10-3100-410-97-79-605-24	All Children Parental Supplies	56.13	3/3/2022	10-3100-410-97-79-605-24
		10-3100-410-97-79-605-24	All Children Parental Supplies	29.70	3/3/2022	10-3100-410-97-79-605-24
		<b>Total</b>			<u>\$679.83</u>	
0022030477	Zero Card	10-1100-220-00-79-600-14	Regular Programs Insurance	2,500.00	3/1/2022	10-1100-220-00-79-600-14
		<b>Total</b>			<u>\$2,500.00</u>	
0022030267	Ziegler's Ace Hardware	20-2542-410-00-79	Supplies B & G	300.00	3/1/2022	20-2542-410-00-79
		<b>Total</b>			<u>\$300.00</u>	
0022031047	Ziegler's Ace Hardware	40-2554-410-00-79	Fleet Supplies	100.00	3/1/2022	40-2554-410-00-79
		<b>Total</b>			<u>\$100.00</u>	
				<b>Total</b>		
				<u>\$2,221,169.99</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: March 17, 2022

Subject: **Supplemental Accounts Payable Report**  
Board of Education Meeting, March 17, 2022  
Action Items

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The following is an updated 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	\$	7,395.70
Operations & Maintenance Fund		128.70
Debt Service Fund		0.00
Transportation 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>7,524.40</u>

## RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Accounts Payable Report at the March 17, 2022 Regular Board meeting.



# Huntley Community School District #158 Accounts Payable Report

Vendor Name	A.S.N.	Description	Amount	State Account Number
Avner, Jaclynn	10-1120-410-09-72-220-13	Home Ec Marlowe	132.65	10-1120-410-09-72-220-13
		<b>Total</b>	<u>\$132.65</u>	
Burchill, Kimberly	10-1400-410-09-71-300-13	Home Economics Supplies	127.34	10-1400-410-09-71-300-13
		<b>Total</b>	<u>\$127.34</u>	
Dean, Adam	10-2546-332-00-79-600-14	Security Officer Travel	794.41	10-2546-332-00-79-600-14
		<b>Total</b>	<u>\$794.41</u>	
Galloway, Emily	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	10-2310-230-00-74-500-14
		<b>Total</b>	<u>\$375.00</u>	
Gaudio, Jenna	10-1500-332-00-71-300-13	Athletic Trips HS	50.02	10-1500-332-00-71-300-13
		<b>Total</b>	<u>\$50.02</u>	
Gore, Rita	10-2520-332-00-74-500-14	Travel Fiscal	32.76	10-2520-332-00-74-500-14
		<b>Total</b>	<u>\$32.76</u>	
Gullifor, Kateri	10-1200-310-92-79-600-14	IDEA General Purchased Service	180.41	10-1200-310-92-79-600-14
		<b>Total</b>	<u>\$180.41</u>	
Hora, Jennifer	10-2310-230-00-74-500-14	Tuition Reimbursement	375.00	10-2310-230-00-74-500-14
		<b>Total</b>	<u>\$375.00</u>	
Kaplan Early Learning Co	10-2310-230-00-74-500-14	Tuition Reimbursement	780.00	10-2310-230-00-74-500-14
		<b>Total</b>	<u>\$780.00</u>	
Kelly, Jill	10-1200-310-92-79-600-14	IDEA General Purchased Service	30.42	10-1200-310-92-79-600-14
		<b>Total</b>	<u>\$30.42</u>	
Kobrick, Dawn	10-1200-310-66-71-300-13	STEP Purchased Services	106.99	10-1200-310-66-71-300-13
		<b>Total</b>	<u>\$106.99</u>	



# Huntley Community School District #158

## Accounts Payable Report

Vendor Name	A.S.N.	Description	Amount	State Account Number
Landvick, Matthew	10-1500-332-00-71-300-13	Athletic Trips HS	181.06	10-1500-332-00-71-300-13
		<b>Total</b>	<u>\$181.06</u>	
Litchfield, James	10-1120-332-00-74-210-13	Teacher Travel Heineman	160.41	10-1120-332-00-74-210-13
		<b>Total</b>	<u>\$160.41</u>	
Lombard, Jessica	10-2323-332-00-74-500-14	Associate Supt Travel	113.49	10-2323-332-00-74-500-14
		<b>Total</b>	<u>\$113.49</u>	
Marchand, Gerard	10-2310-230-00-74-500-14	Tuition Reimbursement	130.00	10-2310-230-00-74-500-14
		<b>Total</b>	<u>\$130.00</u>	
Margiotta, Nicholas	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	10-2310-230-00-74-500-14
		<b>Total</b>	<u>\$390.00</u>	
Miguel, Madison	10-2310-230-00-74-500-14	Tuition Reimbursement	780.00	10-2310-230-00-74-500-14
		<b>Total</b>	<u>\$780.00</u>	
Nardi, Angelo	10-2520-332-00-74-500-14	Travel Fiscal	59.67	10-2520-332-00-74-500-14
		<b>Total</b>	<u>\$59.67</u>	
Ream, Andrew	10-2310-230-00-74-500-14	Tuition Reimbursement	1,125.00	10-2310-230-00-74-500-14
		<b>Total</b>	<u>\$1,125.00</u>	
Reed, Richard	10-2560-415-00-74-210-13	Cafe Food Heineman	10.48	10-2560-415-00-74-210-13
	10-2561-332-00-79-605-14	Dir Food Service Travel	36.85	10-2561-332-00-79-605-14
		<b>Total</b>	<u>\$47.33</u>	
Regan, Bridget	10-1543-332-00-71-305-13	Activities Travel	274.95	10-1543-332-00-71-305-13
		<b>Total</b>	<u>\$274.95</u>	
Renkosik, Doug	20-2540-332-00-79	Travel	128.70	20-2540-332-00-79
		<b>Total</b>	<u>\$128.70</u>	



# Huntley Community School District #158 Accounts Payable Report

Printed: 3/11/2022  
Page 3 of 3

Vendor Name	A.S.N.	Description	Amount	State Account Number
Rowe, Scott	10-2321-332-00-74-500-14	Travel Supt	109.75	10-2321-332-00-74-500-14
		<b>Total</b>	<u>\$109.75</u>	
Sara, Lindsay	10-1200-310-66-71-300-13	STEP Purchased Services	53.53	10-1200-310-66-71-300-13
		<b>Total</b>	<u>\$53.53</u>	
Schlichter, Erika	10-2310-332-00-74-500-14	Travel Board	180.89	10-2310-332-00-74-500-14
		<b>Total</b>	<u>\$180.89</u>	
Schmuhl, Jessica	10-1120-410-09-72-220-13	Home Ec Marlowe	95.97	10-1120-410-09-72-220-13
		<b>Total</b>	<u>\$95.97</u>	
Shi, Haihong	10-2520-332-00-74-500-14	Travel Fiscal	30.42	10-2520-332-00-74-500-14
		<b>Total</b>	<u>\$30.42</u>	
Stock, Julie	10-2321-332-00-74-500-14	Travel Supt	131.26	10-2321-332-00-74-500-14
		<b>Total</b>	<u>\$131.26</u>	
Wilson, Glen	10-1500-332-00-71-300-13	Athletic Trips HS	377.32	10-1500-332-00-71-300-13
		<b>Total</b>	<u>\$377.32</u>	
Zaleski, Angela	10-1543-332-00-71-305-13	Activities Travel	109.98	10-1543-332-00-71-305-13
		<b>Total</b>	<u>\$109.98</u>	
Zhao, Tianya	10-2520-332-00-74-500-14	Travel Fiscal	59.67	10-2520-332-00-74-500-14
		<b>Total</b>	<u>\$59.67</u>	
		<b>Total</b>	<u><u>\$7,524.40</u></u>	

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# Huntley Community School District 158

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650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

DATE: March 17, 2022

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Professional Services Agreements for Design and Bid/Construction Administration for Bus Parking Lot Expansion to support Huntley 158's EV Bus initiative (A)  
Board of Education, March 17, 2022  
Action item

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## **Background:**

Huntley Community School District 158 has recently been notified of the award of a grant for funding assistance for 4 EV buses and chargers.

The Operations and Maintenance Department has engaged our traffic engineer at Kimley Horn to develop a design for an expansion of the D158 Transportation Center bus parking lot to support the infrastructure associated with this newer school bus technology.

The Operations and Maintenance Department next engaged HR Green requesting a proposal for civil engineering services related to design, bid administration, and construction administration related to the proposed bus parking lot expansion. Attached is their proposal.

## **Recommendation:**

The Administration recommends the Board of Education approve the attached Professional Services Agreements for Huntley Community School District 158's Bus Parking Lot Extension dated March 4, 2022 as attached at their March 17, 2022, Regular Board Meeting.

DR/jk



## **PROFESSIONAL SERVICES AGREEMENT**

**For**

**Huntley Community School District 158  
Bus Parking Lot Extension**

**Land Surveying  
Design Engineering  
Bid Administration  
Construction Engineering Services**

Scott Rowe Ed D.  
Superintendent of Schools  
Huntley Community School District 158  
District 158 Administrative Center  
650 Dr. John Burkey Drive  
Algonquin, IL 60102

Jeffrey J. Strzalka, P.E.  
Senior Project Manager  
HR Green, Inc.  
1391 Corporate Drive, Suite 203  
McHenry, IL 60050  
Project Number: 220412 & 211336.02

March 4, 2022

## **TABLE OF CONTENTS**

- 1.0 PROJECT UNDERSTANDING
- 2.0 SCOPE OF SERVICES
- 3.0 DELIVERABLES AND SCHEDULES INCLUDED IN THIS AGREEMENT
- 4.0 ITEMS NOT INCLUDED IN AGREEMENT/SUPPLEMENTAL SERVICES
- 5.0 SERVICES BY OTHERS
- 6.0 PROFESSIONAL SERVICES FEE
- 7.0 TERMS AND CONDITIONS



THIS **AGREEMENT** is between Huntley Community School District 158 (hereafter "CLIENT") and HR GREEN, INC. (hereafter "COMPANY").

## **1.0 Project Understanding**

### **1.1 General Understanding**

We understand the CLIENT is requesting land surveying, design engineering, bid administration, and construction engineering services for the expansion of the existing transportation center bus lot. See Exhibit A attached for the concept layout.

The improvement will consist of new pavement construction, storm sewers, pavement markings, and turf restoration. Land surveying and design engineering will target a May 2022 local bid opening, as soon as possible. Construction engineering will occur in summer of 2022, with a mid-August substantial completion date.

The construction observation services will include coordination, attendance, and documentation of the preconstruction meetings, documentation of contract quantities, completions of payment estimates and change orders.

### **1.2 Design Criteria/Assumptions**

Preparation of plans, specifications and estimates will follow CLIENT standards and procedures for projects of this type.

It is assumed the project will be bid and construction in the lump sum format, as typical for the CLIENT.

Construction Observation Services will observe and verify that items being constructed, and materials being utilized, are in general conformance with the approved plans and specifications.

Additional project criteria will include the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction, the Standard Specifications for Water and Sewer Construction in Illinois, and the Manual on Uniform Traffic Control Devices for Streets and Highways, latest edition.

Soil borings and construction materials testing will be performed by others under separate contract with the CLIENT.

## **2.0 Scope of Services**

The CLIENT agrees to employ COMPANY to perform the following services:

### **2.1 Land Surveying**

#### Topographic Survey

COMPANY will perform a Topographic Survey on part of the administrative office site located at 650 Dr. John Burkey Drive, Algonquin, IL. Topographic survey will locate visible existing surface improvements and site topography within the area outlined in green on Exhibit A containing approximately 8.5 acres. The roadway will include cross sections at 50-foot intervals. Existing utilities will be surveyed from visible above ground evidence,



flags or markings. Storm, sanitary sewer and watermain structures will be surveyed, including rim elevation, invert pipe size, direction and elevation as observed at unlocked manholes. Trees lying within the limits described above and having a diameter of 6" or greater will be located. Tree size and type (coniferous or deciduous) will be referenced within the topographic base map but species not identified. Survey will reference Illinois State Plane Coordinates – East Zone (NAD83-2011) and North American Vertical Datum of 1988 (NAVD88).

#### Topographic Survey Base Map

COMPANY will generate a MicroStation V8i SS4 drawing/base map of the existing features collected within the project limits and terrain model including one-foot contours according to IDOT standards. The topographic survey base map will show tags to existing visible utilities and features, where appropriate.

## 2.2 Design Engineering & Bid Administration

The work will include design engineering and bid administration tasks required for the preparation of bidding documents, quantities of work, typical sections, construction details, project specifications, construction cost estimates, and all other related work necessary to complete the proposal documents plans for a late spring 2022 local letting.

#### Parking Lot Design

COMPANY will prepare pavement typical sections, site grading plans, storm sewer and pipe underdrain plans, construction details and schedule of quantities depicting the improvements. Plan sheets will be developed at 50 scale.

COMPANY will coordinate with the CLIENT and CLIENT's geotechnical consultant to design a Hot Mix Asphalt (HMA) pavement that meets CLIENT standards.

Plans will be developed to predetermined milestones for submittal to the CLIENT which will consist of pre-final (90%) and final (100%) engineering documents. All construction documents will be reviewed by a QA/QC engineer and a construction engineer prior to their submittals to be certain of their completeness, accuracy, and constructability.

#### Stormwater Permitting

The proposed improvement will add impervious area to the Square Barn Road Campus site. It is understood the site has available stormwater capacity available in the existing detention facilities. COMPANY will prepare a technical memorandum with an impervious area exhibit for submittal to the Village of Algonquin. Based on experience from working on past projects at the site, the Village will review and provide concurrence of the stormwater analysis. A stormwater permit from the Village will not be required.

#### Specifications

COMPANY will prepare contract special provisions and the project manual. The document will include Supplemental, Recurring, and project specific special provisions. The project specific special provisions will be written to cover any items



not covered by the Standard Specifications for Road and Bridge Construction.

#### Construction Cost Estimates

Opinions of Probable Construction Cost will be developed and refined throughout the design process so that the CLIENT has the latest cost estimate. These costs will be determined using pay items and the latest historical unit prices available for the area.

#### Bidding Assistance and Recommendation to Award

COMPANY will prepare the Notice to Bidders and schedule advertisement dates through the local newspaper. COMPANY will prepare reproducible plans and bidding documents and respond to questions during the bidding process.

At the bid opening, COMPANY will open and read aloud the results of each contractor's bid and announce an apparent low bidder. Following the bid opening, COMPANY will examine the bid documents and perform calculation checks of each Contractor to confirm the low bidder and generate bid tabulations. Provided all bid documents are in order, COMPANY will prepare a letter of Recommendation to Award, Contract, and Contract Bond for approval by the CLIENT.

#### Meetings

COMPANY will coordinate the meeting times and locations with the attendees, provide required exhibits, and include preparation of meeting minutes. The coordination and meetings are estimated below:

##### A. At CLIENT

- Pre-bid meeting (1); and
- Bid Opening with contractor bid review (1).

##### B. Meeting Requirements

- COMPANY will have one (1) representative at each meeting;
- COMPANY will prepare the meeting agenda and minutes for all meetings attended.

##### C. Field Review

Preparation of materials for a field exam, participation in the field exam to review the existing conditions, take photographs, and assess how the proposed work may affect the project area. COMPANY will perform the field visit with the CLIENT to review existing conditions.

For budget purposes, it is assumed that one (1) staff members of the COMPANY will attend the field exam.



### 2.3 Quality Assurance and Quality Control

COMPANY will perform the following reviews prior to the 90% and 100% submittals:

- A. Quality Control Check – Project Manager; and
- B. Peer Review – Senior Engineer not involved with project on a daily basis.

### 2.4 Project Administration

#### A. Project Management

For the duration of this project, this task will involve the management oversight of the project which will include the on-going review of the project execution, work product, document control scope, schedule and budget, contract file management and preparation of monthly progress reports.

#### B. Project Monitoring

Maintain the system for monitoring progress and expenditures to allow monthly tracking by task.

#### C. Project Coordination

Maintain communications with the CLIENT and other designated representatives. Establish schedules, develop project goals, establish initial design parameters, promote a dialog between the various entities, improve the decision-making process, and expedite design development.

### 2.5 Construction Observation

COMPANY will provide Construction Observation Services on a time and material, not-to- exceed contract amount basis. The man-hours provided for construction observation are based upon COMPANY providing the CLIENT with approximately five (5) weeks of construction observation services. Any additional work due to an extended schedule dictated by the contractor's performance or unanticipated work due to site conditions shall warrant a contract addendum.

The following is a breakdown of the various tasks associated with the construction observation which will be completed by COMPANY:

#### A. Start Up

COMPANY will complete a preconstruction video of the proposed construction area to document the existing conditions prior to the start of construction.

COMPANY will ensure that the project details, construction timelines and any impacts



that the project may create will be coordinated with the CLIENT prior to the start of construction.

COMPANY will mark, measure and document contract removal payment items prior to the contractor starting work.

COMPANY anticipates a Construction Technician will be onsite for approximately sixteen (16) hours to complete the above noted coordination and construction preparation. A total of sixteen (16) hours have been allotted to complete the project start up.

#### B. Construction Observation

COMPANY will be on-site to observe and verify that items are being constructed and materials being utilized are in general conformance with the approved plans and specifications.

COMPANY will complete Inspector's Daily Reports (IDRs) and a daily diary, measure and document contract quantities, complete payment estimates, change orders, and weekly reports. COMPANY shall keep the CLIENT informed as to the progress of construction.

COMPANY anticipates that a Construction Engineer will be on-site for approximately fifty (50) hours per week for five (5) weeks. A total of two hundred fifty (250) hours have been allotted for daily field construction observation for this project.

#### C. Meetings

COMPANY will attend both a pre-bid and preconstruction meeting at the District with the contractor and subcontractors. A total of eight (8) hours have been allotted for the Senior Project Manager to attend the pre-bid and preconstruction meetings. COMPANY will prepare the agendas and complete the meeting minutes for the preconstruction meeting.

#### D. Project Close Out

COMPANY anticipates approximately forty (40) hours to complete the project closeout and final documentation for this project. This task includes the preparation of final job records, completion of punchlist, final payment estimate and final change order.

### 3.0 Deliverables and Schedules Included in this Agreement

The following deliverables will be generated for this project and are included in this AGREEMENT:

- A. Topographic Base Map
- B. 90% Preliminary Plans, Specifications & Estimates
- C. 100% Final Plans, Specifications & Estimates
- D. Meeting minutes of all meetings attended
- E. Engineers Final Payment Estimate and Request for Approval of Change in Plans



F. Upon project closure, COMPANY will provide the project job box containing the final records, field books, calculations, testing reports and evidence of material inspection.

This schedule was prepared to include reasonable allowances for review and approval times required by the CLIENT and public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in the scope of the project requested by the CLIENT or for delays or other causes beyond the control of COMPANY.

Land Surveying	March 2022
Design Engineering	April 2022
Start Bid Advertisement	April 28, 2022
Bid Opening	May 19, 2022
Construction Engineering (5 weeks)	June thru mid-August 2022

**4.0 Items not included in Agreement/Supplemental Services**

The following items are not included as part of this AGREEMENT:

- A. Boundary Survey
- B. Plat of Survey or Plat of Easement
- C. Soil Borings
- D. Construction Materials Testing Services
- E. Soils Analysis for Clean Construction Demolition Debris (CCDD) certification
- F. Stormwater Pollution Prevention Plan (SWPPP) as the area of disturbance will be less than one (1) acre

Supplemental services not included in the AGREEMENT can be provided by COMPANY under separate agreement, if desired.

**5.0 Services by Others**

None

**6.0 Client Responsibilities**

Attend meetings, as applicable.

Participate in project design reviews and provide written comments.

Newspaper public notice advertising fee



## 7.0 Professional Services Fee

### 7.1 Fees

The fee for services will be based on COMPANY standard hourly rates current at the time the AGREEMENT is signed.

### 7.2 Invoices

Invoices for COMPANY's services shall be submitted, on a monthly basis. Invoices shall be due and payable within 45 days.

### 7.3 Extra Services

Any service required but not included as part of this AGREEMENT shall be considered extra services. Extra services will be billed on a Time and Material basis with prior approval of the CLIENT.

### 7.4 Exclusion

This fee does not include attendance at any meetings or public hearings other than those specifically listed in the Scope of Services. These service items are considered extra and are billed separately on an hourly basis.

### 7.5 Payment

The CLIENT AGREES to pay COMPANY on the following basis: The CLIENT AGREES to pay COMPANY on the following basis:

Land Surveying	\$6,027
Design Engineering & Bid Administration	\$23,760
QA QC	\$977
Project Administration	\$525
Construction Observation	\$35,796

**Time and material basis with a Not to Exceed fee of \$67,085.00.**

See Exhibit B attached for additional breakdown.



## 8.0 Terms and Conditions

The following Terms and Conditions are incorporated into this AGREEMENT and made a part of it.

### 8.1 Standard of Care

Services provided by COMPANY under this AGREEMENT will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality.

### 8.2 Entire Agreement

This AGREEMENT and its attachments constitute the entire understanding between CLIENT and COMPANY relating to COMPANY's services. Any prior or contemporaneous agreements, promises, negotiations, or representations not expressly set forth herein are of no effect. Subsequent modifications or amendments to this AGREEMENT shall be in writing and signed by the parties to this AGREEMENT. If the CLIENT, its officers, agents, or employees request COMPANY to perform extra services pursuant to this AGREEMENT, CLIENT will pay for the additional services even though an additional written agreement is not issued or signed.

### 8.3 Time Limit and Commencement of Services

This AGREEMENT must be executed within ninety (90) days to be accepted under the terms set forth herein. The services will be commenced immediately upon receipt of this signed AGREEMENT.

### 8.4 Suspension of Services

If the Project or the COMPANY'S services are suspended by the CLIENT for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this AGREEMENT, the COMPANY shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the CLIENT shall compensate the COMPANY for expenses incurred as a result of the suspension and resumption of its services, and the COMPANY'S schedule and fees for the remainder of the Project shall be equitably adjusted.

If the COMPANY'S services are suspended for more than ninety (90) days, consecutive or in the aggregate, the COMPANY may terminate this AGREEMENT upon giving not less than five (5) calendar days' written notice to the CLIENT.

If the CLIENT is in breach of this AGREEMENT, the COMPANY may suspend performance of services upon five (5) calendar days' notice to the CLIENT. The COMPANY shall have no liability to the CLIENT, and the CLIENT agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this AGREEMENT by the CLIENT. Upon receipt of payment in full of all outstanding sums due from the CLIENT, or curing of such other breach which caused the COMPANY to suspend services, the COMPANY shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

### 8.5 Books and Accounts

COMPANY will maintain books and accounts of payroll costs, travel, subsistence, field, and incidental expenses for a period of five (5) years. Said books and accounts will be available at all reasonable times for examination by CLIENT at the corporate office of COMPANY during that time.

### 8.6 Insurance

COMPANY will maintain insurance for claims under the Worker's Compensation Laws, and from General Liability and Automobile claims for bodily injury, death, or property damage, and Professional Liability insurance caused by the negligent performance by COMPANY'S employees of the functions and services required under this AGREEMENT.

### 8.7 Termination or Abandonment

Either party has the option to terminate this AGREEMENT. In the event of failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, then the obligation to provide further services under this AGREEMENT may be terminated upon seven (7) days' written notice. If any portion of the services is terminated or abandoned by CLIENT, the provisions of this Schedule of Fees and Conditions



in regard to compensation and payment shall apply insofar as possible to that portion of the services not terminated or abandoned. If said termination occurs prior to completion of any phase of the project, the fee for services performed during such phase shall be based on COMPANY's reasonable estimate of the portion of such phase completed prior to said termination, plus a reasonable amount to reimburse COMPANY for termination costs.

#### 8.8 Waiver

COMPANY's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.

#### 8.9 Severability

If any provision of this AGREEMENT is declared invalid, illegal, or incapable of being enforced by any Court of competent jurisdiction, all of the remaining provisions of this AGREEMENT shall nevertheless continue in full force and effect, and no provision shall be deemed dependent upon any other provision unless so expressed herein.

#### 8.10 Successors and Assigns

All of the terms, conditions, and provisions hereof shall inure to the benefit of and are binding upon the parties hereto, and their respective successors and assigns, provided, however, that no assignment of this AGREEMENT shall be made without written consent of the parties to this AGREEMENT.

#### 8.11 Third-Party Beneficiaries

Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the COMPANY. The COMPANY's services under this AGREEMENT are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against the COMPANY because of this AGREEMENT or the performance or nonperformance of services hereunder. The CLIENT and COMPANY agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this project to carry out the intent of this provision.

#### 8.12 Governing Law and Jurisdiction

The CLIENT and the COMPANY agree that this AGREEMENT and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Illinois without regard to any conflict of law provisions, which may apply the laws of other jurisdictions.

It is further agreed that any legal action between the CLIENT and the COMPANY arising out of this AGREEMENT or the performance of the services shall be brought in a court of competent jurisdiction in the State of Illinois.

#### 8.13 Dispute Resolution

Mediation. In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the CLIENT and COMPANY agree that all disputes between them arising out of or relating to this AGREEMENT shall be submitted to non-binding mediation unless the parties mutually agree otherwise. The CLIENT and COMPANY further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, sub-consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

#### 8.14 Attorney's Fees

If litigation arises for purposes of collecting fees or expenses due under this AGREEMENT, the Court in such litigation shall award reasonable costs and expenses, including attorney fees, to the party justly entitled thereto. In awarding attorney fees, the Court shall not be bound by any Court fee schedule, but shall, in the interest of justice, award the full amount of costs, expenses, and attorney fees paid or incurred in good faith.



#### 8.15 Ownership of Instruments of Service

All reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates and other documents including all documents on electronic media prepared by COMPANY as instruments of service shall remain the property of COMPANY. COMPANY shall retain these records for a period of five (5) years following completion/submission of the records, during which period they will be made available to the CLIENT at all reasonable times.

#### 8.16 Reuse of Documents

All project documents including, but not limited to, plans and specifications furnished by COMPANY under this project are intended for use on this project only. Any reuse, without specific written verification or adoption by COMPANY, shall be at the CLIENT's sole risk, and CLIENT shall defend, indemnify and hold harmless COMPANY from all claims, damages and expenses including attorneys' fees arising out of or resulting therefrom.

Under no circumstances shall delivery of electronic files for use by the CLIENT be deemed a sale by the COMPANY, and the COMPANY makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the COMPANY be liable for indirect or consequential damages as a result of the CLIENT's use or reuse of the electronic files.

#### 8.17 Failure to Abide by Design Documents or To Obtain Guidance

The CLIENT agrees that it would be unfair to hold COMPANY liable for problems that might occur should COMPANY'S plans, specifications or design intents not be followed, or for problems resulting from others' failure to obtain and/or follow COMPANY'S guidance with respect to any errors, omissions, inconsistencies, ambiguities or conflicts which are detected or alleged to exist in or as a consequence of implementing COMPANY'S plans, specifications or other instruments of service. Accordingly, the CLIENT waives any claim against COMPANY, and agrees to defend, indemnify and hold COMPANY harmless from any claim for injury or losses that results from failure to follow COMPANY'S plans, specifications or design intent, or for failure to obtain and/or follow COMPANY'S guidance with respect to any alleged errors, omissions, inconsistencies, ambiguities or conflicts contained within or arising as a result of implementing COMPANY'S plans, specifications or other instruments of service. The CLIENT also agrees to compensate COMPANY for any time spent and expenses incurred remedying CLIENT's failures according to COMPANY'S prevailing fee schedule and expense reimbursement policy.

#### 8.18 Opinion of Probable Construction Cost

As part of the Deliverables, COMPANY may submit to the CLIENT an opinion of probable cost required to construct work recommended, designed, or specified by COMPANY, if required by CLIENT. COMPANY is not a construction cost estimator or construction contractor, nor should COMPANY'S rendering an opinion of probable construction costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. This requires COMPANY to make a number of assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which COMPANY has no control. Given the assumptions which must be made, COMPANY cannot guarantee the accuracy of its opinions of cost, and in recognition of that fact, the CLIENT waives any claim against COMPANY relative to the accuracy of COMPANY'S opinion of probable construction cost.

#### 8.19 Design Information in Electronic Form

Because electronic file information can be easily altered, corrupted, or modified by other parties, either intentionally or inadvertently, without notice or indication, COMPANY reserves the right to remove itself from its ownership and/or involvement in the material from each electronic medium not held in its possession. CLIENT shall retain copies of the work performed by COMPANY in electronic form only for information and use by CLIENT for the specific purpose for which COMPANY was engaged. Said material shall not be used by CLIENT or transferred to any other party, for use in other projects, additions to this project, or any other purpose for which the material was not strictly intended by COMPANY without COMPANY'S express written permission. Any unauthorized use or reuse or modifications of this material shall be at CLIENT'S sole risk. Furthermore,



the CLIENT agrees to defend, indemnify, and hold COMPANY harmless from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the modification or reuse of these materials.

The CLIENT recognizes that designs, plans, and data stored on electronic media including, but not limited to computer disk, magnetic tape, or files transferred via email, may be subject to undetectable alteration and/or uncontrollable deterioration. The CLIENT, therefore, agrees that COMPANY shall not be liable for the completeness or accuracy of any materials provided on electronic media after a 30-day inspection period, during which time COMPANY shall correct any errors detected by the CLIENT to complete the design in accordance with the intent of the contract and specifications. After 40 days, at the request of the CLIENT, COMPANY shall submit a final set of sealed drawings, and any additional services to be performed by COMPANY relative to the submitted electronic materials shall be subject to separate agreement. The CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the COMPANY and electronic files, the signed or sealed hard-copy construction documents shall govern.

#### 8.20 Information Provided by Others

The CLIENT shall furnish, at the CLIENT's expense, all information, requirements, reports, data, surveys and instructions required by this AGREEMENT. The COMPANY may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The COMPANY shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the CLIENT and/or the CLIENT's consultants and contractors.

COMPANY is not responsible for accuracy of any plans, surveys or information of any type including electronic media prepared by any other consultants, etc. provided to COMPANY for use in preparation of plans. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the COMPANY from any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising out of or connected in any way with the services performed by other consultants engaged by the CLIENT.

COMPANY is not responsible for accuracy of topographic surveys provided by others. A field check of a topographic survey provided by others will not be done under this AGREEMENT unless indicated in the Scope of Services.

#### 8.21 Force Majeure

The CLIENT agrees that the COMPANY is not responsible for damages arising directly or indirectly from any delays for causes beyond the COMPANY's control. CLIENT agrees to defend, indemnify, and hold COMPANY, its consultants, agents, and employees harmless from any and all liability, other than that caused by the negligent acts, errors, or omissions of COMPANY, arising out of or resulting from the same. For purposes of this AGREEMENT, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war or other emergencies; disease epidemic or pandemic; failure of any government agency to act in a timely manner; failure of performance by the CLIENT or the CLIENT'S contractors or consultants; or discovery of any hazardous substances or differing site conditions. Severe weather disruptions include but are not limited to extensive rain, high winds, snow greater than two (2) inches and ice. In addition, if the delays resulting from any such causes increase the cost or time required by the COMPANY to perform its services in an orderly and efficient manner, the COMPANY shall be entitled to a reasonable adjustment in schedule and compensation.

#### 8.22 Job Site Visits and Safety

Neither the professional activities of COMPANY, nor the presence of COMPANY'S employees and sub-consultants at a construction site, shall relieve the general contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. COMPANY and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The CLIENT agrees that the general contractor is solely responsible for job site safety, and warrants that this intent shall be made evident in the CLIENT's AGREEMENT with the general contractor. The CLIENT also agrees that the CLIENT, COMPANY and COMPANY'S consultants shall be indemnified and shall be made



additional insureds on the general contractor's and all subcontractor's general liability policies on a primary and non-contributory basis.

#### 8.23 Hazardous Materials

CLIENT hereby understands and agrees that COMPANY has not created nor contributed to the creation or existence of any or all types of hazardous or toxic wastes, materials, chemical compounds, or substances, or any other type of environmental hazard or pollution, whether latent or patent, at CLIENT's premises, or in connection with or related to this project with respect to which COMPANY has been retained to provide professional services. The compensation to be paid COMPANY for said professional services is in no way commensurate with, and has not been calculated with reference to, the potential risk of injury or loss which may be caused by the exposure of persons or property to such substances or conditions. Therefore, to the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold COMPANY, its officers, directors, employees, and consultants, harmless from and against any and all claims, damages, and expenses, whether direct, indirect, or consequential, including, but not limited to, attorney fees and Court costs, arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acid, alkalis, toxic chemicals, liquids gases, or any other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not.

It is acknowledged by both parties that COMPANY'S Scope of Services does not include any services related to asbestos or hazardous or toxic materials. In the event COMPANY or any other party encounters asbestos or hazardous or toxic materials at the job site, or should it become known in any way that such materials may be present at the job site or any adjacent areas that may affect the performance of COMPANY'S services, COMPANY may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until the CLIENT retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrants that the job site is in full compliance with applicable laws and regulations.

Nothing contained within this AGREEMENT shall be construed or interpreted as requiring COMPANY to assume the status of a generator, storer, transporter, treater, or disposal facility as those terms appear within the Resource Conservation and Recovery Act, 42 U.S.C.A., §6901 et seq., as amended, or within any State statute governing the generation, treatment, storage, and disposal of waste.

#### 8.24 Certificate of Merit

The CLIENT shall make no claim for professional negligence, either directly or in a third party claim, against COMPANY unless the CLIENT has first provided COMPANY with a written certification executed by an independent design professional currently practicing in the same discipline as COMPANY and licensed in the State in which the claim arises. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of a design professional performing professional services under similar circumstances; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to COMPANY not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any judicial proceeding.

#### 8.25 Limitation of Liability

In recognition of the relative risks and benefits of the Project to both the CLIENT and the COMPANY, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed \$200,000.00, or the COMPANY'S total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

#### 8.26 Construction Observation

COMPANY shall visit the project at appropriate intervals (as described in the scope of services) during construction to become generally familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Contract Documents. The CLIENT has not retained COMPANY to make detailed inspections or to provide exhaustive or continuous project review and observation



services. COMPANY does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the project.

If the CLIENT desires more extensive project observation or full-time project representation, the CLIENT shall request in writing such services be provided by COMPANY as Additional Services in accordance with the terms of the AGREEMENT.

#### 8.27Soliciting Employment

Neither party to this AGREEMENT will solicit an employee of the other nor hire or make an offer of employment to an employee of the other that is working on this PROJECT, without prior written consent of the other party, during the time this AGREEMENT is in effect.

#### 8.28Municipal Advisor

The COMPANY is not a Municipal Advisor registered with the Security and Exchange Commission (SEC) as defined in the Dodd-Frank Wall Street Reform and Consumer Protection Act. When the CLIENT is a municipal entity as defined by said Act, and the CLIENT requires project financing information for the services performed under this AGREEMENT, the CLIENT will provide the COMPANY with a letter detailing who their independent registered municipal advisor is and that the CLIENT will rely on the advice of such advisor. A sample letter can be provided to the CLIENT upon request.

This AGREEMENT is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the AGREEMENT. Services will not begin until COMPANY receives a signed agreement. COMPANY's services shall be limited to those expressly set forth in this AGREEMENT and COMPANY shall have no other obligations or responsibilities for the Project except as agreed to in writing. The effective date of the AGREEMENT shall be the last date entered below.

Sincerely,

HR GREEN, INC.

  
\_\_\_\_\_  
Jeffrey J. Strzalka, PE

Approved by: \_\_\_\_\_

Printed/Typed Name: Akram Chaudhry, PE

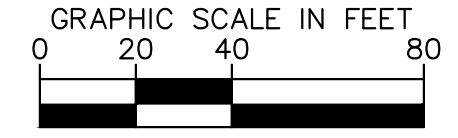
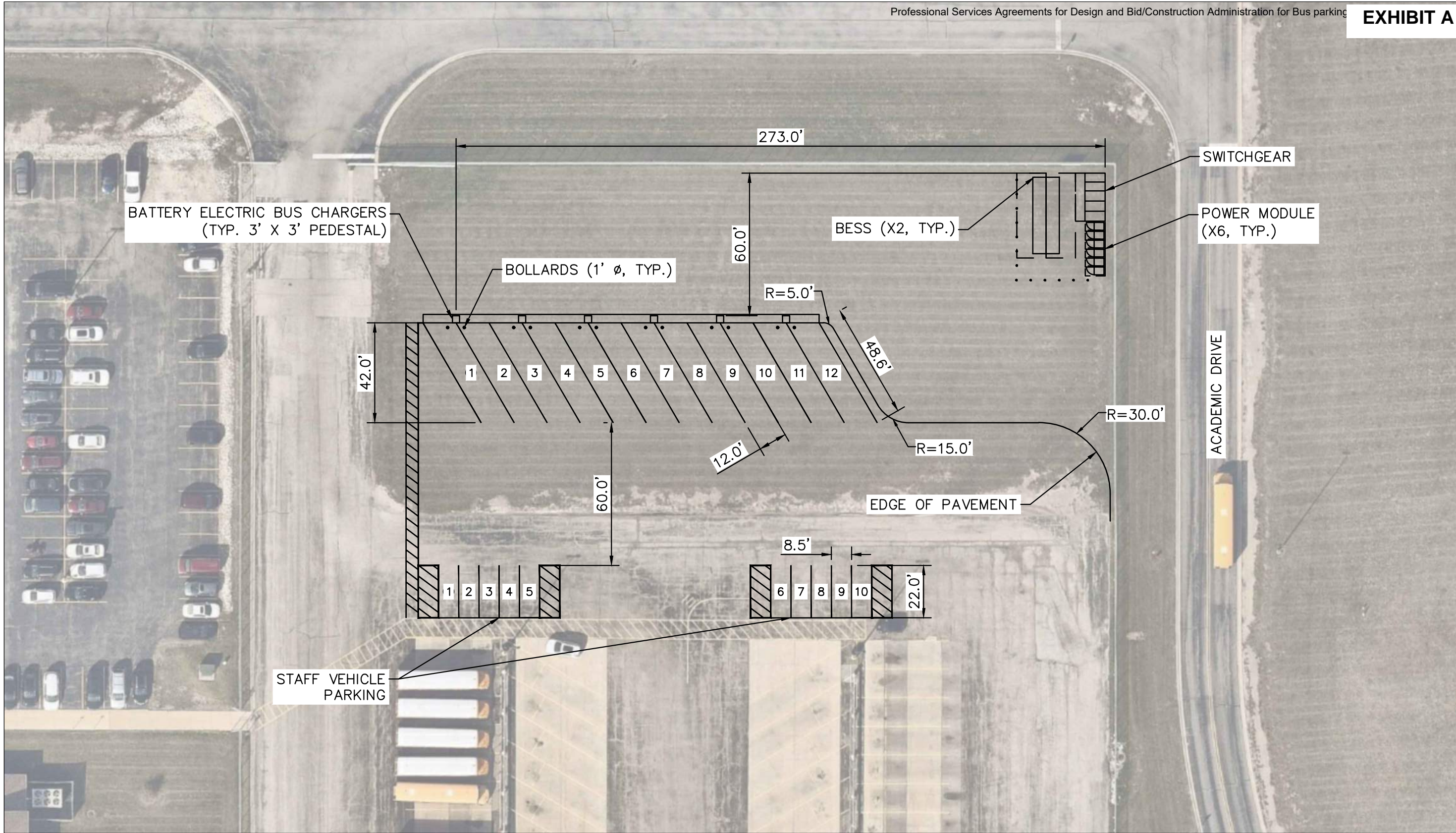
Title: Vice President Date: \_\_\_\_\_

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Accepted by: \_\_\_\_\_

Printed/Typed Name: \_\_\_\_\_

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



NO	REVISION / SUBMISSION	DATE	DESIGNED BY	DATE

**NOT FOR CONSTRUCTION**

SCALE
HORIZONTAL
VERTICAL

**Kimley»Horn** 293  
 10 ALMADEN BLVD, STE 1250  
 SAN JOSE, CA 95113  
 (669) 800-4130

**D158 ADMINISTRATION TRANSPORTATION CENTER**  
 650 ACADEMIC DRIVE  
 ALGONQUIN, IL 60102

ALTERNATIVE 2 EXHIBIT

DRAWING NO.
SHEET NO.
3 OF 4

