Huntley Community School District 158 – Board of Education

Regular Agenda

Date: Thursday, January 19, 2023
Meeting: Regular Meeting with Closed Session
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; Mr. Sean Cratty; Mr. Jonathan Dailey.

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, Mr. Troy, Mrs. Maiorino, Mr. Dailey
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.
Members: Mr. Geheren, Mr. Cratty, Mr. Gentry, Mr. Quagliano, Mr. Troy, Mrs. Maiorino, Mr. Dailey
Roll Call: Ayes / Nays / Absent / Motion _____
    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: Mr. Troy, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr.Cratty, Mr. Dailey
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, Mr. Troy, Mr. Dailey, Mrs. Maiorino
4. **Pledge of Allegiance** (Mr. Quagliano)
Emily Gallano and Julia Duchon from Marlowe Middle school will lead us in the Pledge. Emily Gallano recently won the Marlowe Spelling Bee.
5. **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.
6. **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 _____
7. **Superintendent's Report (R)** (Dr. Rowe)
Updates will be provided at this time.
Recommendation: For informational purposes only.
    1. **Light Program Update (R)**(Dr. Rowe)
    Dr. Rowe will provide an update on the Light program and engage the board in discussion about the Light program's future home.
    Recommendation: For informational purposes only.

8. **Associate Superintendent's Report (R)** (Ms. Lombard)
Updates will be provided at this time.
Recommendation: For informational purposes only.
9. **Assistant Superintendent Elementary Learning and Innovation (R)** (Dr. MacCrindle)
Updates will be provided at this time.
Recommendation: For informational purposes only.
10. **Assistant Superintendent Secondary Learning and Innovation (R)** (Dr. Zwemke)
Updates will be provided at this time.
Recommendation: For informational purposes only.
11. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)
Updates will be provided at this time.
Recommendation: For informational purposes only.
    1. **Monthly Fiscal Updates (R)** (Mr. Altmayer) **4**
    Mr. Altmayer will provide the monthly fiscal updates and the Activity Fund Balance Report.
    2. 6.3. **Revenue & Expenditures Report (R)** (Mr. Altmayer) 14
    Monthly report for review and comment.
12. **Community Relations & Student Outreach** (Mrs. Maiorino-Chair, Mr. Geheren, Mr. Dailey)
    1. **Freedom of Information Act (FOIA) Requests (R)** **33**
    A monthly report on the FOIA requests is provided in the packet.
    Recommendation: For informational purposes only.
13. **Policy Committee (R)** (Mr. Dailey-chair, Mr. Geheren, Mr. Troy)
    1. **Policy Updates (R)** (Dr. Rowe) **35**
    Dr. Rowe will present the Recommended Changes for Board Policy Updates - October 2022, Issue 110.
    Recommendation: Administration requests the Policy Committee recommend the above policies be moved forward for a first reading by the Board at the next BOE meeting.
14. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Cratty, Mr. Quagliano)
    1. **O & M Updates (R)**(Mr. Renkosik) **352**
    Mr. Renkosik will report on O&M project updates.
    Recommendation: For informational purposes only.
15. **President's Report** (Mr. Quagliano)
16. **Legislation Committee** (Mr. Cratty- Chair, Mrs. Maiorino)
Recommendation: For informational purposes only.
    1. **Legislative Updates (R)** (Mr. Cratty)
    Mr. Cratty will provide legislative updates.
17. **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)** **360**
        The following minutes are presented for approval.
        Recommendation: Seeking approval of the Board as presented.
        Voice Call: Ayes / Nays / Motion _____
    2. **Human Resources Committee** (Mr. Gentry-chair, Mr. Quagliano)
        1. **HR Personnel (A)** (Mr. Zehr) **366**
        Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.
        Roll Call: Ayes / Nays / Motion _____
    3. **Finance Committee** (Mr. Quagliano-chair, Mr. Cratty, Mr. Gentry)
        1. **Payables (A)** (Mr. Altmayer) **369**
        Mr. Altmayer will seek approval of the Purchase Orders issued at $8,999,254.62; Accounts Payable issued at $13,324.28; Imprest issued at $395,525.38 and Disbursements issued at $20,720,294.44, as presented.
        Roll Call: Ayes / Nays / Motion __
        2. **Establish the Fiscal Year - Resolution 2023-01-01 (A)** (Mr. Altmayer) **540**
        Administration is seeking approval of the Board to establish a fiscal year for Huntley Community SD158 as per 105ILCS 5/17-1, for the period of July 1, 2023 through June 30, 2024.

Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion _____

3. **Designation of Person to Prepare a Tentative Budget Resolution 2023-01-02 (A)** (Mr. Altmayer) **542**
A resolution seeking appointment of Mr. Altmayer as the person to prepare a Tentative Budget of the Board will be presented.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion _____

4. **2016 Debt Refunding Abatement Resolution 2023-01-03 (A)** (Mr. Altmayer) **544**
Seeking approval of the Board, to abate $474,996 by the Resolution providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of the District, abating a portion of the taxes heretofore levied for the year 2022 for said bonds.
Roll Call: Ayes / Nays / Motion _____
Recommendation: Seeking approval of the Board as presented.

5. **Resolution to Escrow Funds for Future Abatement - 2023-01-04 (A)** (Mr. Altmayer) **552**
Seeking approval of the Board to restrict and escrow $12,330,000 as defined in the attached Resolution as well as approve the future Certificate of Reduction of Taxes as noted in section 3 of the attached resolution.
Roll Call: Ayes / Nays / Motion _____
Recommendation: Seeking approval of the Board as presented.

6. **General Fund Abatement Resolution 2023-01-05 (A)** (Mr. Altmayer) **564**
Seeking approval of the Board, to abate $750,000 by the Resolution providing for the payment of debt service on the Series 2004 Capital Appreciation School Building Bonds of the District, abating a portion of the taxes heretofore levied for the year 2022 for said bonds.
Roll Call: Ayes / Nays / Motion _____
Recommendation: Seeking approval of the Board as presented.

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

1. **Bus Lot Expansion Bid 2022-19A (A)** (Mr. Renkosik) **573**
Mr. Renkosik will present Bid 2022-19A to the Board.
Recommendation: Seeking approval as presented.

2. **Johnson Controls Planned Service Proposal (A)**(Mr. Renkosik) **576**
Mr. Renkosik will present the Johnson Control service proposal to the Board.
Recommendation: Seeking approval as presented.

3. **Pavement Improvements Bid 2023-19 (A)** (Mr. Renkosik) **605**
Mr. Renkosik will present the Pavement Improvement Bid 2023-19 to the Board.
Recommendation: Seeking approval as presented.

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

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 19, 2023

Subject: **Monthly Fiscal Updates**
Board of Education, January 19, 2023

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

GENERAL

During the month, Fiscal's primary projects included:

Transportation Minivans – During the month, the 5 minivans were delivered and in the current process of being operational. Over the next month we will be applying for the Federal rebates as appropriate.

Filing of the Levy – Filed the District 2022 Levy with both Kane and McHenry Counties.

FY24 Budget and 5 Year Plan – During the month, Administration has begun the process of accumulating data to begin the FY24 Budget as well as the 5 Year Plan. The first draft of the budget and plan will be presented in the upcoming months. We will keep the Board apprised.

Annual Statement of Affairs Filed – Each year, Section 105 ILCS 5/10-17 of the school code requires "…a statement of the affairs (for the prior year) of the District" shall be published in the newspaper prior to December 1st. The cost of publishing the Statement of Affairs approximates $2-3k. A waiver for FY20- FY22 was approved in early 2019. Paperwork for the request of a 5-year waiver has been submitted to ISBE. Approval of the 5-year waiver will happen during this Spring's legislative session.

Year-end Tax Documents – Payroll and Accounting are finalized the process of pulling together information to prepare the District's yearend tax documents, such as W-2, and 1099's.

Abatements 2022 Levy – Under separate cover.

SPECIFIC TASKS TO ADDRESS DURING FEBRUARY:

February 1 – Statement of Economic Interests: Alphabetical list of names and addresses of board members and school employees required to file the Statement must be prepared by the chief administrative officer, or his or her designee (usually the Superintendent or Business Official). The list is to be certified and then sent to the county clerk (5 ILCS 420/4A-106). Each individual must file the Statement on or before May 1st with the county clerk (5 ILCS 420/4A-105).

COMING UP IN MARCH:

March 4 – Filing of Pupil Approval and IDEA Child Count (Private Facility, Excess Cost, Orphanage).

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 19, 2023

Subject: **Activity Fund Balance Report**
Board of Education Meeting – January 19, 2023
Chief Financial Officer/Treasurer

Presented for the Board's review is the Activity Fund Balance Report as of November 30, 2022.

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November 30, 2022 Financial Executive Summary - Activity Accounts

The Month to Date results are as follows:

Activity Accounts by Building/Class	Beginning Balance	Revenues	Expenses	Ending Balance
District Office	$ 89,001.86	$ 970.72	$ 350.35	$ 89,622.23
Scholarships	18,580.89	-	-	18,580.89
D158 Foundation	3,997.43	-	-	3,997.43
Early Childhood	3,548.14	-	352.44	3,195.70
Gifted	-	-	-	-
Mackeben	13,924.32	5,354.78	6,645.70	12,633.40
Heineman	54,290.50	22,868.75	27,433.94	49,725.31
Conley	16,612.31	20.00	636.28	15,996.03
Chesak	26,505.29	133.69	-	26,638.98
Leggee	19,591.09	512.51	417.98	19,685.62
Martin	46,074.33	11,353.18	10,853.20	46,574.31
Marlowe	102,142.87	33,181.00	12,807.33	122,516.54
High School Athletics	332,462.74	32,206.92	59,351.77	305,317.89
High School Activities	357,591.53	25,878.10	38,448.86	345,020.77
Total All Funds	**$ 1,084,323.30**	**$ 132,479.65**	**$ 157,297.85**	**$ 1,059,505.10**

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

Mackeben: The $5,400 of revenue was from the Library book fair $5,400. The majority of the ($6,600) of expenditures was for the Library book fair cost ($5,500), and In & Out for miscellaneous supplies ($700).

Heineman: The majority of the $22,900 of revenue was from Chorus/Band $18,700, Boys Basketball $900, Snow Hawks Club $800, and Student Council $700. The majority of the ($27,400) of expenditures was for 6th Grade Atwood trips ($12,200), Chorus/Band performance tickets & fundraiser ($12,100), and 7th Grade aaparel ($1,900).

Martin: The majority of the $11,400 of revenue was from Library book fair $10,600 and Band $400. The majority of the ($10,900) of expenditures was for the Library book fair ($7,800), In & Out for Wolves tickets for Choir families ($2,200), and Art supplies ($900).

Marlowe: The majority of the $33,200 of revenue was from Chorus/Band $32,200, and Poms $600. The majority of the ($12,800) of expenditures was for Chorus/Band trip fees ($10,100), Pop account for staff lunches and supplies ($700), and Athletics supplies ($600).

High School Athletics: The majority of the $32,200 of revenue was from Athletics $13,000, Poms $6,900, Girls Basketball $6,300, Boys Basketball $2,500, Wrestling $1,800, Cheerleading $1,500, and Girls Volleyball $1,200. The majority of the ($59,400) of expenditures was for Athletics "Pink-Out" t-shirt fundraiser, IHSA Football playoff host, and greens fees for Boys & Girls Golf Regional/Sectional ($24,200), Cheerleading jackets, hoodies, poms, & bows ($10,200), Football playoff apparel & banquet ($5,700), Poms apparel & supplies ($5,400), Girls Golf invite fees & supplies ($4,100), Girls Volleyball youth camp shirts & supplies ($3,500), Girls Swimming apparel & team meals ($1,700), and Boys Cross Country state finals lodging & apparel ($1,200).

High School Activities: The majority of the $25,900 of revenue was from Journalism trip $8,500, Robotics Club $8,400, Dean's Activity $1,300, Assessments $1,200, Medical Academy $1,000, National Honors Society $700, and Fishing Club $700. The majority of the ($38,500) of expenditures was for Tech/Industrial Arts supplies ($7,100), Journalism trip transportation & apparel, and membeship dues ($5,800), Marching Band show design & instruction, apparel, and instrument repairs/supplies ($4,800), Dean's Activity Minga Solutions subscriptions ($3,200), Fishing Club fundraising cost ($2,200), Drama Club 2023 Theatre Fest registration ($1,200), and Medical Academy Icehogs tickets ($1,000).

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

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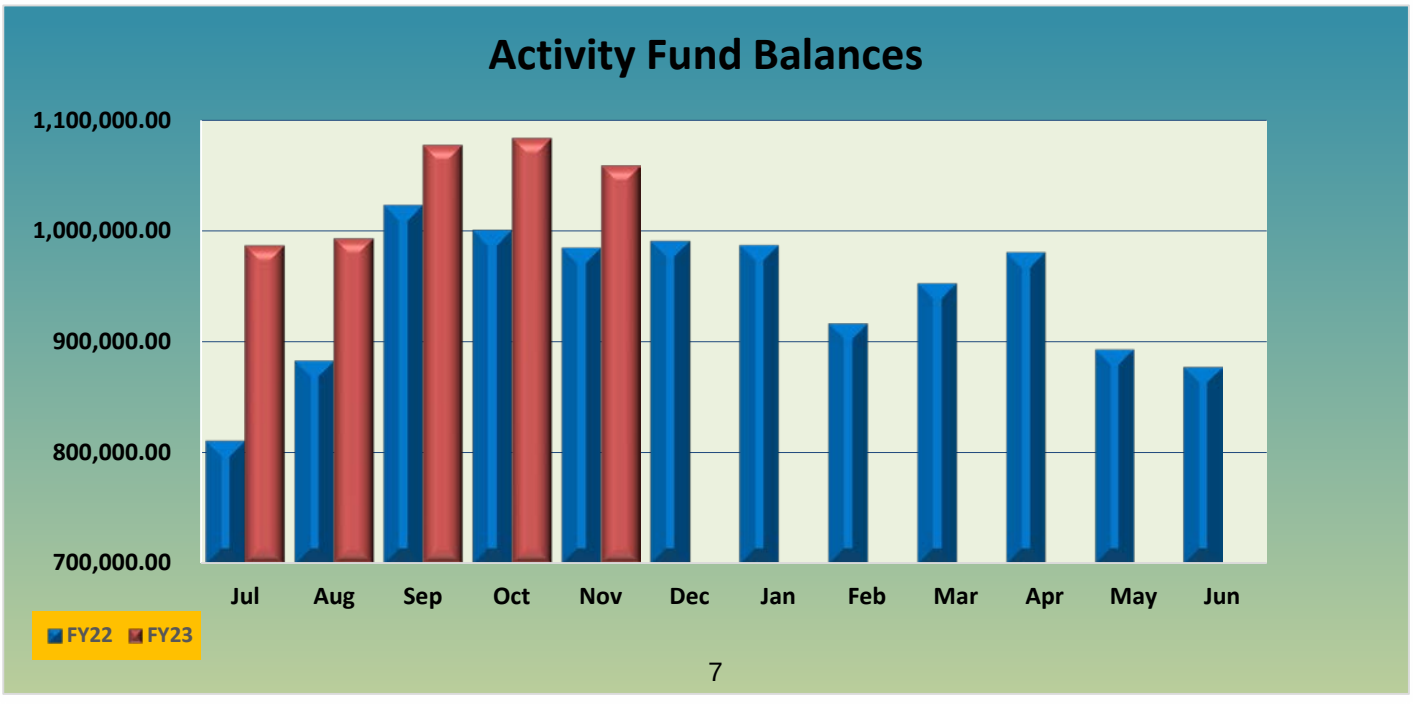
November 30, 2022 Financial Executive Summary - Activity Accounts

Major transactions for the Month include:

Major Cash Expenditures		Description	Major Revenues Received	
Huntley Community School Dist 158	37,079.13	P-Card charges (9/21 - 10/20)	Marlowe Chorus/Band	32,225.00
Scholastic Book Fairs	12,922.86	Martin/Mack.Library book fair cost	Heineman Chorus/Band	18,652.00
AIA Services LLC	12,803.00	HS Athletics "Pinkout" shirts	HS Athletic Varsity	13,042.95
Rockford Park District	12,208.00	Heineman Atwood field trips	Martin Library	10,634.68
Pinecrest Golf Course	10,401.12	HS Boys/Girls Golf regionals	HS Journalism	8,518.30
Bob Rogers Travel	9,750.00	Marlowe Chorus/Band trip deposits	HS Robotics Club	8,355.00
Drury Lane Theater	8,980.42	HMS Chorus/Band performance tix	HS Pom Pons	6,860.00
Cheer Shoppe, The	8,676.00	HS Cheerleading jackets & hoodies	HS Girls Basketball	6,277.47
IHSA	4,987.38	IHSA Footbal playoff round 1 host	HS In & Out	6,000.00
Edge Sports Apparel, The	3,319.00	HS Football & Swimming apparel	Mackeben Library	5,354.78
Minga Solutions	3,000.00	FY 23 Minga subscription for HS	HS Boys Basketball	2,500.00
Stewart, Tyler	2,500.00	HS Marching Band instruction/desig	HS Wrestling	1,750.00
B.E.A.R. Awards Inc.	2,330.00	HS Poms apparel	HS Cheerleading	1,520.00
Country Meats.com	2,242.00	HS Fishing Club fundraiser	HS Dean Activity	1,272.90
Graphic Edge, The	2,234.38	HS Volleyball camp shirts & apparel	HS Assessments	1,226.00
Chicago Wolves	2,165.50	Tickets for Martin Choir families	HS Girls Volleyball	1,167.00
University of Illinois	2,058.00	2023 HS Theatre Fest Registration	HS Medical Academy	1,015.00
Champion Teamwear	1,558.70	HS Cheerleading poms	Interest/Service Charge	970.72
Boone Creek Golf Course	1,450.00	HS Girls Golf tourney fees	Heineman Boys Basketball	876.00
VEX Robotics Inc	1,210.84	HS Robotics Club supplies	HS Swimming	870.00
Rite Bite Fundraising	1,175.00	Heineman Chorus/Band fundraiser	Heineman Snow Hawks	765.00



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

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date		Fund Balance		
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
100	District In & Out	0.00	0.00	0.00	0.00	0.00	1,949.10	1,949.10
101	Interest/Service Charge	350.35	970.72	350.35	4,004.07	3,653.72	64,262.46	67,916.18
102	District Pepsi Account	0.00	0.00	1,377.24	188.93	(1,188.31)	10,036.54	8,848.23
104	Activity Food Service	0.00	0.00	0.00	0.00	0.00	3,726.24	3,726.24
105	District Recycling	0.00	0.00	0.00	0.00	0.00	5,124.57	5,124.57
111	Huntley Hootenanny	0.00	0.00	59.56	1,492.31	1,432.75	0.00	1,432.75
112	Foundation Grants	0.00	0.00	0.00	0.00	0.00	2,564.68	2,564.68
113	Schaffenegger Memorial	0.00	0.00	0.00	0.00	0.00	18,580.89	18,580.89
118	Gifted Program	0.00	0.00	2,500.00	0.00	(2,500.00)	2,500.00	0.00
1202	Mackeben Pop	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1203	Mackeben Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1204	Mackeben Art	387.14	0.00	1,002.08	0.00	(1,002.08)	3,650.43	2,648.35
1205	Mackeben Reading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1209	Mackeben Field Trips	0.00	0.00	958.00	0.00	(958.00)	4,816.46	3,858.46
1210	Mackeben Library	5,532.67	5,354.78	8,016.92	5,369.78	(2,647.14)	5,230.15	2,583.01
1212	Mackeben Market Day	0.00	0.00	0.00	0.00	0.00	526.40	526.40
1240	Mackeben In & Out	725.89	0.00	725.89	300.00	(425.89)	3,443.07	3,017.18
1400	Heineman LRC	0.00	0.00	546.90	17.00	(529.90)	681.61	151.71
1401	Heineman Snow Hawks	0.00	765.00	0.00	765.00	765.00	2,241.02	3,006.02
1402	Heineman Play	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1403	Heineman Yearbook	0.00	0.00	0.00	0.00	0.00	1,115.66	1,115.66
1404	Heineman PBIS	0.00	0.00	0.00	0.00	0.00	1,672.15	1,672.15
1405	Heineman Service Club	0.00	0.00	0.00	0.00	0.00	0.11	0.11
1406	Heineman Chorus/Band	12,071.55	18,652.00	19,499.34	21,063.00	1,563.66	5,738.17	7,301.83
1407	Heineman Wrestling	0.00	0.00	0.00	0.00	0.00	35.81	35.81
1408	Heineman Cheerleading	399.48	590.00	399.48	930.00	530.52	912.95	1,443.47
1409	Heineman Track	0.00	0.00	0.00	0.00	0.00	820.54	820.54
1410	Heineman Charitable Contributions	230.00	0.00	230.00	1,000.00	770.00	1,196.85	1,966.85
1411	Heineman Cross Country	0.00	0.00	0.00	105.00	105.00	153.53	258.53
1412	Heineman Volleyball	0.00	0.00	1,032.00	1,047.00	15.00	95.43	110.43
1413	Heineman PE	0.00	36.00	5,330.00	6,778.00	1,448.00	1,705.11	3,153.11
1414	Heineman Student Council	0.00	695.00	0.00	1,535.00	1,535.00	906.00	2,441.00
1416	Heineman Poms	232.81	0.00	232.81	960.00	727.19	170.47	897.66
1417	Heineman Girls Basketball	0.00	0.00	0.00	0.00	0.00	22.16	22.16
1418	Heineman Outdoor Activity	12,208.00	0.00	21,961.34	22,895.00	933.66	6,700.31	7,633.97
1419	Heineman Athletics	220.27	627.50	1,329.27	1,957.50	628.23	1,254.62	1,882.85

Fund Balance Report

Printed: 12/21/2022 9:32 AM

Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
1420	Heineman Boys Basketball	0.00	876.00	0.00	876.00	876.00	1,472.88	2,348.88
1421	Heineman Ecology Club	0.00	0.00	0.00	300.00	300.00	0.00	300.00
1422	Heineman Computer Lab	0.00	0.00	0.00	0.00	0.00	743.24	743.24
1423	Heineman Art Club	0.00	0.00	0.00	80.00	80.00	743.20	823.20
1425	Heineman Engineering Club	0.00	0.00	0.00	0.00	0.00	23.34	23.34
1440	Heineman In & Out	75.04	327.00	1,206.73	531.08	(675.65)	1,597.37	921.72
1441	Heineman Foods Club	45.85	0.00	45.85	190.00	144.15	1,308.65	1,452.80
1442	Heineman Board Game Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1461	Heineman 6th Grade Team 1	0.00	50.04	0.00	50.04	50.04	54.77	104.81
1462	Heineman 6th Grade Team 2	0.00	50.04	62.25	50.04	(12.21)	54.67	42.46
1471	Heineman 7th Grade Team 1	1,940.94	50.04	2,294.93	1,936.04	(358.89)	2,770.11	2,411.22
1472	Heineman 7th Grade Team 2	0.00	50.04	0.00	50.04	50.04	186.71	236.75
1480	Heineman 8th Grade Trips	0.00	0.00	0.00	0.00	0.00	4,636.54	4,636.54
1481	Heineman 8th Grade Team 1	10.00	50.04	10.00	50.04	40.04	84.68	124.72
1482	Heineman 8th Grade Team 2	0.00	50.05	0.00	50.05	50.05	1,591.72	1,641.77
1701	Conley School Store	0.00	0.00	108.39	0.00	(108.39)	1,142.82	1,034.43
1702	Conley Pop	59.40	0.00	77.86	0.00	(77.86)	176.62	98.76
1703	Conley Recycling	0.00	0.00	0.00	0.00	0.00	106.94	106.94
1704	Conley PBIS	0.00	0.00	0.00	0.00	0.00	2.00	2.00
1706	Conley Band	0.00	20.00	0.00	3,210.00	3,210.00	285.04	3,495.04
1707	Conley Jean Fund	0.00	0.00	0.00	0.00	0.00	19.24	19.24
1708	Conley Disc Golf Club	0.00	0.00	56.30	0.00	(56.30)	95.28	38.98
1709	Conley Field Trips	0.00	0.00	0.00	0.00	0.00	1,263.28	1,263.28
1710	Conley Library	350.00	0.00	350.00	25.00	(325.00)	4,244.26	3,919.26
1712	Conley Art	0.00	0.00	0.00	0.00	0.00	2,584.64	2,584.64
1713	Conley Yearbook	0.00	0.00	0.00	0.00	0.00	1,653.31	1,653.31
1740	Conley In & Out	226.88	0.00	2,508.20	1,337.00	(1,171.20)	2,951.35	1,780.15
195	LIGHT Program	0.00	0.00	0.00	0.00	0.00	1,506.34	1,506.34
196	Music Camps District-wide	0.00	0.00	0.00	0.00	0.00	0.00	0.00
198	MS Orchestra District-wide	0.00	0.00	0.00	0.00	0.00	551.57	551.57
199	Preschool	352.44	0.00	487.89	748.27	260.38	2,935.32	3,195.70
202	Chesak Pop	0.00	0.00	0.00	69.52	69.52	11.63	81.15
203	Chesak Recycling	0.00	0.00	0.00	0.00	0.00	171.34	171.34
204	Chesak Art	0.00	0.00	76.36	0.00	(76.36)	4,672.78	4,596.42
205	Chesak Yearbook	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206	Chesak Music	0.00	0.00	0.00	0.00	0.00	4,109.67	4,109.67

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date		Fund Balance		
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
209	Chesak Field Trips	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	Chesak Library	0.00	133.69	9,640.68	9,624.64	(16.04)	13,947.87	13,931.83
212	Chesak Dine & Share	0.00	0.00	0.00	0.00	0.00	796.70	796.70
240	Chesak In & Out	0.00	0.00	4,237.30	3,794.00	(443.30)	3,395.17	2,951.87
301	Leggee School Store	406.11	512.51	1,110.16	1,980.12	869.96	9,415.46	10,285.42
302	Leggee Pop	0.00	0.00	0.00	72.31	72.31	190.33	262.64
303	Leggee Recycling	0.00	0.00	0.00	0.00	0.00	15.92	15.92
304	Leggee Art	0.00	0.00	0.00	0.00	0.00	4,034.19	4,034.19
305	Leggee Chorus/Band	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306	Leggee Fundraisers	0.00	0.00	0.00	0.00	0.00	8.00	8.00
307	Leggee Donations & Grants	0.00	0.00	0.00	0.00	0.00	2,440.52	2,440.52
308	Leggee Music	0.00	0.00	124.95	0.00	(124.95)	416.21	291.26
309	Leggee Field Trips	0.00	0.00	0.00	0.00	0.00	988.11	988.11
310	Leggee Library	0.00	0.00	0.00	0.00	0.00	15.00	15.00
311	Leggee Recreation	0.00	0.00	327.79	0.00	(327.79)	1,012.06	684.27
313	Leggee Yearbook	0.00	0.00	0.00	199.50	199.50	223.28	422.78
340	Leggee In & Out	11.87	0.00	1,151.52	0.00	(1,151.52)	1,389.03	237.51
400	Marlowe LRC	0.00	0.00	339.98	0.00	(339.98)	529.95	189.97
401	Marlowe Pop	696.85	90.00	1,604.74	414.71	(1,190.03)	2,778.30	1,588.27
402	Marlowe Fundraiser Funds	0.00	0.00	0.00	0.00	0.00	404.25	404.25
403	Marlowe Yearbook	220.29	0.00	363.33	0.00	(363.33)	5,596.67	5,233.34
404	Marlowe School Store	0.00	0.00	0.00	160.00	160.00	5,144.65	5,304.65
405	Marlowe Student Council	0.00	306.00	0.00	306.00	306.00	166.96	472.96
406	Marlowe Chorus/Band	10,108.60	32,225.00	14,214.88	32,634.00	18,419.12	12,923.90	31,343.02
407	Marlowe Wrestling	63.92	0.00	63.92	0.00	(63.92)	807.22	743.30
408	Marlowe Cheerleading	100.00	0.00	628.85	2,938.00	2,309.15	1,814.91	4,124.06
409	Marlowe Track	0.00	0.00	0.00	0.00	0.00	84.47	84.47
410	Marlowe Spanish Club	0.00	0.00	0.00	0.00	0.00	162.44	162.44
411	Marlowe Cross Country	7.28	0.00	7.28	0.00	(7.28)	14.71	7.43
412	Marlowe Volleyball	115.00	0.00	562.55	1,319.00	756.45	2,710.93	3,467.38
413	Marlowe Philanthropy	0.00	0.00	0.00	0.00	0.00	6,464.47	6,464.47
414	Marlowe Academic Club	0.00	0.00	0.00	0.00	0.00	1.68	1.68
415	Marlowe Play	0.00	0.00	0.00	0.00	0.00	46.37	46.37
416	Marlowe Service Club	113.51	0.00	113.51	0.00	(113.51)	1,397.70	1,284.19
417	Marlowe Girls Basketball	0.00	0.00	1,295.10	0.00	(1,295.10)	1,353.33	58.23
418	Marlowe Outdoor Activity	321.96	0.00	18,371.90	34,370.75	15,998.85	12,897.01	28,895.86

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
419	Marlowe Athletics	563.19	0.00	563.19	0.00	(563.19)	3,320.06	2,756.87
420	Marlowe Boys Basketball	0.00	0.00	601.66	0.00	(601.66)	14,835.07	14,233.41
421	Marlowe Snow Stangs	0.00	0.00	0.00	0.00	0.00	315.02	315.02
422	Marlowe Tech Lab	0.00	0.00	4.98	0.00	(4.98)	128.98	124.00
423	Marlowe Art Class	0.00	0.00	0.00	270.00	270.00	3,692.49	3,962.49
424	Marlowe PE	0.00	0.00	0.00	0.00	0.00	2,370.12	2,370.12
425	Marlowe Ecology	0.00	0.00	0.00	0.00	0.00	1,156.11	1,156.11
426	Marlowe Poms	224.99	560.00	6,027.11	610.00	(5,417.11)	9,414.65	3,997.54
427	Marlowe Musical	0.00	0.00	0.00	0.00	0.00	399.32	399.32
428	Marlowe Explorers Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440	Marlowe In & Out	135.28	0.00	444.36	0.00	(444.36)	783.66	339.30
441	Marlowe Foods Club	136.46	0.00	136.46	45.00	(91.46)	98.29	6.83
461	Marlowe 6th Grade	0.00	0.00	0.00	0.00	0.00	52.95	52.95
471	Marlowe 7th Grade	0.00	0.00	0.00	0.00	0.00	103.07	103.07
481	Marlowe 8th Grade	0.00	0.00	1,403.21	0.00	(1,403.21)	4,226.38	2,823.17
500	HS Leos Club	0.00	0.00	0.00	0.00	0.00	366.68	366.68
501	HS Raider Nation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502	HS Art	0.00	0.00	0.00	0.00	0.00	294.97	294.97
503	HS Yearbook	0.00	0.00	115.00	795.00	680.00	497.78	1,177.78
504	HS Girls Cross Country	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505	HS Student Council	5,804.94	(4,494.00)	23,087.30	51,977.00	28,889.70	49,140.58	78,030.28
506	HS Chorus	0.00	0.00	0.00	0.00	0.00	488.60	488.60
507	HS Color Guards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
508	HS Pop	500.69	316.00	1,482.15	1,065.37	(416.78)	902.13	485.35
509	HS Math Club	135.46	300.00	135.46	300.00	164.54	353.92	518.46
510	HS Girls Golf	4,095.23	0.00	6,199.40	4,776.75	(1,422.65)	4,721.72	3,299.07
511	HS Drama Club	2,058.00	425.00	2,397.21	3,990.00	1,592.79	1,092.47	2,685.26
512	HS Pom Pons	5,381.88	6,860.00	28,791.00	24,387.39	(4,403.61)	14,776.15	10,372.54
513	HS Ski Club	45.22	0.00	45.22	0.00	(45.22)	3,799.63	3,754.41
514	HS World Languages Club	0.00	0.00	0.00	0.00	0.00	769.86	769.86
515	HS Boys Track	0.00	0.00	1,508.00	1,990.00	482.00	6,717.71	7,199.71
516	HS Dean Activity	3,206.58	1,272.90	3,467.10	6,231.62	2,764.52	24,481.11	27,245.63
517	HS HOSA Medical Club	538.96	0.00	764.78	2,559.00	1,794.22	2,315.93	4,110.15
518	HS NHS	177.69	725.00	3,608.60	1,457.00	(2,151.60)	4,936.47	2,784.87
519	HS Co-Op (VICA)	250.00	0.00	500.00	0.00	(500.00)	10,698.38	10,198.38
520	HS Musical	359.92	0.00	359.92	1,000.00	640.08	585.02	1,225.10

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date		Fund Balance		
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
521	HS Athletic Varsity	24,232.94	13,042.95	38,340.43	50,105.30	11,764.87	11,304.34	23,069.21
522	HS Girls Volleyball	3,544.24	1,167.00	25,115.45	37,955.56	12,840.11	9,821.20	22,661.31
523	HS Boys Golf	875.90	0.00	8,638.20	8,610.00	(28.20)	2,137.94	2,109.74
524	HS Softball	0.00	210.75	5,201.67	210.75	(4,990.92)	7,677.41	2,686.49
525	HS Baseball	826.18	0.00	8,150.43	5,597.15	(2,553.28)	4,445.85	1,892.57
526	HS Girls Basketball	0.00	6,277.47	8,286.35	16,082.27	7,795.92	3,148.52	10,944.44
527	HS Boys Basketball	562.11	2,500.00	18,232.85	22,853.00	4,620.15	4,877.75	9,497.90
528	HS Cheerleading	10,234.70	1,520.00	23,056.21	60,359.75	37,303.54	19,821.58	57,125.12
529	HS Wrestling	91.72	1,750.00	1,030.72	3,504.00	2,473.28	15,800.14	18,273.42
530	HS Boys Cross Country	1,241.79	175.00	3,332.76	3,642.50	309.74	1,928.08	2,237.82
531	HS FBLA	0.00	0.00	6,134.38	623.04	(5,511.34)	14,363.75	8,852.41
532	Heuck Memorial Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533	HS Speech	0.00	150.00	10.00	150.00	140.00	2,299.46	2,439.46
534	HS Academic Team	0.00	0.00	0.00	0.00	0.00	4.76	4.76
535	HS Journalism	5,812.57	8,518.30	9,172.86	38,529.00	29,356.14	7,641.01	36,997.15
536	HS Soccer	35.00	(920.00)	14,710.69	35,743.51	21,032.82	62,960.38	83,993.20
537	HS Field Trips	228.00	323.00	228.00	523.00	295.00	395.75	690.75
538	HS Football	5,730.20	(2,052.00)	127,960.42	142,251.50	14,291.08	11,833.73	26,124.81
539	HS Special Olympics	0.00	0.00	0.00	0.00	0.00	445.09	445.09
540	HS In & Out	0.00	6,000.00	1,500.00	10,780.55	9,280.55	1,955.67	11,236.22
541	HS Tech & Ind Arts	7,099.47	0.00	8,159.68	7,224.00	(935.68)	2,752.14	1,816.46
542	HS PE	756.86	301.82	33,027.87	24,001.34	(9,026.53)	32,597.24	23,570.71
543	HS Girls Track	824.15	300.00	6,196.04	1,755.00	(4,441.04)	11,635.54	7,194.50
544	HS Blooms Courtyard	0.00	0.00	0.00	0.00	0.00	540.90	540.90
545	HS Tennis	0.00	0.00	3,837.98	3,992.51	154.53	209.62	364.15
546	HS Media Center	0.00	0.00	0.00	0.00	0.00	1,727.25	1,727.25
547	HS Buddies Club	204.95	0.00	258.36	402.00	143.64	3,020.01	3,163.65
548	HS Robotics Club	1,210.84	8,355.00	5,169.93	9,795.00	4,625.07	6,767.21	11,392.28
549	HS Assessments	616.85	1,226.00	2,626.00	1,226.00	(1,400.00)	30,219.83	28,819.83
550	HS Community Service Club	0.00	0.00	0.00	0.00	0.00	2,795.26	2,795.26
551	HS Custom Designs	0.00	0.00	0.00	0.00	0.00	2,389.53	2,389.53
552	HS Orchesis Club	389.75	0.00	389.75	0.00	(389.75)	2,724.72	2,334.97
553	HS Recycling	541.98	0.00	541.98	66.14	(475.84)	1,051.00	575.16
554	HS Art Club	80.50	20.00	80.50	214.40	133.90	421.77	555.67
555	HS Boys Lacrosse	0.00	0.00	56.00	0.00	(56.00)	2,116.66	2,060.66
556	HS Marching Band	4,793.76	300.00	39,034.43	24,887.10	(14,147.33)	25,423.29	11,275.96

Fund Balance Report

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Huntley Community School District 158

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
557	HS Culinary Club	11.41	0.00	11.41	0.00	(11.41)	234.91	223.50
558	HS Fashion Club	0.00	0.00	0.00	0.00	0.00	407.24	407.24
559	HS Social Studies Trips	0.00	0.00	7,618.00	7,618.00	0.00	3,868.07	3,868.07
560	HS PBIS Raider Way	0.00	0.00	0.00	0.00	0.00	2,532.88	2,532.88
561	HS Girls Bowling	0.00	0.00	0.00	0.00	0.00	367.02	367.02
562	HS Swimming	1,675.73	870.00	7,277.73	8,455.00	1,177.27	1,131.07	2,308.34
563	HS Fishing Club	2,242.00	711.60	2,242.00	1,740.60	(501.40)	371.25	(130.15)
564	HS Science Club	0.00	0.00	48.52	0.00	(48.52)	3,271.49	3,222.97
565	HS Psychology Club	0.00	0.00	0.00	0.00	0.00	1,657.42	1,657.42
566	HS Horticulture Club	0.00	0.00	0.00	0.00	0.00	3,092.14	3,092.14
567	HS Orchestra	0.00	354.01	0.00	354.01	354.01	0.00	354.01
568	HS Medical Academy	1,000.00	1,015.00	1,750.00	1,865.00	115.00	219.72	334.72
569	HS Operation Click	0.00	0.00	0.00	0.00	0.00	0.00	0.00
570	HS SES Program	0.00	0.00	0.00	0.00	0.00	714.90	714.90
571	HS Girls Lacrosse	0.00	505.75	3,226.50	4,793.50	1,567.00	9,428.70	10,995.70
572	HS Autos Club	155.56	58.47	903.49	2,194.65	1,291.16	186.18	1,477.34
573	HS Boys Volleyball	0.00	0.00	2,232.00	1,508.30	(723.70)	1,061.03	337.33
574	HS Life Skills	0.00	0.00	505.00	0.00	(505.00)	760.76	255.76
575	HS Job Skills	46.69	0.00	248.52	0.00	(248.52)	2,942.20	2,693.68
576	HS Chess Team	180.21	0.00	180.21	180.00	(0.21)	328.61	328.40
577	HS Boys Bowling	0.00	0.00	800.00	835.20	35.20	167.64	202.84
598	HS Incubator Pgm	0.00	0.00	0.00	0.00	0.00	29,485.70	29,485.70
599	HS Senior Class Gift	0.00	0.00	0.00	0.00	0.00	8,742.94	8,742.94
701	Martin School Store	0.00	0.00	0.00	0.00	0.00	4,699.79	4,699.79
702	Martin Pop	0.00	0.00	55.95	35.15	(20.80)	326.07	305.27
703	Martin Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704	Martin Art	909.59	0.00	2,231.96	0.00	(2,231.96)	9,549.06	7,317.10
706	Martin Band	0.00	400.00	0.00	3,940.00	3,940.00	723.94	4,663.94
709	Martin Fieldtrips	0.00	0.00	0.00	0.00	0.00	4,275.00	4,275.00
710	Martin Library	7,778.11	10,634.68	8,208.11	10,672.67	2,464.56	10,292.89	12,757.45
712	Martin Fundraising	0.00	50.00	0.00	1,755.89	1,755.89	6,173.18	7,929.07
713	Martin Yearbook	0.00	0.00	0.00	0.00	0.00	4,255.34	4,255.34
740	Martin In & Out	2,165.50	268.50	2,165.50	2,150.00	(15.50)	386.85	371.35
		$157,297.85	$132,479.65	$646,821.33	$828,410.21	$181,588.88	$877,916.22	$1,059,505.10

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

November 2022 Financial Executive Summary

The November 2022 month and YTD results are as follows:

Operating Funds: 10, 20, 40, 50, and 70	FY23 November	FY23 YTD	FY23 Budget	
Total Local	$ 6,176,596	$ 32,076,313	$ 81,620,603	39%
Total State	3,017,121	14,093,937	$ 33,973,821	41%
Total Federal	208,049	266,883	$ 8,009,340	3%
Operating Revenues	$ 9,401,766	$ 46,437,133	$ 123,603,764	**38%**
Salaries	$ 6,229,550	$ 30,835,870	$ 73,946,957	42%
Employee Benefits	$ 1,764,369	$ 7,473,161	$ 19,581,166	38%
Purchased Services	$ 898,420	$ 5,690,368	$ 12,064,781	47%
Supplies & Materials	$ 662,503	$ 2,232,275	$ 9,738,164	23%
Capital Outlay	$ 264,181	$ 448,376	$ 3,615,966	12%
Other Objects	$ 318,937	$ 679,326	$ 4,404,282	15%
Operating Expenses	10,137,960	47,359,376	123,351,315	**38%**
Net Operating Surplus (Deficit)	$ (736,194)	$ (922,243)	$ 252,449	

All Funds:	FY23 November	FY23 YTD	FY23 Budget	
Total Revenues	$ 10,517,797	$ 51,917,014	$ 135,470,455	**38%**
Total Expenses	10,140,273	48,032,507	136,204,163	**35%**
Net All Funds Surplus (Deficit)	$ 377,524	$ 3,884,506	$ (733,708)	

The District closed November with an all funds net surplus of $3.9M and an operating net deficit of ($922k). The current year-to-date (YTD) operating deficit is primarily the result of not recognizing federal revenues. YTD we have recognized 3% of federal revenue, primarily the result of not collecting on federal grant reimbursements such as IDEA, ARP, ESSER and the Title grants. Over the next few months we expect to recognize these revenues. The majority of the revenue was due to recognition of monthly 2021 Levy as well as EBF and MCAT revenue. Total revenues are at 38% of budget, and total expenditures are at 35% of the budget.

November operating revenues of $9.4M are primarily due to the recognition of $5.9M levy 2021 property taxes, $2.6M State Evidence Based Funding (EBF), and $370k for November FY23 SpEd Private Facility Tuition, Regular and Special Ed Transportation. Local revenues include $209k student foodservice. Federal revenues are primarily from $201k National School Lunch.

Approximately 79% of November operating expenditures cover salaries and benefits. Major expenditures making up the $898k in operating Purchased Services was for the custodial contract ($171k), ARP Community Partnership purchased services ($87k), substitute teacher contracted ($80k), and repairs and maintenance buildings ($59k). The $663k in Supplies and Materials includes cafe food ($108k), ESSER II supplies ($67k), curriculum new adoption ($59k), and cafe supplies ($57k). Capital Outlay of $264k is from the baseball/softball project at HHS. The majority of the $319k of Other Objects is for special ed tution.

The District began FY23 with $60.7 million in cash and as of the end of November 2022, the cash balance approximated $65.8 million. The District holds $5.3M with BMO, $52.0M through PMA, and $8.5M with Fifth Third.

November 2022 Financial Executive Summary

Major transactions for November 2022 include:

Non-Salary Major Cash Expenditures		
Blue Cross Blue Shield (Medical Ins.)	$	1,188,847
Byrne & Jones Const. (HHS Baseball)	$	263,701
ABM Industry Group (O&M)	$	173,540
BMO Mastercard (P-Card)	$	164,539
Veregy (EV Bus Infrastructure)	$	104,302
Gordon Food Service (Foodservice)	$	89,591
Care Solace Inc (Addiction Tmt-ARP Funds)	$	87,188
American Reading Co (Curriculum)	$	67,286
Advantage Mechanical (O&M)	$	61,381
Math Modernist (Curriculum)	$	53,004
SASED (SpEd Tuition)	$	52,886
Schoolbells Ltd (SpEd Trans)	$	48,881
CDW Govt (Technology)	$	46,417
Federal Supply (Foodservice Eqpt.)	$	44,401
Northwestern IL Assoc. (SpEd Tuition)	$	40,650
Everdrivern Tech LLC (SpEd Trans)	$	40,235
Soliant Health Inc (Contracted Staff)	$	35,381

Major Revenues Received/Recognized	
Monthly Op Levy 2021 Recognition	$5,858,271
Evidence Based Funding	$2,646,876
Monthly MCAT Recognition	$370,245
Student Foodservice	$208,557
National School Lunch	$200,655
Interest Earnings	$129,410

December 2022 ISBE (State) Receivable	
FY22 Other	$1,014,429
FY23 Other	$8,627
FY23 MCATs	$740,489
Total	**$1,763,545**

Monthly Insurance Update:

Claims Paid by Week	**Sep 2022**	**Oct 2022**	**Nov 2022**	**FY23 YTD**
Week 1	$ 197,847	$ 137,721	$ 158,465	$ 761,423
Week 2	$ 204,689	$ 157,933	$ 176,029	$ 940,281
Week 3	$ 192,695	$ 164,307	$ 274,097	$ 1,059,064
Week 4	$ 138,136	$ 126,936	$ 121,077	$ 811,985
Week 5	$ 149,439	$ 31,566	$ 120,467	$ 576,348
Total	$ 882,806	$ 618,463	$ 850,135	$ 4,149,101
Settlement Costs - BC/BS	187,646	188,405	188,301	940,139
Average Monthly Claims Based upon the last 12 months of claims	$ 856,820	$ 848,057	$ 861,244	
Total Insurance Costs **Includes employee contributions**	$ 948,725	$ 657,077	$ 932,603	$ 4,354,119

FY22 Budget $ 11,158,946

November 2022 claims of $850,135 compares to $691,883 in November 2021. Average claims per month for FY23 (5 months) is $830k and compares to $708k for the same period in FY22, representing an approximate 18.6% increase over prior year. (These figures include stop loss credits of $1.4M.) Although significantly higher than prior year, FY23 total health costs, including employee contributions, are $4.35M which continues to track with budget.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

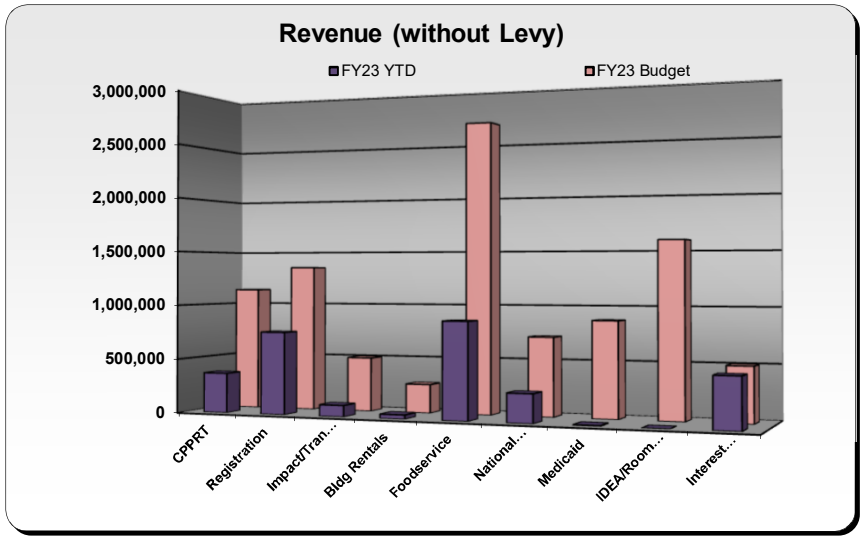
Huntley Community School District 158

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

November 2022 Dashboard

Revenue					
	Prior YTD	FY23 YTD	FY23 Budget	%	Variance
Operating Levies	28,541,585	29,291,212	72,586,563	40%	43,295,351
MCATs	1,823,773	1,904,025	4,469,835	43%	2,565,810
CPPRT	237,251	366,023	1,137,000	32%	770,977
Registration	542,204	753,943	1,350,367	56%	596,425
Impact/Transition Fees	294,467	103,879	500,000	21%	396,121
Bldg Rentals	42,229	38,109	265,000	14%	226,891
Foodservice	328,501	875,796	2,675,194	33%	1,799,398
National School Lunch	982,753	259,770	720,464	36%	460,694
Medicaid	65,170	7,112	875,000	1%	867,888
IDEA/Room & Board	475,193	0	1,591,650	0%	1,591,650
Interest Earnings-Total	9,616	456,298	500,000	91%	43,702

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

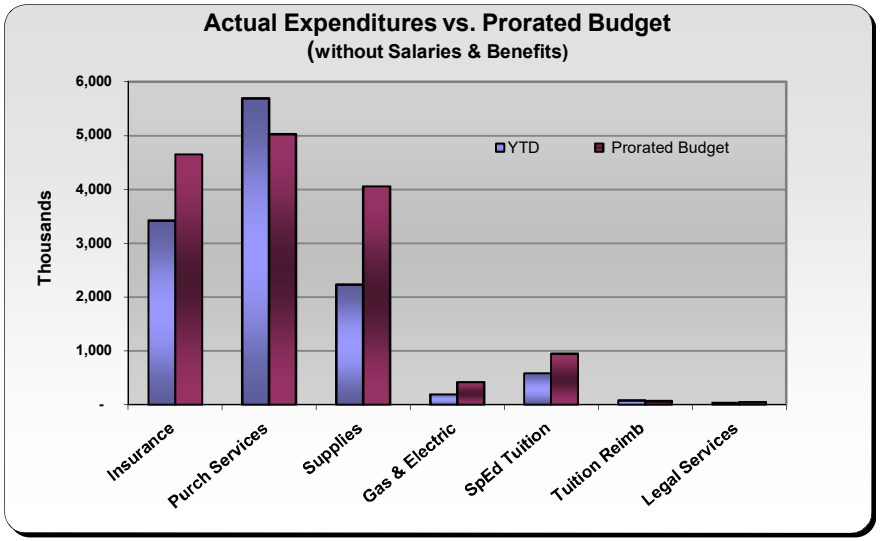


Monthly Notes - Revenue

►National School Lunch revenue has declined due to the end of the Summer Food Service program.
►We received $340k in IDEA funding in December.

Key Operating Expenditures					
	Prior YTD	FY23 YTD	FY23 Budget	%	Budget Bal.
Salaries & Benefits	35,522,586	38,309,030	93,354,170	41%	55,045,140
Insurance	2,946,079	3,421,516	11,158,946	31%	7,737,430
Purchased Services	4,958,654	5,690,368	12,064,781	47%	6,374,413
Supplies	2,356,909	2,232,275	9,738,164	23%	7,505,889
Gas & Electric	316,904	196,946	1,010,000	19%	813,054
SpEd Tuition	784,834	583,441	2,280,000	26%	1,696,559
Tuition Reimb	78,874	79,443	165,000	48%	85,557
Legal Services	42,895	41,573	125,000	33%	83,427

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



Monthly Notes - Expenditures

►Purchased services continue to exceed budget primarily due to the annual insurance payment to CLIC.
►Tution reimbursement is 48% of budget and is consistent with prior year.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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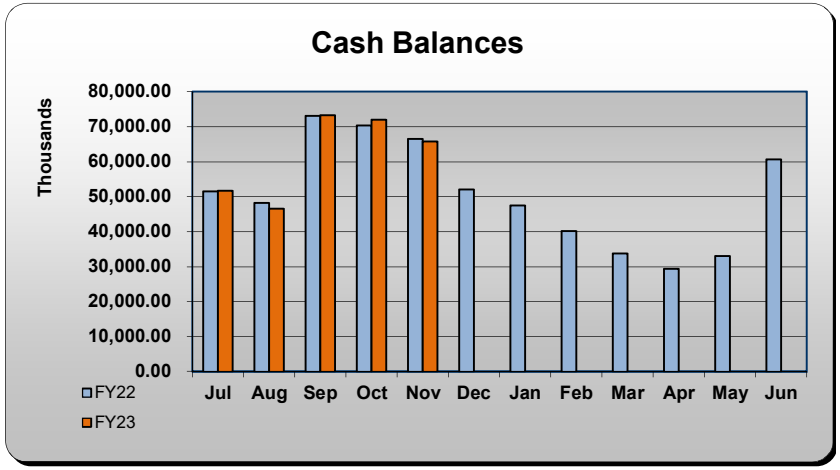
November 2022 Dashboard

Balance Sheet - Cash Flow				
	Prior YTD	FY23 YTD	%	Variance
Cash and Investments	66,560,274	65,843,035	99%	(717,239)
A/R Total	1,467,731	2,351,489	160%	883,758
A/R State	888,413	1,919,627	216%	1,031,214
Deferred Revenue	5,038,571	3,982,914	79%	(1,055,657)
Contracts Payable	7,220,043	7,806,143	108%	586,099
Self Insurance Res.	2,487,781	2,487,781	100%	0

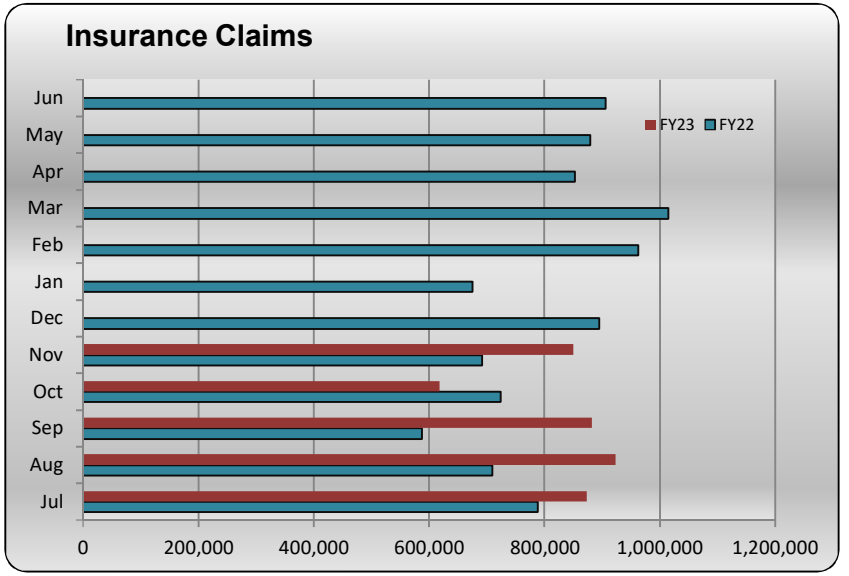
Monthly Notes - Balance Sheet

► State Receivables are $1M greater than PY primarily due to the IL EPA Grant.
► Deferred Revenue is ($1.05M) less than prior year due to levy revenue recognition.
► Contracts Payable has been adjusted for 2023 summer payrolls.



FY22 AFR Data				
	FY22	FY21	%	Variance
Fund Balance to Revenue Ratio	0.33	0.35	93%	(0.03)
Expenditure to Revenue Ratio	1.01	0.98	98%	(0.02)
Days Cash on Hand	159.39	170.28	94%	(10.89)
Percent Short-Term Borrowing Max Rer	100.00	100.00	100%	0.00
Percent Long-Term Debt Margin Remai	57.69	58.52	99%	(0.83)
ISBE Rating	**3.45**	**3.80**	91%	(0.35)
Operating Expense per Pupil	13,831.00	12,616.00	110%	1,215.00
	REVIEW	RECOGNITION		

► The District ISBE rating fell to REVIEW in FY22 due to an increased Expenditure to Revenue Ratio compared to FY21. This is due to the budgeted operating deficit and is not unexpected.



Revenue Report

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Huntley Community School District 158

Educational Fund 10

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

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	Designated Levies	4,664,190.00	23,320,950.00	(57,762,572.00)	(34,441,622.00)	40.37		
1200	Payments In Lieu Of Taxes	0.00	366,022.94	(972,550.00)	(606,527.06)	37.64		
1300	Tuition	0.00	11,875.00	(336,982.02)	(325,107.02)	3.52		
1500	Earnings On Investments	8,786.40	132,206.78	(160,226.67)	(28,019.89)	82.51		
1600	Food Service	208,557.47	875,796.46	(2,675,194.01)	(1,799,397.55)	32.87		
1700	District/School Activity Income	10.147.00	211,401.00	(2,393,613.14)	(2,182,212.14)	8.83		
1800	Textbook Income	(15.016.48)	753,942.63	(1,350,367.36)	(596,424.73)	55.69		
1900	Other Local Revenues	29,747.61	142,827.31	(395,623.70)	(237,673.56)	39.92		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	4,906,412.00	25,815,022.12	(66,047,128.90)	(40,216,983.95)	39.11	*	Source of Revenue
3001	General State Aide	2,646,876.00	10,587,504.00	(27,019,401.81)	(16,431,897.81)	39.18		
3100	Special Education	102.302.16	564,177.44	(1,249,494.04)	(685,316.60)	45.15		
3200	Career And Technical Education (Cte) - Tech Prep	0.00	0.00	(34,058.00)	(34,058.00)	0.00		
3300	Bilingual/StateFreeLunch/Dr Ed	0.00	8,761.28	(67,279.86)	(58,518.58)	13.02		
3500	Transportation - Reg/Voc/SpEd	0.00	0.00	0.00	0.00	0.00		
3700	Early Childhood	0.00	49,767.00	(292,033.02)	(242,266.02)	17.04		
3900	Other State Revenue	0.00	0.00	0.00	0.00	0.00		
3000	RECEIPTS/REVENUE FROM STATE SOURCES	2,749,178.16	11,210,209.72	(28,662,266.73)	(17,452,057.01)	39.11	*	Source of Revenue
4100	Title V	0.00	0.00	0.00	0.00	0.00		
4200	Child Nutrition	208,048.72	259,770.45	(720,464.00)	(460,693.55)	36.06		
4300	Title I - Low Income	0.00	0.00	(180,696.00)	(180,696.00)	0.00		
4400	Title IV - Safe And Drug-Free Schools - Formula	0.00	0.00	(12,766.00)	(12,766.00)	0.00		
4620	Federal Special Education - IDEA Flow-Through/ Low	0.00	0.00	(1,591,650.14)	(1,591,650.14)	0.00		
4700	CTE	0.00	0.00	(38,361.00)	(38,361.00)	0.00		
4800	Federal - ARRA	0.00	0.00	(720,527.00)	(720,527.00)	0.00		
4900	Other Restricted Grants Received From Federal	0.00	7,112.49	(4,744,876.00)	(4,737,763.51)	0.15		
4000	RECEIPTS/REVENUE FROM FEDERAL SOURCES	208,048.72	266,882.94	(8,009,340.14)	(7,742,457.20)	3.33	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7300	Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00		

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Revenue Report

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Huntley Community School District 158

Educational Fund 10

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

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
7400	**Transfers From Other Funds To Pay Principal On Cap**	0.00	0.00	0.00	0.00	0.00		
7500	**Transfers From Other Funds To Pay Interest On Capi**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
10	**Educational Fund**	7,863,638.88	37,292,114.78	(102,718,735.77)	(65,411,498.16)	36.32		Fund

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Revenue Report

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Huntley Community School District 158

Operations & Maintenance Fund 20

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

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	Designated Levies	729.183.08	3,645,915.40	(9,052,505.00)	(5,406,589.60)	40.28		
1500	Earnings On Investments	25.921.61	78,314.25	(115,162.93)	(36,848.68)	68.00		
1900	Other Local Revenues	12,311.15	100,924.12	(280,000.00)	(177,360.88)	36.66		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	767,415.84	3,825,153.77	(9,447,667.93)	(5,620,799.16)	40.51	*	Source of Revenue
3001	General State Aide	0.00	0.00	(2,096,243.19)	(2,096,243.19)	0.00		
3900	Other State Revenue	0.00	0.00	0.00	0.00	0.00		
3000	RECEIPTS/REVENUE FROM STATE SOURCES	0.00	0.00	(2,096,243.19)	(2,096,243.19)	0.00	*	Source of Revenue
4500		0.00	0.00	0.00	0.00	0.00		
4900	Other Restricted Grants Received From Federal	0.00	0.00	0.00	0.00	0.00		
4000	RECEIPTS/REVENUE FROM FEDERAL SOURCES	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7300	Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00		
7900	Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00		
7000	SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
20	Operations & Maintenance Fund	767,415.84	3,825,153.77	(11,543,911.12)	(7,717,042.35)	33.15		Fund

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Revenue Report

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Huntley Community School District 158

Debt Service Fund or Fund Group 30

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

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	Designated Levies	1,042,227.61	5,211,138.05	(11,412,251.00)	(6,201,112.95)	45.66		
1500	Earnings On Investments	55,487.71	140,185.35	(89,118.67)	51,066.68	157.30		
1900	Other Local Revenues	0.00	0.00	0.00	0.00	0.00		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	1,097,715.32	5,351,323.40	(11,501,369.67)	(6,150,046.27)	46.53	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7400	Transfers From Other Funds To Pay Principal On Cap	0.00	0.00	0.00	0.00	0.00		
7500	Transfers From Other Funds To Pay Interest On Capi	0.00	0.00	0.00	0.00	0.00		
7600	Transfers From Other Funds To Pay Principal On Rev	0.00	0.00	0.00	0.00	0.00		
7700	Transfers From Other Funds To Pay Interest On Reve	0.00	0.00	0.00	0.00	0.00		
7900	Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00		
7000	SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
30	Debt Service Fund or Fund Group	1,097,715.32	5,351,323.40	(11,501,369.67)	(6,150,046.27)	46.53		Fund

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Revenue Report

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Huntley Community School District 158

Transportation Fund 40

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

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	**Designated Levies**	184,268.17	921,340.85	(2,287,602.00)	(1,366,261.15)	40.28		
1400	**Transportation Fees**	0.00	0.00	(69,699.93)	(69,699.93)	0.00		
1500	**Earnings On Investments**	14,138.15	35,918.02	(65,092.14)	(29,174.12)	55.18		
1900	**Other Local Revenues**	6,000.00	30,732.48	0.00	30,732.48	0.00		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	204,406.32	987,991.35	(2,422,394.07)	(1,434,402.72)	40.79	*	Source of Revenue
3500	**Transportation - Reg/Voc/SpEd**	267,942.56	1,339,712.80	(3,215,311.00)	(1,875,598.20)	41.67		
3900	**Other State Revenue**	0.00	0.00	0.00	0.00	0.00		
3000	**RECEIPTS/REVENUE FROM STATE SOURCES**	267,942.56	1,339,712.80	(3,215,311.00)	(1,875,598.20)	41.67	*	Source of Revenue
7300	**Sale Or Compensation For Loss Of Fixed Assets**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
40	**Transportation Fund**	472,348.88	2,327,704.15	(5,637,705.07)	(3,310,000.92)	41.29		Fund

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Revenue Report

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Huntley Community School District 158

Municipal Retirement and Social Security Fund 50

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

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	**Designated Levies**	245,203.25	1,226,016.25	(3,044,081.00)	(1,818,064.75)	40.28		
1200	**Payments In Lieu Of Taxes**	0.00	0.00	(164,450.00)	(164,450.00)	0.00		
1500	**Earnings On Investments**	15,499.64	39,229.50	(40,056.70)	(827.20)	97.93		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	260,702.89	1,265,245.75	(3,248,587.70)	(1,983,341.95)	38.95	*	Source of Revenue
50	**Municipal Retirement and Social Security Fund**	260,702.89	1,265,245.75	(3,248,587.70)	(1,983,341.95)	38.95		Fund

Revenue Report

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Huntley Community School District 158

Capital Projects Fund or Fund Group 60

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1500 Earnings On Investments

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1500	**Earnings On Investments**	7,343.56	24,674.92	(15,021.25)	9,653.67	164.27		
1900	**Other Local Revenues**	10,972.00	103,878.78	(350,000.00)	(246,121.22)	29.68		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	18,315.56	128,553.70	(365,021.25)	(236,467.55)	35.22	*	Source of Revenue
3900	**Other State Revenue**	0.00	0.00	0.00	0.00	0.00		
3000	**RECEIPTS/REVENUE FROM STATE SOURCES**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
7100	**Transfers From Various Funds**	0.00	0.00	0.00	0.00	0.00		
7200	**Proceeds From The Sale Of Bonds**	0.00	0.00	0.00	0.00	0.00		
7300	**Sale Or Compensation For Loss Of Fixed Assets**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
60	**Capital Projects Fund or Fund Group**	18,315.56	128,553.70	(365,021.25)	(236,467.55)	35.22		Fund

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Revenue Report

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Huntley Community School District 158

Working Cash Fund 70

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

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	**Designated Levies**	35,426.75	177,133.75	(439,803.00)	(262,669.25)	40.28		
1500	**Earnings On Investments**	2,232.35	5,766.11	(15,021.25)	(9,255.14)	38.39		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	37,659.10	182,899.86	(454,824.25)	(271,924.39)	40.21	*	Source of Revenue
70	**Working Cash Fund**	37,659.10	182,899.86	(454,824.25)	(271,924.39)	40.21		Fund

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Revenue Report

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Huntley Community School District 158

Fire Prevention and Safety Fund or Fund Group 90

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

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	**Designated Levies**	0.00	0.00	0.00	0.00	0.00		
1500	**Earnings On Investments**	0.83	3.35	(300.41)	(297.06)	1.12		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	0.83	3.35	(300.41)	(297.06)	1.12	*	Source of Revenue
90	**Fire Prevention and Safety Fund or Fund Group**	0.83	3.35	(300.41)	(297.06)	1.12		Fund
	Report Total:	10,517,797.30	50,372,998.76	(135,470,455.24)	(85,080,618.65)	37.20		

Expenditure Report - Board of Education

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Huntley Community School District 158

Educational Fund 10

Function 1000 INSTRUCTION
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	4,217,115.00	20,778,358.68	0.00	50,116,980.82	29,408,627.47	41.40		
200	EMPLOYEE BENEFITS	1,243,777.07	4,359,219.10	1,018,555.76	11,026,601.12	5,643,249.54	48.88		
300	PURCHASED SERVICES	218,874.69	848,132.52	182,617.83	1,957,113.92	433,771.13	76.29		
400	SUPPLIES & MATERIALS	288,851.01	946,166.42	281,311.60	3,265,254.00	1,663,332.29	43.61		
500	CAPITAL OUTLAY	480.00	1,330.00	32.94	20,000.00	18,637.06	6.81		
600	OTHER OBJECTS	15,874.00	34,666.70	370.00	2,017,689.00	1,980,987.30	1.82		
700	NON-CAPITALIZED EQUIPMENT	876.99	8,273.17	71,688.57	152,005.00	85,971.26	49.33		
1000	INSTRUCTION	5,985,848.76	26,976,146.59	1,554,576.70	68,555,643.86	39,234,576.05	42.48	*	Function
100	SALARIES	1,652,169.67	8,362,375.47	0.00	19,007,356.80	10,643,981.51	44.00		
200	EMPLOYEE BENEFITS	235,322.60	1,363,143.69	96,050.57	3,320,383.61	1,847,889.87	44.35		
300	PURCHASED SERVICES	193,437.59	2,358,070.58	413,596.41	4,381,242.57	1,364,953.65	69.16		
400	SUPPLIES & MATERIALS	223,890.22	751,191.61	834,081.14	3,362,067.00	1,799,681.21	47.99		
500	CAPITAL OUTLAY	0.00	40,460.92	9,050.00	57,000.00	(19,910.92)	167.27		
600	OTHER OBJECTS	5,010.45	45,402.14	6,487.19	97,374.00	44,096.71	54.71		
700	NON-CAPITALIZED EQUIPMENT	0.00	812.14	0.00	21,947.00	21,134.86	3.70		
2000	SUPPORT SERVICES	2,309,830.53	12,921,456.55	1,359,265.31	30,247,370.98	15,701,826.89	48.28	*	Function
100	SALARIES	5,433.76	36,801.49	0.00	83,000.00	43,198.51	46.00		
300	PURCHASED SERVICES	0.00	0.00	0.00	27,398.00	13,881.00	0.12		
400	SUPPLIES & MATERIALS	641.38	846.59	414.29	25,000.00	23,739.12	5.04		
3000	COMMUNITY SERVICES	6,075.14	37,648.08	414.29	135,398.00	80,818.63	32.03	*	Function
300	PURCHASED SERVICES	1,125.00	2,587.50	0.00	10,000.00	6,887.50	31.13		
600	OTHER OBJECTS	295,545.10	583,441.02	635,079.46	2,280,000.00	820,090.64	64.42		
4000	PAYMENTS TO OTHER DISTRICTS AND GOVERNMENTAL UNITS	296,670.10	586,028.52	635,079.46	2,290,000.00	826,978.14	64.28	*	Function
10	Educational Fund	8,598,424.53	40,521,279.74	3,549,335.76	101,228,412.84	55,844,199.71	44.71		Fund

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Expenditure Report - Board of Education

Printed: 12/24/2022 10:46 AM
Huntley Community School District 158

Operations & Maintenance Fund 20

Function 2000 SUPPORT SERVICES
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	114,385.26	638,237.03	0.00	1,528,535.47	890,298.44	41.75		
200	EMPLOYEE BENEFITS	(4,561.34)	43,728.87	0.00	255,431.97	211,703.10	17.12		
300	PURCHASED SERVICES	383,952.45	1,819,168.19	1,023,013.55	4,824,779.67	1,614,582.53	66.47		
400	SUPPLIES & MATERIALS	87,837.54	316,470.03	122,418.70	2,200,843.00	1,647,569.01	25.14		
500	CAPITAL OUTLAY	263,700.90	390,070.99	1,887,610.75	2,538,966.00	156,527.93	93.83		
600	OTHER OBJECTS	624.13	1,374.95	611.38	3,000.00	1,013.67	66.21		
700	NON-CAPITALIZED EQUIPMENT	1,995.00	1,995.00	0.00	0.00	(1,995.00)	0.00		
2000	SUPPORT SERVICES	847,933.94	3,211,045.06	3,033,654.38	11,351,556.11	4,519,699.68	60.15	*	Function
600	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00		
5000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	*	Function
20	Operations & Maintenance Fund	847,933.94	3,211,045.06	3,033,654.38	11,351,556.11	4,519,699.68	60.15		Fund

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Expenditure Report - Board of Education

Printed: 12/24/2022 10:46 AM
Huntley Community School District 158

Debt Service Fund or Fund Group 30

Function 5000 DEBT SERVICE
Object 600 OTHER OBJECTS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
600	**OTHER OBJECTS**	318.00	673,131.46	8,312,337.50	11,600,187.88	2,614,100.92	77.47		
5000	**DEBT SERVICE**	318.00	673,131.46	8,312,337.50	11,600,187.88	2,614,100.92	77.47	*	Function
30	**Debt Service Fund or Fund Group**	318.00	673,131.46	8,312,337.50	11,600,187.88	2,614,100.92	77.47		Fund

Expenditure Report - Board of Education

Printed: 12/24/2022 10:46 AM
Huntley Community School District 158

Transportation Fund 40

Function 2000 SUPPORT SERVICES
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	240,446.68	1,020,097.12	0.00	3,037,131.59	2,017,034.47	33.59		
200	EMPLOYEE BENEFITS	(9,308.76)	328,551.92	0.00	1,706,324.70	1,377,772.78	19.25		
300	PURCHASED SERVICES	101,029.85	662,409.56	46,659.21	864,246.93	112,472.28	87.95		
400	SUPPLIES & MATERIALS	61,282.64	217,600.15	152,373.19	885,000.00	428,877.76	51.54		
500	CAPITAL OUTLAY	0.00	16,514.09	2,532,440.48	1,000,000.00	(1,553,283.53)	255.33		
600	OTHER OBJECTS	1,006.80	3,361.30	223.55	6,219.00	2,509.15	59.65		
2000	SUPPORT SERVICES	394,457.21	2,248,534.14	2,731,696.43	7,498,922.22	2,385,382.91	68.48	*	Function
40	Transportation Fund	394,457.21	2,248,534.14	2,731,696.43	7,498,922.22	2,385,382.91	68.48		Fund

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Expenditure Report - Board of Education

Printed: 12/24/2022 10:46 AM
Huntley Community School District 158

Municipal Retirement and Social Security Fund 50

Function 1000 INSTRUCTION
Object 200 EMPLOYEE BENEFITS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
200	**EMPLOYEE BENEFITS**	111,217.12	500,384.45	0.00	1,320,883.80	820,499.35	37.88		
1000	**INSTRUCTION**	111,217.12	500,384.45	0.00	1,320,883.80	820,499.35	37.88	*	Function
200	**EMPLOYEE BENEFITS**	186,997.13	873,570.72	0.00	1,951,540.36	1,077,969.64	44.76		
2000	**SUPPORT SERVICES**	186,997.13	873,570.72	0.00	1,951,540.36	1,077,969.64	44.76	*	Function
200	**EMPLOYEE BENEFITS**	924.90	4,561.80	0.00	0.00	(4,561.80)	0.00		
3000	**COMMUNITY SERVICES**	924.90	4,561.80	0.00	0.00	(4,561.80)	0.00	*	Function
50	**Municipal Retirement and Social Security Fund**	299,139.15	1,378,516.97	0.00	3,272,424.16	1,893,907.19	42.13		Fund

Expenditure Report - Board of Education

Printed: 12/24/2022 10:46 AM
Huntley Community School District 158

Capital Projects Fund or Fund Group 60

Function 2000 SUPPORT SERVICES
Object 400 SUPPLIES & MATERIALS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
400	**SUPPLIES & MATERIALS**	0.00	0.00	0.00	741,973.00	741,973.00	0.00		
2000	**SUPPORT SERVICES**	0.00	0.00	0.00	741,973.00	741,973.00	0.00	*	Function
600	**OTHER OBJECTS**	0.00	0.00	461,165.50	510,687.10	49,521.60	90.30		
5000	**DEBT SERVICE**	0.00	0.00	461,165.50	510,687.10	49,521.60	90.30	*	Function
60	**Capital Projects Fund or Fund Group**	0.00	0.00	461,165.50	1,252,660.10	791,494.60	36.81		Fund
	Report Total:	10,140,272.83	48,032,507.37	18,088,189.57	136,204,163.31	68,048,785.01	49.98		

Huntley Community School District 158
Board of Education Regular Meeting - January 19, 2023
Freedom of Information Act Requests

Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed:	Time Spent Preparing	Approx. Cost to D158	Notes
2023-37	12/6/22	Email	Jim Greve	"Please email me electronic copies of entire bid packets submitted by all contractors for snow and ice removal for this upcoming winter along with the bid tally document and recommendation submitted to the BOE."	Completed	12/13/22	0.5	$17	
2023-38	12/7/22	Email	Jill Cataldo	"List of all device and client names including, but not limited to, laptops, cellular phones, tablets (SSID) connected to the D158 Administration Building wireless local area networks (WLAN) including, but not limited to, network "158WWAN4" on October 20, 2022 from 7:24pm - 7:38pm and from 11:44pm - 11:58pm. Packet capture, authentication, and data usage from the D158 Administration Building wireless local area networks (WLAN) including, but not limited to, network "158WWAN4" on October 20, 2022 on October 20, 2022 from 7:24pm-7:38pm and from 11:44pm-11:58pm. (Specifically seeking PCAP file of packet trace data and traffic capture expressions (TCPD.)"	Completed	12/14/22	1	$35	Requester was informed that no responsive records were located during the course of our search.
2023-39	12/8/22	Email	Lena Campos	"I would like a copy of the LITH police report that got transferred to Huntley P.D. on 12-1-22 of the sexual assault on bus 710 from 11-28-22."	Completed	12/14/22	0.5	$17	Requester was informed that no responsive records were located during the course of our search. The requested records are maintained by the relevant local law enforcement agency.
2023-40	12/8/22	Email	Lena Campos	"Request a copy of campus police report made on 11-29-22. LITH, Huntley or Algonquin."	Completed	12/14/22	0.5	$17	Requester was informed that no responsive records were located during the course of our search. The requested records are maintained by the relevant local law enforcement agency.
2023-41	12/8/22	Email	Lena Campos	"video surveillance from [Bus 710] 11/28/2022 based on the accident that had taken place that day"	Completed	12/22/22	9	$35	
2023-42	12/11/22	Email	Sheri Reid - SmartProcure (commercial)	"SmartProcure is submitting a commercial FOIA request to the Consolidated School District No. 158 for any and all purchasing records from 9/27/2022 (mm/dd/yyyy) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address"	Completed	01/06/23	1	$35	Note: This request was submitted for commercial purposes.
2023-43	12/13/22	Email	Frank Patterson - Academy Research Group	"I am looking for an up-to-date list of your current employees, full names, date of birth, age or year of birth, hire date, e-mail address, personal/home phone number(s), address, department/position, and salary, if possible, in digital format (excel preferred). I prefer to receive these documents via e-mail at requests@academyresearchgroup.com I am ONLY seeking public information that is clearly disclosable to me and not confidential by law, or otherwise protected, and exempted from disclosure under state law."	Completed	12/20/22	1	$35	

Approximate Cost to D158 is calculated using staff time x hourly rate, plus printing cost (.05 per page)

2023-44	12/16/22	Email	Jill Cataldo	"List of all device and client login names including, but not limited to, laptops, cellular phones, tablets (SSID) connected to the D158 Administration Building wireless local area networks (WLAN) including, but not limited to, network "GUEST158," "HSCD158," "HuntleyNet" on December 15, 2022 from 7:25pm - 8:00pm and from 11:55pm - 12:30am. Packet capture, authentication, and data usage from the D158 Administration Building wireless local area networks (WLAN) including, but not limited to, networks "GUEST158," "HSCD158," "HuntleyNet" on December 15, 2022 from 7:25pm - 8:00pm and from 11:55pm - 12:30am. (Specifically seeking PCAP file of packet trace data and traffic capture expressions (TCPD.)"	Completed	12/22/22	2	$70	
2023-45	12/15/22	Email	Jairo Gomez	"Copy of the bid results as read for the Huntley Community School District No. 158 / Pavement Improvements - Bus Lot Expansion December 15, 2022 @ 9:00 am"	Completed	12/22/22	0.5	$17	
2023-46	12/16/22	Email	Jim Russo	"REFERRING TO: CUSTODIAL SERVICES: CURRENT CONTRACT DOCUMENTS SHOWING ALL CURRENT COSTS INVOICES FOR SEPT. AND OCT. OF 2022"	Completed	12/27/22	3	$105	
2023-47	12/15/22	Email	Anonymous - CR	"Any and all email sent to Huntley High School from August 17,2022 through the present. The emails would be written to any of the following Huntley High School staff. Principal, associate principals, Deans, Social workers, psychologists, counselors and all teachers. Any email that reports, discusses or complaints of any form of "bullying". Including but not limited to physical bullying, sexual harassment, sexual assault, sexual inappropriateness, mental bullying, emotional bullying, rumor bullying, cyber bullying. Include any and all forms of the word bully, bullying, bullied, bullies."	Completed	12/15/22	1	$35	Requester was informed that the request was deemed voluminous and advised of provisions of the law.
2023-48	12/19/22	Email	Anonymous - CR	"Any and all email sent to Marlowe Middle School School from August 17,2022 through the present. The emails would be written to any of the following Huntley High School staff. Principal, associate principals, Deans, Social workers, psychologists, counselors and all teachers. Any email that reports, discusses or complaints of any form of "bullying". Including but not limited to physical bullying, sexual harassment, sexual assault, sexual inappropriateness, mental bullying, emotional bullying, rumor bullying, cyber bullying. Include any and all forms of the word bully, bullying, bullied, bullies."	Completed	12/27/22	1	$35	Requester was informed that the request was deemed voluminous and advised of provisions of the law.
2023-49	12/19/22	Email	Anonymous - CR	"Any and all email sent to Heineman Middle School School from August 17,2022 through the present. The emails would be written to any of the following Huntley High School staff. Principal, associate principals, Deans, Social workers, psychologists, counselors and all teachers. Any email that reports, discusses or complaints of any form of "bullying". Including but not limited to physical bullying, sexual harassment, sexual assault, sexual inappropriateness, mental bullying, emotional bullying, rumor bullying, cyber bullying. Include any and all forms of the word bully, bullying, bullied, bullies."	Completed	12/27/22	1	$35	Requester was informed that the request was deemed voluminous and advised of provisions of the law.
2023-50	1/9/23	Email	Annette Stoner	"Please provide a copy of the entire completed FOIA request sent to Angela Louise FOIA 2022-10, received 3/14/2022 completed	Completed	1/10/23	0.5	$17	
2023-51	1/9/23	Email	Annette Stoner	"Please send all denied FOIA requests which were denied from January 1, 2022 to January 1, 2023. Please include the FOIA request along with detailed reasons for denial. "	Completed	1/13/23	1	$35	

Approximate Cost to D158 is calculated using staff time x hourly rate, plus printing cost (.05 per page)

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: January 19, 2023

RE: Recommended Changes for Board Policy
PRESS Updates – October 2022, Issue 110

POLICY RECOMMENDATIONS

PRESS UPDATE – October 2022, Issue 110

- **2:20** **Powers and Duties of the Board of Education; Indemnification**
  Cross References updated due to renaming of policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

- **2:100** **Board Member Conflict of Interest**
  Policy updated in response to PRESS Advisory Board member feedback; Legal References updated for continuous improvement; Cross References updated due to renaming of policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

- **2:105** **Qualifications, Term, and Duties of Board Officers**
  Policy and Legal References updated in response to: (1) OMA, 5 ILCS 120/7, amended by P.A. 101-640, allowing boards to meet remotely during a public health emergency; (2) 105 ILCS 5/21B-85, amended by P.A. 102-552, requiring a board (formerly ISBE) to provide written notice to TRS when it learns a teacher has been convicted of a felony; and (3) continuous improvement.

- **2:105** **Ethics and Gift Ban**
  The Legal References are updated with the final citation for 105 ILCS 5/22-3,nd Cross References are update added by P.A. 102-327 and renumbered by P.A. 102-813, establishing a gift ban for school guidance counselors. Cross References are updated in response to the renaming of 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

- **2:210** **Organizational Board of Education Meeting**
  The policy is updated in response to 105 ILCS 5/10-16, amended by P.A. 102-798, extending the timeframe in which a board must hold its organization meeting from 28 to 40 days after the consolidated election. Minor style change is made to Legal References.

- **2:265** **Title IX Sexual Harassment Grievance Procedure**
  Non-substantive changes to policy.

- **3:50** **Administrative Personnel Other Than the Superintendent**
  Updates to Cross References in response to the renaming of 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

- **3:60** **Administrative Responsibility of the Building Principal**
  Cross References updated in response to the renaming of 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

- **4:10** **Fiscal and Business Management**
  Policy and Legal References updated in response to 105 ILCS 5/17-1.3, added by P.A. 102-895, requiring districts to disclose the case reserve balance of funds related to their operational levy at the public hearings for the district budget and levy for the taxable year. Style change made to the Legal References.

- **4:120** **Food Services**
  The Legal References are updated for continuous improvement.

- **4:140** **Waiver of Student Fees**
  Policy, Legal References, and Cross References are updated: (1) 105 ILCS 5/10-20.13, amended by P.A. 102-1032, requiring districts to waive fees for students whose parents are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; (2) 105 ILCS 5/10-20.13, amended by P.A. 102-805, eff. 1-1-23, adding homeless children and youth as students eligible for waivers. Also requires districts to waive both school fees and fines, including fines for the loss of school property, for all eligible students; and (3) Continuous improvement.

- **4:165** **Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors**
  The Policy, Legal References, and Cross References are updated to align with changes made to 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, in response to *Faith's Law*, 105 ILCS 5/22-853.5, added by P.A. 102-676.

- **5:20** **Workplace Harassment Prohibited**
  Non-substantive change to Policy. Updates to Legal References for continuous improvement and style change. Cross References are updated in response to changes made to 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

- **5:120** **Employee Ethics; Code of Professional Conduct; and Conflict of Interest**
  RENAMED & REWRITTEN. The Policy is renamed in response to *Faith's Law*, 105 ILCS 5/22-853.5, added by P.A. 102-676, and rewritten to set forth expectations more clearly for employee behavior, including maintaining appropriate boundaries with students.

- **5:200** **Terms and Conditions of Employment and Dismissal**
  Cross References are updated in response to the renaming of policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

- **5:220** **Substitute Teachers**
  The Policy is updated in response to: (1) 105 ILCS 5/21B-20(3), amended by P.A. 102-717, allowing a substitute teacher to substitute for a licensed teacher for a period not to exceed 120 days for the 2021-2022 and 2022-2023 school years; (2) 105 ILCS 5/21B-20(4), amended by P.A. 102-712, permitting short-term substitute teachers to substitute for a licensed teacher for up to 15 consecutive school days, if the Governor has declared a disaster due to a public health emergency, through 6-30-23; and (3) continuous improvement. Legal References are updated with a citation to the Ill. Pension Code.

- **5:250 Leaves of Absence**
  Policy is updated in response to: (1) 105 ILCS 5/24-6, amended by P.A. 102-697, requiring district to return sick leave used by a fully vaccinated teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, and expanding sick leave to include mental or behavioral complications; (2) Family ~~Child~~ Bereavement Act, 820 ILCS 154/, amended by P.A. 102-1050, expanding the entitlement to unpaid bereavement leave to covered family members, and to include absences related to unsuccessful pregnancies and adoptions; and (3) 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, providing a paid leave entitlement for fully vaccinated school employees who must miss work due to a qualifying COVID- 19 related reason when a disaster declaration for a public health emergency is in effect. The Legal References are updated for (3) above and for style changes.

- **5:280 Duties and Qualifications**
  The Policy is updated in response to: (1) 105 ILCS 5/10-22.34 and 5/10-22.34b, amended by P.A. 102-894, updating the term *non-certificated* to *nonlicensed*; and (2) 23 Ill. Admin. Code §1.630(c), amended at 45 Ill. Reg. 9446, permitting unlicensed personnel to supervise school activities connected to the academic program when the Governor has declared a disaster due to a public health emergency.

- **5:290 Employment Termination and Suspension**
  Style changes to Policy and Legal References. Cross References updated in renaming of policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

- **5:320 Evaluation**
  Policy updated in response to a five-year review.

- **5:330 Sick Days, Vacation, Holidays, and Leaves**
  Policy updated for the reasons stated in 5:250, *Leaves of Absence*, and for continuous improvement. Legal References updated in response to: (1) 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, providing paid leave entitlement for fully vaccinated school employees who must miss work due to a qualifying COVID-19 related reason when a disaster declaration for a public health emergency is in effect; and (2) continuous improvement.

- **6:15 School Accountability**
  Non-substantive change to policy.

- **6:20 School Year Calendar and Day**
  Legal References updated for continuous improvement and a style change.

- **6:60 Curriculum Content**
  Legal References are updated in response to 105 ILCS 5/10-20.79, added by P.A. 101-654 and renumbered by P.A. 102-813, updating the final citation to the requirement for computer literacy instruction, and 105 ILCS 5/27-23.16, added by P.A. 102-472 and renumbered by P.A. 102-813, updating the final citation to optional instruction on the naturalization process.

- **6:65 Student Social and Emotional Development**
  Legal References updated in response to 405 ILCS 49/, amended by P.A. 102-899, eff. 1-1-23, renaming the Children's Mental Health Act ~~of 2003~~ (CMHA).

- **6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct**
  Non-substantive changes to policy. Legal References and Cross References are updated in response to the renaming of policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

- **6:250 Community Resource Persons and volunteers**
  Non-substantive changes to policy.

- **6:255 Assemblies and Ceremonies**
  Policy and Legal References are updated in response to Kennedy v. Bremerton Sch. Dist., where the U.S. Supreme Court held that a football coach had a right to pray on the 50-yeard line after games.

- **6:260 Complaints About Curriculum, Instructional Materials, and Programs**
  Policy is updated in response to feedback regarding the need for districts to have processes in place to address an increasing number of curriculum objections.

- **6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students**
  The Policy is updated in response to the Dual Credit Quality Act, 110 ILCS 27/16.5(c), added by P.A. 102-1077, eff. 1-1-23, requiring district to notify students enrolled in mixed enrollment dual credit courses that include students who have and have not met the community college's criteria for dual credit coursework of whether or not they are eligible to earn college credit for the course. Legal References updated with a reference to 105 ILCS 5/10-20.62, addressing dual credit courses and dual credit notification to 11th and 12th grade students.

- **6:340 Student Testing and Assessment Program**
  Legal References updated in response to 105 ILCS 5/2-3.64a-15, added by P.A. 102-875, prohibiting *standardized assessments* for pre-K through grade 2. Style change made to Legal References.

- **7:20 Harassment of Students Prohibited**
  Cross References updated in response to the renaming of policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

- **7:50 School Admissions and Student Transfers To and From Non-District Schools**
  Policy and Legal References updated in response to 105 ILCS 5/10-20.59, amended by P.A. 102-199, requiring district to appoint a liaison to the Ill. Dept. of Children and Family Services (DCFS).

- **7:70 Attendance and Truancy**
  Policy and Legal References updated in response to: (1) 105 ILCS 5/26-1 and 5/26-2a, amended by P.A. 102-891, eff. 1-1-23, requiring that middle and high school students be permitted one school day-long excused absence per school year to engage in a *civic event*; (2) 105 ILCS 5/22-92(b), added by P.A. 102-157 and renumbered by P.A. 102-813, requiring that every two years a board update its absenteeism and truancy policy and file it with ISBE and the regional superintendent of schools; (3) 23 Ill. Admin. Code Part 207, added at 46 Ill. Reg. 17102, implementing absenteeism and truancy policy requirements in 105 ILCS 5/22-92; and (4) continuous improvement.

- **7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**
  Legal References updated for continuous improvement.

- **7:180 Prevention of and Response to Bullying, Intimidation, and Harassment**
  Legal References updated in response to 105 ILCS 5/27-23.7, amended by P.A. 102-894, and 23 Ill. Admin. Code §1.295, added at 46 Ill. Reg. 12736, requiring districts to file their bullying policies electronically by September 30 every two years through ISBE's IWAS system. Includes non-substantive change to policy.

- **7:190 Student Behavior**
  Non-substantive changes to the Policy.

- **7:250 Student Support Services**
  The policy is updated in response to 105 ILCS 5/10-20.59, amended by P.A. 102-199, requiring districts to appoint a liaison to DCFS. The Legal References are updated for the same reason as the policy and in response to: (1) the CMHA, amended by P.A. 102-899, renaming the Children's Mental Health Act ~~of 2003~~; (2) 105 ILCS 5/10-22.24a and 5/14-1.09.2, amended by P.A. 102-894, updating the terms *certified* and *certification* to *licensed* and *license* throughout the School Code; (3) 105 ILCS 5/22-93, added by P.A. 102-327, and renumbered by P.A. 102-813, updating the final citation to the school guidance counselor gift ban; and (4) for continuous improvement.

- **7:285 Anaphylaxis Prevention, Response, and Management Program**
  Policy is updated for continuous improvement. Legal References are updated in response to 105 ILCS 5/2-3.190, amended by P.A. 102-413 and renumbered by P.A. 102-813, updating the final citation to the requirement of boards to adopt an anaphylaxis policy in accordance with ISBE's model policy. The Legal References are updated in response to 105 ILCS 5/2-3.190, amended by P.A. 102-413 and renumbered by P.A. 102-813, updating the final citation to the requirement for boards to adopt an anaphylaxis policy in accordance with ISBE's model policy.

- **7:290 Suicide and Depression Awareness and Prevention**
  Legal References updated in response to: (1) 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22; and (2) 105 ILCS 5/10-20.73 (final citation pending), and 5/10-20.75 (final citation pending), added by P.A.s 102-134 and 102-416 respectively. CMHA, 405 ILCS 49/, amended by P.A. 102-899, eff. 1-1-23, renaming the Children's Mental Health Act ~~of 2003~~; (2) Student Confidential Reporting Act, 5 ILCS 860/, added by P.A. 102-752, eff. 1-1-23; and (3) Continuous improvement. Non-substantive changes to policy.

- **7:340 Student Records**
  Policy is updated in response to Ill. School Student Records Act (ISSRA), 105 ILCS 10/, amended by P.A. 102-199, giving DCFS certain rights to access student records of children in its custody. The Legal References are updated with a style change.

Recommendation

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

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

LRW
Attachments

ISSUE 110
October 2022

Update Memo

Please distribute to board members and appropriate staff.

PRESS

Policy Reference Education Subscription Service

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Online Instructions

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

1. Go to www.iasb.com and click on the Member Login button.
2. Enter your email address and password.
   - If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder from info@iasb.com, if you do not see it in your email inbox.
   - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
   - If you continue to have difficulty signing on to www.iasb.com, please contact Ummehani Faizullabhoy at ufaizullabhoy@iasb.com.
3. Click the Hi [Your Name] button on the top navigator bar. This will bring you to your account page
4. Under **My Account Links**, click on **PRESS Login**.

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Issue 110 Lead Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, (630) 629-3776, ext. 1219; Kimberly Small, IASB General Counsel and **PRESS** Editor, (630) 629-3776, ext. 1226; or Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, (630) 629-3776, ext. 1211.

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

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online:** Committee Worksheets and the updated **P**olicy **R**eference **M**anual **(PRM)** pages.

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

Updated **PRM** pages can be found in the IASB POLICY REFERECE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS** – **P**olicy **R**eference **E**ducation **S**ubscription **S**ervice.

PRESS Bundles

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

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 8.

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

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

ILLINOIS ASSOCIATION OF SCHOOL BOARDS

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Board Member Elections and Ethics

The General Assembly passed legislation this year impacting school board member elections and ethics. Based on a prior resolution passed by the IASB Delegate Assembly, the time period for boards to reorganize after board member elections was extended from 28 to 40 days in 105 ILCS 5/10-16, amended by P.A. 102-798. Additionally, the Ill. Governmental Ethics Act, 5 ILCS 420/4A, amended by P.A. 102-664, significantly changed the statement of economic interests form that board members must file each year by May 1st.

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

2:30, School District Elections
2:50, Board Member Term of Office
2:100, Board Member Conflict of Interest
2:210, Organizational School Board Meeting

District Operations

The General Assembly passed two Public Acts impacting student eligibility for school fee waivers:

1. P.A. 102-1032 amended 105 ILCS 5/10-20.13 to require districts to waive fees for students whose parents are veterans or active-duty military personnel with income at or below 200% of the federal poverty line.
2. P.A. 102-805, effective 1-1-23, amended 105 ILCS 5/10-20.13 to add homeless children and youth as students eligible for waivers. It also requires districts to waive both school fees and fines, including fines for the loss of school property, for all eligible students. For districts that use a verification process independent of federal free meals, it limits income verification to once per academic year instead of every 60 calendar days.

The General Assembly passed many other laws related to school district finances and operations:

1. 5 ILCS 140/7, amended by P.A.s 102-752, eff. 1-1-23, 102-753, eff. 1-1-23, and 102-791, adds exemptions to the disclosure of public records under the Freedom of Information Act, including reports made to the Safe2Help Illinois helpline, cybersecurity vulnerabilities, and school threat assessment procedures.
2. 820 ILCS 40/, amended by P.A.s 102-562 and 102-702, allows districts to share information in an employee's personnel record related to *sexual misconduct* as defined in *Faith's Law*, but it also gives employees a private right of action if an employer improperly discloses disciplinary actions from their personnel records.
3. 105 ILCS 5/17-1.1, amended by P.A. 102-1088, requires a district's report on shared services or outsourcing to be approved by the board at an open meeting that allows for public comment.
4. 105 ILCS 5/22-85.5(e), added by P.A. 102-676, requires districts to post the employee code of professional conduct policy on their websites.

PRESS Terminology

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

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

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

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

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

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

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

> **Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**
>
> **Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.**

5. 105 ILCS 5/17-1.3, added by P.A. 102-895, requires districts to disclose their cash reserve balance information for all operational funds at the public hearings at which the board certifies its budget and levy for the taxable year.
6. 105 ILCS 5/10-20.21(a), amended by P.A. 102-1101, exempts goods, services, or management of a school's food service from competitive bidding, provided the district makes a good faith effort to give preference to contracts that meet certain criteria.
7. 105 ILCS 125/5.5, added by P.A. 102-761, mandates that districts participating in the National School Lunch Program provide a plant-based school lunch option to those students who request one.
8. 105 ILCS 128/25, amended by P.A. 102-395, requires that a district's annual review of its emergency and crisis response plans, protocols, and procedures include the efficacy and effects of law enforcement drills.
9. 105 ILCS 128/45, amended by P.A. 102-791, requires boards to annually file the district's threat assessment procedure and a list identifying members of the threat assessment team with local law enforcement and the regional office of education or intermediate service center.
10. 105 ILCS 5/10-21.7, amended by P.A. 102-894, requires districts to report attacks on school personnel to the Ill. State Board of Education (ISBE) via its web-based School Incident Reporting System (SIRS) by August 1 annually. It also requires ISBE to report that data by district in an annual report published on its website.

The following **PRESS** materials are updated in response to these developments:

2:250, Access to District Public Records
2:250-AP1, Access to and Copying of District Public Records
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
3:60-E, Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security
4:10, Fiscal and Business Management
4:60-AP1, Purchases
4:120, Food Services
4:140, Waiver of Student Fees
4:140-AP, Fines, Fees, and Charges - Waiver of Student Fees
4:140-E1, Application for Fee Waiver
4:140-E2, Application for Fee Wavier Based on Federal Free Meals Program - **NEW**
4:140-E3, Response to Application for Fee Waiver, Appeal, and Response to Appeal - **RENUMBERED**
4:140-E4, Resolution to Increase Driver Education Fees - **RENUMBERED**
4:170-AP1, Comprehensive Safety and Security Plan
4:190, Targeted School Violence Prevention Program
4:190-AP1, Targeted School Violence Prevention Program
4:190-AP2, Threat Assessment Team
6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

Employee Conduct, Qualifications, and Leaves

The General Assembly continued to act this session in response to COVID-19 related issues and staff shortages in schools. It also built upon last year's amendment to *Erin's Law* (105 ILCS 5/10-23.13, amended P.A. 102-610) by passing *Faith's Law*, HB 1975/P.A. 102-676 (see discussion on page 4 of the **PRESS** Issue 108 Update Memo), during the 2021 Veto Session and then passing a *Faith's Law* trailer bill, P.A. 102-702, eff. 7-1-23, during spring 2022.

The volume of recent legislation impacting employee conduct required a rewrite of **PRESS** policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, to clearly outline employee behavior expectations, including maintaining appropriate boundaries with students.

Other laws passed that impact materials listed below include:

1. 105 ILCS 5/24A-5 and 5/24A-15, amended by P.A. 102-729, gives districts the option for the 2022-2023 school year only, to waive evaluations of teachers, assistant principals, and principals who received *excellent* or *proficient* ratings on their last evaluation, when a disaster declaration for a public health emergency is in effect.
2. 105 ILCS 5/24-12(d), amended by P.A. 102-708, restarts hearing procedures for teachers charged with acts of corporal punishment, physical abuse, grooming, or sexual misconduct, that were previously paused due to the COVID-19 pandemic.
3. 105 ILCS 5/21B-20, amended by P.A.s 102-712 and 102-717, allows substitute teachers to teach for 120 days, rather than 90 days, for the 2021-2022 and 2022-2023 school years. It also allows short-term substitute teachers to teach for up to 15 consecutive days per licensed teacher when a disaster declaration for a public health emergency is in effect.
4. 105 ILCS 5/24-6, amended by P.A.s 102-697 and 102-866, requires districts to restore sick leave days used by an employee during the 2021-2022 school year for a qualifying COVID-19 related reason, provided the employee was fully vaccinated by 5-10-22, and it expands the definition of sick leave to include mental or behavioral health complications.
5. 820 ILCS 154/, amended by P.A. 102-1050, eff. 1-1-23, expands the protections of unpaid bereavement leave to include any absences taken due to the death of a *covered family member* and for absences related to unsuccessful pregnancies and adoptions.
6. 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, provides a paid leave entitlement for *fully vaccinated* school employees who must miss work due to a qualifying COVID-19 related reason when a disaster declaration for a public health emergency is in effect.
7. 105 ILCS 5/10-22.34(a), amended by P.A. 102-894, permits nonlicensed personnel performing non-instructional duties to supervise activities connected to the academic program when a disaster declaration due to a public health emergency is in effect.

8. 105 ILCS 5/10-20.56, amended by P.A. 102-697, requires districts to pay employees and contractors who provide educational support services their regular rate of pay in the event the district uses an e-learning day on which the employee/contractor would have otherwise worked.

The following **PRESS** materials are updated:

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
5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest – **RENAMED & REWRITTEN**
5:120-AP1, Statement of Economic Interests for Employees
5:120-AP2, Employee Conduct Standards
5:200, Terms and Conditions of Employment and Dismissal
5:220, Substitute Teachers
5:250, Leaves of Absence
5:280, Duties and Qualifications
5:330, Sick Days, Vacation, Holidays, and Leaves
6:20, School Year Calendar and Day
6:20-AP, Remote and/or Blended Remote Learning Day Plan(s)

CROWN Act

Illinois joined a number of other states in adopting the Create a Respectful and Open Workplace for Natural Hair Act, or CROWN Act, which defines race in the context of race discrimination to include traits associated with race, including hair texture and protective hairstyles such as braids, locks and twists. The CROWN Act, P.A. 102-1102, eff. 1-1-23, amends provisions of the Illinois Human Rights Act (IHRA) that prohibit race discrimination in employment and in schools as places of public accommodation.

The following **PRESS** materials are updated:

5:10, Equal Employment Opportunity and Minority Recruitment
5:20, Workplace Harassment Prohibited
7:10, Equal Educational Opportunities
7:20, Harassment of Students Prohibited

Student Attendance and Records

The General Assembly passed several laws that affect student attendance and records. First, beginning with the 2022-2023 school year, 105 ILCS 5/10-20.59, amended by P.A. 102-199, requires districts to appoint an employee to serve as a liaison with the Ill. Dept. of Children and Family Services (DCFS). Previously, the appointment had been optional. Second, the Ill. School Student Records Act, 105 ILCS 10/, amended by P.A. 102-199, provides DCFS with certain rights related to the student records of children in their custody. Third, student truancy provisions at 105 ILCS 5/26-1 and 5/26-2a, amended by P.A. 102-891, eff. 1-1-23, now excuse middle and high school students for one school day per school year to attend a *civic event*, which is an event sponsored by a non-profit organization or governmental entity that is open to the public. Fourth, 105 ILCS 5/10-20.9a(c) and (d), added by P.A. 102-727, temporarily prohibit high schools from withholding a student's grades, transcript, or diploma due to an unpaid balance on the student's school account.

Finally, ISBE created new rules at 23 Ill.Admin.Code Part 207 implementing absenteeism and truancy policy requirements in 105 ILCS 5/22-92.

The following **PRESS** materials are updated in response to these developments:

6:280, Grading and Promotion
7:50, School Admissions and Student Transfers To and From Non-District Schools
7:70, Attendance and Truancy
7:250, Student Support Services
7:340, Student Records
7:340-AP1, School Student Records
7:340-AP2, Storage and Destruction of School Student Records
7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records

PRESS Issue 110 Trivia

485 PRM pages • 853 footnotes • 119,855 words • 94 PRM materials

Curriculum and Instruction

With the ongoing culture wars swirling around them, districts have been facing increases in objections to their curriculum brought by parents and other stakeholders. In response to this recent trend and feedback from Ill. Council of School Attorney (ICSA) members who represent districts in these matters, we have revised the 6:260 suite of **PRESS** materials, including adding a new administrative procedure to assist districts in managing curriculum objections in a consistent manner.

Legislation and legal developments impacting curriculum and instruction include:

1. 105 ILCS 5/27-17, amended by P.A. 102-971, eff. 1-1-23, requires districts to include instruction about safety in the home, including safe gun storage, as part of their safety education programs.
2. Ill. State Board of Education (ISBE) guidance on implementation of 105 ILCS 5/27-9.1a, added by P.A. 102-522, addresses the optional comprehensive personal health and safety and sexual health education program that aligns with the *National Sex Education Standards*.
3. ISBE guidance on implementation of 105 ILCS 5/27-22, amended by P.A. 101-654, addresses the mandate for schools to provide instruction in computer literacy.
4. Kennedy v. Bremerton Sch. Dist., in which the U.S. Supreme Court decided that a high school football coach had a First Amendment right to engage in personal prayer at the 50-yard line immediately following the end of a game.
5. 105 ILCS 5/10-22.24b, amended by P.A. 102-876, clarifies the scope of school counseling services for planning for post-secondary education.
6. 105 ILCS 5/27-22, amended by P.A. 102-864, clarifies those graduation requirements applicable through the 2023-2024 school year and those in effect beginning with the 2024-2025 school year.
7. 23 Ill.Admin.Code §1.440(c)(4), added at 45 Ill. Reg. 14769, requires parents/guardians or students to submit an application for federal or state financial aid as a prerequisite to receiving a high school diploma, unless the district decides the requirement can be waived.
8. 23 Ill.Admin.Code Part 228, ISBE rules governing Transitional Bilingual Education, were amended at 46 Ill. Reg. 12973 for clarity.
9. 110 ILCS 27/, amended by P.A. 102-1077, eff. 1-1-23, requires partnership agreements between districts and community colleges entered, amended, renewed, or extended after 1-1-23, to permit high school students who do not otherwise meet academic eligibility requirements to enroll in a dual credit course taught at the high school for high school credit only.
10. 105 ILCS 5/2-3.64a-15, added by P.A. 102-875, prohibits ISBE from requiring a standardized assessment for students in pre-K through grade 2, but still allows it to require assessments at those grade levels for diagnostic and screening purposes only.

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

6:60, Curriculum Content
6:60-AP1, Comprehensive Health Education Program
6:160, English Learners
6:255, Assemblies and Ceremonies
6:260, Complaints About Curriculum, Instructional Materials, and Programs
6:260-AP, Responding to Complaints About Curriculum, Instructional Materials, and Programs - **NEW**
6:260-AP, E, Curriculum Objection Form - **RENAMED & RENUMBERED**
6:270, Guidance and Counseling Program
6:300, Graduation Requirements
6:300-E2, State Law Graduation Requirements
6:300-E3, Form for Exemption from Financial Aid Application Completion
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
6:340, Student Testing and Assessment Program

Student Health and Behavior

Many laws and other developments impacted student health and behavior. Following the passage of 105 ILCS 5/2-3.190, requiring boards to adopt an anaphylactic policy in accordance with a new ISBE model policy, ISBE retired the *Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form (Ill. EAP)* from its website. IASB has since obtained permission from the American Academy of Pediatrics (AAP) to adapt its *Allergy and Anaphylaxis Emergency Plan* for use within **PRESS** as exhibit 7:285-AP, E, *Allergy and Anaphylaxis Emergency Plan*. The new exhibit is available to **PRESS** subscribers as an alternative to the *Ill. EAP*. Districts are reminded to follow the instructions related to retention of AAP's logo and copyright information that appear at the beginning of the exhibit. The *Ill. EAP* is still referenced by name in the School Code; IASB, in coordination with ISBE, is pursuing a legislative fix to address this issue.

Additionally, the following updates affected the areas of student health, including mental health, and student behavior:

1. 77 Ill.Admin.Code Part 664, added at 46 Ill. Reg. 8337, implements the socio-emotional and developmental screening options under 105 ILCS 5/27-8.1(2).
2. 105 ILCS 5/27-23.7, amended by P.A. 102-894, and 23 Ill.Admin.Code §1.295, added at 46 Ill. Reg. 12736, requires districts to file their bullying polices electronically by September 30 each review year through ISBE's IWAS system. It also provides that ISBE will monitor districts' implementation of bullying policies to ensure they meet statutory criteria and will publish on its website a notice of non-compliance for districts that fail to file bullying policies.

3. 5 ILCS 860/, added by P.A. 102-752, eff. 1-1-23, creates the Student Confidential Reporting Act and requires that any State or locally operated school violence help line currently in operation work in conjunction with Safe2Help Illinois as needed. It also delegates management of Safe2Help Illinois to the Ill. State Police (ISP), provides that any report or information submitted to Safe2Help Illinois is confidential and is considered a report to a law enforcement agency that must be maintained by ISP for five years, and sets forth exemptions to confidentiality of reported information.
4. 405 ILCS 49/, amended by P.A. 102-899, eff. 1-1-23, renames the Children's Mental Health Act ~~of 2003.~~
5. 705 ILCS 401/1-7(A)(8), amended by P.A. 102-752, eff. 1-1-23, changes the circumstances under which juvenile law enforcement records may be disclosed to school officials to "only if the agency or officer believes that there is an imminent threat of physical harm to students, school personnel, or others ~~who are present in the school or on school grounds~~."
6. In response to a request from the ISBE Student Care Dept., 7:190, *Student Behavior*, now contains language for boards to explicitly prohibit the use of isolated time out, time out, and physical restraint (RTO). Including such language in the policy allows a district to show that it meets one of the three
7. ISBE requirements for exemption from creating a plan for reducing the use of RTO.

The following **PRESS** materials are updated or created in response to these developments:

7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
7:190, Student Behavior
7:190-AP3, Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students
7:190-AP4, Use of Isolated Time Out, Time Out, and Physical Restraint
7:190-E3, Memorandum of Understanding
7:285, Anaphylaxis Prevention, Response, and Management Program
7:285-AP, Anaphylaxis Prevention, Response, and Management Program
7:285-AP, E, Allergy and Anaphylaxis Emergency Plan - **NEW**
7:290, Suicide and Depression Awareness and Prevention
7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program

Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous improvement changes, including subscriber feedback. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits** Table in numerical order beginning on p. 8.

The following **PRESS** materials are updated:

2:20, Powers and Duties of the School Board; Indemnification
2:105, Ethics and Gift Ban
2:265, Title IX Sexual Harassment Grievance Procedure
2:265-E, Title IX Sexual Harassment Glossary of Terms
3:10, Goals and Objectives
5:120-AP2, E, Expectations and Guidelines for Employee-Student Boundaries
5:190, Teacher Qualifications
5:270, Employment At-Will, Compensation, and Assignment
5:290, Employment Termination and Suspensions
6:15, School Accountability
6:50, School Wellness
6:65, Student Social and Emotional Development
6:250, Community Resource Persons and Volunteers
7:190-E2, Student Handbook Checklist
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs
7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information
8:95-AP, Parental Involvement

PRM Five-Year Reviews

PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1400+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 459 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 8.

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

2:210, Organizational School Board Meeting
5:320, Evaluation
8:30-AP, Definition of Child Sex Offender

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

Progress Report — The contents of this table frequently change.

Topics	Our Response
K-12 Districts Remain Ripe Targets for Ransomware Attacks On 9-6-22, the Los Angeles Unified School District (LAUSD) reported it had been hit over the Labor Day weekend with a massive ransomware attack, disrupting access to certain systems within the district. Also on September 6, the FBI, Cybersecurity and Infrastructure Security Agency (CISA), and Multi-State Information Sharing and Analysis Center (MS-ISAC) issued a joint Cybersecurity Advisory (CSA), warning of ransomware attacks against K-12 institutions by a hacking group called Vice Society and warning of an increase in cyber-attacks during the 2022-2023 school year. See: www.cisa.gov/uscert/ncas/alerts/aa22-249a. The CSA identifies a number of mitigations districts should take to prepare for such an attack. In addition, K-12 ransomware resources are available at: www.cisa.gov/stopransomware/k-12-resources.	No **PRESS** materials are affected.
New Law Requires Boards to Study and Decide Potential Opt-Out From Career Exploration and Development Requirements 105 ILCS 5/10-20.83, added by P.A. 102-917, requires boards to adopt and commence certain career exploration and career development activities for grades 6-12 that are in alignment with State frameworks by 7-1-25, unless a board decides to opt out of all or part of the requirements of P.A. 102-917 by adopting a set of findings that considers six different factors. See: www.ilga.gov/legislation/publicacts/fulltext.asp?Name=102-0917&GA=102.	To afford districts adequate time to study this law and whether it wishes to opt-out of some or all the activities it requires, this law will be addressed in a future **PRESS** issue. Continue checking this Progress Report for future updates.
Faith's Law Trailer Bill *Faith's Law*, P.A. 102-676, amended multiple state statutes to close significant legal loopholes related to combating grooming. A *Faith's La*w trailer bill, P.A. 102-702, eff. 7-1-23, further combats grooming by amending School Code provisions related to district and third-party contractor hiring practices, suspension and revocation of employee licenses, and criminal history records checks for prospective and current employees. It also requires the Ill. State Board of Education to develop a template that districts must use in conducting employment history reviews of applicants.	IASB will update additional materials in **PRESS** Issue 111, in enough time for subscribers to comply with this law's effective date.
White House Releases Toolkit to Help Schools with Infrastructure Needs In April 2022, the White House released resources to help schools navigate different federal agencies that have funds and grants available to assist with school infrastructure needs, such as energy cost reduction and improvement of water and waste systems. The toolkit is available at: www.whitehouse.gov/wp-content/uploads/2022/04/White-House-School-Infrastructure-Toolkit-04.04.22.pdf.	No **PRESS** materials are affected.

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
2:20, Powers and Duties of the School Board; Indemnification	The policy is unchanged. The Cross References are updated due to the renaming of policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. The footnotes are updated in response to: 1. 105 ILCS 5/21B-75(b), amended by P.A. 102-702, eff. 7-1-23, allowing the State Superintendent of Education to revoke or suspend a teaching license for sexual misconduct; 2. 105 ILCS 5/10-22.34, amended by P.A. 102-894, replacing the term *non-certificated* with *nonlicensed* in reference to personnel; 3. 105 ILCS 5/10-20.21, amended by P.A. 102-1101, exempting food services contracts from the State law bidding procedure for contracts in excess of $25,000, provided certain criteria are met; 4. 325 ILCS 5/3, amended by PA.s 102-567, 102-676, and 102-813, amending the definitions of *neglected child*, *person responsible for the child's welfare*, *abused child*, and *local law enforcement agency* in the Abused and Neglected Child Reporting Act; and 5. Continuous improvement.	☒
2:30, School District Elections	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/10-16, amended by P.A. 102-798, extending the timeframe in which a board must hold its organizational meeting from 28 to 40 days after the consolidated election.	☐
2:50, Board Member Term of Office	The policy is unchanged. The footnotes are updated for the reason stated in 2:30, *School District Elections*, above, and for continuous improvement.	☐
2:100, Board Member Conflict of Interest	The policy, Legal References, Cross References, and footnotes are updated. The policy is updated in response to **PRESS** Advisory Board (PAB) member feedback regarding alignment of the conflict of interest language to 2 C.F.R. §200.318. The Legal References are updated for continuous improvement and style changes. The Cross References are updated in response to the renaming of 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. The footnotes are updated in response to Ill. Governmental Ethics Act, 5 ILCS 420/4A, amended by P.A. 102-664, changing the information included in statements of economic interest, and for continuous improvement.	☒
2:105, Ethics and Gift Ban	The Legal References, Cross References, and footnotes are updated. The Legal References and footnotes are updated with the final citation for 105 ILCS 5/22-90~~2~~3, added by P.A. 102-327 and renumbered by P.A. 102-813, establishing a gift ban for school guidance counselors. The Cross References are updated in response to the renaming of 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. The footnotes are also updated for continuous improvement.	☒
2:210, Organizational School Board Meeting	The policy, Legal References, and footnotes are updated. The policy and footnotes are updated for the reason stated in 2:30, *School District Elections*, above. A style change is made to the Legal References.	☒
2:250, Access to District Public Records	The policy is unchanged. The footnotes are updated in response to: 1. FOIA, 5 ILCS 140/7, amended by P.A.s 102-791, 102-752, eff. 1-1-23, and 102-753, eff. 1-1-23, exempting school district threat assessment procedures, information prohibited from being disclosed under the Student Confidential Reporting Act, and vulnerability assessments from disclosure in response to FOIA request; and 2. Continuous improvement.	☐

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

2:250-AP1, Access to and Copying of District Public Records	The procedure is updated in response to: 1. Personnel Record Review Act (PRRA), 820 ILCS 40/7, amended by P.A. 102-562, allowing an individual to file a complaint alleging a violation of the PRRA; 2. PRRA, 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23, allowing the disclosure of personnel disciplinary records related to an incident of sexual misconduct; and 3. Continuous improvement.	☐
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to: 1. 105 ILCS 5/17-1.1, amended by P.A. 102-1088, requiring boards to approve their fiscal efficiency reports at an open meeting; 2. 105 ILCS 5/2-3.166, amended by P.A. 102-267, defining students identified as being at increased risk of suicide; 3. 105 ILCS 5/10-20.76, added by P.A. 102-134 and renumbered by P.A. 102-813, updating the final citation to student identification and suicide prevention information. 4. 105 ILCS 5/22-85.5(e), added by P.A. 102-676, requiring a district to web-post its employee professional code of conduct policy; 5. 105 ILCS 5/10-20.80, added by P.A. 102-302, and renumbered by P.A. 102-813, updating the final citation to school support personnel reporting requirements; 6. 105 ILCS 5/2-3.182, added by P.A. 102-302, updating the final citation to reporting of number of students with an IEP or Section 504 plan; 7. 105 ILCS 5/10-16a, amended by P.A. 102-638, eff. 1-1-23, requiring board members to be trained on trauma-informed practices for students and staff as part of professional development leadership training beginning with the 2023-2024 school year; and 8. Continuous improvement.	☐
2:265, Title IX Sexual Harassment Grievance Procedure	The policy and footnotes are updated in response to changed citations to the definitions of *dating violence*, *domestic violence*, and *stalking* from the 2022 reauthorization of the Violence Against Women Act, and for continuous improvement.	☒
2:265-E, Title IX Sexual Harassment Glossary of Terms	The exhibit is updated for the reasons stated in 2:265, *Title IX Sexual Harassment Grievance Procedure*, above.	☐
3:10, Goals and Objectives	The policy is unchanged. The footnotes are updated in response to 23 Ill.Admin.Code §1, Appendix D, amended at 45 Ill.Reg. 13180, changing its title to State Goals for Learning and Learning Standards, and for continuous improvement.	☐
3:50, Administrative Personnel Other Than the Superintendent	The policy is unchanged. The Cross References and footnotes are updated. The Cross References are updated in response to the renaming of 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. The footnotes are updated in response to: 1. 105 ILCS 5/24A-15, amended by P.A. 102-729, allowing districts to waive evaluations of principals and assistant principals during a disaster declaration in 2022-2023, provided they received *excellent* or *proficient* ratings on their last evaluations; and 2. Continuous improvement.	☒
3:60, Administrative Responsibility of the Building Principal	The policy is unchanged. The Cross References and footnotes are updated for the reasons stated in 3:50, *Administrative Personnel Other Than the Superintendent*.	☒

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

3:60-E, Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security	The exhibit is updated in response to 105 ILCS 5/10-21.7, amended by P.A. 102-894, requiring districts to report attacks on school personnel to the Ill. State Board of Education (ISBE) via the School Incident Reporting System (SIRS) by August 1 annually. It is also updated for alignment with 4:170-AP1, *Comprehensive Safety and Security Plan*, and for continuous improvement.	☐
4:10, Fiscal and Business Management	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/17-1.3, added by P.A. 102-895, requiring districts to disclose the cash reserve balance of funds related to their operational levy at the public hearings for the district budget and levy for the taxable year. The Legal References are updated with a style change. The footnotes are also updated in response to 105 ILCS 5/17-2A, amended by P.A.102-895, extending the time period during which a district may transfer money from specified funds for any purpose through June 30, 202~~4~~6, and for continuous improvement.	☒
4:60-AP1, Purchases	The procedure is updated in response to 105 ILCS 5/10-20.21(a), amended by P.A. 102-1101, exempting food services contracts from the State law bidding procedure for contracts in excess of $25,000, provided certain criteria are met.	☐
4:120, Food Services	The Legal References are updated for continuous improvement. Footnote 5 is added in response to 105 ILCS 125/5.5, added by P.A. 102-671, requiring districts that participate in the National School Lunch Program to provide a plant-based school lunch option to students who request one.	☒
4:140, Waiver of Student Fees	The policy, Legal References, Cross References, and footnotes are updated in response to: 1. 105 ILCS 5/10-20.13, amended by P.A. 102-1032, requiring districts to waive fees for students whose parents are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; 2. 105 ILCS 5/10-20.13, amended by P.A. 102-805, eff. 1-1-23, adding homeless children and youth as students eligible for waivers. It also requires districts to waive both school fees and fines, including fines for the loss of school property, for all eligible students; and 3. Continuous improvement. Footnote 1 is supplemented with a citation to 23 Ill.Admin.Code §1.245(e), requiring that parents/guardians be notified in writing within 30 calendar days following the adoption of any substantive amendments to the fee waiver policy and/or procedures.	☒
4:140-AP, Fines, Fees, and Charges - Waiver of Student Fees	The procedure and footnote 1 are updated for the reasons stated in 4:140, *Waiver of Student Fees*, above.	☐
4:140-E1, Application for Fee Waiver	The exhibit and footnote 1 are updated for the reasons stated in 4:140, *Waiver of Student Fees*, above.	☐
4:140-E2, Application for Fee Waiver Based on Federal Free Meals Program	**NEW.** The exhibit is created for districts that tie the fee waiver application process to the federal free meals program application.	☐
4:140-E3, Response to Application for Fee Waiver, Appeal, and Response to Appeal	**RENUMBERED.** The exhibit is unchanged and only renumbered in response to the creation of **NEW** 4:140-E2, *Application for Fee Waiver Based on Federal Free Meals Program*.	☐
4:140-E4, Resolution to Increase Driver Education Fees	**RENUMBERED.** The exhibit is unchanged and only renumbered in response to the creation of **NEW** 4:140-E2, *Application for Fee Waiver Based on Federal Free Meals Program*.	☐

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

4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors	The policy, Legal References, Cross References, and footnotes are updated to align with changes made to 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, described below, in response to *Faith's Law*, 105 ILCS 5/22-85.5, added by P.A. 102-676.	☒
4:170-AP1, Comprehensive Safety and Security Plan	The procedure is updated in response to: 1. School Safety Drill Act (SSDA), 105 ILCS 128/25, amended by P.A. 102-395, requiring that a district's annual review of its emergency and crisis response plans, protocols, and procedures include the efficacy and effects of law enforcement drills; 2. SSDA, 105 ILCS 128/45, amended by P.A. 102-791, requiring boards to annually file the district's threat assessment procedure and a list identifying members of the threat assessment team with local law enforcement and the regional office of education; 3. 105 ILCS 5/10-21.7, amended by P.A. 102-894, requiring districts to report attacks on school personnel to the Ill. State Board of Education (ISBE) via the School Incident Reporting System (SIRS) by August 1 annually; and 4. Continuous improvement.	☐
4:190, Targeted School Violence Prevention Program	The policy is unchanged. The footnotes are updated in response to: 1. SSDA, 105 ILCS 128/45, amended by P.A. 102-791, requiring boards to annually file the district's threat assessment procedure and a list identifying members of the threat assessment team with local law enforcement and the regional office of education; 2. FOIA, 5 ILCS 140/7(ll), amended by P.A. 102-791, exempting school district threat assessment procedures from disclosure in response to FOIA request; and 3. Continuous improvement.	☐
4:190-AP1, Targeted School Violence Prevention Program	The procedure is updated in response to SSDA, 105 ILCS 128/45, amended by P.A. 102-791, requiring boards to annually file the district's threat assessment procedure and a list identifying members of the threat assessment team with local law enforcement and the regional office of education.	☐
4:190-AP2, Threat Assessment Team	The procedure is updated for the reasons stated in 4:190, *Targeted School Violence Prevention Program*, above.	☐
5:10, Equal Employment Opportunity and Minority Recruitment	The policy is unchanged. The footnotes are updated in response to: 1. Ill. Human Rights Act (IHRA), 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, eff. 1-1-23, defining *race* to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists; 2. Victims' Economic Security and Safety Act, 820 ILCS 180/30, amended by P.A. 102-890, expanding anti-discrimination protections to include an employee's participation in a military proceeding related to the types of violence covered by the Act; and 3. Continuous improvement.	☐
5:20, Workplace Harassment Prohibited	The policy, Legal References, Cross References, and footnotes are updated. The policy is updated in response to the renaming of 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest,* and for continuous improvement. The Legal References are updated in response to continuous improvement and style changes. The Cross References are updated in response to the renaming of 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. The footnotes are updated in response to IHRA, 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, defining *race* to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists; and for continuous improvement.	☒

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

5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest.	**RENAMED & REWRITTEN.** This policy is renamed in response to *Faith's Law*, 105 ILCS 5/22-85.5, added by P.A. 102-676, so its title explicitly references an employee code of professional conduct. It is rewritten to set forth expectations more clearly for employee behavior, including maintaining appropriate boundaries with students.	☒
5:120-AP1, Statement of Economic Interests for Employees	The procedure is updated in response to: 1. The renaming of policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 2. Ill. Governmental Ethics Act, 5 ILCS 420/4A-108, amended by P.A. 102-664, updating a citation within Article 4A; and 3. Continuous improvement.	☐
5:120-AP2, Employee Conduct Standards	The procedure and footnotes are updated in response to: 1. Changes made to 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, above, in response to *Faith's Law*, 105 ILCS 5/22-85.5, added by P.A. 102-676; 2. 105 ILCS 5/21B-75(b), amended by P.A. 102-702, eff. 7-1-23, allowing the State Superintendent of Education to revoke or suspend a teaching license for sexual misconduct; and 3. Continuous improvement.	☐
5:120-AP2, E, Expectations and Guidelines for Employee-Student Boundaries	This exhibit is updated to remove an inactive link to a sample ethical decision-making model and replace it with an active link to a different sample ethical decision-making model.	☐
5:190, Teacher Qualifications	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B, amended by P.A. 102-894, deleting the provisional career and technical educator endorsements on Educator Licenses with Stipulations, and for continuous improvement,	☐
5:200, Terms and Conditions of Employment and Dismissal	The policy is unchanged. The Cross References are updated in response to the renaming of policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. The footnotes are updated in response to: 1. 105 ILCS 5/24-12(d), amended by P.A. 102-708, resuming hearing procedures for teachers charged with acts of corporal punishment, physical abuse, grooming, or sexual misconduct, that were previously paused due to the COVID-19 pandemic; 2. 105 ILCS 5/10-23.5, amended by P.A. 102-854, addressing the continued employment of educational support personnel employees when a special education cooperative dissolves or reorganizes; 3. 105 ILCS 5/24A-5, amended by P.A. 102-729, giving districts the option, for the 2022-2023 school year only, to waive evaluations of teachers who received *excellent* or *proficient* ratings on their last evaluation; 4. Bd. of Educ. of Rockford Public Sch. v. Rentsch, holding that State law does not prohibit a PERA joint committee from agreeing to put a teacher on a remediation plan if the teacher receives a second *needs improvement* (rather than *unsatisfactory*) rating after being on a professional development plan; and 5. Continuous improvement.	☒

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

5:220, Substitute Teachers	The policy, Legal References, and footnotes are updated. The policy is updated in response to: 1. 105 ILCS 5/21B-20(3), amended by P.A. 102-717, allowing a substitute teacher to substitute for a licensed teacher for a period to not exceed 120 days, rather than 90 days, for the 2021-2022 and 2022-2023 school years; 2. 105 ILCS 5/21B-20(4), amended by P.A. 102-712, permitting short-term substitute teachers to substitute for a licensed teacher for up to 15 (rather than five) consecutive school days, if the Governor has declared a disaster due to a public health emergency, through 6-30-23; and 3. Continuous improvement. The Legal References are updated with a citation to the Ill. Pension Code. The footnotes are updated for the same reasons as the policy and in response to Ill. Pension Code, 40 ILCS 5/16-118, amended by P.A. 102-709, temporarily allowing TRS annuitants to substitute teach for 140 paid days or 700 paid hours between 7-1-21 and 6-30-22.	☒
5:250, Leaves of Absence	The policy, Legal References, and footnotes are updated. The policy and footnotes are updated in response to: 1. 105 ILCS 5/24-6, amended by P.A.s 102-697 and 102-866, requiring districts to return sick leave used by a fully vaccinated teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, and expanding sick leave to include mental or behavioral complications; 2. Family~~Child~~ Bereavement Act, 820 ILCS 154/, amended by P.A. 102-1050, expanding the entitlement to unpaid bereavement leave to *covered family members*, and to include absences related to unsuccessful pregnancies and adoptions; and 3. 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, providing a paid leave entitlement for fully vaccinated school employees who must miss work due to a qualifying COVID-19 related reason when a disaster declaration for a public health emergency is in effect. The Legal References are updated for reason #3 stated above and for style changes. The footnotes are also updated for continuous improvement.	☒
5:270, Employment At-Will, Compensation, and Assignment	The policy is unchanged. The footnotes are updated in response to: 1. 105 ILCS 5/10-23.5, amended by P.A. 102-854, addressing the continued employment of educational support personnel employees when a special education cooperative dissolves or reorganizes; and 2. Continuous improvement.	☐
5:280, Duties and Qualifications	The policy and footnotes are updated in response to: 1. 105 ILCS 5/10-22.34 and 5/10-22.34b, amended by P.A. 102-894, updating the term *non-certificated* to *nonlicensed*; and 2. 23 Ill.Admin.Code §1.630(c), amended at 45 Ill.Reg. 9446, permitting unlicensed personnel to supervise school activities connected to the academic program when the Governor has declared a disaster due to a public health emergency. The footnotes are also updated for continuous improvement.	☒

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

5:290, Employment Termination and Suspensions	The Legal References, Cross References, and footnotes are updated. The Legal References are updated with style changes. The Cross References are updated in response to the renaming of policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. The footnotes are updated in response to: 1. 105 ILCS 5/21B-75(b), amended by P.A. 102-702, eff. 7-1-23, allowing the State Superintendent of Education to revoke or suspend a teaching license for sexual misconduct; 2. 105 ILCS 5/10-23.5, amended by P.A. 102-854, providing for continued support personnel employment when a special education cooperative dissolves or reorganizes; and 3. Continuous improvement.	☒
5:320, Evaluation	The policy is updated in response to a five-year review.	☒
5:330, Sick Days, Vacation, Holidays, and Leaves	The policy, Legal References, and footnotes are updated. The policy and footnotes are updated for the reasons stated in 5:250, *Leaves of Absence*, and for continuous improvement. The Legal References are updated in response to: 1. 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, providing a paid leave entitlement for fully vaccinated school employees who must miss work due to a qualifying COVID-19 related reason when a disaster declaration for a public health emergency is in effect; and 2. Continuous improvement. The footnotes are also updated for continuous improvement.	☒
6:15, School Accountability	The policy is updated for the reason stated in 3:10, *Goals and Objectives*, and for continuous improvement. The footnotes are updated for continuous improvement.	☒
6:20, School Year Calendar and Day	The Legal References and footnotes are updated. The Legal References are updated in response to continuous improvement and a style change. The footnotes are updated for the same reasons as the Legal References and in response to 105 ILCS 5/10-20.56, amended by P.A. 102-697, requiring districts to pay employees and contractors providing educational support services their regular rate of pay if the employee or contractor would have worked on an e-learning day and the day is not rescheduled.	☒
6:20-AP, Remote and/or Blended Remote Learning Day Plan(s)	The procedure is updated for the reasons stated in 6:20, *School Year Calendar and Day*, above.	☐
6:50, School Wellness	The Legal References and footnotes are updated. The Legal References are updated in response to 105 ILCS 5/2-3.189, added by P.A. 102-359 and renumbered by P.A. 102-813. The footnotes are updated in response to 105 ILCS 5/27-6, amended by P.A. 102-405, requiring students to be excluded from physical activity during a period of religious fasting, and for continuous improvement.	☒

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

6:60, Curriculum Content	The Legal References and footnotes are updated in response to 105 ILCS 5/10-20.79, added by P.A. 101-654 and renumbered by P.A. 102-813, updating the final citation to the requirement for computer literacy instruction, and 105 ILCS 5/27-23.16, added by P.A. 102-472 and renumbered by P.A. 102-813, updating the final citation to optional instruction on the naturalization process. The footnotes are also updated in response to: 1. 23 Ill.Admin.Code §1, Appendix D, amended at 45 Ill.Reg. 13180, changing its title to State Goals for Learning and Learning Standards; 2. 105 ILCS 5/27-22, amended by P.A. 102-864, clarifying graduation requirements through the 2023-2024 school year and beyond; 3. 105 ILCS 5/27-17, amended by P.A. 102-971, eff. 1-1-23, requiring safe gun storage be taught as part of safety education, if a board offers safety education; 4. Ill. Vehicle Code, 625 ILCS 5/6-408.5, amended by P.A. 102-1100, updating ~~high school equivalency~~ to State of Illinois High School diploma as it pertains to driver training schools and instructors requesting certificates of completion from the Ill. Secretary of State; 5. Comprehensive Health Education Program (CHEP), 105 ILCS 110/3, amended by P.A. 102-1034, eff. 1-1-23, requiring a district's program to include how and where to find mental health resources and specialized treatment in the State; and 6. Continuous improvement.	☒
6:60-AP1, Comprehensive Health Education Program	The procedure is updated in response to: 1. 105 ILCS 5/27-17, amended by P.A. 102-971, eff. 1-1-23, requiring safe gun storage be taught as part of safety education, if a board offers safety education; 2. CHEP, 105 ILCS 110/3, amended by P.A. 102-1034, eff. 1-1-23, requiring a district's program to include how and where to find mental health resources and specialized treatment in the State; and 3. Continuous improvement.	☐
6:65, Student Social and Emotional Development	The Legal References and footnote 3 are updated in response to 405 ILCS 49/, amended by P.A. 102-899, eff. 1-1-23, renaming the Children's Mental Health Act ~~of 2003~~ (CMHA). Other continuous improvement updates are made throughout the footnotes.	☒
6:160, English Learners	The policy is unchanged. Footnote 1 is updated in response to updates to 23 Ill.Admin. Code Part 228, ISBE rules governing Transitional Bilingual Education. Other continuous improvement updates are made throughout the footnotes.	☐
6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct	The policy, Legal References, Cross References, and footnotes are updated. The policy, Cross References, and footnotes are updated in response to the renaming of policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. Footnote 6 is updated in response to 105 ILCS 5/10-20.13, amended by P.A.s 102-1032 and 102-805, eff. 1-1-23, requiring districts to waive fees and fines, including fines for the loss of school property, for children living in households that meet eligibility guidelines for federal free lunch or breakfast, students whose parents are veterans or active duty military personnel with income at or below 200% of the federal poverty line, and for homeless children and youth. The Legal References are updated for continuous improvement.	☒
6:250, Community Resource Persons and Volunteers	The policy and footnotes are updated due to 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, amended by P.A. 102-894, replacing the term *non-certificated* with *nonlicensed* in reference to personnel.	☒
6:255, Assemblies and Ceremonies	The policy, Legal References, and footnote 2 are updated in response to Kennedy v. Bremerton Sch. Dist., where the U.S. Supreme Court held that a football coach had a right to pray on the 50-yard line after games.	☒

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

6:260, Complaints About Curriculum, Instructional Materials, and Programs	The policy is updated in response to PAB member feedback regarding the need for districts to have processes in place to address an increasing number of curriculum objections.	☒
6:260-AP, Responding to Complaints About Curriculum, Instructional Materials, and Programs	**NEW.** The procedure is created for the reason stated in 6:260, *Complaints About Curriculum, Instructional Materials, and Programs*, above.	☐
6:260-AP, E, Curriculum Objection Form	**RENUMBERED & RENAMED.** The exhibit is updated for the reason stated in 6:260, *Complaints About Curriculum, Instructional Materials, and Programs*, above.	☐
6:270, Guidance and Counseling Program	The policy is unchanged. The footnotes are updated in response to: 1. 105 ILCS 5/10-22.24a, amended by P.A. 102-894, clarifying that school counselors hold a Professional Educator License with a school support personnel endorsement in school counseling; 2. 105 ILCS 5/10-22.24b, amended by P.A.s 101-290 and 102-876, eff. 1-1-23, clarifying what is included in school counseling services for planning for post-secondary education; 3. CMHA, 405 ILCS 49/, amended by P.A. 102-899, eff. 1-1-23, renaming the Children's Mental Health Act ~~of 2003~~; and 4. Continuous improvement.	☐
6:280, Grading and Promotion	The policy is unchanged. Footnote 3 is updated for continuous improvement and in response to 105 ILCS 5/10-20.9a, added by P.A. 102-727, and inoperative "on and after three years" from 5-6-22, prohibiting public high schools from withholding a student's grades, transcripts or diploma due to an unpaid balance on the student's account.	☐
6:300, Graduation Requirements	The policy is unchanged. The footnotes are updated in response to: 1. The reason stated in 6:280, *Grading and Promotion*, above. 2. 105 ILCS 5/27-22, amended by P.A. 102-864, clarifying graduation requirements through the 2023-2024 school year and beyond; 3. 23 Ill.Admin.Code §1.440(c)(4), amended at 45 Ill.Reg. 14769, addressing the requirement for parents/guardians or students 18 years or older to file an application for financial aid before graduating; and 4. Continuous improvement.	☐
6:300-E2, State Law Graduation Requirements	The exhibit is updated in response to: 1. 105 ILCS 5/27-22, amended by P.A. 102-864, clarifying graduation requirements through the 2023-2024 school year and beyond; and 2. Continuous improvement.	☐
6:300-E3, Form for Exemption from Financial Aid Application Completion	The exhibit is updated for the reasons stated in 6:300-E2, *State Law Graduation Requirements*, above.	☐

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

6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students	The policy, Legal References, and footnotes are updated. The policy is updated in response to the Dual Credit Quality Act, 110 ILCS 27/16.5(c), added by P.A. 102-1077, eff. 1-1-23, requiring districts to notify students enrolled in mixed enrollment dual credit courses that include students who have and have not met the community college's criteria for dual credit coursework of whether or not they are eligible to earn college credit for the course. The Legal References are updated with a reference to 105 ILCS 5/10-20.62, addressing dual credit courses and dual credit notification to 11th and 12th grade students. The footnotes are updated for the same reason as the policy and: 1. Ill. Income Tax Act, 35 ILCS 5/231(b), permitting districts to submit documentation in support of employers that wish to claim a tax credit for certain educational expenses; and 2. Continuous improvement.	☒
6:340, Student Testing and Assessment Program	The Legal References and footnote 1 are updated in response to 105 ILCS 5/2-3.64a-15, added by P.A. 102-875, prohibiting *standardized assessments* for pre-K through grade 2. A style change is also made to the Legal References, and other continuous improvement updates are made to the footnotes	☒
7:10, Equal Educational Opportunities	The policy is unchanged. Footnote 2 is added in response to IHRA, 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, eff. 1-1-23, defining *race* to include traits association with race, such as hair texture and protective hairstyles. Other continuous improvements are also made to the footnotes.	☐
7:20, Harassment of Students Prohibited	The policy is unchanged. 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, is added to the Cross References. Continuous improvement updates are made to the footnotes.	☒
7:50, School Admissions and Student Transfers To and From Non-District Schools	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/10-20.59, amended by P.A. 102-199, requiring districts to appoint a liaison to the Ill. Dept. of Children and Family Services (DCFS). Continuous improvement updates are also made to the footnotes.	☒
7:70, Attendance and Truancy	The policy, Legal References, and footnotes are updated in response to: 1. 105 ILCS 5/26-1 and 5/26-2a, amended by P.A. 102-891, eff. 1-1-23, requiring that middle and high school students be permitted one school day-long excused absence per school year to engage in a *civic event*; 2. 105 ILCS 5/22-92(b), added by P.A. 102-157 and renumbered by P.A. 102-813, requiring that every two years a board update its absenteeism and truancy policy and file it with ISBE and the regional superintendent of schools; 3. 23 Ill.Admin.Code Part 207, added at 46 Ill. Reg. 17102, implementing absenteeism and truancy policy requirements in 105 ILCS 5/22-92; and 4. Continuous improvement. The new Part 207 rules were published in the Ill. Register in October 2022 but provide that "[n]o later than September 30, 2022, or no later than September 30 of the first full school year a school becomes subject to this Part, each school or district must file the policy through the State Board of Education's Web Application Security (IWAS), and must submit an updated policy every two years thereafter by no later than September 30 of the year due." 23 Ill.Admin.Code §207.30(a). ISBE informed the **PRESS** Editors that due to the late publication date, the submission deadline for the 2022-2023 school year is extended to 1-13-23, and the September 30 submission deadline is not operative until the 2023-2024 school year.	☒

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

7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	The Legal References and footnotes are updated for continuous improvement. The footnotes are also updated in response to 77 Ill.Admin.Code Part 664, added to implement the socio-emotional and developmental screening options under 105 ILCS 5/27-8.1(2).	☒
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment	The Legal References and footnotes are updated in response to 105 ILCS 5/27-23.7, amended by P.A. 102-894, and 23 Ill.Admin.Code §1.295, added at 46 Ill. Reg. 12736, requiring districts to file their bullying polices electronically by September 30 every two years through ISBE's IWAS system. Other continuous improvement updates are made in the footnotes.	☒
7:190, Student Behavior	The policy and footnotes are updated. The policy is updated with a continuous improvement change. Footnote 48 is updated with language and instructions for boards that prohibit the use of isolated time out, time out, and physical restraint. Footnote 54 is updated in response to 105 ILCS 5/10-21.7, amended by P.A. 102-894, requiring districts to report attacks on school personnel to ISBE via SIRS by August 1 annually. Other continuous improvement updates are made in the footnotes.	☒
7:190-AP3, Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students	The procedure is updated in response to 705 ILCS 401/1-7(A)(8), amended by P.A. 102-752, eff. 1-1-23, changing the circumstances under which juvenile law enforcement records may be disclosed to school officials, and for continuous improvement.	☐
7:190-AP4, Use of Isolated Time Out, Time Out, and Physical Restraint	The procedure is updated in response to 23 Ill.Admin.Code §1.285, amended at 46 Ill. Reg. 6272, refining ISBE rules governing the use of isolated time out, time out, and physical restraint. A link to ISBE's Physical Restraint, Time Out, and Isolated Time Out Bill of Rights is also added.	☐
7:190-E2, Student Handbook Checklist	The exhibit is updated in response to: 1. A title change made in **PRESS** Issue 108 to 6:60-AP1, E1, *Notice to Parents/Guardians of ~~Students Enrolled in Family Life and Sex Education Classes~~Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs;* 2. *Faith's Law*, 105 ILCS 5/22-85.5(e), added by P.A. 102-676, requiring districts to provide their employee code of professional conduct policy in any student or parent handbook; 3. 105 ILCS 5/2-3.190, amended by P.A. 102-413 and renumbered by P.A. 102-813, mandating boards to adopt a anaphylaxis policy in accordance with ISBE's model policy; 4. Incorporation of additional corresponding citations to the Illinois Principals Association *Online Model Student Handbook;* and 5. Continuous improvement.	☐
7:190-E3, Memorandum of Understanding	The exhibit is updated in response to 105 ILCS 5/10-21.7, amended by P.A. 102-894, requiring districts to report attacks on school personnel to ISBE via SIRS by August 1 annually, and for continuous improvement.	☐

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

7:250, Student Support Services	The policy, Legal References, and footnotes are updated. The policy is updated in response to 105 ILCS 5/10-20.59, amended by P.A. 102-199, requiring districts to appoint a liaison to DCFS. The Legal References are updated for the same reason as the policy and in response to the CMHA, amended by P.A. 102-899, renaming the Children's Mental Health Act ~~of 2003~~. The footnotes are updated for the same reasons as the policy and Legal References and in response to: 1. 105 ILCS 5/10-22.24a and 5/14-1.09.2, amended by P.A. 102-894, updating the terms *certified* and *certification* to *licensed* and *license* throughout the School Code; 2. 105 ILCS 5/22-93, added by P.A. 102-327, and renumbered by P.A. 102-813, updating the final citation to the school guidance counselor gift ban; and 3. Continuous improvement.	☒
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs	The procedure is updated in response to CMHA, 405 ILCS 49/, amended by P.A. 102-899, eff. 1-1-23, modifying the duties of the Ill. Children's Mental Health Partnership and renaming the Children's Mental Health Act ~~of 2003~~, and for continuous improvement.	☐
7:285, Anaphylaxis Prevention, Response, and Management Program	The policy, Legal References and footnotes are updated. The policy is updated for continuous improvement. The Legal References and footnotes are updated in response to 105 ILCS 5/2-3.190, amended by P.A. 102-413 and renumbered by P.A. 102-813, updating the final citation to the requirement for boards to adopt an anaphylaxis policy in accordance with ISBE's model policy. Continuous improvement updates are also made to the footnotes.	☒
7:285-AP, Anaphylaxis Prevention, Response, and Management Program	The procedure is updated for the reasons stated in 7:285, *Anaphylaxis Prevention, Response, and Management*, and to incorporate new **PRESS** exhibit 7:285-AP, E, *Allergy and Anaphylaxis Emergency Plan*.	☐
7:285-AP, E, Allergy and Anaphylaxis Emergency Plan	**NEW.** The exhibit is created in response to 105 ILCS 5/2-3.190, amended by P.A. 102-413 and renumbered by P.A. 102-813, requiring boards to adopt an anaphylaxis policy in accordance with ISBE's model policy. This exhibit was adapted with the permission of the American Academy of Pediatrics.	☐
7:290, Suicide and Depression Awareness and Prevention	The policy, Legal References, and footnotes are updated in response to: 1. CMHA, 405 ILCS 49/, amended by P.A. 102-899, eff. 1-1-23, renaming the Children's Mental Health Act ~~of 2003~~; 2. Student Confidential Reporting Act, 5 ILCS 860/, added by P.A. 102-752, eff. 1-1-23; and 3. Continuous improvement.	☒
7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program	The procedure and its footnote are updated for the reasons stated in 7:290, *Suicide and Depression Awareness and Prevention*, above.	☐
7:340, Student Records	The policy, Legal References, and footnotes are updated. The policy is updated in response to Ill. School Student Records Act (ISSRA), 105 ILCS 10/, amended by P.A. 102-199, giving DCFS certain rights to access student records of children in its custody. The Legal References are updated with a style change. The footnotes are updated for the same reason as the policy and for continuous improvement.	☒

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

7:340-AP1, School Student Records	The procedure is updated in response to: 1. ISSRA, 105 ILCS 10/, amended by P.A. 102-199, giving DCFS certain rights to access student records of children in its custody; and 2. 105 ILCS 5/10-20.9a(c) and (d), added by P.A. 102-727, and inoperative "on and after three years" from 5-6-22, prohibiting public high schools from withholding a student's grades, transcripts, or diploma due to an unpaid balance on the student's account.	☐
7:340-AP1, E4, Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information	The exhibit is updated with current contact information for the U.S. Dept. of Education's Student Privacy Policy Office and for continuous improvement.	☐
7:340-AP2, Storage and Destruction of School Student Records	The procedure is updated in response to ISSRA, 105 ILCS 10/, amended by P.A. 102-199, requiring districts to give DCFS notice of the destruction of student records for children in its custody.	☐
7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records	The exhibit is updated for the same reason as 7:340-AP2, *Storage and Destruction of School Student Records*, above.	☐
8:30-AP, Definition of Child Sex Offender	The procedure is updated in response to a five-year review.	☐
8:95-AP, Parental Involvement	The procedure is updated in response to 105 ILCS 5/10-22.34 and 5/10-22.34a, amended by P.A. 102-894, replacing the term *non-certificated* with *nonlicensed* in reference to personnel.	☐

School Board

Powers and Duties of the School Board; Indemnification

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

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law. [1]
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. [2]
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/,[3] and establishing an equal employment opportunity policy that prohibits unlawful discrimination. [4]
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration. [5]
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]

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

[1] State law controls this policy's content. School board powers listed in the School Code are not exclusive, meaning that a board may exercise "all other powers not inconsistent with this Act that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board." 105 ILCS 5/10-20. This policy's intent is to list the *major* statutory powers and duties – not all of them. See also 105 ILCS 5/10-20.5 and 5/10-21.

For power/duty #1, see 105 ILCS 5/10-16 and 5/10-16.5 and policies 2:80, *Board Member Oath and Conduct*, and 2:210, *Organizational School Board Meeting*. Boards that elect officers for one-year terms and/or hold organizational meetings yearly, replace the default text in number 1 with the following:

> Annually organizing the Board by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with Board policy and State and federal law.

[2] 105 ILCS 5/10-20.5 and policy 2:240, *Board Policy Development*; 105 ILCS 5/10-21; and 115 ILCS 5/, Ill. Educational Labor Relations Act.

[3] 105 ILCS 5/10-23.12(c), added by P.A. 101-531; 105 ILCS 5/21B-75(b), amended by P.A.s 101-531, ~~and~~ 102-552, and 102-702, eff. 7-1-23. For further discussion see f/n 22 in policy 5:90, *Abused and Neglected Child Reporting*. **Note:** While 105 ILCS 5/10-23.12(c) permits boards to *immediately* dismiss certain employees upon the determination that he or she has willfully or negligently failed to report, this does not negate a board's responsibility to provide employees with due process required by the law and district policies and procedures. Consult the board attorney for further guidance.

[4] 105 ILCS 5/10-21.4 (employing superintendent); 5/10-20.7 and 5/10-21.1 (teachers); 5/10-21.9 (criminal history records checks); 5/10-22.34, amended by P.A. 102-894 (nonlicensed ~~certificated~~ personnel ~~(this statute still uses *certificated* rather than *licensed*)~~); 5/10-22.4 (dismissing teachers for cause); and 5/10-23.5 and 5/24-12 (reduction in force). See policies in the **PRESS P**olicy **R**eference **M**anual Sections 3, General School Administration, and 5, Personnel.

[5] 105 ILCS 5/10-16.7.

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6. Entering contracts using the public bidding procedure when required. [7]
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]
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination. [9]
9. Approving the curriculum, textbooks, and educational services. [10]
10. Evaluating the educational program and approving School Improvement and District Improvement Plans. [11]
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]
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]
13. Establishing attendance units within the District and assigning students to the schools. [14]
14. Establishing the school year. [15]
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11. [16]
16. Providing student transportation services pursuant to State law. [17]
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities. [18]

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

[6] 105 ILCS 5/10-20.19 and 5/17-1 et seq. See policies in the **PRESS P**olicy **R**eference **M**anual Section 4, Operational Services.

[7] 105 ILCS 5/10-20.21, amended by P.A. 102-1101. See policy 4:60, *Purchases and Contracts*.

[8] For the first clause, see 105 ILCS 5/10-20.6, 5/10-20.12, 5/10-22.10, 5/10-22.35A, and 5/10-22.36; and policy 4:150, *Facility Management and Building Programs*. For the second clause, see 105 ILCS 5/10-22.35. For the third clause, see 105 ILCS 5/10-20.19c and policy 4:70, *Resource Conservation*.

[9] Many civil rights laws guarantee equal educational opportunities; see policy 7:10, *Equal Educational Opportunities*.

[10] 105 ILCS 5/10-20.8. See policies in the **PRESS P**olicy **R**eference **M**anual Section 6, Instruction.

[11] 105 ILCS 5/2-3.25d, which addressed school and district improvement plans, was repealed by P.A. 100-1046. 105 ILCS 5/2-3.25f, and 105 ILCS 5/27-1. For more specific information about school and district improvement plans, see policy 6:10, *Educational Philosophy and Objectives*, and f/n 6 in policy 6:15, *School Accountability*.

[12] 105 ILCS 5/10-17a. This statute details the requirements for *presenting* the district report card and school report card(s), including presenting them at a regular school board meeting and posting them on the district's website.

[13] 105 ILCS 5/10-20.14 and 5/10-22.6. See policies 7:190, *Student Behavior*; 7:200, *Suspension Procedures*; and 7:210, *Expulsion Procedures*.

[14] 105 ILCS 5/10-21.3 and 5/10-22.5. See policy 7:30, *Student Assignment and Intra-District Transfer*.

[15] 105 ILCS 5/10-19, amended by P.A.s 101-12 and 101-643; 23 Ill.Admin.Code §1.420. See policy 6:20, *School Year Calendar and Day*.

[16] Recognizing veterans on Nov. 11 is required by 105 ILCS 5/10-20.46.

[17] 105 ILCS 5/10-22.22. See policy 4:110, *Transportation*.

[18] 105 ILCS 5/10-22.31a. See policy 1:20, *District Organization, Operations, and Cooperative Agreements*.

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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]

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]

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]

21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters. [22]

Indemnification [23]

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.

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

[19] 325 ILCS 5/4(d), amended by P.A. 101-564. *Abuse* and *neglect* are defined in 325 ILCS 5/3, amended by P.A.s 102-567 and 102-676. For an *adult student with a disability* see 20 ILCS 1305/1-17(b). While board members are not required to take mandated reporter training provided by the Ill. Dept. of Children and Family Services (DCFS), being familiar with ANCRA's definition of an abused child and how mandated reporting works enables board members to better meet their duty under 325 ILCS 5/4(d). Board members may learn about ANCRA by taking DCFS mandated reporter training (available to anyone online at: https://mr.dcfstraining.org) or IASB's ANCRA course (available in the Online Learning ~~e~~Center at: www.iasb.com).

[20] 105 ILCS 5/21B-85(a).

[21] Id. at 5/21B-85(b), amended by P.A. 102-552.

[22] See policy 8:10, *Connection with the Community*.

[23] 105 ILCS 5/10-20.20 (duty to indemnify) and 5/10-22.3 (duty to insure against loss or liability). These statutes identify the same individuals for protection except that the indemnification statute includes mentors of certified staff members. See f/n 3 in sample policy 4:100, *Insurance Management.*

Public officials or employees who are sued or incur loss because of the performance of their duties imposed or authorized by law on behalf of the public entity are entitled to indemnification. McQuillan on Municipal Corporations §12.137 (3rd ed. 1973). Public employees who must defend themselves in actions based upon the performance of official duties are entitled to indemnification. Wayne Twp. Bd. of Auditors v. Ludwig, 154 Ill.App.3d 899 (2nd Dist. 1987). The public's interest is served by indemnifying public officials and employees in the performance of their official duties in order to recruit and retain qualified public employees and officials.

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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/, Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 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; Code of Professional 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 Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

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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.

CURRENT

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 17, 2022

CURRENT

School Board

Board Member Conflict of Interest [1]

No School Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law;[2] or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District.[3] 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*. [4]

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

[1] State law and federal regulations control this policy's content. Conflict of interest is comprehensively discussed in the Ill. Council of School Attorneys' publication, **Answers to FAQs~~,~~ Regarding Conflict of Interest and Incompatible Offices**, available at: www.iasb.com/law/COI_FAQ.pdf.

[2] The School Code prohibits a school board member from having an interest in a contract with the district he or she serves. Exceptions to this rule permit a board member to provide materials, merchandise, property, services, or labor if: (1) the board member has less than a 7½% share in the ownership of the business; the board member publicly discloses the interest; the board member abstains from voting on the contract; the contract is approved by a majority vote; the contract is awarded after sealed bids to the lowest responsible bidder if the amount of the contract exceeds $1,500, or awarded without bidding if the amount of the contract is less than $1,500; and the award of the contract would not cause the aggregate amount of all such contracts so awarded in the same fiscal year to exceed $25,000; OR (2) the contract is approved by a majority vote, provided that any such interested member shall abstain from voting; the amount of the contract does not exceed $1,000 or the award of the contract does not cause the aggregate amount of such contacts to the same individual to exceed $2,000 in the same fiscal year, or $5,000 in the same fiscal year if the labor or materials to be provided are not otherwise available in the district; and the interested member publicly discloses the interest. See 105 ILCS 5/10-9 for other exceptions.

A board member does not have a prohibited interest in a contract with the district he or she serves "if the board member is an employee of a business that is involved in the transaction of business with the school district, provided that the board member has no financial interests other than as an employee~~,~~." ~~(~~105 ILCS 5/10-9(a)~~)~~.

The Public Officer Prohibited Activities Act prohibits a governing body member from being "in any manner financially interested directly in his own name or indirectly in the name of any other person, association, trust, or corporation, in any contract or the performance of any work in the making or letting of which such officer may be called upon to act or vote~~[.]~~" 50 ILCS 105/3(a). Exceptions to this prohibition are similar to those in the School Code.

Generally, an individual may be a board member at a school district that employs his or her spouse. Indeed, 105 ILCS 5/10-22.3a specifically allows a board member to participate in a group health insurance program provided to a district employee if the board member is that employee's dependent, i.e., spouse or child. However, this is a fact-sensitive inquiry; a board member should seek legal counsel before voting on anything related to his or her spouse. See the **Answers to FAQs,** referenced in f/n 1.

A violation of the School Code or Public Officer Prohibited Activities Act is a Class 4 felony. Due to the severity of this penalty as well as to avoid the appearance of impropriety, a legal opinion should be obtained before a board member becomes financially interested in any contract with his or her district. Abstaining on the vote, or absence from the meeting when the vote is taken, does not negate an otherwise illegal conflict of interest.

[3] 2 C.F.R. §200.318(c)(1).

[4] Id. The rule provides flexibility for school districts to "set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value," along with "disciplinary actions to be applied for violations." Referring to sample policy 2:105, *Ethics and Gift Ban*, for these standards provides clarity and consistency. Policy 2:105, *Ethics and Gift Ban*, refers to **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 through~~–~~ 10-30, along with discussion of the specific penalties available under the Ethics Act at 5 ILCS 430/50-5 in its **Enforcement** subhead.

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Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act.[5] Each Board member is responsible for filing the statement with the county clerk of the county in which the District's main office is located by May 1.

Federal and State Grant Awards [6]

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

1. ~~Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a~~A member of the Board member's immediate family ~~or household~~;
2. The Board member's ~~business~~ partner;[7] or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

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

[5] 5 ILCS 420/4A-101.5, 4A-105, and 4A-106.5, ~~and 107,~~ amended by P.A. 101-221; 5 ILCS 420/4A-102 and 4A-107, amended by P.A.s 101-221 and 102-664; 5 ILCS 420/4A-103, amended by P.A. 102-664. Any county clerk may implement a system of Internet-based filing for economic interest statements. 5 ILCS 420/4A-108, amended by P.A.s 101-221 and 102-664. If an Internet-based filing system is used, the clerk must post the statements, without filers' addresses or signatures, on a publicly accessible website. Id.

Each candidate for the school board must file with the county clerk or the county board of election commissioners, whichever is applicable, a receipt from the county clerk showing that the candidate has filed a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act. 5 ILCS 420/4A-108(b)(3). A candidate's name will be stricken from the ballot if he or she files the incorrect *Statement of Economic Interests* form. Ferrand v. Chicago Bd. of Election Comm., 379 Ill.Dec. 45~~16 N.E.3d 779~~ (~~Ill.App.~~1st Dist.~~,~~ 2014); Cortez v. Mun~~icipal~~ Officers Electoral B~~oar~~d., ~~986 N.E.2d 689~~369 Ill.Dec. 376 (~~Ill. App.~~1st Dist.~~,~~ 2013).

[6] 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a *real or apparent conflict of interest*. The term *participate* is not specifically defined in the federal regulation; consult the board attorney regarding other actions the board can take to limit the influence of a conflicted board member, beyond abstention from the board's evaluation and vote on a contract. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 also apply to eligible State grants through the Grant Accountability Transparency Act (GATA), 30 ILCS 708/. Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at www.grants.illinois.gov. The State guidance provides examples of situations which may be prohibited or may present a potential conflict of interest. See also the Ill. State Board of Education's *Procurement and Purchasing Checklist* at: www.isbe.net/Pages/Federal-and-State-Monitoring.aspx~~www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx~~.

The law does not specifically define an *apparent conflict of interest.* For a discussion of what an *apparent conflict of interest* may mean, see the discussion about avoiding the *appearance of impropriety* in the **Answers to FAQs,** cited above in f/n 1.

If the district has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. *Organizational conflicts of interes*t means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. 2 C.F.R. §200.318(c)(2).

[7] The law does not define *partner*; consult the board attorney about whether this term includes domestic partners, business partners, or both.

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

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

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Board of Education

Board Member Conflict of Interest

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

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

Federal and State Grant Awards

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

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

LEGAL REF.: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, 420/4A-107, and 425/1 et seq.
50 ILCS 105/3.
105 ILCS 5/10-9.

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:120 (Ethics)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

School Board

Ethics and Gift Ban [1]

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]
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity. [3]
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.

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

[1] The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/) requires a policy on this subject matter and controls its content. 5 ILCS 430/70-5, amended by P.A. 101-221. This policy contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

The Ill. Attorney General developed a model ethics ordinance to assist units of local government and school districts. See www.ag.state.il.us/government/ethics_ordinance.html. The model ordinance provides that the local governmental entity will enforce the policy through quasi-criminal proceedings or through hiring an attorney to prosecute violators. These penal enforcement provisions present an obvious difficulty for school districts – the legislature has **not** granted school districts the power to adopt penal ordinances and penalties. This sample policy, while based on the Attorney General's model ordinance, does **not** contain penal provisions and penalties and it does **not** contemplate the hiring of an attorney to prosecute violators.

[2] In addition to constitutional free speech rights, two State laws must be considered when enforcing the SOEEA. The first law, the Local Governmental Employees Political Rights Act (50 ILCS 135/), prohibits: (1) districts from inhibiting or prohibiting employees in the exercise their political rights, and (2) employees from using their employment to coerce or inhibit others in the free exercise of their political rights and from engaging in political activities while at work. The other law, the Personnel Record Review Act (820 ILCS 40/9), prohibits districts from gathering records about an employee's political activities unless the activities interfere with the performance of work duties or could cause the district financial liability.

[3] The Election Interference Prohibition Act prohibits the use of public funds to "urge any elector to vote for or against any candidate or proposition." 10 ILCS 5/9-25.1. Spending within the statutory definition of public funds to disseminate facts to the public is permitted under section 9-25.1 and is not *electioneering.* Consequently, a district should not become a political committee by spending funds to disseminate facts. 10 ILCS 5/9-1.14, legislatively overturning Citizens Organized to Save the Tax Cap v. State Bd. of Elections, Northfield Twp. High Sch. Dist., 392 Ill.App.3d 392 (1st Dist. 2009). Consult the board attorney for advice.

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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 [4]

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,[5] shall intentionally solicit or accept any *gift* from any *prohibited source*, as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

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

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

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

[4] 5 ILCS 430/10-10 through 10-30 (Gift Ban); 30 ILCS 708/ (Grant Accountability Transparency Act) (GATA); and 2 C.F.R. §200.318(c)(1)(uniform federal procurement standards prohibit board members from soliciting or accepting gratuities, favors, or anything of monetary value from contractor performing work under a contract supported by a federal grant -award). GATA adopts the uniform federal rules for State agencies' administration of eligible State and federal grants.

Generally, 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. For more discussion on conflict of interest, see sample policy 2:100, *Board Member Conflict of Interest*. Specifically, 2 C.F.R. §200.318(c)(1) requires school districts to "set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value (*standards*)," along with "disciplinary actions to be applied for violations (*disciplinary actions*)" without defining *nominal value*.

To avoid confusion and because 2 C.F.R. §200.318(c)(1) provides flexibility to school boards regarding setting *standards* and *disciplinary actions*, sample policy 2:100, *Board Member Conflict of Interest,* refers to this sample policy's subheads: **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 – 10-30 (for the federal regulation's *standards*), and **Enforcement** at 5 ILCS 430/50-5 (discussing the specific penalties available under the Ill. Ethics Act for the federal regulation's *disciplinary actions*).

If a board wishes to develop further *standards* and *disciplinary actions* than the Gift Ban section of the SOEEA requires, consult the board attorney.

For further discussion, see the *Grant Accountability and Conflicts of Interest* section in the Ill. Council of School Attorneys' publication, **Answers to FAQs, Conflict of Interest and Incompatible Offices** at:

www.iasb.com/law/COI_FAQ.pdf.

[5] 105 ILCS 5/22-930 ~~(final citation pending)~~, added by P.A. 102-327 and renumbered by P.A. 102-813, bans high school guidance counselors from intentionally soliciting or accepting gifts from a *prohibited source*, narrowly defined as "any person who is employed by an institution of higher education or is an agent or spouse of or an immediate family member living with a person employed by an institution of higher education." Id. Exceptions exist for certain circumstances, e.g., gifts from a relative or based on a personal friendship. A guidance counselor does not violate this law if he or she promptly takes reasonable action to return the gift to the prohibited source or donates the gift or an amount equal to its value to a tax -exempt charity. Id.

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

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

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

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

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws.[6] The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

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

[6] This provision is consistent with sample policy 2:160, *Board Attorney*.

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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. [7]

Definitions [8]

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.

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

[7] The Ill. Attorney General's model ethics ordinance includes the specific penalties from the Ethics Act. 5 ILCS 430/50-5. Elsewhere the Act states that a "governmental entity **may** provide in [its] ordinance or resolution … for penalties similar to those provided in this Act for similar conduct." 5 ILCS 430/70-10. Thus, school boards do not need to enact policy containing criminal sanctions. Rather, as provided in this sample policy, violations can be referred to the State's Attorney.

The Ill. Attorney General's guidance document provides for the unit of local government to use an Ethics Commission to manage complaints. A board that wants to use an Ethics Commission should replace this paragraph, after the first sentence, with the following:

> As soon as possible after a complaint is filed, the Superintendent shall appoint a 3-member Ethics Commission. If the Superintendent is the subject of the complaint, the Board President shall perform this duty. Commission members may be any District resident, except that no person shall be appointed 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. If the Commission finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or recommend disciplinary action for the employee.

[8] The definitions contained in this policy are all from 5 ILCS 430/1-5~~-15~~ with minor adaptations.

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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. [9]

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.

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

[9] The Ethics Act prohibits employees from engaging in political activities on *compensated time* but does not define the term. *Compensated time* is easy to determine for employees with fixed working hours. Determining *compensated time* for a salaried employee who does not have obligatory hours of attendance is more difficult. For this reason, the term *compensated time* should include both the time when the employee is physically present on district premises as well as any other time when the employee is engaged in official duties.

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Complaints of Sexual Harassment Made Against Board Members by Elected Officials [10]

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. [11]

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. [12]

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

[10] Required. Under SOEEA, school districts must, by resolution, amend their sexual harassment policies "to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit." 5 ILCS 430/70-5, amended by P.A. 101-221. This policy includes both elected and appointed board members to effectuate the intent of the law, to comprehensively address sexual harassment in the workplace, and for consistent treatment. The statute does not address whether the *independent review* must or may be limited to a board member's conduct in his or her official capacity, or if it can extend to a board member's behavior in his or her individual capacity. Consult the board attorney for advice. See sample policy 5:20, *Workplace Harassment Prohibited*, and its f/ns for information about what types of conduct may rise to the level of unlawful sexual harassment under federal and State laws. This policy only addresses the requirements of the SOEEA; it does not address harassment complaints made by employees or other non-elected individuals against board members. Such complaints may be processed under sample policy 2:260, *Uniform Grievance Procedure*, or, if the allegations involve Title IX sexual harassment, sample policy 2:265, *Title IX Sexual Harassment Procedure*. See policy 2:260, *Uniform Grievance Procedure*, at f/ns 1 and 6.

Unlike employees, board members are not legally required to take sexual harassment prevention training; however, it is a best practice. The Ill. Dept. of Human Rights offers a free online training module. See sample policy 5:20, *Workplace Harassment Prohibited*, at f/n 4 for more information.

[11] The Open Meetings Act (OMA) does not provide a specific exemption for discussion of complaints against a members of a public body in closed session. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.

[12] 5 ILCS 430/70-5(a), amended by P.A. 101-221. The law requires governmental units, including school districts, to conduct an *independent review* of allegations of sexual harassment made against an elected official by another elected official; however, that term is not defined. Consult the board attorney about how to investigate such complaints.

For boards that wish to authorize the superintendent to appoint the outside investigator in these cases, substitute "Superintendent" for "Board President" in the first sentence, delete the second and third sentences in the paragraph, and delete the Cross Reference to 2:110, *Qualifications, Term, and Duties of Board Officers*.

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If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board. [13]

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office. [14]

LEGAL REF.: 105 ILCS 5/22-930 ~~(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; Code of Professional Conduct; and Conflict of Interest)

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

[13] A board's ability to address the harassing behavior of a board member is relatively limited because it does not have the legal authority to remove one of its members. See sample policy 2:60, *Board Member Removal from Office*, and its footnotes for more information about board member removal. Consult the board attorney when dealing with a claim of sexual harassment by a board member to discuss enforcement options, as well as the accused board member's participation in any decisions regarding the complaint.

[14] This paragraph is optional, but it aligns with the intent of P.A. 101-221. See f/n 10, above.

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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.

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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.

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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;

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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 17, 2022

CURRENT

School Board

Organizational School Board Meeting [1]

During a March meeting in odd-numbered years, the School Board establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 40~~28~~ days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. At the organizational meeting, the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct.* [2]
2. The new Board members shall be seated.
3. The Board shall elect its officers, who assume office immediately upon their election. [3]
4. The Board shall fix a time and date for its regular meetings. [4] [5]

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

[1] State law controls this policy's content. Local canvassing boards were abolished in 2006, and the statute requiring school boards to canvass the vote was repealed. The appropriate *election authority* (county clerk or election commission) canvasses the vote for school district elections. 10 ILCS 5/1-8. The election authority must canvass the vote within 21 days after the election. 10 ILCS 5/22-17 and 5/22-18. Sometime between receiving the results from the election authority, but within 40~~28~~ days after the consolidated election, boards must hold an organizational meeting to elect officers and fix a time and place for the regular meetings. 105 ILCS 5/10-16, amended by P.A. 102-798. State law contains the schedule for consolidated elections. 10 ILCS 5/2A-1.1. See sample policy 2:30, *School District Elections*.

The following option may be added after the second sentence of the first paragraph. It allows a board to recognize that the consolidated election will be postponed for Passover (10 ILCS 5/2A-1.1a); the exact provision is already in 2:30, *School District Elections*:

> If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover.

[2] The oath required by 105 ILCS 5/10-16.5 is "administered as determined by the board." There are lots of variations on how to accomplish this task. One alternative follows:

> The meeting is called to order by the Board President, provided he or she is still in office and, if not, by the Vice President. This individual also serves as the meeting's presiding officer. The presiding officer administers the oath of office.

[3] Id. A secret vote for officer elections is not permitted. 5 ILCS 120/1.

[4] The Open Meetings Act and the School Code have different provisions regarding the establishment of a regular meeting schedule. The Open Meetings Act requires each public body to prepare and make available a regular meeting schedule at the beginning of each calendar or fiscal year. 5 ILCS 120/2.03. The School Code states that this task is accomplished during the organizational meeting. 105 ILCS 10-16, amended by P.A. 102-798. By *announcing* the schedule at the beginning of each calendar or fiscal year and by *fixing* the schedule at the organizational meeting, a board can implement both laws.

[5] For districts that elect board officers for one-year terms, an optional provision follows:

> During an April Board meeting in even-numbered years, the Board considers organizational matters, such as, selecting individual members to fill offices with terms that expire this or the next month and fixing a time and date for its regular meetings.

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

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

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Board of Education

Organizational Board Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. At the organizational meeting the following shall occur:

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

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

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

ADOPTED: May 17, 2001

REVISED: September 21, 2017

CURRENT

School Board

Title IX Sexual Harassment Grievance Procedure [1]

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following: [2]

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;[3] or

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

[1] Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 et seq.) requires this subject matter be covered by policy and controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion policy 2:260, *Uniform Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

For the sake of consistency and ease of administration, this policy addresses only Title IX sexual harassment grievances, except those contained in collective bargaining agreements. See the cross references for the policies referring to this Title IX sexual harassment grievance procedure policy.

A district must have at least one policy explicitly stating it does not discriminate on the basis of sex in its education programs or activities under Title IX and its implementation regulations (34 C.F.R. Part 106). 34 C.F.R. §106.8(b)(1). Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). Though all complaints of sexual harassment may not constitute sexual harassment under Title IX, Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the District's educational program or activity in the United States – including applicants for employment, students, parents/guardians, any employee, and third parties.

[2] 34 C.F.R. §106.30. The definition of *sexual harassment* in the policy and in Title IX includes *unwelcome* conduct. Id. However, case law does not always distinguish between *welcome* and *unwelcome* conduct. See Mary M. v. North Lawrence Community Sch. Corp., 131 F.3d 1220 (7th Cir. 1997) (8th grade student did not need to show that a school employee's sexual advances were *unwelcome* in order to prove sexual harassment).

[3] 34 C.F.R. §106.30. This behavior is commonly called *quid pro quo* sexual harassment. See 85 Fed. Reg. 30036, f/n 94. By using the term *individual*, Title IX regulations do not limit *quid pro quo* sexual harassment to situations where the provision of an aid, benefit or service by an employee is conditioned on a current *student's* participation in unwelcome sexual conduct. By way of example, *quid pro quo* Title IX sexual harassment involving an employee and an individual other than a current student may be implicated when: an employee tells a former student she can only get a letter of recommendation if she participates in unwelcome sexual conduct; an employee selects a volunteer for a coveted field trip chaperone position if he participates in unwelcome sexual conduct; or a supervisory employee subjects a subordinate employee to unwelcome sexual conduct in exchange for a promotion.

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2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or

3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11~~0~~), *domestic violence* as defined in 34 U.S.C. §12291(a)(12~~8~~), or *stalking* as defined in 34 U.S.C. §12291(a)(3~~6~~0). [4]

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

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. [5]

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs. [6]

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator[7] alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation. [8]

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. [9]

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed. [10]

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content,* incorporates (a) age-appropriate sexual abuse and assault awareness and

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[4] See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for these definitions and other definitions of italicized terms in this policy. Title IX regulations at 34 C.F.R. §106.30 contain pinpoint citations to the Violence Against Women Act (VAWA), 34 U.S.C. §12291 et seq., for the definitions of *dating violence*, *domestic violence,* and *stalking*. VAWA was reauthorized in 2022 and the citations changed; however, 34 C.F.R. §106.30 has not been updated. This policy uses the updated VAWA citations.

[5] 34 C.F.R. §106.30.

[6] 34 C.F.R. §106.44(a).

[7] See f/n 19 in sample policy 2:260, *Uniform Grievance Procedure*.

[8] 34 C.F.R. §106.30.

[9] Id.

[10] Id. See sample administrative procedure 2:265-AP1, *Title IX Sexual Harassment Response*, for further discussion of supportive measures.

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prevention programs in grades pre-K through 12,[11] and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12.[12] This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

2. Incorporates education and training for school staff[13] as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. [14]

3. Notifies applicants for employment,[15] students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons. [16]

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.[17] A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

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[11] Required by 105 ILCS 110/3 and 105 ILCS 5/10-23.13 (*Erin's Law*).

[12] Required by Id. at 110/3.

[13] For boards that insert optional paragraphs listing trainings in f/n 4 of policy 5:100, *Staff Development Program*, insert "pursuant to policy 5:100, *Staff Development Program*, and" after the word staff.

[14] 105 ILCS 110/3. Detailed training requirements exist for Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. 34 C.F.R. §106.45(b)(1)(iii). Title IX rules "[leave districts] discretion to determine the kind of training to other employees that will best enable the [district], and its Title IX Coordinator, to meet Title IX obligations." 85 Fed. Reg. 30114. Many attorneys agree the best practice is to train all district staff about the definition of sexual harassment, the scope of the district's education program or activity, all relevant district policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX coordinator. See sample procedure 2:265-AP1, *Title IX Sexual Harassment Response*.

[15] Most school districts are not covered by Subpart C of Title IX, which "applies only to institutions of vocational education, professional education, graduate higher education, and public institutions of undergraduate higher education." 34 C.F.R. §106.15(d). If your district is covered by Subpart C, amend this to state "applicants for admission or employment."

[16] 34 C.F.R. §106.8. See paragraph 2 of f/n 219 in sample policy 2:260, *Uniform Grievance Procedure*. See also sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

[17] Using "or any employee with whom the Complainant is comfortable speaking" ensures Title IX compliance because Title IX deems "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment to have *actual knowledge*. Therefore, a report to any employee triggers a district's duty to respond. 34 C.F.R. §106.30. This policy contains an item upon which collective bargaining may be required. Any policy that impacts wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

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The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. [18]

Title IX Coordinator:

_____
Name

_____
Address

_____
Email

_____
Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.[19]

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it.[20] For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;[21] 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

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

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

[18] Title IX regulations require districts to designate and authorize at least one employee to coordinate its efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. Id. A district's nondiscrimination coordinator often also serves as its Title IX coordinator. See sample policy 2:260, *Uniform Grievance Procedure*.

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

[19] Required by 34 C.F.R. §106.44(a) and (b) regardless of whether a formal Title IX sexual harassment complaint is filed.

[20] See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for a discussion of Title IX sexual harassment and non-Title IX sexual harassment. Consult the board attorney for further guidance.

[21] See sample administrative procedure 5:120-AP2, *Employee Conduct Standards*.

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Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation. [22]

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45.[23] The District's grievance process shall, at a minimum: [24]

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
    a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
    b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially. [25]

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[22] This policy gives Title IX coordinators the flexibility to appoint another qualified individual to conduct an investigation. This may be appropriate when the neutrality or efficacy of the Title IX coordinator is an issue, and/or where the district wishes to have the expertise that an in-house or outside attorney may afford to an investigation. Alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals) and the board attorney. If a complaint involves the superintendent or other district-level administrator, alternative appointments are often made in consultation with the board and the board attorney.

[23] 34 C.F.R. §106.45(b). See sample administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

[24] 34 C.F.R. §106.45(b)(1) lists the basic requirements for a grievance process. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney if the board wants the district to use a live hearing in its grievance process.**

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant."

[25] Aside from the general training requirements of 34 C.F.R. §106.45(b)(1)(iii), the DOE gives districts flexibility to determine certain training practices or techniques to best meet training requirements based upon their unique local conditions and resources within their educational community. 85 Fed. Reg. 30120. See also 85 Fed. Reg. 30084 (declining to specify that training of Title IX personnel must include implicit bias training, so long as training provides instruction on how to serve impartially and avoid prejudgment of the facts at issue, conflicts of interest, and bias, and that training materials avoid sex stereotypes).

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4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard. [26]
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. [27]

Enforcement

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

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[26] 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of evidence it will use to determine responsibility of the respondent. The standard of evidence selected must be applied "consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee." 85 Fed. Reg. 30373. This sample policy uses the *preponderance of the evidence* standard, not the *clear and convincing evidence* standard. *Preponderance of evidence* is a standard used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's Law Dictionary*, *11th ed. 2019*. *Preponderance of the evidence* is the standard used in sample policy 2:260, *Uniform Grievance Procedure*. *Clear and convincing* is a higher standard, requiring more than *preponderance of the evidence* but less than proof beyond a reasonable doubt. It means "evidence indicating that the thing to be proved is highly probable or reasonably certain." See *Black's Law Dictionary*, *11th ed. 2019*. **Consult the board attorney regarding the appropriate standard for the district, as well as implications if a different standard is used in this policy than in 2:260, *Uniform Grievance Procedure*.** For boards that choose the *clear and convincing evidence* standard, delete "~~*preponderance of*~~" and insert "*clear and convincing*." Ensure the same standard of evidence is used in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

[27] Examples of legally-recognized privileges include attorney-client privilege, doctor-patient privilege, and spousal privilege. See 85 Fed. Reg. 30277.

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student behavior policies.[28] Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law. [29]

Retaliation Prohibited [30]

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*. [31]

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

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

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[28] See sample policies 7:190, *Student Behavior*, and 7:230, *Misconduct by Students with Disabilities*. See also sample policies 7:200, *Suspension Procedures*, and 7:210, *Expulsion Procedures*, for due process requirements when student suspension or expulsion is recommended following a determination of responsibility for Title IX sexual harassment.

[29] Examples of rights the district or parties may exercise ancillary to this Title IX sexual harassment grievance procedure include, but are not limited to: disciplinary processes for suspensions and expulsions of students under 105 ILCS 5/10-22.6; tenured teacher dismissal proceedings under 105 ILCS 5/24-12; any other pre-termination process required by an applicable collective bargaining agreement, employment policy or procedure, or employment contract; and student appeal of a sex equity grievance decision under 23 Ill. Admin. Code §200.40 (see sample policy 7:10, *Equal Educational Opportunities*).

[30] 34 C.F.R. §106.71.

[31] Retaliation complaints must be processed under policy 2:260, *Uniform Grievance Procedure*, because they are covered under the district's grievance procedure for resolving non-sexual harassment Title IX complaints. See 34 C.F.R. §106.8(c). Title IX sexual harassment regulations state that "[c]omplaints alleging retaliation may be filed according to the grievance procedures for sex discrimination required to be adopted under §106.8(c)." 34 C.F.R. §106.71.

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Board of Education

Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

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

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator**7** alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of

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Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to an including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

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

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

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

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Prohibited; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
    a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
    b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.

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12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

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

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

Retaliation Prohibited

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

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

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

ADOPTED: October 22, 2020

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General School Administration

Administrative Personnel Other Than the Superintendent [1]

Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description.[2] In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules. [3]

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

[1] State or federal law controls this policy's content. 105 ILCS 5/10-23.8a requires each principal, assistant principal, and other school administrator to be employed under either: (1) a one-year contract, in which case he or she gains and retains tenure rights, or (2) a multi-year performance-based contract, in which case he or she waives all tenure rights but does not lose any previously acquired tenure credit with the district. A multi-year performance-based contract must contain specific student performance and academic improvement goals and indicators.

[2] Job descriptions are advisable, but optional. See sample policy 5:30, *Hiring Process and Criteria*, for a discussion of job descriptions. An Ill. State Board of Education (ISBE) rule (23 Ill.Admin.Code §1.310) allows *divided service*, meaning that a superintendent or principal may be employed by two school districts or serve in two professional capacities provided that full-time equivalency results in a maximum of one full-time position. In districts with an enrollment of 100 or fewer, an individual may serve as superintendent/principal and teach up to one-half day.

[3] 105 ILCS 5/21B-20 and 5/21B-25 govern Professional Educator Licenses and administrative, principal, and chief school business official endorsements. The requirements for supervisory or administrative staff are in 23 Ill.Admin.Code §1.705; the requirements for endorsements are in 23 Ill.Admin.Code Part 25, Subpart E. Standards for Administrative Endorsements are in 23 Ill.Admin.Code Part 29.

The following option may be added at the end of this paragraph:

> Administrative personnel must reside in the District within a specified period as provided in their initial employment agreement.

State law (105 ILCS 5/24-4.1) prohibiting residency requirements for teachers does not apply to non-instructional personnel, e.g., assistant principals. Owen v. Kankakee Sch. Dist., 261 Ill.App.3d 298 (3rd. Dist. 1994). A board may impose residency requirements on a principal or assistant principal only if the individual's initial contract with the district made residency an express condition of employment or continued employment as a principal. 105 ILCS 5/10-21.4a. Residency within a district may not be considered in determining a principal's compensation, assignment, or transfer. Id.

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Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board. [4]

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent. [5]

Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary. [6]

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law.[7] The terms of an individual employment contract, when in conflict with this policy, will control.

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[4] All licensed school district employees must be evaluated. 105 ILCS 5/24A-1, 23 Ill.Admin.Code §1.320. Each district must implement a performance evaluation plan for its principals and assistant principals. 105 ILCS 5/24A-15, amended by P.A. 102-729; 23 Ill.Admin.Code §50.300. The statutory deadline for evaluating principals and assistant principals depends on whether the individual's employment contract is for one year or multiple years: (1) the evaluation of individuals on a single year contract must take place annually by March 1, and (2) the evaluation of individuals on a multi-year contract must take place by March 1 of the contract's final year. 105 ILCS 5/24A-15, amended by P.A. 102-729. Individual contracts may require an earlier deadline. For the 2022-2023 school year only, if the Governor has declared a disaster due to a public health emergency, districts have the option to waive the evaluation requirement of principals and assistant principals who received either *excellent* or *proficient* ratings during the last school year in which they were evaluated, as long as the Governor's disaster declaration remained in effect. Id. 105 ILCS 5/24A-3 requires that an individual who conducts an evaluation of a teacher, principal, or assistant principal, (1) be prequalified before undertaking any evaluation, and (2) participate in a regularly scheduled retraining program.

[5] The professional growth reporting requirements in this paragraph are optional. However, professional development activities are required for license renewal. 105 ILCS 5/21B-45, contains the license renewal process, along with the professional development hours and carry over of these hours.

A school board must require the administrators who evaluate employees to complete training on the evaluation of licensed personnel that is provided or approved by ISBE. 105 ILCS 5/24A-3 and 5/24A-20(a)(4). Any prequalification process or retraining program developed and used by a school district must, at a minimum, meet the requirements of 23 Ill.Admin.Code Part 50, Subpart E. Administrative personnel must participate in this training (1) before they evaluate, and (2) at least once during each certificate renewal cycle. 105 ILCS 5/24-3.

[6] Legal holidays are provided by 105 ILCS 5/24-2, amended by P.A.s 101-642 (*2020 Election Day*), 102-15 (*2022 Election Day*), and 102-14, ~~eff. 1-1-22,~~and 102-334~~,~~ (both establishing *Juneteenth National Freedom Day*).

[7] According to 105 ILCS 5/10-23.8a, a principal, assistant principal, and any other school administrator must be employed under either: (1) a one-year contract, in which case he or she gains and retains tenure rights, or (2) a multi-year performance-based contract, in which case he or she waives all tenure rights but does not lose any previously acquired tenure credit with the district. A multi-year performance-based contract must contain specific student performance and academic improvement goals and indicators.

The employment contract should be *in writing* even though the School Code does not require it to be written. Contact the board attorney for assistance. An administrator who is not working under a written contract is presumed to have a contract of one year's duration. Schaumburg Cmty. Consol. Sch. Dist. v. TRS, 984 N.E.2d 66 (4th Dist. 2013)(interpreting 105 ILCS 5/10-23.8a). The Ill. Statute of Frauds may make it impossible to execute an *oral* multi-year administrator contract or to *orally* extend a multi-year written contract. 740 ILCS 80/1.

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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. [8]

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel. [9]

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; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

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The Open Meetings Act requires all Ill. Municipal Retirement Fund (IMRF) employers, which includes school boards, to: (1) within six business days after approving a budget, web-post each employee's total compensation package if it exceeds $75,000 per year; and (2) at least six days before approval, web-post an employee's total compensation package if it is $150,000 or more. 5 ILCS 120/7.3. Conflicting opinions concern whether school districts must comply with these posting requirements for their employees who do not participate in IMRF. Contact the board attorney for advice.

Annually by Oct. 1, each school board must report to ISBE the base salary and benefits of the superintendent, administrators, and teachers it employs. 105 ILCS 5/10-20.47. Before this annual reporting to ISBE, the information must be presented at a regular school board meeting and then posted on the district's website, if any.

[8] State law does not address when the board should consider salary issues. The March deadline was chosen because the statutory notice deadline for reclassification is April 1 of the year in which a principal or assistant principal's contract expires unless the contract provides for an earlier deadline. 105 ILCS 5/10-23.8b. Alternatively, the policy could require that recommendations be presented "in a timely manner."

[9] State law does not require that administrative and teaching personnel receive identical benefits and leaves of absence, but it does set the minimum in days and type for all ~~certificated~~ licensed personnel.

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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 vacations 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."

CURRENT

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: March 17, 2022

CURRENT

General School Administration

Administrative Responsibility of the Building Principal [1]

Duties and Authority

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction.[2] 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.[3] 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. [4]

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

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

[2] Required by 105 ILCS 5/10-21.4a.

[3] An alternative follows: "…or as agreed upon by the Building Principal and Superintendent."

The principal's duties are generally described in 105 ILCS 5/10-21.4a and 5/24A-15(c-5). However, many other statutes impose additional duties, e.g., 105 ILCS 127/2 (requires principals to report to the police certain violations of the Cannabis Control Act, Controlled Substance Act, and Methamphetamine Control and Community Protection Act occurring at specified locations); 105 ILCS 5/10-27.1A(b) (requires the principal or designee to immediately notify local law enforcement upon receiving a report of a person in possession of a firearm on school grounds, and, if that person is a student, to notify a student's parent/guardian); and 730 ILCS 152/ and 154/ (require notification to parents/guardians that information about sex offenders and violent offenders against youth is available). The county clerk may appoint high school principals or their designees as deputy registrars to accept voter registrations of any qualified resident of the State. 10 ILCS 5/4-6.2(a). The Firearm Concealed Carry Act requires a principal to notify the Ill. ~~Dept. of~~ State Police whenever he or she determines that a student (or any person) poses a "clear and present danger to himself, herself or to others." 430 ILCS 66/105; 405 ILCS 5/6-103.3. Lawyers disagree whether this requirement violates the federal Family Educational Rights and Privacy Act. Contact the board attorney for advice.

[4] This restates 105 ILCS 5/24A-3 and 23 Ill.Admin.Code Part 50, Subpart E. Individuals who evaluate teachers, principals, or assistant principals must: (1) be prequalified, and (2) participate in a regularly scheduled retraining program. The prequalification and retraining programs must be either developed or approved by the Ill. State Board of Education (ISBE).

105 ILCS 5/24A-5 permits a first-year principal to evaluate a teacher; however, a new two-year evaluation plan must be established for any tenured teacher who is evaluated by a first-year principal. 105 ILCS 5/24A-5.

Anyone who has not previously been a principal in Ill. must participate in ISBE's *new principal mentoring program*; however, implementation of a principal mentoring program in any given year is dependent upon an appropriation. If appropriations are not likely sufficient to serve all anticipated first-year principals in any given year, the program is voluntary. Mentoring services are extended to second-year principals only if appropriations are sufficient to serve all first-year principals. If mentoring services are extended to second-year principals but appropriations are not sufficient to serve all second-year principals who wish to participate in the new principal mentoring program, then priority access to mentoring services is provided to second year principals who are in the highest need schools as determined by the State Superintendent of Education. 105 ILCS 5/2-3.53a, amended by P.A. 102-521 (adding, subject to annual appropriation, a competitive grant program to support the new principal mentoring program for districts to participate in); 23 Ill.Admin.Code Part 35. Annually by June 1, each superintendent must report to the State Superintendent or designee the expected number of first-year and second-year principals along with information specified in 23 Ill.Admin.Code §35.20.

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Education rules.[5] Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal.[6] 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; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

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

[5] Each district must implement a performance evaluation plan for its principals and assistant principals. 105 ILCS 5/24A-15, amended by P.A. 102-729; 23 Ill.Admin.Code §50.300. A board may substitute this alternative for the first sentence: "The Superintendent or designee shall implement a principal and assistant principal evaluation plan that complies with State law." The statutory deadline for evaluating principals and assistant principals depends on whether the individual's employment contract is for one year or multiple years: (1) the evaluation of individuals on a single-year contract must take place annually by March 1, and (2) the evaluation of individuals on a multi-year contract must take place by March 1 of the contract's final year. 105 ILCS 5/24A-15, amended by P.A. 102-729. Individual contracts may require an earlier deadline. For the 2022-2023 school year only, if the Governor has declared a disaster due to a public health emergency, districts have the option to waive the evaluation requirement if certain conditions were met. See sample policy 3:50, *Administrative Personnel Other than the Superintendent*, at f/n 4 for more information. Id.

[6] Required by 105 ILCS 5/10-21.4a and 5/24A-15, amended by P.A. 102-729. For a principal who also serves as the district superintendent, the evaluator must be appointed by the boards~~chool~~ and not be the person whose performance as principal is being evaluated. 23 Ill.Admin.Code §50.300(b). In addition, the evaluator must hold a valid professional educator license endorsed for superintendent issued under Article 21B and have completed the prequalification process and any retraining, as applicable. Id. Add this option if appropriate: "…or, in the absence of the Superintendent or his or her designee, an individual appointed by the ~~School~~ Board who holds a valid professional educator license endorsed for superintendent."

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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: March 17, 2022

CURRENT

Operational Services

Fiscal and Business Management [1]

The Superintendent is responsible for the School District's fiscal and business management.[2] This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1 as required by State law. [3]

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Access to the District's Electronic Network*. [4]

Budget Planning

The District's fiscal year is from July 1 until June 30.[5] The Superintendent shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation.[6] This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*.[7] To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ISBE guidelines. [8]

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the Board sets the date, place, and time for:

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

[1] State or federal law controls this policy's content. Article 17 of the School Code controls budgeting, tax ~~levys~~levies, and tax warrants.

[2] Boards are authorized to hire a chief school business official. 105 ILCS 5/10-22.23a. Districts having a chief school business official may want to replace "Superintendent" with "Chief School Business Official" throughout this policy.

[3] 105 ILCS 5/10-17.

[4] See exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks*. Use of electronic networks in the curriculum is covered in sample policy 6:235, *Access to Electronic Networks*.

[5] The board sets the fiscal year (105 ILCS 5/17-1) and this sentence should reflect that local decision. If the board sets an alternative fiscal year, State law provides, "If the beginning of the fiscal year of a district is subsequent to the time that the tax levy due to be made in such fiscal year shall be made, then such annual budget shall be adopted prior to the time such tax levy shall be made." Id. Consult the board attorney for guidance on the impact of an alternative fiscal year on the deadlines in this policy.

[6] The board must designate a person(s) to prepare a tentative budget. 105 ILCS 5/17-1. The purpose of this policy's directive for the superintendent to present a tentative budget "no later than the first regular meeting in August" is to ensure that the budget can be adopted by September 30 (see f/n 13). A board may amend this directive to give the superintendent additional flexibility by requiring him or her to present a tentative budget "during a regular Board meeting in August."

[7] Required by 105 ILCS 5/17-1. See www.isbe.net/Pages/School-District-Joint-Agreement.aspx.

[8] Id. The budget instructions from ISBE detail when a deficit reduction plan must be completed. State law requires the budget to be balanced and, if not, a three-year deficit reduction plan must be developed.

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1. A public hearing on the proposed budget,[9] and
2. The proposed budget to be available to the public for inspection. [10]

The Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing.[11] The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, including the cash reserve balance of all funds held by the District related to its operational levy and, if applicable, any obligations secured by those funds,[12] and the public shall be invited to comment, question, or advise the Board. [13]

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define.[14] To the extent possible, the budget shall be balanced as defined by ISBE; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to ISBE requirements. [15]

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes. [16]

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address. [17]
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption. [18]

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

[9] At least one public hearing must be held before final action is taken on the budget. 105 ILCS 5/17-1.

[10] The tentative budget must be conveniently available for public inspection for at least 30 days before final action on the budget. 105 ILCS 5/17-1.

[11] 105 ILCS 5/17-1 makes the board secretary responsible for this public notice at least 30 days before the hearing. If there is no newspaper published in the district, notice must be given by posting notices in five of the most public places in the district. 105 ILCS 5/17-1.

[12] 105 ILCS 5/17-1.3, added by P.A. 102-895, requires districts to disclose this cash reserve balance information "at the public hearing at which the district certifies its budget and levy for the taxable year." The statute does not specify the manner in which the disclosure must be made; for ease of administration, this sample policy manages disclosure at the budget hearing by including it in the budget review. To provide evidence of compliance, consider as a best practice recording this disclosure in the board meeting minutes and/or presenting it in writing. The term *operational levy* is not defined in the statute, but it may refer to a district's *operating funds*, which ISBE rules define as the Educational, Operations and Maintenance, Transportation, and Working Cash funds. 23 Ill. Admin.Code §100.20. Consult the board attorney for guidance.

[13] State law does not address what transpires during the budget hearing. See f/n 12, above, regarding disclosure of cash reserves at the budget hearing as a means to comply with 105 ILCS 5/17-1.3, added by. P.A. 102-895.

[14] Required by 105 ILCS 5/17-1 and 5/17-3.2. See f/n 5.

[15] Required by 105 ILCS 5/17-1. See f/n 8.

[16] Required by 105 ILCS 5/10-7.

[17] Required by 105 ILCS 5/17-1.2, *only if* the district has a website. Delete this sentence unless the district has a website.

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3. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing[19] at which the Board certifies its operational levy.
3.4. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4.5. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements. [20]

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code and Truth in Taxation Act. [21]

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption. [22]

Implementation

The Superintendent or designee shall implement the District's budget and provide the Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on all interfund loans[23], interfund transfers[24], transfers within funds[25], and transfers from the working cash fund or abatements of it, if one exists. [26]

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[18] Required by 35 ILCS 200/18-50, which refers to "appropriation and budget ordinances or resolutions." School districts adopt budgets by board resolution. The budget serves as the district's appropriation.

[19] Required by 105 ILCS 5/17-1.3, added by P.A. 102-895. Consult the board attorney about the meaning of the *public hearing* for the levy and if the disclosure must always be made at the board meeting at which the board certifies the district's levy, or only in those instances where notice and a *public hearing* are required by the Truth in Taxation Law. 35 ILCS 200/18-70. Similar to the disclosure of cash reserves made at the budget hearing, a district may want to manage compliance for the levy hearing by incorporating the information into the presentation of the levy at the board meeting. See f/n 12, above.

[20] Required by 105 ILCS 5/17-1.

[21] 105 ILCS 5/17-11 and 35 ILCS 200/18-55 et seq.

[22] 105 ILCS 5/17-1; 23 Ill.Admin.Code Part 100.

[23] 105 ILCS 5/10-22.33, 5/20-4, 5/20-5, 5/20-8, and 5/20-10 and 23 Ill.Admin.Code §100.50. If the district loans money from the working cash fund to another fund, Section 5/20-10 requires the district to maintain a credit to the working cash fund (meaning that borrowing fund must repay the working cash fund).

[24] 105 ILCS 5/17-2A, amended by P.A.s 102-671 and 102-895, contains the requirements for a permanent transfer. P.A.102-895671 extended the time period during which a district may transfer money from specified funds for any purpose through June 30, 20264.

[25] Transfers between the various items in any fund may not exceed in the aggregate ten percent of the total of such fund as set forth in the budget. If the aggregate exceeds 10%, the board must amend the budget. 105 ILCS 5/17-1.

[26] The purpose of the working cash fund is to enable the school district "to have in its treasury at all times sufficient money to meet demands for expenses." 105 ILCS 5/20-1. School officials, including board members, are liable "for any sum that may be unlawfully diverted from the working cash fund ….." 105 ILCS 5/20-6.

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LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
35 ILCS 200/18-55 et seq., Truth in Taxation Law.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks)

ADMIN. PROC.: 6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (Staff Authorization for Access to the District's Electronic Networks)

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105 ILCS 5/20-10 codified a long-held practice and understanding of Ill. school districts. A district may abate (reduce the funds) money from the working cash fund at any time and transfer it to any district fund or funds most in need of the money, provided that the district maintains an amount to the credit of the working cash fund. This was a legislative overturn of a case concluding that any permanent transfer, including abatements, of the working cash fund should be transferred only to the education fund. See G.I.S. Venture v. Novak, 388 Ill.App.3d 184 (2nd Dist. 2009); G.I.S. Venture v. Novak, 385 Ill.Dec. 430 (2nd Dist. 2014). Abolishments (deplete all funds) of the working cash fund must still be transferred to the education fund only.

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Operational Services

Fiscal and Business Management

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board and publishing it before December 1, as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management through the use of computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each staff member is responsible for understanding the content of the District's electronic network shall complete an *Authorization for Electronic Network Access.*

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board Secretary shall make arrangements to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed and the public shall be invited to comment, question, or advise the Board.

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by ISBE; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to ISBE requirements.

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting yea and nay shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians and other taxpayers in the district that it is posted and provide the website's address.

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2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year (certified by the District's Chief Fiscal Officer) with the County Clerk within 30 days of the budget's adoption.
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, file the Certificate of Tax Levy with the County Clerk, on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

Any amendments to the budget or certificate of tax levy shall be made as provided in *The School Code* and Truth In Taxation Act.

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent or designee shall implement the District's budget and provide the Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements of it, if one exists.

LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
35 ILCS 200/18-55 et seq.
23 Ill. Admin. Code Part 100.

CROSS REF.: 4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks).

ADMIN. PROC.: 6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (Staff Authorization for Access to the District's Electronic Networks)

ADOPTED: May 17, 2001

REVISED: July 21, 2022

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Operational Services

Food Services [1]

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

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*. [2]

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day.[3] *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.[4] 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. [5]

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

[1] State or federal law controls this policy's content. Districts that participate in programs under the National School Lunch Act and Child Nutrition Acts must establish policies and procedures as are necessary to ensure compliance with 7 C.F.R. §210.1(b).

The Ill. State Board of Education (ISBE) limits the sale of competitive food and beverages sold to students on the school campus of any school that participates in the School Breakfast Program or the National School Lunch Program. 23 Ill.Admin.Code §305.15(a).

This policy's first sentence provides an opportunity for a school board to consider goals for the food service program and, if appropriate, amend the sentence. For example, a board may want to address the role of parents, alignment with curriculum, or the purpose of vending machines.

[2] 7 C.F.R. Parts 210 & 220.

[3] Russell B. National School Lunch Act, 42 U.S.C. §1751 et seq., as amended by the Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296); 7 C.F.R. §210.11(c).

[4] 7 C.F.R. §210.11(a)(2); 23 Ill. Admin. Code §305.5.

[5] 105 ILCS 125/5.5, added by P.A. 102-761, requires districts that participate in the National School Lunch Program to provide a plant-based school lunch option that complies with federal nutritional standards to those students who submit a prior request to the district for the option. Districts may, but are not required to, incorporate a plant-based option into their planned menu as a means of compliance. See ISBE's *Dietary Accommodations* guidance, at: www.isbe.net/Documents/K-Accommodations.pdf.

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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. [6]

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 (National School Lunch Program) and 220 (School Breakfast Program), ~~Food and Nutrition Service~~.
105 ILCS 125/, School Breakfast and Lunch Program Act.
23 Ill.Admin.Code Part 305, School Food Service.

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

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

[6] This paragraph addresses the federal *requirements for competitive food* in 7 C.F.R. §210.11(b). This rule requires state agencies (ISBE) and/or [school districts] to "establish such policies and procedures as are necessary to ensure compliance with [the federal rules]. State agencies and/or [school districts] may impose additional restrictions on competitive foods…–." ISBE's implementing rule, 23 Ill.Admin.Code §305.15(de), imposes additional restrictions by requiring "the revenue from any food or beverage meeting the competitive food standards sold to students in food service areas during the meal period accrue to the nonprofit school lunch program account."

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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: March 17, 2022

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Operational Services

Waiver of Student Fees [1]

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a ~~fee~~ waiver as described in this policy.[2] In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students

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

[1] State law requires this subject matter be covered by policy and controls its content. 105 ILCS 5/10-20.13, amended by P.A.s 102-1032 and 102-805, eff. 1-1-23; 23 Ill.Admin.Code §1.245. Though 105 ILCS 5/10-20.13 has been amended by P.A.s 102-1032 and 102-805, eff. 1-1-23, the Illinois State Board of Education (ISBE) has yet to update its implementing rules at 23 Ill.Admin.Code §1.245 in response. *Fees* are "any monetary charge collected by a public school, public school district, or charter school from a student or the parents or guardian of a student as a prerequisite for the student's participation in any curricular or extracurricular program of the school or school district as defined [at 23 Ill.Admin.Code §1.245(1) and (2)]." 105 ILCS 5/1-3, amended by P.A. 102-805, eff. 1-1-23. State law provides that "[n]o discrimination or punishment of any kind, including, but not limited to: the lowering of grades, ~~or~~ exclusion from classes, or withholding of student records, transcripts, or diplomas may be exercised against a student because the student's~~whose~~ parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees," 105 ILCS 5/28-19.2, amended by P.A. 102-805, eff. 1-1-23. This policy concerns an area in which the law is unsettled (see footnotes 2 and 3). If the fee waiver policy and/or procedures are substantively amended, then parents/guardians must be notified in writing within 30 calendar days following the adoption of the amendments. 23 Ill.Admin.Code §1.245(e).

[2] Districts must waive textbooks fees ~~(105 ILCS 5/10-20.13)~~ and all fees and fines for the loss of school property for students whose parents/guardians are unable to afford them and for homeless children and youth. 105 ILCS 5/10-20.13, amended by P.A.s 102-1032 and 102-805, eff. 1-1-23~~driver education fees (105 ILCS 5/27-24.2) for students whose parents/guardians are unable to afford them~~. While districts are only required to waive fines for the *loss* of school property and not the *damage* of school property, this sample policy extends fine waivers to both for ease of implementation and to encourage students to return school property even if damaged (instead of claiming property is lost to avoid a fine).

In order to effectuate the law's intent, the term "textbook" should be interpreted broadly to include fees for instructional materials, laboratory fees, and workbooks. The enforceability of 105 ILCS 5/10-20.13(b) and ISBE regulations (23 Ill.Admin.Code §1.245) requiring districts to waive "other fees" is questionable because they are unfunded mandates. ISBE regulations on school fees may not be enforceable because the General Assembly failed to make necessary appropriations. See the Weekly Message from State Superintendent Robert Schiller, 8-15-03 (contact a **PRESS** Asst. Editor for a copy).

The textbook block grant program operated by ISBE is found at 105 ILCS 5/2-3.155, amended by P.A. 101-227.

A school district may charge up to $50 to students who participate in the driver education course. The fee may be increased up to $250, provided the district completes the requirements in Section 27-24.2. The fee must be waived for any student whose parent/guardian is unable to afford it~~pay~~. 105 ILCS 5/27-24.2; 23 Ill.Admin.Code §252.30.

Resident tuition fees are not permissible, but a board's authority under 105 ILCS 5/10-20.13 to charge for textbooks and towel fees does not violate the Ill. Constitution's provision guaranteeing free public education through the secondary level. Hamer v. Board of Ed., Sch. Dist. No. 109, 9 Ill.App.3d 663 (2nd Dist. 1973).

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who meet the eligibility criteria for ~~fee~~a waiver.[3] ~~Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.~~ [4]

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines,[5] and that applications for ~~fee~~ waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when: [6]

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. ~~1.~~ The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a).

The Superintendent or designee will give additional consideration when~~re~~ one or more of the following factors are present: [7]

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

[3] 105 ILCS 5/10-20.13(b) was added by P.A. 83-603 in 1983 to require districts to waive "other fees" in addition to the costs of textbooks and then amended by P.A. 102-805, eff. 1-1-23, to waive "other fees and fines." ~~P.A. 83-603.~~ The General Assembly, however, never appropriated the necessary funds. Thus, the amendment may be unenforceable because it violated the State Mandates Act. 30 ILCS 805/1; see above footnote. Use the following alternative if the board wants to make a longstanding commitment to waive specific fees, amending the list of fees that will be waived as desired:

> In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the following fees are also waived for students who meet the eligibility criteria for ~~fee~~ waiver: athletic participation fees, lock fees, towel fees, shop fees, laboratory fees, and registration fees.

Alternatively, a board may decide to waive all school student fees and fines and substitute the following sentence for ~~the first two sentences of~~ this paragraph:

> All school student fees and fines as defined by the Ill. State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a ~~fee~~ waiver contained in this policy.

~~[4] The textbook block grant program operated by the ISBE is found at 105 ILCS 5/2-3.155, amended by P.A. 101-227, eff. 7-1-20.~~

[5] Required by 105 ILCS 5/10-20.13(b), as amended by P.A. 102-805, eff. 1-1-23.

[6] Required by 105 ILCS 5/10-20.13(b), amended by P.A.s 102-1032 and 102-805, eff. 1-1-23, to add numbers 2 and 3 as eligibility criteria. 105 ILCS 5/10-20.13(b), as amended by P.A. 102-1032, does not specify whether the *income* at or below 200% of the federal poverty line is the household income or solely the income of the veteran/active-duty military parent/guardian. Consult the board attorney for guidance.

Though 105 ILCS 5/10-20.13(b) was amended by P.A. 102-805, eff. 1-1-23, to make homeless students statutorily eligible for school fee and fine waivers, non-regulatory ISBE guidance states that students who are homeless, migrant, in foster care, runaway, or participating in Head Start are categorically eligible for school fee waivers. See www.isbe.net/Documents/guidance_reg.pdf.

The federal free meals program is found at 42 U.S.C. §1758; 7 C.F.R. Part 245. ~~A board has a choice regarding verification – it may: (1) establish a process to determine eligibility for fee waivers that is completely independent of the federal free meals eligibility guidelines, or (2) tie the application for fee waivers to the free meals program and only ask for *verification* in accordance with the free or reduced price meals program. See www.isbe.net/Pages/School-Fee-Waivers.aspx for further explanation. This sample policy assumes that option #1 will be chosen but would allow for option #2 if the alternative is used in the *Verification* section.~~ See f/n 7.

[7] This paragraph is optional and may be omitted.

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- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification [8]

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees and fines in accordance with State law requirements. ~~The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter, but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced price meal eligibility.~~

If a student receiving a ~~fee~~ waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

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[8] Districts have two income verification options to determine eligibility for fee and fine waivers: (1) establish an application process ~~to determine eligibility for fee and fine waivers~~ that is completely independent of a student's application for, eligibility for, or participation in the federal free meals program~~income guidelines~~, or (2) tie the application process~~for fee and fine waivers~~ to the federal free meals program application and only ask for *verification* in accordance with the ~~free or reduced price~~ meals program. 105 ILCS 5/10-20.13(c), amended by P.A.s 102-1032 and 102-805, eff. 1-1-23. See www.isbe.net/Pages/School-Fee-Waivers.aspx for further explanation. For option #1, see exhibit 4:140-E1, *Application for Fee Waiver*. For option #2, see exhibit 4:140-E2, *Application for Fee Waiver Based on Federal Free Meals Program*.

By using option #1~~a process for determining eligibility for fee waivers that is completely separate from the process for determining eligibility for free meals~~, a district may require income verification at the time an application is submitted for a ~~fee~~ waiver and may do so thereafter, but not more than once ~~every 60 calendar days~~per academic year. 105 ILCS 5/10-20.13, as amended by P.A. 102-805, eff. 1-1-23~~; 23 Ill.Admin.Code §1.245(d)~~. ~~Income verification may include such things as payroll stubs, tax returns, or evidence of receipt of food stamps or Temporary Assistance for Needy Families.~~

An application using option #1~~for fee waivers that is completely separate from the application for free lunches~~ cannot ask whether a student lives in a household that meets free lunch eligibility guidelines and request income verification with reference to *free lunch* eligibility guidelines. ~~In the completely separate fee waiver application~~Instead, the district should supply its own income guidelines with the same limits based on household size that are used for the federal meals program and have the parents/guardians indicate if they meet the income guidelines used to determine eligibility for *fee and fine waivers*. The independent fee and fine waiver income guidelines should not be any higher than those for eligibility for free lunch (or reduced-price, if the district voluntarily provides fee and fine waivers for those students who qualify), but the district should not reference or indicate that the guidelines are for the free meals program. In this completely ~~separate~~independent waiver application process ~~for fee waivers~~, the district may ask for verification, but cannot use any information it receives ~~for fee waiver verification~~ though this process for determining eligibility for free or reduced meals.

~~Alternatively, a board should replace both paragraphs in this section with the following alternative if it wants to use eligibility guidelines for free meals as the basis for waiving school fees:~~By using option #2,

~~T~~the district~~Superintendent or designee~~ must follow the verification requirements of the federal free meals program at 7 C.F.R. §245.6a ~~when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s)~~. 105 ILCS 5/10-20.13(c), amended by P.A.s 102-1032 and 102-805, eff. 1-1-23.

Income verification may include such things as payroll stubs, tax returns, or evidence of receipt of food stamps or Temporary Assistance for Needy Families. 23 Ill.Admin.Code §1.245(d).

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Determination and Appeal [9]

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.: 42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.
23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

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[9] An ISBE rule requires that the policy state that the district will mail a copy of a denial notice within 30 calendar days after the receipt of the waiver request. 23 Ill.Admin.Code §1.245(c)(3). This rule also specifies timelines and procedures, including a requirement that "the person who decides the appeal shall not be the person who initially denied the fee waiver or a subordinate of this person." Thus, a board may be required to hear an appeal if the superintendent made the initial decision to deny a ~~fee~~ waiver. The board's participation is avoided by the principal making initial ~~fee~~ waiver decisions and the superintendent or other main office administrator deciding the appeals.

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Operational Services

Waiver of Student Fees

The Superintendent will recommend to the Board a schedule of fees, if any, to be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver.

Fees are not waived for student participation in extracurricular activities* and clubs, students choosing to attend summer school courses whereby no recommendation to attend summer school has been made by the District, or other optional fees including, but not limited to: student photos, class rings, parking permits, yearbooks, travel for recreational activities, and admission to social events such as school sponsored dances, performances, IHSA athletic tournaments, etc.

In addition, students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment, library fines, or other costs incurred as a result of loss, misuse, destruction or replacement of school property.

* Extracurricular activities are those officially approved and organized student activities held outside normal school hours that carry no academic credit.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

A student shall be eligible for a 50% fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal reduced meals program.

Parents/guardians may apply for a waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income to include:

- current payroll stubs;
- award letters from welfare departments;
- evidence of receipt of food stamps or Temporary Assistance for Needy Families (TANF);
- Social Security retirement benefit letter; or
- support payment decrees from court

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;

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- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Questions regarding the fee waiver request process should be addressed to the office of the Chief Financial Officer.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2 and 5/28-19.2.
23 Ill. Admin. Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:220 (Bring Your Own Technology (BYOT) Program: Responsible Use and Conduct)

ADOPTED: May 17, 2001

REVISED: August 15, 2019

CURRENT

Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors [1]

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:[2] (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,[3] and define prohibited grooming behaviors,[4] the Superintendent or designee

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[1] Required by *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. Also infused into this policy are concepts from *Faith's Law*, 105 ILCS 5/22-85.5, added by P.A. 102-676~~HB 1975 text~~, which ~~did not pass in the first half of the 102nd Ill. General Assembly; however, its content (a) includes the results of collaboration to implement some of the recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff, and (b)~~ provides helpful guidance for districts to implement ~~P.A. 102-610~~*Erin's Law* due to its~~P.A. 102-610's~~ vagueness. See f/ns 1 and 15 in sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, for further information regarding *Faith's Law*.

Three additional statutes address a district's responsibility to provide age-appropriate sexual abuse and assault awareness and prevention education programs:

1. 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act (requires districts to establish a Comprehensive Health Education Program that includes age-appropriate sexual abuse and assault awareness and prevention education in grades pre-K through 12) (see sample policy 6:60, *Curriculum Content*, and administrative procedure 6:60-AP1, *Comprehensive Health Education Program*);
2. 105 ILCS 5/27-9.1a(b), added by P.A. 102-552 (requires comprehensive personal health and safety and comprehensive sexual health education a/k/a National Sex Education Standards (NSES) to: (a) be age and developmentally appropriate, medically accurate, complete, culturally appropriate, inclusive, and trauma informed, (b) replicate evidence-based or evidence-informed programs or substantially incorporate elements of evidence-based programs or evidence-informed programs or characteristics of effective programs, (c) provide information about local resources where students can obtain additional information and confidential services related to sexual violence (including sexual abuse and assault), and (d) provide information about State laws related to mandated reporting of child abuse and neglect, and school policies addressing the prevention of and response to sexual violence) (see sample policy 6:60, *Curriculum Content*, and administrative procedure 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*); and
3. 105 ILCS 5/27-13.2 (addresses (a) written objections to sexual abuse prevention instruction and notice provisions (minimum five days) for students in grades K through 8, and (b) distribution by the Ill. State Board of Education (ISBE) and Ill. Dept. of Children and Family Services (DCFS) of information for districts to provide to their communities about this instruction) (see sample policy 6:60, *Curriculum Content*, and administrative procedure exhibit 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*).

[2] 105 ILCS 5/10-23.13, amended by P.A. 102-610, at (b)(1).

[3] Id. at (b).

[4] Id. at (b).

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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[5] curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities,[6] through policy 6:60, *Curriculum Content*; [7]

   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,[8] and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District. [9]

2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include: [10]

   a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;

   b. Evidence-informed[11] content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student 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; Code of Professional Conduct; and Conflict of Interest*~~,~~; and

   c. How to report child sexual abuse, grooming behaviors, and/or employee-student 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*.

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[5] Id. at (b)(1).

[6] Id. at (b)(4).

[7] 105 ILCS 5/10-23.13(b). See policy 6:60, *Curriculum Content*, and administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, for information on school board choices related to health and safety education, including sex education.

[8] Id. at (b)(2) and (3).

[9] Id. at (b)(5). See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*, for more information on Children's Advocacy Centers.

[10] Citations for each letter:
   a. 105 ILCS 5/10-23.13(b).
   b. Id. at (b), (b)(1.5), and (c).
   c. Id. at (b) and (b)(1.5).

[11] Two Illinois laws address "evidence-informed." *Evidence-informed* per *Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with NSES at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation."

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3. Provide information to parents/guardians in student handbooks about the warning signs[12] of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes: [13]

   a. Assistance, referral, or resource information, including how to recognize grooming behaviors,[14] appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*,[15] and how to prevent child sexual abuse from happening;

   b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student 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. [16]

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[12] 105 ILCS 5/10-23.13(b) and (b)(1); warning signs and *likely* warning signs are mentioned twice in the law. This policy uses likely in the purpose introduction. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

[13] This information is listed in 7:190-E2, *Student Handbook Checklist*. Citations for each letter:

a. 105 ILCS 5/10-23.13(b) and (b)(1).
b. Id. at (b)(4) and (5).
c. Id. at (b).

[14] Providing information to parents/guardians about how to recognize grooming behaviors is not in *Erin's Law*; it only addresses informing parents/guardians about the methods for increasing their awareness and knowledge of grooming behaviors. 105 ILCS 5/10-23.13(b)(1). This policy requires the district to provide information to parents/guardians about how to recognize grooming behaviors to: (1) effect the purpose of *Erin's Law*, (2) align with the intent of the statutes cited in f/n 1, above (educating all students to recognize and avoid sexual abuse and assault), and (3) align with the notification requirements in 105 ILCS 5/27-13.2 (parents/guardians of K-8 students prior to commencing instruction in recognizing and avoiding sexual abuse (see f/n 15, below)).

[15] 105 ILCS 5/22-85.5(e), added by P.A. 102-676, requires the employee code of professional conduct policy be included in any staff, student or parent/guardian handbook provided by the district. See sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and 7:190-E2, *Student Handbook Checklist*.

[16] Required by 105 ILCS 5/27-13.2. See 6:60-AP1, E1, Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs. Delete for high school districts.

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LEGAL REF.: 105 ILCS 5/10-23.13, 5/22-85.5, 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.: 2:260 (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; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

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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,[3] and define prohibited grooming behaviors,[4] 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

CURRENT

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: March 17, 2022

CURRENT

General Personnel

Workplace Harassment Prohibited [1]

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[2], color, religion[3], 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

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

[1] State or federal law controls this policy's content. Federal law requires districts to take action to prevent sexual harassment and to disseminate a policy regarding its prohibition of sex discrimination. 29 C.F.R. §1604.11(f); 34 C.F.R. §106.8(b). State law requires districts to establish a policy to prohibit sexual harassment. 5 ILCS 430/70-5(a), amended by P.A. 101-221. See f/n ~~43~~ below. Harassment based on a protected status is a form of discrimination that violates many State and federal laws (see the policy's Legal References).

Workplace harassment policies have typically focused on *sexual* harassment since it receives the most attention. However, the broad prohibitions against discrimination in State and federal civil rights laws will cover harassing conduct that is motivated by animus against any protected status. See Porter v. Erie Foods Int'l, Inc., 576 F.3d 629 (7th Cir. 2009) (recognizing a cause of action for race harassment). For a list of protected statuses, see sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. This policy prohibiting harassment has a separate section on sexual harassment because of the extensive statutory and case law regarding it.

Under the Ill. Human Rights Act (IHRA), harassment is unlawful if it has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. 775 ILCS 5/2-101(E-1), added by P.A. 101-221. *Working environment* is not limited to a physical location to which an employee is assigned. Id. Harassment is unlawful on the basis of the specifically-listed categories in this policy whether that status is *actual* or *perceived*. Id.

An employer is liable under Title VII of the Civil Rights Act of 1964 (Title VII) for an employee's harassment of a co-worker if the employer was negligent with respect to the offensive behavior by, for example, failing to take remedial action when it knew or should have known about the harassment. 42 U.S.C. §2000e et seq. An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A), amended by P.A. 101-221. However, when the perpetrator is the victim's supervisor, the employer will be vicariously liable for the supervisor's actions. Lack of knowledge of a supervisor's misconduct is no defense. Burlington Indus. v. Ellerth, 524 U.S. 742 (1998); Faragher v. City of Boca Raton, 524 U.S. 775 (1998). A *supervisor* is someone who has the authority to demote, discharge, or take other negative job action against the victim. Vance v. Ball State Univ., ~~133 S.Ct. 2434~~570 U.S. 421 (2013). Note that the IHRA (775 ILCS 5/2-102(D)) imposes strict liability on the employer when an employee has been sexually harassed by supervisory personnel regardless of whether the harasser has any authority over the complainant. Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009). Additionally, under the IHRA, an employer is liable for the harassment of *nonemployees* by nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A-10) and (D-5), added by P.A. 101-221. Nonemployees are those who are directly performing services for an employer pursuant to a contract, such as contractors or consultants. Id.

Not all harassing conduct is unlawful discrimination, even if it is disruptive and hurtful. If a board wants to include language in this policy prohibiting employees from engaging in intimidating or offensive conduct that is *not* a civil rights violation, it should consult the board attorney.

[2] See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, at f/n 3, for information about the definition of *race*.

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

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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 [4]

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. [5]

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

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[4] The IHRA (775 ILCS 5/2-102(D)) provides that sexual harassment is a civil rights violation:

> For any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, for the definition of Title IX sexual harassment (20 U.S.C. §1681 et seq.), and see f/n 3 of it for examples of employee sexual harassment that may violate Title IX. Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the district's educational program or activity. This includes applicants for employment, students, parents/guardians, any employee, and third parties. Districts are liable for Title IX sexual harassment when *any* district employee has *actual knowledge* of sexual harassment or allegations of sexual harassment against anyone in the district (except when the only employee with knowledge is the perpetrator of the alleged sexual harassment). 34 C.F.R. §106.30.

The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/70-5(a), amended by P.A. 101-221) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.

The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights (IDHR); (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit. 5 ILCS 430/70-5(a), amended by P.A. 101-221. Sample policy 2:105, *Ethics and Gift Ban*, covers item (5) of this list.

[5] 775 ILCS 5/2-109, added by P.A. 101-221. See sample policy 5:100, *Staff Development Program*, at f/n 4. Districts may use a free, online model program to be offered by the Ill. Dept. of Human Rights (IDHR), develop their own program, or utilize a combination of the two, as long as it includes the following, at a minimum: (1) an explanation of sexual harassment consistent with the IHRA, (2) examples of conduct that constitutes unlawful harassment, (3) a summary of relevant federal and State law concerning sexual harassment and remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment. Id. at 5/2-109(B), added by P.A. 101-221. For IDHR's online model program, see its *Model Sexual Harassment Prevention Training Program* page at: https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx. Employers that fail to comply with this training requirement may face financial penalties. Id. Training on other types of workplace harassment is not required by law; however it is best practice.

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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.[6] Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees*[7] (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 [8]

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. [9]

An e~~E~~mployee 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.

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[6] This definition is from State and federal law. 775 ILCS 5/2-101(E) and 29 C.F.R. §1604.11. *Working environment* is not limited to a physical location to which an employee is assigned. 775 ILCS 5/2-101(E), amended by P.A. 101-221. The harassing conduct must be severe or pervasive so as to alter the conditions of the employee's work environment by creating a hostile or abusive situation. Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004). The surrounding circumstances, expectations, and relationships will distinguish between teasing or rough-housing and conduct that a reasonable person would find severely hostile or abusive. In addition, while same-sex gender harassment claims are actionable, the victim must show that s/he suffered disadvantageous employment conditions to which members of the other sex were not exposed. Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).

[7] 775 ILCS 5/2-102(A-10) and (D-5), added by P.A. 101-221. See also f/n 1, above, for discussion regarding nonemployees.

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

[9] 5 ILCS 430/70-5(a) requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines ethics officers as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer. Note also that the IDHR has established a Sexual Harassment Hotline Call Center and website to help the public find resources and assistance for the filing of sexual harassment complaints. The hotline can be reached Monday through Friday with the exception of State holidays, between the hours of 8:30 a.m. and 5:00 p.m., at 1-877-236-7703. See www2.illinois.gov/sites/sexualharassment/Pages/default.aspx. All communications received by the IDHR are exempt from disclosure under the Freedom of Information Act (FOIA).

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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. [10]

Nondiscrimination Coordinator:

_____
Name

_____
Address

_____
Email

_____
Telephone

Complaint Managers:

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

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager.[11] 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[12]

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[10] Title IX regulations require districts to identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~," and supplement the previous sentence to state "The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

[11] If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager."

[12] "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see next paragraph in policy text). If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete "~~Nondiscrimination~~" and insert "Title IX" in its place.

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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; Code of Professional Conduct; and Conflict of Interest*,[13] 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 [14]

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 [15]

A violation of this policy by an employee may result in discipline, up to and including discharge.[16] A violation of this policy by a third party will be addressed in accordance with the authority of the Board

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[13] See administrative procedure 5:120-AP2, *Employee Conduct Standards* and its exhibit 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*.

[14] Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85, added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*.

[15] See Berry v. Delta Airlines, 260 F.3d 803, 811 (7th Cir. 2001) ("If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.")

In addition to violating other civil rights laws, a school district violates the *public accommodations* article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2, amended by P.A. 102-1102, eff. 1-1-23.

[16] 5 ILCS 430/70-5(a)(consequences of a violation of the prohibition on sexual harassment). When discharge is the penalty, examine 50 ILCS 205/3c. It requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the IHRA or Title VII. Id. Additionally, under the Workplace Transparency Act (WTA), employers may not require confidentiality clauses in settlement or termination agreements involving alleged unlawful employment practices under federal or State civil rights laws, except under specific conditions. 820 ILCS 96/1-30, added by P.A. 101-221.

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in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge. [17]

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/). [18]

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 [19]

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

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Prior to the passage of 50 ILCS 205/3c and the WTA, members of the public could already access copies of severance agreements between school districts and their former employees under FOIA. The Ill. Atty. Gen. Public Access Counselor (PAC) directed a public body to release a settlement agreement that arose out of claims of sexual harassment. PAO 14-4. The PAC noted that the public body could not withhold the entire settlement agreement under 5 ILCS 140/7(1)(c), which exempts personal information that would constitute a clearly unwarranted invasion of privacy. Instead, it could redact personal information from the agreement, such as the complainants' names in order to protect their privacy. Id. However, data regarding settlement agreements involving allegations of sexual harassment or other unlawful discrimination that an employer must report to IDHR under 775 ILCS 5/2-108 is categorically exempt from FOIA. 5 ILCS 140/7.5(oo), added by P.A. 101-221. See f/n 6 in sample policy 2:260, *Uniform Grievance Procedure*, for more discussion about reconciling 50 ILCS 205/3c with another new law, the Government Severance Pay Act (GSPA) (5 ILCS 415/10(a)(1)), which prohibits school district employees with contract provisions for severance pay to receive any severance pay if they are fired for *misconduct* by the board.

17 5 ILCS 430/70-5(a)(consequences for knowingly making a false report of sexual harassment).

18 Id. (prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/)).

Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009) (holding the anti-retaliation provision in EEOA protects an employee who spoke out about harassment, not only on his or her own initiative, but also in answering questions during an employer's internal investigation).

19 5 ILCS 430/70-5(a)(how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the IDHR). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts. See 5 ILCS 430/20 (executive inspectors general), 5 ILCS 430/25 (legislative inspector general)~~5 ILCS 430/1~~. School districts must also annually disclose to IDHR certain data about *adverse judgment or administrative rulings* made against them where there was a finding of sexual harassment or unlawful discrimination under federal, State, or local laws. 775 ILCS 5/2-108, added by P.A. 101-221 (scheduled to be repealed on 1-1-30). See IDHR's *FAQ for Employers under Section 5/2-108* and *Form IDHR 2-108*, at: www2.illinois.gov/dhr/Pages/default.aspx.

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policy available in the District's administrative office, and including this policy in the appropriate handbooks. [20]

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[20] A district must notify employees of the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX. 34 C.F.R. §106.8. The nondiscrimination coordinator can be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as the complaint manager in policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well.

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LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
~~Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).~~Vance v. Ball State Univ., 570 U.S. 421 (2013).
Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 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. 75 (1998).~~
~~Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).~~
~~Sangamon Cnty. 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).~~Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX 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; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

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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.

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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

Complaint Managers:

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

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

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

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.

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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.

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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.
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ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

General Personnel

Employee Ethics; Code of Professional Conduct; and Conflict of Interest [1]

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any. [2]

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

[1] The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/), *Erin's Law* (105 ILCS 5/10-23.13, amended by P.A. 102-610), and *Faith's Law* (105 ILCS 5/22-85.5, added by P.A. 102-676), require a policy on subjects covered in this sample policy; State and federal law controls its content.

This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy largely cites 105 ILCS 5/22-85.5, a small portion of the *Faith's Law* package. *Faith's Law* is the entirety of Public Act 102-676, which closed significant legal loopholes related to combating grooming by: (1) broadening the definition of grooming prohibited by the Criminal Code of 2012 (720 ILCS 5/11-25); (2) authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act (325 ILCS 5/3); and (3) requiring the Ill. State Board of Education (ISBE) to, by 7-1-23, develop and maintain a resource guide for students, parents/guardians, and teachers about sexual abuse response and prevention resources available in their community (105 ILCS 5/2-3.188). A *Faith's Law* trailer bill, P.A. 102-702, eff. 7-1-23, further combats grooming by amending School Code provisions related to district and third-party contractor hiring practices, suspension and revocation of employee licenses, and criminal history records checks for prospective and current employees.

[2] Required by 105 ILCS 5/22-85.5(e), added by P.A. 102-676. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and 7:190-E2, *Student Handbook Checklist.* The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh.

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Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct. [3]

The Superintendent or designee shall identify employee conduct standards[4] that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy. [5]

2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student 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*. [6]

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[3] See 105 ILCS 5/22-85.5(b), added by P.A. 102-676.

[4] Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them.

[5] 105 ILCS 5/22-85.5(d)(1), added by P.A. 102-676; 23 Ill.Admin.Code Part 22. 105 ILCS 5/22-85.5(d)(1) requires boards to incorporate ISBE's *Code of Ethics for Illinois Educators* in their policies. Prior to this law requiring boards to incorporate the *Code* by reference, this policy incorporated it to demonstrate a board's commitment to the *Code's* principles, potentially allowing a board to enforce the *Code* independently from any action taken by the State Superintendent.

[6] 105 ILCS 5/22-85.5(d)(5), added by P.A. 102-676, requires districts to reference required employee training related to child abuse and educator ethics in its employee professional conduct policy.

105 ILCS 5/10-22.39(f) requires each board to conduct in-service training on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel. These expectations will be most effective when the in-service curriculum reflects local conditions and circumstances. While the School Code only requires the in-service, the requirement presents an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-service that instructs all district employees to maintain boundaries and act appropriately, professionally, and ethically with students. See discussion in f/n 4 in 5:100, *Staff Development Program*. After its discussion of these issues, the board may have further expectations and may choose to reflect those expectations here.

105 ILCS 5/10-23.13(c), amended by P.A. 102-610, requires districts to provide evidenced-informed training for school personnel on preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior by no later than January 31 of each year. See sample policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, for further detail about the training requirements.

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3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to: [7]

    a. Transporting a student;

    b. Taking or possessing a photo or video of a student; and

    c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees 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*. [8]

5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following: [9]

    a. Violates expectations and guidelines for employee-student boundaries. [10]

    b. Sexually harasses a student. [11]

    c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/),[12] Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926). [13]

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325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604, requires district employees to complete mandated reporter training within three months of initial employment and at least every three years thereafter. See f/n 10 in sample policy 5:90, *Abused and Neglected Child Reporting*, for further detail about the training requirements.

775 ILCS 5/2-109, added by P.A. 101-221, requires districts to provide annual workplace sexual harassment prevention training to all employees. See f/n 4 in sample policy 5:20, *Workplace Harassment Prohibited,* for further detail about the training requirements.

[7] Required by 105 ILCS 5/10-23.13(b), amended by P.A. 102-610; 105 ILCS 5/22-85.5(d)(3), added by P.A. 102-676. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*.

[8] Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676. See also 105 ILCS 5/10-23.13(b), amended by P.A. 102-610.

[9] Required by 105 ILCS 5/22-85.5(f), added by P.A. 102-676.

[10] Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries.* These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them.

[11] The Ill. Human Rights Act makes it a civil rights violation to fail to take remedial action, or to fail to take appropriate disciplinary action, against any employee when the district knows that the employee committed or engaged in sexual harassment of a student. 775 ILCS 5/5A-102. Sexual harassment of a student is also prohibited by 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 7:20, *Harassment of Students Prohibited*. Sexual harassment of an employee is also prohibited by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 5:20, *Workplace Harassment Prohibited*.

[12] 325 ILCS 5/4(a)(4), amended by P.A. 101-564; 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A.s 101-531, 102-552, and 102-702, eff. 7-1-23.

[13] Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676.

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d. Engages in *grooming* as defined in 720 ILCS 5/11-25. [14]

e. Engages in grooming behaviors. Prohibited grooming behaviors[15] include, at a minimum, *sexual misconduct. Sexual misconduct*[16] is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, 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:

   i. A sexual or romantic invitation.

   ii. Dating or soliciting a date.

   iii. Engaging in sexualized or romantic dialog.

   iv. Making sexually suggestive comments that are directed toward or with a student.

   v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.

   vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act: [17]

1. Superintendent;
2. Building Principal;
3. Head of any department;

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

[14] 720 ILCS 5/11-25(a), amended by P.A. 102-676, defines *grooming* as follows: "A person commits grooming when he or she knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, a child's guardian, or another person believed by the person to be a child or a child's guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, 'child' means a person under 17 years of age."

[15] Required by 105 ILCS 5/10-23.13(b), amended by P.A. 102-610.

[16] Required by 105 ILCS 5/22-85.5(d)(2), added by P.A. 102-676. This definition of *sexual misconduct* is adapted from 105 ILCS 5/22-85.5(c), added by P.A. 102-676. It results from collaboration to implement some recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See www.sesamenet.org/ for further information.

[17] 5 ILCS 420/4A-101.5, added by P.A. 101-221. See 5 ILCS 420/4A-102, amended by P.A.s 101-221, 102-664, and 102-813, for economic interests of an employee's spouse or any other party that is considered the employee's interests if the employee constructively controls them. Any county clerk may use a mandatory system of Internet-based filing of economic interest statements; if done, the clerk must post the statements, without the addresses, of the filers, on a publicly accessible website. 5 ILCS 420/4A-108, amended by P.A.s 101-221 and 102-664.

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4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of $1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees.[18] 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 105 ILCS 5/22-5, "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 ISBE and adopted for use by the Board.[19] An employee having an interest in instructional materials must file an annual statement with the Board Secretary. [20]

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.[21] A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;

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[18] The SOEEA prohibits State employees from engaging in certain political activities and accepting certain gifts. 5 ILCS 430/. It requires all school districts to adopt an *ordinance or resolution* "in a manner no less restrictive" than the Act's provisions. See sample policy 2:105, *Ethics and Gift Ban.*

Districts may not inhibit or prohibit employees from petitioning, making public speeches, campaigning for or against political candidates, speaking out on public policy questions, distributing political literature, making campaign contributions, and seeking public office. 50 ILCS 135/, Local Governmental Employees Political Rights Act. An employee may not use his/her position of employment to coerce or inhibit others in the free exercise of their political rights or engage in political activities at work. Id.

[19] This sentence quotes 105 ILCS 5/22-5 because the statute does not define important terms making it difficult to paraphrase. No appellate decision defines *school officer* or *apparatus,* or what is meant by *connected*. The statute was enacted in 1961, but earlier versions were in the School Code much longer. A violation of this prohibition is a Class A misdemeanor.

[20] Id.

[21] 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 also apply to eligible State grants through the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at www.grants.illinois.gov. See also ISBE's *Procurement and Purchasing Checklist* at: www.isbe.net/Pages/Federal-and-State-Monitoring.aspx. See sample policy 2:100, *Board Member Conflict of Interest*, at f/n 6, for further discussion.

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2. An employee's partner[22]; or

3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above. [23]

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts.[24] 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*. [25]

Guidance Counselor Gift Ban [26]

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.

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[22] See sample policy 2:100, *Board Member Conflict of Interest,* at f/n 7 for a discussion of the term *partner*.

[23] 2 C.F.R. §200.318(c)(1).

[24] Id.

[25] Id. The rule provides flexibility for school districts to "set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value," along with "disciplinary actions to be applied for violations." Referring to sample policy 2:105, *Ethics and Gift Ban*, for these standards provides clarity and consistency. Sample policy 2:105 refers to **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 – 10-30, along with discussion of the specific penalties available under the Ethics Act at 5 ILCS 430/50-5 in its **Enforcement** subhead.

[26] This section is only for those districts with a high school. 105 ILCS 5/22-93, added by P.A. 102-327 and renumbered by P.A. 102-813. *Guidance counselor* means a person employed by a school district and working in a high school to offer students advice and assistance in making career or college plans. Id.

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c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same 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 501(c)(3) 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, 5/22-85.5, and 5/22-93.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.
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), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 7:20 (Harassment of Students Prohibited)

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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

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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*.

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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 statue 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.

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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 17, 2022

CURRENT

Professional Personnel

Terms and Conditions of Employment and Dismissal [1]

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable 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. [2]

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.[3] 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). [4]

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[1] State or federal law controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. The local collective bargaining agreement may contain provisions that exceed these requirements. In such cases, the board policy should be amended to state, "Please refer to the applicable collective bargaining agreement."

Evaluation, tenure, and dismissals changed significantly from 2013 to 2016 as P.A.s 96-861, 97-8, and 98-513 were implemented. These public acts are referred to as *Education Reform* or *Education Reform Acts*.

[2] This paragraph is consistent with the IASB's *Foundational Principles of Effective Governance*, at: www.iasb.com/IASB/media/Documents/found_prin.pdf. Boards have three options for using this paragraph: (1) use it as an introduction to the policy; (2) use it alone leaving the specific other topics for administrative implementation; or (3) do not use it.

[3] 105 ILCS 5/10-19, amended by P.A.s 101-12 and 101-643. See 6:20, *School Year Calendar and Day*.

[4] 105 ILCS 5/24-2(b). See sample policy 5:330, *Sick Days, Vacation, Holidays, and Leaves,* for a holiday listing as well as a discussion of the case finding the State-mandated school holiday on Good Friday unconstitutional. 105 ILCS 5/24-2, amended by P.A.s 101-642, 102-14, 102-15, ~~and~~ 102-334, and 102-411, prohibits districts from making a deduction "from the time or compensation of a school employee on account of any legal or special holiday."

~~10 ILCS 5/2B-10, added by P.A. 101-642,~~ 10 ILCS 5/2A-1.1c, added by P.A. 102-15 and scheduled to be repealed on 1-1-23, and 105 ILCS 5/24-2(e), amended by P.A.s 101-642 and 102-15, designated 2020 Election Day on 11-3-2020 and 2022 Election Day on 11-8-22 as legal school holidays for purposes of 105 ILCS 5/24-2. ~~10 ILCS 5/2B-10, added by P.A. 101-642, and~~ 10 ILCS 5/2A-1.1c, added by P.A. 102-15 and scheduled to be repealed on 1-1-23, requires any school closed on ~~2020 or~~ 2022 Election Day to make itself available to an election authority as a polling place on those days.

No waiver exists for 2022 Election Day. 105 ILCS 5/24-2~~4~~(b) and (e), amended by P.A.s 101-642 and 102-15.

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School Day

Teachers are required to work the school day adopted by the Board.[5] 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. [6]

The District accommodates employees who are nursing mothers according to provisions in State and federal law. [7]

Salary

Teachers shall be paid according to the salaries fixed by the Board, but in no case less than the minimum salary provided by the School Code.[8] Teachers shall be paid at least monthly on a 10- or 12-month basis. [9]

Assignments and Transfers

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments.[10] 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. [11]

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[5] A school day is required to consist of a minimum of five clock hours under the direct supervision of a teacher or non-teaching personnel or volunteer personnel that provides non-teaching or supervisory duties as specified in 105 ILCS 5/10-22.34(a) in order to qualify as a full day of attendance. 105 ILCS 5/10-19.05(a) and (j-5), added by P.A. 101-12 and amended by P.A. 101-643. See www.isbe.net/school-calendar for ISBE's instructional day changes notice regarding this law. See 105 ILCS 5/10-19.05, added by P.A. 101-12 and amended by P.A. 101-643, for additional exceptions to the attendance calculation.

[6] 105 ILCS 5/24-9.

[7] 740 ILCS 137/; 820 ILCS 260/. Ill. law requires more of employers than federal law. Consult the board attorney to ensure the district is properly accommodating nursing mothers. See 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

[8] 105 ILCS 5/10-20.7, 5/10-21.1, 5/24-1, and 5/24-8, amended by P.A. 101-443 (minimum salary). Salaries are a mandatory subject of collective bargaining. 115 ILCS 5/10. Annually, by Oct. 1, each district must: (1) during an open school board meeting, report salary and benefits information for the superintendent, administrators, and teachers; (2) publish that information on the district's website, if any; and (3) provide this information to ISBE. 105 ILCS 5/10-20.47. According to a Public Access Counselor (PAC) *Informal Mediation* letter interpreting 5 ILCS 120/7.3, an IMRF employer must post on its website the names of employees having a total compensation package that exceeds $75,000 per year. 2012 PAC 19808 (Informal Mediation by the Ill. Attorney General's Public Access Counselor (PAC)); see PAC Annual Report for 2012 at https://foiapac.ilag.gov/viewpdf.aspx?P=~/content/pdf/Public_Access_Counselor_Annual_Report_2012.pdf~~www.foia.ilattorneygeneral.net/pdf/Public_Access_Counselor_Annual_Report_2012.pdf~~).

[9] 105 ILCS 5/24-21.

[10] Districts are required to have a policy on the distribution of the listed assignments. 23 Ill.Admin.Code §1.420(d).

Absent an individual or collective bargaining agreement, the board has unilateral discretion to assign or retain a teacher to or in an extracurricular duty. Betebenner v. Bd. of Educ., 336 Ill.App. 448 (4th Dist. 1949); Dist. 300 Educ. Assoc. v. Bd. of Educ., 31 Ill.App.3d 550 (2nd Dist. 1975); Lewis v. Bd. of Educ., 181 Ill.App.3d 689 (5th Dist. 1989).

[11] Optional. This subhead provides information to district employees and the community that 105 ILCS 5/14-1.09a prohibits school social workers from moonlighting by providing services to students attending the districts in which they are employed. Delete "~~5/10-20.65, 5/14-1.09a,~~" from the Legal References if the board deletes this subhead.

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Dismissal

The District will follow State law when dismissing a teacher. [12]

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

[12] All dismissal laws in the chart below were amended by the *Education Reform Acts*. 105 ILCS 5/24A-5.5, added by P.A. 101-591, requires districts to develop and implement a local appeals process for unsatisfactory ratings issued to teachers under 105 ILCS 5/24A-5, amended by P.A.s 101-643, ~~and~~ 102-252, and 102-729. Districts must: (1) develop the process in cooperation with the bargaining unit or teachers, if applicable, and (2) include an assessment of the original rating by a panel of qualified evaluators agreed to by the PERA joint committee (105 ILCS 5/24A-4(b)).

Non-tenure Teacher Discharge	105 ILCS 5/24-11, amended by P.A.s 101-643 and 102-552
Tenured and Non-tenure Teachers Reduction in Force	105 ILCS 5/24-12(b), amended by P.A. 101-643, and (c)
Tenured Teacher Discharge Where Cause Remediable	105 ILCS 5/24-12(d) (prior reasonable warning required), amended by P.A.s 101-531, 101-643, and 102-708. 105 ILCS 5/24-12(d) (procedural mandates), amended by P.A.s 101-531, 101-643, and 102-708. 105 ILCS 5/10-22.4 (general authority)
Tenured Teacher Discharge Where Cause Irremediable	105 ILCS 5/24-12(d) (no prior warning required) amended by P.A.s 101-531, 101-643, 102-708. 105 ILCS 5/24-12(d) (procedural mandates), amended by P.A.s 101-531, 101-643, and 102-708. 105 ILCS 5/10-22.4 (general authority)
Tenured Teacher Discharge Failure to complete remediation plan with a rating of *Proficient or Excellent*	105 ILCS 5/24A-5(m) (participation in remediation plan after unsatisfactory evaluation) 105 ILCS 5/24-12(d)(1), amended by P.A. 101-643 (no prior warning required if cause(s) were subject of remediation plan) 105 ILCS 5/24-12(d) (procedural mandates), amended by P.A.s 101-531, 101-643, and 102-708. 105 ILCS 5/10-22.4 (general authority)
Tenured Teacher Discharge – Optional Alternative Evaluative Dismissal Process for PERA Evaluation Failure to complete remediation plan with a *Proficient* or better rating 105 ILCS 5/24A-2.5	105 ILCS 5/24-16.5(d) (provide written notice) 105 ILCS 5/24-16.5 (pre-remediation and remediation procedural mandates) 105 ILCS 5/24-16.5(e) and (f) (school board makes final decision with only PERA-trained board members participating in vote)
Tenured Teacher Discharge – *Unsatisfactory* PERA evaluation within 36 months of completing a remediation plan 105 ILCS 5/24A-2.5	105 ILCS 5/24A-5(n), amended by P.A. 102-252 (forego remediation and proceed to dismissal) 105 ILCS 5/24-12(d) (procedural mandates), amended by P.A.s 101-531, 101-643, 102-708. 105 ILCS 5/10-22.4 (general authority)
Educational Support Personnel Employees (non-licensed)	105 ILCS 5/10-23.5, amended by P.A.s 101-46 and 102-854.
Probationary Teacher (non-tenure teacher)	105 ILCS 5/24-11, amended by P.A.s 101-643, 102-552, and 102-854.

Various components of a RIF (e.g., impact and decision to RIF) and an evaluation plan (e.g., development, implementation, and impact) may be subject to mandatory collective bargaining. Central City Educ. Assoc. v. IELRB, 149 Ill.2d 496 (Ill. 1992).

Teacher RIF procedures were changed by 105 ILCS 5/24-12(b), amended by P.A. 101-643, and (c). See *PERA Overview for School Board Members*, question 1~~5~~3, "What is the process for selecting teachers for a reduction in force/layoff (RIF)" at: www.iasb.com/law/PERAoverview.pdf.

State law does not prohibit a PERA joint committee from agreeing to put a teacher on a remediation plan if the teacher receives a second *needs improvement* (rather than *unsatisfactory*) rating after being on a professional development plan. Bd. of Educ. Rockford Public Sch. v. Rentsch, 2022 IL App (2d) 210187.

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Evaluation

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law. [13]

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.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

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

According to a binding opinion from the Ill. Public Access Counselor, a board must identify an employee by name in a motion to dismiss him or her. PAO 13-16. As this may be a significant change in practice with possible other legal consequences, a board should consult with the board attorney on this issue before dismissing an employee.

[13] 105 ILCS 5/24A-5, amended by P.A.s 102-252 and 102-729. Teacher evaluation plans are covered in *PERA Overview for School Board Members* at: www.iasb.com/law/PERAoverview.pdf.

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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.

CURRENT

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 17, 2022

CURRENT

Professional Personnel

Substitute Teachers [1]

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.[2] 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: [3]

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 120 days beginning with the 2021-2022 through the 2022-2023 school year, otherwise 90 paid school days in any one school term.

2. A teacher holding a Professional Educator License[4] or Educator License with Stipulations[5] 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. [6]~~

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

Commented [DJ1]: Short-term substitutes are now confined to their own subhead below.

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

[1] State law controls this policy's content. Policy 5:30, *Hiring Process and Criteria*, contains the requirements for pre-employment investigations, e.g., a fingerprint based criminal history records check. See also 5:30-AP2, *Investigations*. Each board may require new substitute teacher employees to furnish evidence of physical fitness to perform duties assigned and must require new substitute teacher employees to furnish evidence of freedom from communicable disease. 105 ILCS 5/24-5(b-5). Evidence may consist of a physical examination, which must be performed within 90 days before the time it is presented to the board, and the substitute teacher bears the cost of the physical examination. Id. A new or existing substitute teacher may also be subject to additional health examinations as required by the Ill. Dept. of Public Health or by order of a local public health official. Id.

[2] 23 Ill.Admin.Code §1.790(a)(2), requires that any individual who serves as a substitute teacher for driver's education be endorsed for driver's education pursuant to 23 Ill.Admin.Code §25.100(k). 23 Ill.Admin.Code §25.100(k) has been renumbered as 23 Ill.Admin.Code §25.100(h), however §1.790(a)(2) still cites to §25.100(k).

[3] Substitute teaching licenses are governed by 105 ILCS 5/21B-20(3), amended by P.A. 102-717; 23 Ill.Admin.Code §§1.790 and 25.520.

[4] Professional educator licenses are governed by 105 ILCS 5/21B-20(1) and 23 Ill.Admin.Code Part 25.

[5] Educator licenses with stipulations are governed by 105 ILCS 5/21B-20(2), amended by P.A.s 101-594 and 102-894, eff. 1-1-23, and 23 Ill.Admin.Code Part 25. 105 ILCS 5/21B-20(2)(E) permits an individual who holds a valid career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms. ~~Similarly, 105 ILCS 5/21B-20(2)(F) permits an individual who holds a provisional or part-time provisional career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms.~~

~~[6] 105 ILCS 5/21B-20(4), amended by P.A. 102-712. Districts may not hire a short-term substitute teacher for teacher absences lasting six or more days. Id.~~

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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. [7]

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits. [8]

Short-Term Substitute Teachers [9]

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.[10] Unless otherwise permitted by law, sShort-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board. [11]

Emergency Situations [12]

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

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

[7] 40 ILCS 5/16-118, amended by P.A.s 101-645 (specifying permissible paid days and hours for TRS annuitants), ~~and~~ 102-537, 102-709 (temporarily allowed for 140 paid days or 700 paid hours between 7-1-21 and 6-30-22) and 16-150.1, amended by P.A.s 101-49 and 102-440 (TRS annuitants may return to teaching in a subject shortage area until 6-30-24). Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

[8] If a board provides substitute teachers other benefits, it may consider listing them here.

[9] 105 ILCS 5/21B-20(4), amended by P.A. 102-712 and inoperative on and after 7-1-23, governs Short-Term Substitute Teaching Licenses, which may be issued from 7-1-18 until 6-30-23. Short-Term Substitute Teaching Licenses are not eligible for endorsements. Id. Applicants for a Short-Term Substitute Teaching License must hold an associate's degree or have completed at least 60 credit hours from a regionally accredited institution of higher education. Individuals who have had their Professional Educator License or Educator License with Stipulations suspended or revoked are not eligible to be short-term substitutes. Id. ~~Short-term substitutes may not be hired for teacher absences lasting six or more days. Id. 105 ILCS 5/21B-20(4) repeals on 7-1-23.~~

[10] 105 ILCS 5/10-20.67, scheduled to be repealed on 7-1-23, requires boards to conduct this training. This requirement provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for a short-term substitute teacher training program that provides individuals who hold a Short-Term Substitute Teaching License with information on curriculum, classroom management techniques, school safety, and district and building operations. See also 5:220-AP, *Substitute Teachers*, and f/n 3 in 5:220-AP. These expectations will be most effective when they reflect local conditions and circumstances. Training and curriculum for a short-term substitute teacher training program may be subjects of mandatory collective bargaining, therefore consulting with the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new programs for staff without first offering to negotiate them with the applicable exclusive bargaining representative.

School boards may choose to also offer this training program to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License. This provision repeals on 7-1-23.

[11] ~~See f/n 6.~~Through 6-30-23, a district may hire a short-term substitute teacher holding a short-term substitute teaching license for up to 15 consecutive school days for each licensed teacher if the Governor has declared a disaster due to a public health emergency pursuant to the Ill. Emergency Management Agency Act, ~~105~~20 ILCS 3305/7. 105 ILCS 5/21B-20(4), amended by P.A. 102-712 and inoperative on and after 7-1-23.

[12] 105 ILCS 5/21B-20(3). An *emergency situation* is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications and the district is actively engaged in advertising to hire a fully licensed teacher for the vacant position. Id.

Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "~~appropriate~~ Intermediate Service Center."

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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).
40 ILCS 5/16-118, Ill. Pension Code.
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

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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.

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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: March 17, 2022

CURRENT

Professional Personnel

Leaves of Absence [1]

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.

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

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

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. It also provides policy coverage for those professional personnel who are not included in a bargaining unit or have employment contracts with conflicting provisions. Alternatively, if the policy's subject matter is superseded by a bargaining agreement, the board policy may state, "Please refer to the applicable collective bargaining agreement(s)."

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA) (29 U.S.C. §2612), amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (Pub. L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child; (2) the adoption or foster placement of a child; (3) the serious health condition of an employee's spouse, parent, or child; (4) the employee's own serious health condition; (5) the existence of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on *covered active duty*; and (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. Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee's FMLA entitlement. 29 C.F.R. §825.207. See sample policy 5:185, *Family and Medical Leave*.

A plethora of State laws grant leaves to employees of the State and municipalities but are not applicable to school districts, including the Employee Blood Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), and Civil Air Patrol Leave Act (820 ILCS 148/).

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Sick and Bereavement Leave [2]

Each full-time professional staff member is granted 10 days sick leave each school year at full pay. Unused days are allowed to accumulate to 180 days. Sick leave is defined in State law as personal illness, mental or behavioral health complications, quarantine at home, 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 mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (32) a chiropractic physician licensed under the Medical Practice Act, (43) a licensed advanced practice registered nurse, (54) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (65) 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.

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. [3]

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

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[2] The provisions in this section are required by 105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866. Each specified number of days in this section is the statutory minimum. Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements.

105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697 and 102-866, requires districts to return any sick leave days used by a teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the teacher was "fully vaccinated against COVID-19" by 5-10-22. See f/n 26, below. The law prohibits districts from rescinding the returned sick leave in the event the definition of "fully vaccinated against COVID-19" is later updated by the Centers for Disease Control and Prevention (CDC) or the Ill. Dept. of Public Health (IDPH) to include recommended booster doses. 105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866.

Consult the board attorney about the Employee Sick Leave Act (ESLA). 820 ILCS 191/, amended by P.A. 102-4. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave due to illness, injury, medical appointment, or *personal care* of a *covered family member*. Id. at 191/10(a), amended by P.A. 102-4. *Personal care* means: (1) activities to ensure a covered family member's basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a covered family member unable to meet those needs himself or herself; and (2) being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care. Id. at 191/5, amended by P.A. 102-4. The ESLA defines *covered family members* as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent. Id. Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

[3] 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in Dynak v. Bd. of Educ. of Wood Dale Sch. Dist. 7, 164 N.E.3d 1226444 Ill.Dec. 651 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week. Consult the board attorney for guidance on this issue.

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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. [4]

Family~~Child~~ Bereavement Leave [5]

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family~~child~~ bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family~~Child~~ Bereavement Leave Act. Eligible employees may use family~~Child~~ bereavement leave, without any adverse employment action, ~~allows~~ for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of ~~his or her child~~a covered family member, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the ~~staff member's child~~covered family member, ~~or~~ (3) grieving the death of the ~~staff member's child~~covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. ~~without any adverse employment action.~~An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

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~~the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one ~~child~~ covered family member 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 Family~~Child~~ Bereavement Leave Act. This

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[4] 105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866.

[5] Family~~Child~~ Bereavement Leave Act, 820 ILCS 154/, amended by P.A. 102-1050, eff. 1-1-23; 56 Ill.Admin.Code Part 252. These paragraphs discuss family~~child~~ bereavement leave. 820 ILCS 154/5, defines an *eligible employee* under the same terms as an employee under FMLA (29 U.S.C. 2601 et seq.). See f/n 1 above. The employer may require reasonable documentation as specified in ~~105~~820 ILCS 154/10(d), amended by P.A. 102-1050, eff. 1-1-23, but may not require that an employee identify which specific category under item (4) in the first paragraph of this subhead pertains to the leave. Note the term *Significant Event* does not appear in the statute; it is included in this sample policy as a shorthand term to refer to those events listed in 820 ILCS 154/10(a)(4).

Domestic partner, when used to refer to an unmarried employee, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state, or (2) an unmarried adult who is in a committed, personal relationship with the employee, who is not a domestic partner as described in item (1) and who the employee designates as that employee's domestic partner. 820 ILCS 154/5, amended by P.A. 102-1050, eff. 1-1-23.

The Act also provides that the leave must be completed within 60 days of the employee learning of the death of his or her *covered family member~~child~~*, as defined by 820 ILCS 154/5. However, that 60-day limitation does not apply when~~re~~ more than one covered family member~~child~~ dies in a 12-month period. There may be times when~~re~~ an employer may want to grant more than 10 unpaid work days, e.g., when a deceased covered family member~~child~~ lived in a foreign country, etc. Consult the board attorney to resolve the complexities of determining whether an employee is an eligible employee under the FMLA that would trigger this Act.

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policy does not create any right for an employee to take familychild bereavement leave that is inconsistent with the FamilyChild Bereavement Leave Act.

Sabbatical Leave [6]

Sabbatical leave may be granted in accordance with the School Code.

Personal Leave [7]

Professional staff members are granted one personal leave day per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal three days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute's availability,
5. Personal leave days may not be used during the first and/or last five days of the school year,
6. Personal leave days may not be used on in-service and/or institute training days, and
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.

Leave of Absence Without Pay [8]

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Leave to Serve as an Election Judge [9]

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

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[6] State law provides guidelines for sabbatical leaves but does not require boards to offer them. 105 ILCS 5/24-6.1.

[7] State law does not address personal leave. It is not uncommon for professional staff to be granted more than one day of personal leave perа year.

[8] State law does not address leaves of absence without pay other than stating that a mutually agreed leave will not affect a teacher's contractual continued service. 105 ILCS 5/24-13.

[9] This paragraph restates 10 ILCS 5/13-2.5. The statute does not state whether the notice requirement is *calendar* days or *business* days. Support for it being *calendar* days is found in 10 ILCS 5/1-6; support for it being *business* days is found in 10 ILCS 5/1-3.

Rather than duplicate the statute's requirements in separate policies, sample policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, grants the leave to support personnel on the terms applicable to professional staff.

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judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Child-Rearing Leave [10]

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy. [11]

A teacher should request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date.[12] The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess. [13]

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

Leaves for Service in the Military [14]

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.

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[10] The School Code does not address child-rearing. FMLA grants eligible employees a combined total of 12 weeks each year, with exceptions for teachers at the end of the school year, for, among other things, a child's: (1) birth and first-year care, and (2) adoption or foster placement (see sample policy 5:185, *Family and Medical Leave*). Districts not covered by the FMLA must treat a request for child-care leave to care for an adopted infant on terms comparable to those given biological mothers. McWright v. Alexander, 982 F.2d 222 (7th Cir. 1992).

[11] Districts offering a child-rearing or maternity leave must be very careful not to violate anti-discrimination laws. Districts can prohibit pregnant teachers from combining paid disability leave with an unpaid maternity leave, provided that non-pregnant teachers are likewise prohibited from combining a paid disability leave with an unpaid general leave of absence. Maganuco v. Leyden Comm. High Sch. Dist. 212, 939 F.2d 440 (7th Cir. 1991); U.S. v. Consol. High Sch. Dist. 230, 983 F.2d 790 (7th Cir. 1993); E.E.O.C. v. Elgin Teachers' Ass'n., 780 F.Supp. 1195 (N.D.Ill. 1991). A sick leave bank exclusion of maternity benefits violates Title VII. U.S. v. Consol. High Sch. Dist. 230, supra.

[12] The length of the notice - here 90 days - is *not* covered by State or federal law. If an employee fails to provide this notice, the employee still has the right to request a family and medical leave which has a much shorter notice requirement (see sample policy 5:185, *Family and Medical Leave*), and could be followed by a child-rearing leave.

[13] For a high school, omit "the first day of school after winter recess" and insert "at the semester break." Alternatively, the board may want to be more flexible by stating:

> Every effort shall be made to have the leave minimally interrupt instructional continuity by ending . . .

[14] Required by the School Code (105 ILCS 5/10-20.7b, 5/24-13, and 5/24-13.1); the Service Member Employment and Reemployment Rights Act (330 ILCS 61/, streamlining several job-related protection laws into one statute, mandating leave for *active service*, and requiring the public employer to make up the difference between military pay and regular compensation); and the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §4301 et seq.).

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General Assembly Leave [15]

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense [16]

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours.[17] 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. [18]

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act. [19]

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[15] Required by 105 ILCS 5/24-13.

[16] State law provides guidelines for Dept. of Defense leaves but does not require boards to offer them. 105 ILCS 5/24-13.1.

[17] 820 ILCS 147/15, amended by P.A. 101-486.

[18] Id. The school visitation leave entitlement applies to both professional and educational support personnel. Rather than duplicate its requirements in separate policies, sample policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, grants the leave on the same terms applicable to professional staff.

[19] 820 ILCS 147/. Parents of children with *serious health conditions* may also be eligible to use FMLA leave for individualized education program (IEP) meetings. See U.S. Dept. of Labor *Wage and Hour Division Opinion Letter*, FMLA 2019-2-A (8-8-19), available at: www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019_08_08_2A_FMLA.pdf ~~www.dol.gov/agencies/whd/opinion-letters/search?FMLA~~.

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Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence [20]

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.[21] 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.). [22]

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,[23] (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,[24] and (3) a paid leave of absence for the local association

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[20] Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A.s 101-221, ~~and~~ 102-487, and 102-890, and 56 Ill.Admin.Code ~~§~~Part 280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5), added by P.A. 101-221. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence), or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. *Sexual violence* is not specifically defined in VESSA. While the law applies to all school districts (820 ILCS 180/10(10)), the number of employees determines the number of total workweeks of leave available during any 12-month period (820 ILCS 180/20(a)(2)). The term *employee* includes part-time workers. The Ill. Dept. of Labor must furnish to all employers a notice summarizing the law's requirements (*Your Rights Under Illinois Employment Laws* at: www2.illinois.gov/idol/Documents/flsposter.pdf~~www2.illinois.gov/idol/Documents/flsposter.pdf#search=Your%20Rights%20Under%20Illinois%20Employment%20Laws~~. All districts must post this notice in a conspicuous place where notices to employees are customarily posted.

[21] If the district employs fewer than 50 employees, it may substitute the following sentence: "Accordingly, if the District employs at least 15 but not more than 49 employees, an employee is entitled to a total of eight work weeks of unpaid leave during any 12-month period." 820 ILCS 180/20(a)(2).

If the district employs at least one but not more than 14 employees, it may substitute the following sentence: "Accordingly, if the District employs at least one but not more than 14 employees, an employee is entitled to a total four (4) work weeks of leave during any 12-month period." 820 ILCS 180/20(a)(2).

[22] VESSA states that an employee does not have a right to take unpaid leave that exceeds the unpaid leave time allowed under the FMLA. 820 ILCS 180/20(a)(2). Section 25 creates an ambiguity by stating, "[t]he employer may not require the employee to substitute available paid or unpaid leave for [leave available to victims of domestic violence, sexual violence, or gender violence]," 820 ILCS 180/25, amended by P.A.s 101-221 and 102-487. Contact the board attorney for advice resolving this ambiguity.

[23] Required by 105 ILCS 5/24-13.

[24] Required by 105 ILCS 5/24-6.3(a). See sample policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for the leave for an elected trustee for the Ill. Municipal Retirement Fund.

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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. [25]

COVID-19 Paid Administrative Leave [26]

During any time when the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7, paid administrative leave is available to eligible employees if the District, State or any of its agencies, or the local health department has issued guidance, mandates, or rules related to COVID-19 that restrict an employee from being on District property for a reason outlined in State law.

For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 as defined in 105 ILCS 5/10-20.83 (final citation pending). [27]

The employee will receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Ill. Dept. of Public Health, unless a longer period has been negotiated with the exclusive bargaining representative.

As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee's eligibility for the leave, as requested by the Superintendent or designee.[28] An employee who is on COVID-19 paid administrative leave will receive the employee's regular rate of pay; the leave will not diminish any other leave or benefits of the employee.[29] Employees may not accrue COVID-19 paid administrative leave. [30]

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[25] Required by 105 ILCS 5/24-6.2.

[26] Required by 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697. Whether some or all of the COVID-19 related reasons listed in 105 ILCS 5/10-20.83(b) and (c) (final citation pending) apply will depend upon current health guidance and/or rules. The law requires that this leave also be provided retroactively to an employee for a qualifying reason *prior* to 4-5-22 if the employee was fully vaccinated by 5-10-22. Id. at (b). The law prohibits districts from rescinding the paid leave if the definition of "fully vaccinated against COVID-19" is later updated by the CDC or IDPH to include recommended booster doses. Id.

Consult the board attorney for guidance about whether the board must accommodate an employee's religion or disability by exempting the employee from the COVID-19 vaccination prerequisite in 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, and/or if the board and union may agree that this leave will extend to all unvaccinated employees. Title VII of the Civil Rights Act of 1964 requires employers to accommodate an employee's sincere religious objection to an employer vaccination requirement unless doing so would be an "undue hardship" on the employer. 42 U.S.C §2000e(j). Similarly, the Americans with Disabilities Act requires an employer to exempt an employee with a disability (including pregnancy-related disability) from a safety-related standard, such as a vaccination requirement, unless the employee poses a *direct threat* to the health or safety of the employee or others while on the job. 29 C.F.R. §1630.2(r). See also the U.S. Equal Employment Opportunity Commission guidance document, *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws*, at: www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws.

[27] 105 ILCS 5/10-20.83(g) (final citation pending), added by P.A. 102-697. "Fully vaccinated against COVID-19" means: (1) two weeks after receiving the second dose in a two-dose series of a COVID-19 authorized for emergency use, licensed, or otherwise approved by the U.S. Food and Drug Administration (FDA), or (2) two weeks after receiving a single dose of a COVID-19 vaccine authorized for emergency use, licensed, or otherwise approved by the FDA. If the CDC later revises the definition of "fully vaccinated against COVID-19" to include booster doses, and the IDPH adopts the CDC's revised definition, then employees will have five weeks after IDPH's action to receive a booster (if eligible) to remain eligible for COVID-19 paid administrative leave. Id. at (a).

If the board requires fully vaccinated employees to participate in a district COVID-19 testing program, add the phrase "and participate in the District's COVID-19 testing program" to the end of this sentence. Id.

[28] This sentence is optional. 105 ILCS 5/10-20.83(d) (final citation pending), added by P.A. 102-697. It is a best practice for boards to require appropriate documentation to verify employee eligibility for the leave benefit.

[29] Id. at (e).

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LEGAL REF.: 105 ILCS 5/10-20.83 (final citation pending), 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
~~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.~~
10 ILCS 5/13-2.5, Election Code.
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)

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[30] Id. at (f).

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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.

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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

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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 17, 2022

CURRENT

Educational Support Personnel

Duties and Qualifications [1]

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

Paraprofessionals [2]

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

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules. [3]

Non~~certificated and Unlicensed~~ Personnel Working with Students and Performing Non-Instructional Duties

Non~~certificated and unlicensed~~ personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities; [4]

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

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

[2] Educator licensure replaced the previous system of certification on 7-1-13. All Illinois teaching, administrative, and school service personnel certificates were converted to a corresponding license. Except as provided in ISBE rules §§1.630(b)(2), 25.433, and 25.510(a), all new applicants for a paraprofessional credential must hold an educator license with stipulations endorsed for a paraprofessional educator. 105 ILCS 5/21B-20(2)(J), amended by P.A.s 101-220 and 101-594; 23 Ill.Admin.Code §§1.630 and 25.510. See the Ill. State Board of Education's (ISBE)~~'s~~ explanation at: www.isbe.net/Pages/Educator-Licensure-Requirements.aspx.

A district may continue to use the term *teacher aide* to describe licensed personnel performing instructional support activities. In that situation, use the following alternative for the subhead and first paragraph:

> Paraprofessionals and Licensed Teacher Aides
>
> Paraprofessionals and licensed teacher aides provide supervised instructional support. Personnel performing instructional support activities must hold a current educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by ~~the Illinois State Board of Education (~~ISBE~~)~~.

If a district uses teacher aides to perform non-instructional support activities, *unlicensed teacher aides* may be inserted in the subhead for next section as follows: "Non~~certificated and Unlicensed~~ Personnel (Including Non~~Unlicensed~~ Teacher Aides) Working with Students and Performing Non-Instructional Duties."

Paraprofessionals are not required to maintain discipline under 105 ILCS 5/24-24. 23 Ill.Admin.Code §1.280.

[3] 105 ILCS 5/10-22.34, amended by P.A. 102-894; 23 Ill.Admin.Code §§1.630(c)(3) (other ~~un~~non-licensed personnel) and 25.620 (student teaching). This paragraph is optional and may be deleted if the board desires a streamlined policy.

[4] 105 ILCS 5/10-22.34(a)(2).

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2. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule; or [5]

3. For non-teaching duties not requiring instructional judgment or student evaluation. [6]

Nothing in this policy prevents a nonlicensed~~certificated~~ person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval. [7]

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership.[8] Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health.[9] Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law. [10]

Bus Drivers

All school bus drivers must have a valid school bus driver permit.[11] The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver,

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

[5] 105 ILCS 5/10-22.34(a), amended by P.A. 102-894; 23 Ill.Admin.Code §1.630(c)~~(1)~~.

[6] 105 ILCS 5/10-22.34(a)(1); 23 Ill.Admin.Code §1.630(a).

[7] 105 ILCS 5/10-22.34b, amended by P.A. 102-894, last paragraph. Nonlicensed~~certificated~~ personnel may be used to provide specialized instruction in a field that an individual is particularly qualified by reason of specialized knowledge or skill. 23 Ill.Admin.Code §1.630(c)(3)(C). Districts that frequently use nonlicensed~~certificated~~ individuals to provide such instruction may consider adding the following optional sentence, substituting Intermediate Service Center for Regional Superintendent, if applicable:

> When appropriate, the Superintendent may seek approval from the responsible Regional Superintendent for a nonlicensed~~certificated~~ individual to provide specialized instruction not otherwise readily available in the school environment, in the field that the individual is particularly qualified by reason of specialized knowledge or skill.

[8] A district should consult the handbooks and by-laws of the appropriate associations, e.g., the Ill. High School Association, the Southern Ill. Junior High School Athletic Association, and the Ill. Elementary School Association.

An optional sentence follows:

> The coach for an extracurricular athletic activity sponsored or sanctioned by the Illinois High School Association (IHSA) at or above the ninth grade level must have completed the IHSA's educational program and competency testing on preventing abuse of performance-enhancing substances, provided the program is available.

[9] Optional and may be amended. The first requirement identifies a basic competency, and the second two requirements are intended to ensure coaches are trained emergency responders. For AED training program requirements, see Automated External Defibrillator Act (410 ILCS 4/15) and Automated External Defibrillator Code (77 Ill.Admin.Code §§525.300 and 525.400).

[10] 225 ILCS 5/3 and 5/4.

[11] The regional superintendent is authorized to conduct school bus driver instruction courses and investigate whether persons hired to operate school buses have valid school bus driver permits. 105 ILCS 5/3-14.23~~, amended by P.A. 100-863~~.

School bus driver permits are issued by the Ill. Secretary of State (SOS). 625 ILCS 5/6-106.1, amended by P.A. ~~s 100-513 and~~ 101-458. Districts must conduct a pre-employment interview with bus driver candidates, distribute bus driver applications and medical forms, and submit the applicant's fingerprint cards to the Ill. ~~Dept. of~~ State Police (ISP) for criminal background investigations. Districts must also certify in writing to the SOS that all pre-employment conditions were completed, including an Illinois-specific criminal background investigation through the ISP and the submission of necessary fingerprints to the Federal Bureau of Investigation for criminal history information. Id. The applicant presents this certification to the SOS when submitting the school bus driver permit application. Id.

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that the bus driver permit holder has been called to active duty.[12] New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers.*

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

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

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A school bus driver operating a school bus at the time of an accident is deemed by the implied consent law to agree to submit to tests at the direction of a law enforcement officer of the driver's breath, blood, or urine to determine the presence of alcohol, or other drugs, in the person's system. 625 ILCS 5/6-516.

Anyone driving a bus chartered to transport students to or from interscholastic athletic or interscholastic or school-sponsored activities must have a valid school bus driver permit; this does not apply to any driver employed by a public transportation provider when the bus is on a regularly scheduled route for transporting other fare-paying passengers. 625 ILCS 5/6-104(d-5).

12 This sentence is optional, but the notification is required by 625 ILCS 5/6-106.1(h). *Active duty* is defined in the statute as active duty pursuant to an executive order of the U.S. President, an act of the Congress, or an order of the Governor. 625 ILCS 5/6-106.1(j). Upon notification, the SOS will characterize the permit as inactive until a permit holder renews the permit pursuant to 625 ILCS 5/6-106.1(h).

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Educational Support Personnel

Duties and Qualifications

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

Paraprofessionals

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

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

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

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

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

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

Coaches and Athletic Trainers

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

Bus Drivers

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

CURRENT

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

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

ADOPTED: May 17, 2001

REVISED: June 18, 2020

CURRENT

Educational Support Personnel

Employment Termination and Suspensions [1]

Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation.[2] A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal [3]

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any

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[1] State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. School officials should consult with their attorneys before adopting this policy or taking any action under it.

If a local collective bargaining agreement contains provisions that exceed these requirements, it will supersede this policy for those covered employees. In such cases, the board policy should be amended to state, "Please refer to the applicable collective bargaining agreement." For employees not covered, the policy should reflect the board's current practice.

Administrative procedures implementing this policy should include guidelines for exit interviews. These guidelines should include a list of items to discuss with the employee, e.g., the reasons for the termination; how the district could improve its policies, procedures, and working conditions; how to reduce employee turnover; and information about the employee's benefits, including continued health insurance coverage.

[2] Optional provision:

In most cases, resigning employees are permitted to work until their effective resignation date.

[3] If employed at-will, the employee may be dismissed at any time for a non-discriminatory reason unless the dismissal is for a reduction in force. See sample policy 5:270, *Employment At-Will, Compensation, and Assignment*. **Important:** whether a specific employee is actually employed at-will depends on the specific facts. Griggsville-Perry Community Unit Sch. Dist. v. Ill. Educ. Labor Relations Bd., 368 Ill. Dec. 494 (Ill. 2013) (upheld an arbitrator's finding that the requirement to provide a pre-discharge written notice was drawn from the essence of the agreement); Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985). *See also* Baird v. Warren Comm. Unit Sch. Dist., 389 F.3d 685 (7th Cir. 2004) (because board members denied a dismissed superintendent procedural due process rights, they were denied qualified immunity).

It is safest to presume that all non-licensed employees are employed for the school year because districts routinely assure next-year employment so that the employee will not qualify for summer unemployment. In addition, annual employment may be created through a collective bargaining agreement, past practice, an employees' handbook, personnel policy manual, an oral promise, or any type of specific annual allocation per year, e.g., vacation or sick day allotments. Thus, the sample policy addresses those employees "with an annual or longer contract or who otherwise have a legitimate expectation of continued employment." A dismissal at the end of the school year or end of a contract generally requires only minimal due process. A mid-year or mid-contract dismissal will require significantly greater due process.

Even if an employee is at-will, a district should consider giving a dismissal reason. The failure to give a reason may provoke an employee into challenging the dismissal, e.g., by alleging illegal discrimination or retaliation for exercising a protected right or whistleblowing.

Consult the board attorney to determine: (1) which employees are at-will, have annual employment, or have a different expectation for their length of employment, and (2) the level of due process to provide specific employees in the event of a dismissal.

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applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/. [4]

Reduction in Force and Recall [5]

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit.[6] Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment. [7]

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the

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[4] 105 ILCS 5/10-23.12(c), added by P.A. 101-531; 105 ILCS 5/21B-75(b), amended by P.A.s 101-531 and 102-702, eff. 7-1-23. For further discussion see f/n 3 in policy 2:20, *Powers and Duties of the School Board; Indemnification*.

[5] 105 ILCS 5/10-23.5, amended by P.A.s 101-46 and 102-854, grants educational support personnel significant protection during a RIF. Among those protections, support personnel maintain any rights accrued during their prior service if they are laid off and recalled to a vacant position within the statutory recall period. Id.

Unless otherwise defined by a collective bargaining agreement, the board can define the position categories for a seniority list. Cook v. Eldorado Community Unit Sch. Dist., 354 Ill.App. 3d 256 (5th Dist. 2004). While the statute gives boards the discretion to define *categories of positions*, boards may not define *categories* differently for lay-off/recall purposes than for other purposes.105 ILCS 5/10-22.34c governs layoffs as a result of a third party non-instructional services contract. See Community Unit Sch. Dist. No. 5 v. Ill. Educ. Labor Relations Bd., 382 Ill.Dec. 120 (4th Dist. 2014) (no unfair labor practice occurred when a school employer outsourced its transportation services and dismissed bus drivers as a result of bona fide and legitimate reasons, not anti-union animus, and the district had bargained in good faith with the union.

[6] A district may also adjust an employee's final paycheck for advanced vacation leave, *provided* that the employee agreed to deduct a specified amount of pay equaling the advanced vacation. 56 Ill.Admin.Code §300.760. If employees are required to execute such an agreement before taking unearned vacation leave, add the following phrase to this sentence: "or, if the employee agreed in writing, vacation time taken that was not earned."

[7] These final paycheck requirements are in 105 ILCS 5/10-23.5(a).

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overtime provisions,[8] or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.[9] Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to: [10]

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
   a. A suspension with pay; or
   b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended. [11]

LEGAL REF.: 105 ILCS 5/10-22.34c and 5/10-23.5.
5 ILCS 430 et seq., State Officials and Employees Ethics Act.
~~105 ILCS 5/10-22.34c and 5/10-23.5.~~
325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.
820 ILCS 105/4a, Minimum Wage Law.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

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

[8] Employees who are exempt from overtime requirements become eligible for overtime if they are subject to disciplinary suspensions without pay. Auer v. Robbins, 519 U.S. 452 (1997). Although the U.S. Dept. of Labor modified this rule in 2004, the Illinois legislature rejected these rule changes. 820 ILCS 105/4a. Illinois employers must use the federal rules as they existed on March 30, 2003.

[9] A suspension of an employee having a protected property right in continued employment requires a notice and hearing. See f/n 3 for additional discussion.

[10] This sentence is optional. 325 ILCS 5/7.4(c-5)~~, amended by P.A. 100-176~~. Consult the board attorney about suspending an employee without pay pursuant to a *DCFS 325 ILCS 5/7.4(c-5)-recommendation*. This sample language balances the interests of student safety and employee due process when the district receives a recommendation to a remove an employee who is the subject of a DCFS investigation from employment.

Note: Liability may exist when a district receives a *325 ILCS 5/7.4(c-5)-recommendation* and does not remove the employee as a result. Consider In re Estate of Stewart v. Oswego Comm. Unit. Sch. Dist. No. 308, 406 Ill.Dec. 345 (Ill. App. Ct. 2nd Dist. 2016) (finding district's response to a student health emergency was willful and wanton as it had prior information regarding appropriate response protocols and denying tort immunity to district); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied).

[11] The repayment requirements in the first sentence of this paragraph are in 5 ILCS 430/5-60(b). The second sentence is optional.

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Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide two weeks' written notice of a resignation. In most cases, resigning employees are permitted to work to their effective resignation date. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

Seniority, Transfers, Vacancies and Lay-Offs

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

This section is applicable whenever the Board decides to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, an educational support employee is removed, dismissed, or his or her hours are reduced.

The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shows the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Reduction in Force and Recall

Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term, shall be offered to the employees so removed or dismissed from that category or any other category of position provided they are qualified to hold such positions.

CURRENT

Final Paycheck

Terminating employees shall return any District property before receiving their final paycheck. A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

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

For employees not covered by this agreement:

Except as provided below, the Superintendent is authorized to suspend an employee without pay for up to five days as a disciplinary measure, during an investigation into allegations of misconduct, or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. of Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
   a. A suspension with pay; or
   b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 et seq.
105 ILCS 5/10, 22.34c and 5/10-23.5.
325 ILCS 5/7.4(c-10).
820 ILCS 105/4a.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

CURRENT

Educational Support Personnel

Evaluation [1]

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in School Board policies as well as in compliance with State law and any applicable employee handbook and/or collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable employee handbook and/or collective bargaining agreement.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

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

[1] This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If the policy's subject matter is superseded by a bargaining agreement, for those covered employees the board policy ~~may~~ should state, "Please refer to the applicable collective bargaining agreement~~.~~," and the other references in the policy to "collective bargaining agreement" should be removed. For employees not covered, the policy should reflect the board's current practice.

State law does not address evaluation of educational support personnel, except to require a district to report on the annual ISBE salary and benefit survey whether the district's salary program, policies, or provisions are based upon merit or performance evaluation of individual educational support personnel for the school year covered by the survey. 105 ILCS 5/2-3.103. The survey is provided by ISBE to each school district.

The numbered items are at the local board's discretion. One important consideration for evaluations involves accurate job descriptions. They assist with meaningful evaluations, wage and salary surveys, and help provide an equitable wage and salary structure.

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Educational Support Personnel

Evaluation

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 Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED: May 17, 2001

REVISED: May 18, 2017

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Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves [1]

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.

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

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

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. Alternatively, if the policy's subject matter is superseded by a bargaining agreement, the board policy may state, "Please refer to the applicable collective bargaining agreement."

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA) (29 U.S.C. §2612), amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (Pub. L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child; (2) the adoption or foster placement of a child; (3) the serious health condition of an employee's spouse, parent, or child; (4) the employee's own serious health condition; (5) the existence of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) *covered active duty* in the Armed Forces; and (6) to care for the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness. The definition of *covered servicemember* includes a veteran "who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness" if the veteran was a member of the Armed Forces "at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy." 29 U.S.C. §2611(15). Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee's FMLA entitlement. 29 C.F.R. §825.207. See sample policy 5:185, *Family and Medical Leave*.

A plethora of State laws grant leaves to employees of the State and municipalities, but are not applicable to school districts, including the Employee Blood Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), and Civil Air Patrol Leave Act (820 ILCS 148/).

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Sick and Bereavement Leave [2]

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. [3]

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, 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. 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

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

[2] This section contains the minimum benefits provided by 105 ILCS 5/24-6, amended by P.A. 102-275, 102-697, and 102-866. Each specified number of days in this section is the statutory minimum. The School Code does not address whether an employee's 10 paid sick leave days are available upon employment, accrued over months, or after working for a certain period of time, e.g., one year. Also be aware that the Employee Sick Leave Act (ESLA) (820 ILCS 191/, amended by P.A 102-4) allows employees to use employer-provided sick leave ~~to~~ due to ~~care for an~~ illness, ~~or~~ injury, ~~ed *family* member or to attend a~~ medical appointment, or *personal care* ~~with~~ of a *covered family member*. ~~The law defines family members as a child, stepchild, spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent. Id. at 191/10(b).~~ See sample policy 5:250, *Leaves of Absence*, at f/n 2 for more information about the scope and application of the ESLA. Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements. Strict accounting of unused sick days is important to avoid:

1. Employees accumulating sick time on a full-time basis when they are truly working part-time hours;
2. Inconsistent treatment; and
3. Inaccurate reporting to IMRF (credit is given for full day unused sick days upon retirement). 40 ILCS 5/7-139(a)(8).

105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866, requires districts to return any sick leave days used by educational support personnel for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the employee was "fully vaccinated against COVID-19" by 5-10-22. See sample policy 5:250, *Leaves of Absence*, at f/n 2, for more information.

[3] As this policy is consistent with the minimum requirements of State law, this provision on the maximum number of sick days that may be accumulated is based on the minimum number required as stated in 105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866. The number may be increased to meet or exceed the number IMRF will recognize for retirement credit purposes. The following alternative does this: "Unused sick leave shall accumulate to the maximum number of days that IMRF will recognize for retirement credit purposes."

The following optional provisions apply to boards that want to address the IMRF's requirement that public bodies must have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement. See 40 ILCS 5/7-139(a)(8). See also IMRF General Memorandum #555 at: www.imrf.org/en/publications-and-archive/general-memos/2007-general-memos/general-memo-555.

Option 1: No collective bargaining agreement applies and the board wants to publicize its written plan. Insert the following sentence: This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Ill. Municipal Retirement Fund.

Option 2: A local collective bargaining agreement contains the written plan and the board wants to publicize it. Insert the following sentence: Please refer to the applicable collective bargaining agreement(s) for the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon an employee's retirement under the Ill. Municipal Retirement Fund.

Option 3: A district maintains two separate sick leave plans, one for employees under a collective bargaining agreement, and one for non-unionized employees. Insert the text for both Option 1 and Option 2.

Note: If Options 1, 2, or 3 are chosen, add 40 ILCS 5/7-139 to the Legal References. If the board does not have a written sick leave plan for purposes of IMRF sick leave to service credit conversion or does not wish to include it in the policy, do not include any of the options above or add the citation to the Legal References.

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member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member (32) a chiropractic physician licensed under the Medical Practice Act, (43) a licensed advanced practice registered nurse, (54) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (65) 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. [4]

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 to 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. [5]

Vacation [6]

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

Length of Employment		Monthly Accumulation	Maximum Vacation Leave Earned Per Year
From:	To:		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation. [7]

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

[4] 105 ILCS 5/24-6, amended by P.A.s 102-275, 102-697, and 102-866.

[5] 105 ILCS 5/24-6, amended by P.A.s ~~100-513 and~~ 102-275, 102-697, and 102-866.

[6] State law does not require districts to give employees vacations.

[7] Required by 820 ILCS 115/5 and 56 Ill.Admin.Code §300.520 (Earned Vacations).

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Holidays [8]

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
Martin Luther King Jr.'s Birthday
Abraham Lincoln's Birthday
Casimir Pulaski's Birthday
Memorial Day
Juneteenth National Freedom Day
Independence Day
Labor Day
Columbus Day
Veterans Day
2022 Election Day
Thanksgiving Day
Christmas Day

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave [9]

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

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

[8] Holidays are listed in 105 ILCS 5/24-2(a), (e), amended by P.A.s 101-642, 102-14, 102-15, and 102-334; 10 ILCS 5/2A-1.1c, added by P.A. 102-15 and scheduled to be repealed on 1-1-23. For information on the waiver process allowed by 105 ILCS 5/24-2(b), see 2:20-E, *Waiver and Modification Request Resource Guide*. Holidays not specified in the School or Election Codes may be added to the policy; however, boards adding additional holidays should monitor and review to ensure the list remains current.

A State-mandated school holiday on Good Friday is unconstitutional according to Metzl v. Leininger, 57 F.3d 618 (7th Cir. 1995). Closing school on religious holidays may be permissible for those districts able to demonstrate that remaining open would be a waste of educational resources because of widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a spring holiday rationale or ensuring that it falls within spring break. School districts should discuss their options, including the collective bargaining implications, with their board attorney.

For more information about 2022 Election Day, see the discussion in f/n 4 in 5:200, *Terms and Conditions of Employment and Dismissal*. 2020 Election Day remains a holiday listed in 105 ILCS 5/24-2(e), amended by P.A. 102-15, but no longer appears in this policy.

[9] State law does not address personal leave. It is not uncommon for boards to grant educational support personnel the same number of personal leave days as are granted to professional staff.

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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~~State law. [10]

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leave for Service in the Military. [11]
2. Leave for Service in the General Assembly. [12]
3. School Visitation Leave. [13]
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence. [14]
5. Family~~Child~~ Bereavement Leave. [15]
6. Leave to serve as an election judge. [16]
~~6.~~7. COVID-19 Paid Administrative Leave. [17]

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

[10] Required by 105 ILCS 5/24-6.3(b) and 40 ILCS 5/7-174.5, added by P.A. 102-943. A similar leave exists for an elected trustee for the Ill. Teachers' Retirement System. See sample policy 5:250, *Leaves of Absence*.

[11] Military leave is governed by the School Code (105 ILCS 5/10-20.7b, 5/24-13, and 13.1); the Service Member Employment and Reemployment Rights Act (330 ILCS 61/~~, added by P.A. 100-1101~~, streamlining several job-related protection laws into one statute, mandating leave for *active service* and requiring the public employer to make up the difference between military pay and regular compensation); and the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §4301 et seq.).

[12] Granting General Assembly leave to ESPs is optional.

[13] 820 ILCS 147/, amended by P.A. 101-486. See sample policy 5:250, *Leaves of Absence*, and 5:250-AP, *School Visitation Leave*.

[14] Required by Victims' Economic Security and Safety Act (820 ILCS 180/, amended by P.A.s 101-221, ~~and~~ 102-487, and 102-890) and 56 Ill.Admin.Code Part 280. Important information about this leave is discussed in f/ns 21, 22 and 23 of sample policy 5:250, *Leaves of Absence*.

[15] 820 ILCS 154/, amended by P.A. 102-1050, eff. 1-1-23; 56 Ill.Admin.Code Part 252. Important information about this leave is discussed in f/n ~~56~~ of sample policy 5:250, *Leaves of Absence*.

[16] 10 ILCS 5/13-2.5.

[17] 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697. See sample policy 5:250, *Leaves of Absence*, and its f/ns 26-28 for important information about this leave.

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LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83 (final citation pending), 5/24-2, ~~and~~ 5/24-6, and 5/24-6.3.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

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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

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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 31st 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
Martin Luther King Jr.'s Birthday
Abraham Lincoln's Birthday
Casimir Pulaski's Birthday
Memorial Day
Juneteenth National Freedom Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
2022 Election Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas 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.

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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.

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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: March 17, 2022

CURRENT

Instruction

School Accountability [1]

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.[2] To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning* ~~with accompanying *Illinois*~~*and Learning Standards*. [3]

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement. [4]
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. [5]

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

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

[2] 105 ILCS 5/27-1.

[3] 23 Ill.Admin.Code §1, Appendix D.

[4] 105 ILCS 5/2-3.25 - 2-3.25b; 23 Ill.Admin.Code §§1.10(a) and 1.20.

[5] 105 ILCS 5/2-3.25a; 5/2-3.64a-5, amended by P.A. 101-643. First, the General Assembly significantly revised the system of standards for school districts and schools. Next, it delayed certain implementation dates by one school year. Then, it further revised the system of standards for school districts and schools. Annual state assessments required by 105 ILCS 5/2-3.64a-5(c), amended by P.A. 101-643, are not required if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education. 105 ILCS 5/2-3.64a-5(c), as amended by P.A. 101-643. ISBE must establish recognition standards for student performance and school improvement for all districts and their individual schools, and outline accountability measures in its State plan that it submits to the U.S. Dept. of Education under the Every Student Succeeds Act (ESSA) (Pub. L. 114-95). If ESSA ceases to require a state plan, then ISBE must develop a written plan in consultation with the Ill. Balanced Accountability Measure (IBAM) Committee. 105 ILCS 5/2-3.25a.

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3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation. [6]

4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law. [7]

5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 12 and teachers. [8]

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)

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

[6] The requirements around district and school improvement plans are unknown until ISBE revises its rules at 23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements following P.A.s 99-193 and 100-1046. P.A. 99-193 deleted the requirements concerning improvement plans as well as the sanctions for failing to make adequate yearly progress contained in 105 ILCS 5/2-3.25d, but then P.A. 100-1046 repealed 105 ILCS 5/2-3.25d in its entirety. 105 ILCS 5/2-3.25f(a) continues to state that ISBE "shall provide technical assistance to assist with the development and implementation of School and District Improvement Plans" and that schools or districts "that fail to make reasonable efforts to implement an approved Improvement Plan may suffer loss of State funds by school district, attendance center, or program as the State Board of Education deems appropriate."

[7] 105 ILCS 5/10-17a, amended by P.A.s 101-68, ~~amended by P.A.~~ 102-294~~, eff. 1-1-22~~ (data on the number of incidents of violence that occurred on school grounds or during school-related activities and that resulted in an out-of-school suspension, expulsion, or removal to an alternative setting), 102-594~~, eff. 7-1-22~~ (the number of teachers who are National Board Certified Teachers, disaggregated by race and ethnicity), and P.A. 102-539 (school report card deliveries delayed until 12-31 in years when the Governor declares a public health emergency).

Districts must present the report card at a regular board meeting, post it on the district's website, make it available to newspapers of general circulation in the district, notify parents/guardians of its availability on the district's website, provide it to parents/guardians on request, submit it to the regional superintendent or appropriate Intermediate Service Center, and otherwise disseminate it as required by State law. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

[8] Required by 105 ILCS 5/2-3.153 and 23 Ill.Admin.Code §1.97. The State Superintendent must publicly report on the survey indicators of learning conditions resulting from the administration of the instrument at the individual school, district, and State levels. A district may use an alternate learning instrument approved by the State Superintendent at its own cost. These survey instruments are authorized by July 1 each year and posted at: www.isbe.net/Pages/5Essentials-Survey.aspx. 23 Ill.Admin.Code §1.97(g)(1)-(2). To use an alternate survey instrument, the district must submit a form developed for this purpose and posted at www.isbe.net/Pages/5Essentials-Survey.aspx to the State Superintendent on or before a date established by the State Superintendent each year. Id.

Insert the following sentence for districts that administer an alternate survey of learning conditions at their own cost: "The District has elected to use an alternate climate survey of learning conditions instrument."

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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: March 17, 2022

CURRENT

Instruction

School Year Calendar and Day [1]

School Calendar

The School Board, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays.[2] The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance. [3]

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

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

[2] State-mandated school holidays are found in 105 ILCS 5/24-2, amended by P.A.s 101-642 and 102-15. See policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for a holiday listing. The law allows a school board to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on five identified school holidays if: (1) the school board first holds a public hearing on the proposal; and (2) the person or persons honored by the holiday are recognized through instructional activities conducted on the school holiday or on the first school day preceding or following the school holiday. Districts must redo the public hearing process in the event they change plans for use of holidays. See Ill. State Board of Education (ISBE) guidance at: www.isbe.net/Documents/district-holiday-plans13.pdf. This is an item on which collective bargaining may be required, and a board that wishes to implement this law should consult its attorney.

A State mandated school holiday on *Good Friday* is unconstitutional according to Metzl v. Leininger, 57 F.3d 618 (7th Cir. 1995). Closing school on religious holidays may still be permissible for those districts able to demonstrate, e.g., through surveys, that remaining open would be a waste of educational resources due to widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a *spring holiday* rationale or ensuring that it falls within spring break. School districts should discuss all of these options, and collective bargaining implications with their board attorneys.

If the county board or board of election commissioners chooses a school to be a polling place, the school district must make the school available. 10 ILCS 5/11-4.1. For the Election Day, the law encourages a school district to either: (1) close the school; or (2) hold a teachers' institute on that day with the students not in attendance. Id. and 105 ILCS 5/24-2, amended by P.A.s 101-642 and 10 ILCS 5/2A-1.1c, added by P.A. 102-15 and repealing on 1-1-23, required all government offices, with the exception of election authorities, to be closed, unless authorized to be used as a location for election day services or as a polling place for *2020 General Election Day*, and it required schools to be available to an election authority as a polling place for *2020 General Election Day* and on 11-8-22 for *2022 General Election Day*. Id.

[3] The school calendar must have a minimum 185 days to ensure 176 days of actual pupil attendance that may include remote learning days, blended remote learning days, and up to five remote and blended remote learning planning days pursuant to 105 ILCS 5/10-30, added by P.A. 101-643. 105 ILCS 5/10-19, amended by P.A.s 101-12 and 101-643, and 5/24-1; 23 Ill.Admin.Code §1.420. See policy 4:180, *Pandemic Preparedness; Management; and Recovery*, for information about remote and/or blended remote learning day plans. Schools must be closed during county institute. 105 ILCS 5/24-3. The school calendar may be a mandatory subject of collective bargaining. The calendar for the school term and any changes must be submitted to and approved by the regional superintendent before the calendar or changes may take effect. 105 ILCS 5/10-19.

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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.[4] The Board may, from time to time, designate a regular school day as a commemorative holiday.

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

E-learning days allow a school district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56, added by P.A. 101-12 and amended by P.A.s 101-643, ~~and~~ 102-584 (e-learning days allowed when a school is selected as a polling place under the Election Code), and 102-697 ~~opened the use of e-learning days from three pilot districts to all districts that meet the requirements of the statute~~. Before a school district can implement an e-learning program and use e-learning days it must, along with other requirements (1) hold a public hearing on the initial proposal for the e-learning program, (2) obtain verification from the Regional Office of Education (ROE) or Intermediate Service Center (ISC) for the school district that the initial proposal meets the requirements specified in the law, and (3) by resolution adopt a research-based program for district-wide e-learning days. Before implementing an e-learning program, boards must collectively bargain the impact of the program on the wages, hours, terms, and conditions of employment with employee representative(s). More information about e-learning is available at: www.isbe.net/Pages/Electronic-Learning.aspx. The law requires that districts pay employees and contractors who provide educational support services their regular rate of pay if the employee/contractor otherwise would have worked on an e-learning day. Id. at (d-10) and (d-15). Retroactive payments for e-learning days used during 2021-2022 school year are also required if employees or contractors were unpaid or employees were required to use earned paid time off. Id. at (d-20). However, payment is not required if the day(s) are (or were) rescheduled. Consult the board attorney regarding whether the board must pay contractors for consumables, such as fuel and school meals; the legislative history supports that consumables were not intended to be part of the payment. See 102nd General Assembly House Transcript 3-1-22, p. 77, available at: www.ilga.gov/house/transcripts/htrans102/10200077.pdf.

[4] 105 ILCS 5/24-2(c), amended by P.A. 102-411, lists the following as commemorative holidays: Jan. 17 (Muhammad Ali's birthday), Jan. 28 (Christa McAuliffe Day commemorating space exploration); Feb. 15 (Susan B. Anthony's birthday); Mar. 29 (Vietnam War Veterans' Day); Sept. 11 (Sept. 11th Day of Remembrance); the school day immediately preceding Veterans' Day (Korean War Veterans' Day); Oct. 1 (Recycling Day); Oct. 7 (Iraq and Afghanistan Veterans Remembrance Day); and Dec. 7 (Pearl Harbor Veterans' Day).

Other commemorative holidays include, but are not limited to: Arbor and Bird Day on the last Friday in April (105 ILCS 5/27-18); Leif Erickson Day on October 9 if a school day and otherwise on a school day nearest the date (105 ILCS 5/27-19); American Indian Day on the 4th Friday of September (105 ILCS 5/27-20); Ill. Law Week during the first full school week in May (105 ILCS 5/27-20.1); Just Say No Day on a school day in May designated by official proclamation of the Governor (105 ILCS 5/20.2); Ronald Reagan Day on Feb. 6 (5 ILCS 490/2); Barack Obama Day on August 4 (5 ILCS 490/3); Indigenous Peoples Day on the last Monday in September (5 ILCS 490/7); Lincoln's Birthday February 12 (5 ILCS 490/60); Juneteenth National Freedom Day on June 19 each year (5 ILCS 490/63, amended by P.A.s 102-14, eff. 1-1-22 (second to pass both houses and controlling (5 ILCS 70/6)) and 102-334 (first to pass both houses)) – potential conflicts related to celebrating Juneteenth when it falls on a Saturday or Sunday exist, e.g., P.A. 102-14 states "when June nineteenth falls on a Saturday or Sunday, neither the preceding Friday nor the following Monday shall be held or considered as a *paid* holiday" but contrast P.A. 102-334, stating "when June nineteenth falls on a Sunday, the following Monday shall be held and considered the holiday" – notice the word *paid* is missing; consult the board attorney about whether Juneteenth should be celebrated as an *unpaid holiday* on either the preceding Friday or the following Monday when it falls on a Saturday or Sunday, respectively, or not at all when it falls on a Saturday); Martin Luther King, Jr. Birthday the third Monday in January (5 ILCS 490/65); Prairie Week the third full week in September (5 ILCS 490/75); Retired Teachers' Week the fourth week in May (5 ILCS 490/80); Veterans Day November 11 (5 ILCS 490/90); Preventing Lost Potential Day September 19 (5 ILCS 490/141); Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade on March 25 (5 ILCS 490/155); the first full week of January is Emancipation Proclamation Week (5 ILCS 490/160); Mother Mary Ann Bickerdyke Day on the second Wednesday in May (5 ILCS 490/175); April is Arab American Heritage Month (5 ILCS 490/6); and the first full week of April each year is Autism Acceptance Week (5 ILCS 490/137, added by P.A. 102-588).

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School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements.[5] The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance. [6]

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

[5] A school day is required to consist of a minimum five clock-hours under the direct supervision of a teacher or non-teaching personnel or volunteer personnel that provides non-teaching or supervisory duties as specified in 105 ILCS 5/10-22.34(a), in order to qualify as a full day of attendance, unless (1) the Governor issues a disaster declaration due to a public health emergency pursuant 20 ILCS 3305/7, and (2) the State Superintendent of Education establishes minimum clock-hour requirements to align with the circumstances of the Governor's disaster declaration. 105 ILCS 5/10-19.05, added by P.A. 101-12 and amended by P.A. 101-643. See www.isbe.net/Documents/SB28Instructional-Day.pdf for ISBE's notice regarding this law. See 105 ILCS 5/10-19.05, added by P.A. 101-12 and amended by P.A. 101-643, for additional exceptions to the attendance calculation.

Contrast 105 ILCS 5/18-12. It allows a partial day of attendance to be counted as a full day due to an adverse weather condition, condition beyond the control of the school district that poses a health and safety threat, or use of school facilities by local or county authorities for holding a memorial or funeral service in remembrance of a community member (up to two school days per school year) provided one of following conditions is met: (1) the school district has provided at least one hour of instruction prior to the closure of the school district; (2) a school building has provided at least one hour of instruction prior to the closure of the school building; or (3) the normal start time of the school district is delayed. The law also outlines the process to claim attendance prior to providing any instruction when a school district must close a building or buildings, but not the entire district, after consultation with a local emergency response agency or due to a condition beyond the control of the district. Additionally, 105 ILCS 5/18-12.5 outlines the process for claiming attendance when a school district must close a building or buildings, but not the entire district, specifically because of a public health emergency. Attendance for such days may only be claimed if the school building(s) was scheduled to be in operation on those days.

Alternative education programs may provide fewer than five hours under certain circumstances. ~~105 ILCS 5/2-3.33a and~~ 105 ILCS 5/13B-50.

[6] 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Note that the Illinois statute does not require every student to recite the Pledge – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the Pledge, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the Pledge. West Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624 (1943); Sherman v. Cmty. Consol. Sch. Dist. 21 of Wheeling Twp., 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the Pledge, such as, "You may now stand to recite the Pledge." Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

The Silent Reflection and Student Prayer Act mandates a *brief period of silence* for all Illinois public school students at the opening of each school day. 105 ILCS 20/1. A student filed a federal lawsuit challenging the constitutionality of this law under the First Amendment, but the law was ultimately upheld by the Appeals Court. Sherman v. Koch, 623 F.3d 501 (7th Cir. 2010), *cert denied by* 565 U.S. 815 (2011). 105 ILCS 5/10-20.46 requires a moment of silence to recognize veterans during any type of event held at a district school on Nov. 11. ~~See f/n 2 above for more discussion.~~

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LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-204.46, 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, and 5/27-20.2~~, and 20/1~~.
10 ILCS 5/11-4.1, Election Code.
5 ILCS 490/, State Commemorative Dates Act.
23 Ill.Admin.Code §1.420(f).
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd by* 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

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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: March 17, 2022

CURRENT

Instruction

School Wellness [1]

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs.[2] 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).[3]

The Superintendent will ensure: [4]

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

[1] State or federal law requires this subject matter to be covered in policy and controls its content. The federal Child Nutrition and WIC Reauthorization Act of 2004 (Child Nutrition Act) requires school districts participating in a program authorized by the National School Lunch Act (NSLA) (42 U.S.C. §1751 et seq.) or the Child Nutrition Act to have a school wellness policy. Pub. L. 108-265, Sec. 204. State law required the Ill. State Board of Education (ISBE) to "establish a State goal that all school districts have a wellness policy." 105 ILCS 5/2-3.139. ISBE complied in October 2007 by "instruct[ing] all public school districts to establish a School Wellness Policy." The federal and State laws list mandatory topics for the policy. The second sentence of this policy should be deleted if the district does not participate in the NSLA or the Child Nutrition Act.

See ISBE's numerous resources at: www.isbe.net/Pages/Nutrition-and-Wellness.aspx. Action for Healthy Kids is a national organization dedicated to overcoming the "epidemic of overweight, undernourished and sedentary youth by focusing on changes in schools;" see its resources at: www.actionforhealthykids.org/index.php.

This sample policy seeks to be both legally compliant and consistent with good governance principles. Both federal and State laws allow each school district to determine how the required topics are addressed. Good governance principles suggest that the board should establish goals with community and stakeholder input. The administration should determine how to achieve the goals. The board should monitor this policy by requesting and reviewing periodic implementation data.

The Ill. Dept. of Agriculture and ISBE are directed to create the Farm Fresh Schools Program. 105 ILCS 124/, Farm Fresh Schools Program Act; 30 ILCS 105/5.728, Farm Fresh Schools Program Fund. They are also directed to administer a grant program to further the Program's intent of "reduc[ing] obesity and improve[ing] nutrition and public health, as well as strengthen[ing] local agricultural economies by increasing access to and promoting the consumption of locally grown fruits and vegetables in schools and increasing physical activities and programs that promote pupil wellness." 105 ILCS 124/10.

[2] 7 C.F.R. §210.31(a) and (c)(1). The law does not require *school-based activities* to be listed in policy – only that boards implement them. Federal law requires consideration of *evidence-based strategies and techniques* when implementing school-based activities. A board that chooses to list these activities must update them as they change by readopting the policy.

For boards that have developed and wish to list their chosen evidence-based school-based activities, add the following sentence to the paragraph as the second sentence: "The District's school-based activities include: [*list the chosen evidence-based school-based activities*]."

For boards that have not yet developed and implemented their evidence-based school-based activities and need technical assistance, see the websites for:

1. The U.S. Dept. of Agriculture (USDA) at: www.fns.usda.gov/tn/local-school-wellness-policy~~https://healthymeals.fns.usda.gov/local-wellness-policy-resources/wellness-policy-elements/other-school-based-activities~~; and
2. The Alliance for a Healthier Generation (AHG) at: www.healthiergeneration.org/.

[3] Healthy Hunger-Free Kids Act of 2010 (HHFKA); 42 U.S.C. §1758b (Pub.L. 111-296); 7 C.F.R. §§210.10 and 210.31(a).

[4] Id.; 7 C.F.R. §210.31(c)(4) (identification of school official responsible for implementation of the policy), §210.31 (d)(2) (informing the public about the policy and making it available on an annual basis), §210.31 (d)(3) (informing the public of the progress toward meeting the goals of the policy by making triennial assessments available), and §210.31(e) (policy implementation, assessments, and updates). See also f/n 20, below.

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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[5]; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion [6]

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*. [7]

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This sample policy identifies the superintendent as the school official responsible to ensure compliance and oversee the policy. When the rules require specific identification of a school official, the policy does not include the delegation language *or designee*. **[School boards] must identify the [school official(s)] responsible for oversight of [its wellness policy] to ensure compliance. [Boards] have discretion and are the most qualified to identify the best candidate for [their wellness] policy leadership as size, resources, and needs vary greatly among [school districts].** See Federal Register Vol. 81, No. 146 at 50155 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf.

For boards that wish to identify a school official other than the superintendent, delete ~~Superintendent~~ and replace it with the responsible school official's title.

The intent of the rule is that schools "notify households on an annual basis of the availability of the local school wellness policy information and provide information that would enable *interested households* to obtain additional details." Fed. Reg. Vol. 81, No. 146 at 50160. However, the rule states, "[i]nform the *public* about the content and implementation of the local school wellness policy, and make the policy and any updates to the policy available to the public on an annual basis."

To achieve the intent of this requirement, the regulations suggest several methods for districts, which include a common method many districts likely already use: post the policy on the websites for the *public*, and use the student handbook to distribute important information to *interested households*.

[5] For boards that distribute their wellness policies via student handbooks and want to list that in the text of their policies, insert "and distributed to students and their parents/guardians through student handbooks". For sample handbook language, see the Illinois Principals Association *Online Model Student Handbook (MSH)* at: ~~www.ilprincipals.org/resources/model-student-handbook~~www.ilprincipals.org/msh/.

[6] Goals for nutrition education and nutrition promotion are required topics, but the local board may determine what goals are appropriate. Pub. L. 108-265, Sec. 204(a)(1) and Pub. L. 111-296; 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(c)(1). Replace this policy's text with a board's own locally-developed nutritional education and promotion goals.

Nutrition promotion, required by Pub. L. 111-296, is not well-described or defined. The Food Nutrition Service (FNS) describes *nutrition promotion* more clearly in its technical assistance materials and the proposed 7 C.F.R. Part 210 rules (Fed. Reg. Vol. 79, No. 38 at 10695), dated Feb. 26, 2014, which state, "… evidence based techniques and scientifically-based nutrition messages targeted to a specific audience to inspire and motivate them to take action and use these techniques and messages to create environments and food service venues (classroom, cafeteria, a la carte, vending machines, school stores, snack bars, fundraisers, home, etc.) that encourage healthy nutrition choices, as well as enhance and encourage participation in school meal programs."

More specific materials about nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, have also been developed by the FNS' Team Nutrition at: www.fns.usda.gov/tn/resource-library.

Technical assistance for:

1. Nutritional promotion at: www.fns.usda.gov/tn/local-school-wellness-policy~~healthymeals.fns.usda.gov/local-wellness-policy-resources/wellness-policy-elements/nutrition-promotion~~.
2. Goals development for and implementation of nutrition education and promotion are available from AHG at: www.healthiergeneration.org/.

[7] 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n).

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Goals for Physical Activity [8]

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*. [9]
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*. [10]
- 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). [11]

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited [12]

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). [13]

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[8] This is a required topic, but the local board may determine what goals are appropriate. Pub.L. 108-265, Sec. 204(a)(1); 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(a) and (c)(1).

[9] 105 ILCS 5/27-5 and 27-6, amended by P.A. 102-405; 23 Ill.Admin.Code §1.425. See also f/n 31~~29~~ in policy 6:60, *Curriculum Content*. For standards-based lesson plans and curricula for pre-kindergarten through grade 8, classroom-based lesson plans, recipes, guidance to improve the quality of school meals, and other materials for nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, see the resources developed by the FNS' Team Nutrition at: www.fns.usda.gov/tn/resource-library.

[10] Id. This policy's sample text is based upon federal and State *goals* while sample policy 6:60, *Curriculum Content*'s text is based only upon State curriculum requirements that require a minimum of three days of physical education per five-day week. Ensure the text in this policy's goal aligns with the district's practice stated in policy 6:60 for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b).

[11] Schools must "set student learning objectives which meet or exceed goals established by the State." 105 ILCS 5/2-3.63. The *Learning Standards* can be found on ISBE's website at: www.isbe.net/Pages/Standards-Courses.aspx ~~www.isbe.net/Pages/Learning-Standards.aspx~~. See State goals 19-24 for physical education and health at: www.isbe.net/Documents/Goals-19-24-and-Perf-Descrip.pdf. ~~*State Goal 20: Achieve and maintain a health-enhancing level of physical fitness based upon continual self-assessment* at:.~~

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the *Illinois Learning Standards for Physical Development and Health*. See also 23 Ill.Admin.Code §1.425 (f) and (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. ~~5-22-17~~Sept. 2021)* at: www.isbe.net/Documents/Physical_Fitness_Assessment_FAQ.pdf.

[12] The policy must include the nutrition guidelines selected by the board for "all foods available during the school day with the objective of promoting student health and reducing childhood obesity." Pub. L. 108-265, Sec. 204(a)(2); 105 ILCS 5/2-3.139(a)(1); and 7 C.F.R. §210.10 and 210.31(a), (c)(2), and (c)(3)(i)-(iv). 42 U.S.C. 1758b(b)(2)(A) requires that each local school wellness policy include nutrition guidelines for all foods and beverages available for sale on the school campus during the school day to ensure they are consistent with the statutory and regulatory provisions governing school meals (7 C.F.R. §§210.10, 220.8 and 220.10) and competitive foods (7 C.F.R. §210.11) as applicable.

Prior to July 2016 when 7 C.F.R. § 210.10 and 7 C.F.R § 210.31(c) (respectively) became effective, the current *Dietary Guidelines for Americans* published jointly by the U.S. Depts. of Health and Human Services and Agriculture (USDA) were used as nutrition guidelines.

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In addition, in order to promote student health and reduce childhood obesity,[14] 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. [15]

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. [16]

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[13] 7 C.F.R. §§210.10 (meal requirements for lunches and after-school snacks); 210.11(c) (general nutrition standards for competitive food, i.e., *Smart Snacks*); and 210.31(a) and (c) (encompassing all other nutrition requirements, including foods not sold to students during the school day (classroom parties)).

[14] 7 C.F.R.§210.31(c)(3)(iv).

[15] 7 C.F.R. §§210.11(a)(2) and 210.31(c)(3)(iii); 23 Ill. Admin. Code §305.5. For a definition of *competitive foods*, see 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

[16] 7 C.F.R. §210.31(c)(2). This sample policy does not apply competitive food standards to foods not sold in schools; i.e., foods that students bring into the school from home, etc.

The final [federal] rule does not require that local school wellness policy standards for *foods provided in schools during the school day but not available for sale* conform to the school meal requirements or the competitive foods standards. In fact, the preamble to the final rule reiterates this saying, "[a]gain, it should be noted that with regard to foods provided, but not sold, in schools, local jurisdictions have the discretion to adopt standards that conform to [the competitive food standards] or to adopt more or less stringent standards." Similarly, the preamble to the final rule clearly states the rule does not require school boards to address standards for food brought from home for individual consumption. See Federal Register Vol. 81, No. 146 at 50158 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf. Emphasis added.

This sample policy adopts less stringent standards for foods not sold in schools. For boards that wish to adopt standards that conform to the competitive food standards or apply even more stringent standards to foods available, but not sold during the school day, delete the last sentence of this subhead: ~~*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., foods for classroom parties, school celebrations, and reward incentives.~~ and choose one of the following sentences to replace it:

Option 1: The District applies competitive foods standards listed in Board policy 4:120, Food Services, to foods available, but not sold, in schools.

Option 2: The District applies more stringent standards than the competitive foods standards to foods available, but not sold, in schools. These include [list the chosen standards to foods available, but not sold, in schools].

The AHG encourages school officials to consider prohibiting foods as a reward and using the *Smart Snacks* standards for foods available, but not sold during the school day. However, enforcing such standards against students who are sent to school with snacks from their parents/guardians is difficult and may be considered overreach. Further, such a standard may open the district to challenges. Consult the board attorney about enforcement of standards that meet the *competitive foods* standards – or even more stringent standards – upon foods available, but not sold during the school day, i.e., choosing Options 1 or 2, above.

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Exempted Fundraising Day (EFD) Requests [17]

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 [18]

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. [19]

Unused Food Sharing Plan [20]

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. [21]
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. [22]
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.

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[17] Required by 23 Ill.Admin.Code §305.15(c)(2), 7 C.F.R. §§210.11(b)(4), (c)(2) and 210.30(c)(2) for participating schools that want to grant EFDs.

For elementary districts, delete these sentences: ~~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.~~

For high school districts, delete this sentence: ~~EFDs are prohibited for grades eight and below in participating schools.~~

Detailed procedures are subject to change and are too complicated for policy text. This policy seeks to balance the requirement to include procedures in the policy for requesting an EFD by providing information about the initial steps and directing the superintendent or designee to inform the requestor of the current procedure. For a list of the number of available EFDs and a more detailed sample step-by-step procedure to request them, see 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

[18] Inclusion in the policy is required for only those districts that participate in a program authorized by the NSLA or the Child Nutrition Act.

[19] Child Nutrition Act of 1966 (42 U.S.C. §1771 et seq.) and NSLA (42 U.S.C. §1758).

[20] 105 ILCS 5/2-3.18~~92~~, added by P.A. 102-359 and renumbered by P.A. 102-813.

[21] *Needy students* is not defined by 105 ILCS 5/2-3.18~~92~~, added by P.A. 102-359 and renumbered by P.A. 102-813.

[22] Required for districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). See 105 ILCS 5/2-3.18~~92~~, added by P.A. 102-359 and renumbered by P.A. 102-813.

Delete number 3 *only if* the district participates in none of the programs listed.

Food sharing plans will depend on many local factors and require local health department involvement, so because of that, a sample **PRESS** administrative procedure is not practical and does not exist.

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Monitoring [23]

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).[24] 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 [25]

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

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[23] The policy must establish a plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local educational agency at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy. Pub. L. 108-265, Sec. 204(a)(4); 105 ILCS 5/2-3.139(a)(4); and 7 C.F.R. §210.31(c)(5), (6), and (e)(1). 105 ILCS 110/3.5(a) requires ISBE to develop and maintain a nutrition and physical activity best practices database. Materials may be found at: www.isbe.net/Pages/Nutrition-and-Wellness.aspx.

42 U.S.C. §1758b (Pub. L. 111-296) requires the public to receive periodic measures with the listed items. The accepted practice is annual reports. There is very little guidance to assist school districts in complying with this requirement, and school districts were expected to be working toward developing a reasonable method to implement this requirement by the end of the 2011-2012 school year. Without guidance, to ensure compliance, superintendents should contact their Regional Office of Education or Intermediate Service Center regarding their school districts' efforts to comply with this requirement. A guide to help school districts conduct an evaluation of local wellness policies is available, along with more guidance at: www.fns.usda.gov/tn/local-school-wellness-policy~~www.fns.usda.gov/tn/healthy/wellnesspolicy_tools.html~~.

[24] 7 C.F.R. §210.31(e)(2)(i)-(iii) and (3).

[25] Id. and §210.31(f); see also the Local Records Act, 50 ILCS 205/. It governs retention of district records; its definition of *public record* is narrower than the definition in the Freedom of Information Act. These communications must be retained only when they contain: (1) evidence of the district's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. Consult the board attorney for a more thorough analysis and a legal opinion about how to meet both of the federal records retention requirements discussed in f/n 2~~8~~5, below, and the Local Records Act.

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Community Involvement [26]

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*. [27]

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26 A board must establish a plan in its wellness policy for involving parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development of the school wellness policy. Pub.L. 108-265, Sec. 204(a)(5), amended by 42 U.S.C. §1758b (Pub.L. 111-296); 105 ILCS 5/2-3.139(a)(3); 7 C.F.R. §210.31(c)(5) (requirement to describe involvement plan in policy), and 7 C.F.R. §210.31(d)(1) (requirement to allow certain stakeholders to participate in policy development, etc.).

School districts have discretion in exactly how they implement this requirement, and [e]ach [school district] is best suited to determine the distinctive needs of the community it serves. See Federal Register Vol. 81, No. 146 at 50155 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf.

This requirement's awkward wording notwithstanding, a board may take compliance steps by:

1. Seeking community input or involvement during this policy's adoption and monitoring phases, and inviting suggestions and comments during the public comment portion of board meetings from time to time. This method aligns with 2:140, *Communications To and From the Board* and 2:240, *Board Policy Development*.
2. Establishing a "local school wellness committee." This method is discussed in the preamble to 7 C.F.R. §210.31(d)(1), which suggests "identifying individuals" to serve on a "local school wellness policy committee**." However, the final text of 7 C.F.R. §210.31(d)(1) does not specifically require districts to establish a local school wellness policy committee – only that they "permit [groups listed in the policy above] to participate … ."** See also the citation to the Federal Register, in the second paragraph of this f/n, above, discussing policy implementation discretion.

The default text of this policy follows item #1 above and does not establish a local school wellness committee. For a district that wants to appoint or approve a local school wellness committee, add the following optional sentence as the last sentence of this subhead: "As necessary, the Superintendent or designee will convene a Wellness Committee with at least one representative from each of the listed groups." Also list the Wellness Committee in 2:150-AP, *Superintendent Committees*. As much of the work of developing a plan to involve local stakeholders is administrative/staff work rather than governance work, best practice is for a Wellness Committee be an administrative committee, but consult the board attorney for guidance. See f/n 3 in policy 2:150, *Committees*, for a discussion of Open Meetings Act implications of the Wellness Committee being a board committee.

If a board wants to comply with the USDA's *encouragement* to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the policy, add:

", Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators" to the end of the first sentence in this subhead, immediately before: ", and community."

27 If a board has not adopted the **Community Engagement** subhead in policy 8:10, *Connection with the Community*, delete the phrase at the end of the second sentence: "Individuals 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*~~."

A board may also choose to post this policy on its website and include it in the student handbook.

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Recordkeeping [28]

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 and 5/2-3.189.
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)

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28 7 C.F.R. §210.31(f). Records must include: (1) the policy; (2) documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.

See f/n ~~22~~25, above regarding the Local Records Act and 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

While 7 C.F.R. §210.31(f) does not require the policy text to state what records must be kept, a board that wants to include that information may insert the following text: "Records must include: (1) this policy; (2) documentation demonstrating compliance with community involvement, including requirements to make the policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of this policy for each school under its jurisdiction."

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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:

CURRENT

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.*

CURRENT

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: March 17, 2022

CURRENT

Instruction

Curriculum Content [1]

The curriculum shall contain instruction on subject 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[2], (f) social studies, (g) art, (h) music,[3] and (i) drug and substance abuse prevention including the dangers of opioid abuse.[4] 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.[5] 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.[6] Before the completion of grade 5, students will be offered

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[1] Districts must have a policy on physical education (23 Ill.Admin.Code §1.425) and what grade level(s) students will be offered cursive writing instruction (105 ILCS 5/27-20.7). Policies on the remaining topics in this policy are optional. State or federal law controls this policy's content. 23 Ill.Admin.Code §1.420, recommends that activities, including student internships and observations of government in action, be a part of the instructional program where appropriate.

State law mandates certain courses of study but local school boards may set requirements exceeding State-law mandated courses of study. 105 ILCS 5/10-20.8 and 5/27-1 et seq. For a resource on instructional mandates, see *Illinois Instructional Mandates* (formerly *Mandated Units of Study*), at: www.isbe.net/Pages/Learning-Standards.aspx, under the Administrator Resources tab.

[2] 105 ILCS 5/2-3.156 requires the Ill. State Board of Education (ISBE) to coordinate, adapt and develop middle and high school math curriculum models. There is no consistent definition for *middle school or high school* in either State or federal law. Districts are not required to use ISBE's models and may develop their own mathematics curricula.

The purpose of the math curriculum models will be to aid school districts and teachers in implementing the *Common Core Standards*. The ISBE has adopted new math and English language arts (ELA) standards for K-12 education referred to as the *New Ill. State Learning Standards Incorporating the Common Core*. The goal of incorporating the *Common Core Standards* into the *State Goals for Learning and Learning Standards* is to better prepare Ill. students for success in college and the workforce in a competitive global economy. See www.isbe.net/Documents/ccs-faq-0813.pdf.

The terms *Common Core Standards* and the *New Ill. State Learning Standards Incorporating the Common Core* are synonymous. Referencing the Ill. Learning Standards includes them both. That is because they are incorporated by reference into ISBE's rules and *State Goals for Learning and Learning Standards*. A district that wants to include the term *Common Core Standards* in its policy may do so; however, districts should understand that referring to the *Common Core Standards* only will cover only math and ELA learning standards and goals and not any other subject areas that the *Ill. Learning Standards cover*. The best practice is to continue using *Ill. Learning Standards*, which includes the *Common Core Standards*.

[3] 23 Ill.Admin.Code §1.430.

[4] 105 ILCS 5/27-13.2, amended by P.A. 102-195, requires that in addition to instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and substance abuse, the subject must also cover the dangers of opioid abuse.

[5] 105 ILCS 5/10-20.53.

[6] 105 ILCS 5/27-6.3, added by P.A. 102-357. Schools must provide at least 30 minutes of play time for any school day five clock hours or longer in length. For any school days less than that, the total time allotted during the school day must be at least one-tenth of a day of attendance for the student. Time spent dressing or undressing for outdoor play may not count towards the daily time allotment. Play time must be computer-, tablet-, phone-, and video-free. Play time may be withheld as a disciplinary or punitive action only if a student's participation poses an immediate threat to the safety of the student or others. Id.

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at least one unit of cursive instruction.[7] 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 [8]

2. In grades 9 through 12, subjects include:[9] (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics,[10] (e) social studies including U.S. history, American government and one semester of civics,[11] (f) foreign language,[12] (g) music, (h) art, (i) driver and safety education,[13] 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.[14] 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

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[7] 105 ILCS 5/27-20.7 requires districts to offer students a unit of cursive instruction before they complete grade 5. Other than before completing grade 5, the law is silent about what grade level(s) in which students must receive their unit of cursive instruction. This provides an opportunity for a board to have a conversation with the superintendent about local community expectations and direct him or her to determine the appropriate grade level(s) in which students will be offered a unit of cursive instruction.

Use the following alternative if the board wants to specify grade level(s) before the end of grade 5 in which cursive instruction will be offered:

A unit of cursive instruction will be offered in grade(s) _____.

[8] 105 ILCS 5/27-3.10, added by P.A. 101-254. The statute specifically states that school districts may utilize private funding available for offering civics education.

[9] 105 ILCS 5/27-22, amended by P.A.s 101-643, 101-~~and~~ 654, 102-366, 102-551, and 102-864; 23 Ill.Admin.Code §1.440. ISBE may adopt rules to modify these requirements for students in grades 9 through 12 if the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7. 105 ILCS 5/27-22(e)(3.5), amended by P.A. 101-654 and 102-864, and 5/27-22(e)(3.5) and (e-5)(3.5), added by P.A. 102-864, requires "a year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject." Because computer literacy may be included within another subject, it is not listed here, but in number 6 of this policy with f/n 25, below.

[10] 105 ILCS 5/2-3.156. See f/n 2.

105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, allows the substitution of an advanced placement computer science course for a year of mathematics. For specific requirements, see 6:300-E2, *State Law Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.

[11] 105 ILCS 5/27-22(e)(5). The statute specifically states that school districts may utilize private funding available for offering civics education

[12] The General Assembly encouraged school boards to implement American Sign Language courses into the school foreign language curriculum. 105 ILCS 5/10-20.52. Senate Joint Resolution 68 (96th General Assembly, 2010) encourages school districts to explore the introduction of Arabic as a foreign language in their curriculums.

[13] The ISBE rule on driver education personnel is found at 23 Ill.Admin.Code §252.40. School districts may contract with a commercial driver training school (CDTS) for driver education. 105 ILCS 5/27-24.2, amended by P.A. 101-450. To qualify to contract with a school district, a CDTS must: (a) hold a valid license issued by the Ill. Sec. of State; (b) provide teachers who meet the educator licensure and endorsement requirements under 105 ILCS 5/21B; and (c) follow the same evaluation and observation requirements that apply to non-tenured teachers under 105 ILCS 5 24-A. Id. A district contracting with a CDTS must provide a list to ISBE of the CDTS instructors. Id. The list must include the name, personal ISBE identification number, birth date and driver's license number of each instructor who will teach driver education. Id. Although a formal waiver for outsourcing of driver's education is no longer required, districts must consider their applicable collective bargaining agreement(s), board policy, and the reduction in force (RIF) provisions of the School Code as they relate to outsourcing of instructional staff. Consult the board attorney for guidance.

A school district may decide to allow a student to take a portion of the driver education course through a distance learning course. This is determined on a case-by-case basis and must be approved by the district's administration, the student's driver's education teacher, and the student's parent/guardian. 105 ILCS 5/27-24.2, amended by P.A. 101-183; 23 Ill.Admin.Code §252.20(c)(2).

[14] 105 ILCS 5/27-24.1, amended by P.A. 102-455~~, eff. 1-1-22~~, and 5/27-24.2; 23 Ill.Admin.Code §252.20(c)(2).

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the classroom,[15] (b) classroom instruction on distracted driving as a major traffic safety issue,[16] (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,[17] 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.[18] 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.[19] 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. [20]

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught. [21]

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.[22] 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. [23]

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[15] Id.

[16] Id.

[17] Id.

[18] Id.

[19] 105 ILCS 5/27-17, amended by P.A. 102-971, eff. 1-1-23.

[20] The Ill. Vehicle Code, 625 ILCS 5/6-408.5, amended by P.A. 102-1100, contains these requirements; they are paraphrased below and may be added to the policy or otherwise disseminated.

Before a certificate of completion will be requested from the Secretary of State, a student must receive a passing grade in at least eight courses during the two semesters last ending before requesting the certificate. A certificate of completion will not be requested for any person less than 18 years of age who has dropped out of school unless the individual provides:

1. Written verification of his or her enrollment in a high school equivalency or alternative education program or a ~~high school equivalency certificate~~State of Illinois High School Diploma (formerly GED certificate);
2. Written verification that before dropping out, the individual had received passing grades in at least eight courses during the two previous semesters last ending before requesting a certificate;
3. Written consent from the individual's parent/guardian and the Regional Superintendent; or
4. Written waiver from the Superintendent of the School District in which the individual resides or resided at the time he or she dropped out of school, or from the chief school administrator with respect to a dropout who attended a non-public high school. A waiver may be given if the Superintendent or chief administrator deems it to be in the individual's best interests.

[21] 105 ILCS 5/27-23.3.

[22] 105 ILCS 5/27-23.4.

[23] Optional. 105 ILCS 5/27-23.6 entitled Anti-bias education allows districts to incorporate activities to address intergroup conflict, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address intergroup conflict pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/msh~~www.ilprincipals.org/resources/model-student-handbook~~.

See f/n 12 in sample policy 6:180, *Extended Instructional Programs*, and ensure that these policies align.

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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. [24]

6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum. [25]

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.[26] Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. [27]

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)

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[24] 47 C.F.R. § 54.520 and 105 ILCS 5/27-13.3 control this section. "Grades kindergarten through 12" is used because federal law requires school districts that receive E-rate funding to certify that they have an Internet safety education policy for all minors. 47 C.F.R. §54.520(c)(1)(i). This federal law defines minors as any individual who has not attained the age of 17 years. 47 C.F.R. §54.520(a)(4)(i).

105 ILCS 5/27-13.3 only requires a unit on Internet safety for students in grades 3 or above. It recommends seven topics for the unit on Internet safety and required ISBE to "make available resource materials for educating children regarding child online safety." It also invites schools to "adopt an age-appropriate curriculum for Internet safety instruction of students in grades kindergarten through 12."

For boards that do not receive E-rate funds and do not want to exceed the requirements of the School Code, replace this section with the following sentence:

In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.

For boards that do not receive E-rate funds, but want to exceed the requirements of 105 ILCS 5/27-13.3 to include grades K-2, replace this section with the following sentences:

In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee. In kindergarten through grade 2, age-appropriate Internet safety must be taught.

[25] 105 ILCS 5/10-20.~~73~~ 79 ~~(final citation pending)~~, added by P.A. 101-654 and renumbered by P.A. 102-813, 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654 and amended by P.A. 102-894, and 5/27-22(e-5)(3.5), added by P.A. 102-894. 105 ILCS 5/10-20.74, added by P.A. 101-654, requires that districts submit an annual report to ISBE regarding educational technology capacities and policies. See the subhead **Educational Technology Committee** and f/n 20 in 2:150-AP, *Superintendent Committees*.

[26] 105 ILCS 5/27-12.

[27] Required as part of a district's Bullying Prevention and Response Plan pursuant to 105 ILCS 5/27-23.7. Because of the negative outcomes associated with bullying in schools, the Ill. General Assembly has found "that [school districts] should educate students, parents, and [school district personnel] about what behaviors constitute prohibited bullying." 105 ILCS 5/27-23.7(a). This language aligns with policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

The Ill. General Assembly invited boards to "make suitable provisions for instruction in gang resistance education and training in all grades and include such instruction in the courses of study regularly taught in those grades." See 105 ILCS 5/27-23.10(c). A board that shares this concern may add the following option: "In addition, in all grades gang resistance education and training must be taught."

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proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process. [28]

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, [29] but at a minimum of three days per five-day week.[30] For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*. [31]

10. In all schools, health education must be stressed, including[32]: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d)

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[28] 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. See also Palmer v. City of Chicago, 466 F. Supp. 600 (N.D. Ill. 1979) (teacher would not teach and direct the Pledge of Allegiance to the flag of the United States for religious reasons and was terminated for not doing so because it was part of the curriculum). Requirements for displaying a U.S. flag at each school and in each classroom are found in 5 ILCS 465/3 and 465/3a.

Note that the Illinois statute does not require every student to recite the *Pledge* – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the Pledge, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the *Pledge*. West Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624 (1943); Sherman v. Cmty. Consol. Sch. Dist. 21 of Wheeling Twp., 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the *Pledge*, such as, "You may now stand to recite the *Pledge*." Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

[29] The phrase "after recommendation by the Superintendent" is optional. If a superintendent does not bring this topic to the board for discussion, the board may not have a trigger to make the determination.

[30] 23 Ill.Admin.Code §1.425(b). Boards that want their daily physical education requirement to align with their goal in policy 6:50, *School Wellness*, may replace "minimum of three days per five-day week" with their local daily requirements. See f/n 10 in sample policy 6:50, *School Wellness*.

[31] 105 ILCS 5/27-5 requires school boards to provide for students' physical education and allows the P.E. course offered in grades 5 through 10 to include the health education courses required by State law. See also 23 Ill.Admin.Code §1.425.

105 ILCS 5/27-6, describes when students may be excused from P.E. See also 23 Ill.Admin.Code §1.425(d).

105 ILCS 5/27-6 contains an exception to the minimum of three days per five-day week P.E. requirement for schools engaged in block scheduling; if this is applicable, substitute this sentence for the second-to-last sentence in this paragraph:

Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course.

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the Illinois Learning Standards for Physical Development and Health at:– www.isbe.net/Pages/School-Health-Issues.aspx~~www.isbe.net/Pages/Physical-Education-and-Health.aspx~~.

See also 23 Ill.Admin.Code §1.425 (~~f~~g) and (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 2017)* at: ~~-~~ www.isbe.net/Documents/Physical_Fitness_Assessment_FAQ.pdf~~#search=Fitness%20Assessments%20and%20Data%20Reporting%20Requirements%20Questions%20and%20Answers~~

105 ILCS 5/27-7 describes the goals and requirements for P.E. courses; these are re-stated in this sample policy.

[32] Citations for letters (a) - (e), required by the Comprehensive Health Education Program (105 ILCS 110/3) in this paragraph follow:

(a) 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (proper nutrition) and see also sample policy 6:50, *School Wellness*.

(b) Id. (physical fitness) and see also sample policy 6:50, *School Wellness*.

(c) Id. (sound mind and healthy body).

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dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades.[33] The Superintendent shall implement a comprehensive health education program in accordance with State law. [34]

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(d) 105 ILCS 5/27-13.2 (dangers and avoidance of abduction). The Ill. State Police and ISBE must develop instruction on child abduction prevention. 20 ILCS 2605/2605-480.

(e) 105 ILCS 110/3, amended by P.A.s 101-305, 102-464, and 102-1034, eff. 1-1-23, and 105 ILCS 5/10-23.13, amended by P.A. 102-610 a/k/a *Erin's Law* (child sexual abuse prevention). While 105 ILCS 5/10-23.13(b) states pre-K through 12th, this policy uses *all grades* for brevity and ease of administration. *Erin's Law* requires a policy addressing child sexual abuse prevention and curriculum content on that subject (see sample policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*). A sentence in 6:60-AP1, *Comprehensive Health Education Program*, restates the basic recommendations from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: www.isbe.net/Documents/erins-law-final0512.pdf, which was the basis for P.A. 102-676. ~~HB 1975 text, which did not pass in the first half of the 102nd Ill. General Assembly but is used as the basis for sample content to implement P.A. 102-610 due to that Public Act's vagueness.~~ The professional educator training component of Erin's Law is addressed in sample policies 5:90, *Abused and Neglected Child Reporting* and 5:100, *Staff Development Program*. The Report also encouraged parental involvement because parents play a key role in protecting children from child sexual abuse.

[33] See f/n 11 in sample policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, for a definition of *evidence-informed*. 105 ILCS 5/10-23.13, amended by P.A. 102-610.

[34] 105 ILCS 110/3, amended by P.A.s 101-305, ~~and P.A.~~ 102-464, and 102-1034, eff. 1-1-23; and 23 Ill.Admin.Code §1.420(n). Each school system shall provide a program in compliance with the Critical Health Problems and Comprehensive Health Education Act, 105 ILCS 110/.

More detailed critical health problems and comprehensive health education program content is described in administrative procedure 6:60-AP1, *Comprehensive Health Education Program*. That procedure follows the Comprehensive Health Education Program law (CHEP), 105 ILCS 110/3, amended by P.A.s 101-305, ~~,~~ 102-464, and 102-1034, eff. 1-1-23, and it formerly included the requirements for the development of the now-repealed family life and sex education programs in 105 ILCS 5/27-9.1 and 9.2, amended by P.A.s 100-684, 101-579, 102-412 and repealed by P.A. 102-522.

The former family life and sex education programs were replaced with the National Sex Education Standards (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522). But ~~at the time of PRESS Issue 108's publication,~~ the term *family life*, "including evidence-based and medically accurate information regarding sexual abstinence," ~~remained~~ remains in the CHEP (105 ILCS 110/3, amended by P.A.s 101-305,. 102-464, and 102-1034, eff. 1-1-23). The CHEP also includes many other health education topics that all elementary and secondary schools in Illinois must provide, including teen dating violence (105 ILCS 110/3.10, see sample policy 7:185, *Teen Dating Violence Prohibited*, for the required "teen dating violence policy") and cardiopulmonary resuscitation and automated external defibrillator use. 105 ILCS 110/3. ~~Id.~~ For ease of administration, 6:60-AP1, *Comprehensive Health Education Program*, content includes reference to the new NSES curriculum that is outlined in more detail at 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*. 105 ILCS 5/27-9.1a, added by P.A. 102-522. ~~While the NSES law is effective immediately,~~ ISBE's ~~has until 8-1-22 to develop its~~ learning standards and resources are available at www.isbe.net/sexualhealth, ~~and at the time of PRESS Issue 108's publication~~ however, no guidance ~~existed~~ exists about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, could continue to do so ~~for: (a) their 21-22 school years, and/or (b) continuing into the 22-23 school year and school years beyond that into the future~~. Consult the board attorney if the district offered the now-repealed family life and sex education program to assess whether that program may continue during ~~the 21-22 school and/or school years beyond~~future school years.

Two choices exist for school boards related to providing students with a sex education curriculum:

1. No sex education; or
2. NSES a/k/a Comprehensive Personal Health and Safety and Sexual Health Education Program (105 ILCS 5/27-9.1a, added by P.A. 102-522, and see 6:60-AP2*, Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*).

While boards are not required to include sex education curriculum information in their policies, if they offer it, the new law requires them to identify the curriculum their districts use along with the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials. 105 ILCS 5/27-9.1a~~(e)~~I, added by P.A. 102-522. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

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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. [35]

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

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For boards that do offer NSES but do not wish to communicate it in this policy, ensure that superintendents: (1) identify the curriculum along with the name and contact information, including an email address of the school staff member designated to respond to inquiries about instruction and materials (see 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*); and (2) implement both 6:60-AP1, *Comprehensive Health Education Program*, and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*.

For boards that want to communicate to their communities in this policy that they offer NSES, insert the following text into the last sentence in number 10:

The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a.

Legal Reference insertions are not necessary with the statute in the text of the policy. Ensure: (1) the implementation of both 6:60-AP1, *Comprehensive Health Education Program* and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*, align with this policy; and (2) that the superintendent identifies the curriculum along with the name and contact information, including an email address of the school staff member designated to respond to inquiries about instruction and materials (see 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*).

For boards that communicated NSES in this policy and also want to communicate that they additionally offer developmentally appropriate consent education curriculum, insert the following sentence as the last sentence of the number 10 paragraph:

The Superintendent shall also implement a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.

Legal Reference insertion is not necessary with the statute in the text of the policy. Ensure the implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

For boards that do offer NSES and do not communicate that in policy AND/OR boards that do not offer NSES, but want to communicate that they offer developmentally appropriate consent education curriculum, insert the following text into the last sentence in number 10:

The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.

Legal Reference insertion is not necessary with the statute in the text of the policy. Ensure that implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

35 23 Ill.Admin.Code §1.420(i). See 105 ILCS 435/, Vocational Education Act

A unit or high school district may offer workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees. 105 ILCS 5/27-23.14, added by P.A. 101-347 and renumbered by P.A. 102-558.

For high school and unit boards, insert "5/27-23.14," after 105 ILCS 5/27-23.11 in the Legal References or if a board offers a course on hunting safety as part of its curriculum during the school day (see the option in f/n 52 below), after its Legal Reference 105 ILCS 5/27-23.13, and the following text to the end of number 11 if the board wants to offer workplace preparation instruction:

In grades 9-12, workplace preparation instruction will be offered, covering legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees.

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of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system. [36] [37]

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. [38]

14. Beginning in the fall of 2022, in grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason. [39]

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. [40]

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. [41]

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[36] 105 ILCS 5/27-12.1; 23 Ill.Admin.Code §1.420(k). P.A. 99-284 added these subjects to the required consumer education course: consumer debt, higher education student loans, and identity-theft security.

[37] For high school and unit boards that want to offer a unit of instruction about the process of naturalization pursuant to 105 ILCS 5/27-23.~~15~~16, added by P.A. 102-472 and renumbered by P.A. 102-813, insert an optional number 13, and amend numbers after it accordingly:

13. In grades 9 through 12, a unit of instruction about the process of naturalization by which a foreign citizen or foreign national becomes a U.S. citizen that includes content from the components of the naturalization test administered by the U.S. Citizenship and Immigration Services.

[38] 105 ILCS 5/27-22(e)(3.5), added by P.A. 101-654. ISBE states that *Computer literacy* is broadly defined as one's knowledge of an ability to use computers and related technologies efficiently and effectively. See~~:~~ www.isbe.net/keeplearning for more ISBE guidance on computer literacy. ~~At the time of PRESS Issue 108's publication, no definition or further information from ISBE existed about what *computer literacy* means. A common sense approach presumes the term includes those concepts carved out of computer science, such as everyday use of computers, keyboarding, accessing the Internet, etc.~~

[39] 105 ILCS 5/27-20.08, added by P.A. 102-55. *Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts.

[40] Optional until fall 2023; 105 ILCS 5/27-23.15(b), added by P.A. 101-654.

[41] 105 ILCS 5/27-13.1; 23 Ill.Admin.Code §1.420(l).

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17. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovakians 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. [42]

    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. [43]

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. [44]

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,

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[42] 105 ILCS 5/27-21, amended by P.A.s 101-227 (adding the roles and contributions of LGBT people in U.S. and Illinois), 101-341 (Illinois history), 101-643 (during a public health emergency, allowing schools to obtain ~~demonstrated~~ evidence from students remotely that they have comprehensive knowledge of United States history), and 102-411 (adding contributions made to society by Americans of different faith practices); 23 Ill.Admin.Code §1.420(r). "~~[O]btain demonstrated [evidence~~ Evidence of having comprehensive knowledge [of United States history], which may be administered~~from students~~ remotely" is not clear. The practical reading is that it refers to teachers collecting evidence through remote assessments when students are engaged in a remote learning program during a disaster declaration due to a public health emergency.

105 ILCS 5/27-21, amended by P.A. 101-643, does not specify at what grade level districts must cover these topics as part of U.S. history instruction; however, no student may graduate from grade 8 unless the student has received instruction in U.S. history and demonstrated comprehensive knowledge of the subject matter.

For guidance about the requirements of adding the roles and contributions of LGBT people in U.S. and Illinois, see:

1. Inclusive Curriculum Law Frequently Asked Questions (FAQs) at: www.phimc.org/wp-content/uploads/2020/05/Inclusive-Curriculum-FAQs.pdf;
2. Inclusive Curriculum Law Overview at: www.phimc.org/wp-content/uploads/2020/05/Inclusive-Curriculum-One-Pager.pdf; and
3. Inclusive Curriculum Implementation Guidance (Condensed Edition) at: www.isbe.net/Documents/Support-Students-Implementation-Guidance.pdf

[43] Section 111 of Division J of Pub. L. 108-447, the Consolidated Appropriations Act, 2005, 12-8-04; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states: "[e]ach educational institution that receives Federal funds for a fiscal year shall hold an educational program on the U.S. Constitution on September 17 of such year for the student served by the educational institution."

[44] 105 ILCS 5/27-3.5. The Congressional Medal of Honor film is available on ISBE's website for no cost at: www.isbe.net/Pages/Medal-of-Honor.aspx.

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Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan. [45]

20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women. [46]

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. [47]

22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80. [48]

23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement. [49]

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, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States. [50]

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[45] 105 ILCS 5/27-20.3. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee.

[46] 105 ILCS 5/27-20.5. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. House Resolution 365 (98th General Assembly, 2013) and Senate Resolution 1073 (98th General Assembly, 2014) both urge all Illinois educators to share with students of an appropriate age the story of *comfort women* when discussing the history of Asia or World War II, or the issue of human trafficking.

[47] 105 ILCS 5/27-20.4, amended by P.A. 101-654. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. A school may meet this curriculum requirement through an online program or course. Id.

[48] 105 ILCS 5/2-3.80(e) or (f), as applicable.

[49] 105 ILCS 5/27-23.8. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. The statute requires that the instruction be founded on the principle that all students, including students with disabilities, have the right to exercise self-determination. It urges districts to request individuals with disabilities to assist with the development and delivery of this instruction and allows instruction to be supplemented by knowledgeable guest speakers.

[50] 105 ILCS 5/27-20.8, added by P.A. 102-44. Id. at (c) states that the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate] will monitor districts' compliance with this law during the annual compliance review visits. Districts may meet this law's requirements through online programs or courses. Id. at (d). 105 ILCS 5/3-0.01 states any reference to "regional superintendent" include the chief administrative officer of Intermediate Service Centers established under 105 ILCS 5/2-3.62.

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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. [51] [52]

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~~ 79~~(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, 5/27-23.16, 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)

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[51] 105 ILCS 5/27-23.11 requires districts that maintain any of the grades kindergarten through 8 to adopt a policy. The law is silent about how to educate students on this topic. See 6:60-AP1, E2, *Resources for Biking and Walking Safety Education*, for additional information.

[52] A school district may offer a course on hunting safety as part of its curriculum during the school day. 105 ILCS 5/27-23.13, added by P.A. 101-152. No grade levels are specified in the statute. Insert "5/27-23.13," after 105 ILCS 5/27-23.11 in the Legal References, and an optional number 26, if the board wants to offer a course on hunting safety as part of its curriculum:

In grade(s) [*insert grade level(s)*], a course on hunting safety will be offered during the school day.

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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

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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.

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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 Slovakians 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.

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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 17, 2022

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Instruction

Student Social and Emotional Development [1]

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions. [2]

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards.[3] The Ill. Learning Standards include three goals for students: [4]

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to: [5]

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide

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[1] State law requires this subject matter be covered by policy ~~(405 ILCS 49/15(b))~~, and it required districts to submit it to the Ill. State Board of Education (ISBE) once by 8-31-04. 405 ILCS 49/15(b).

[2] This text paraphrases the definition in the Ill. Children's Mental Health Partnership's *Strategic Plan for Building a Comprehensive Children's Mental Health System* in Illinois, pg. 73, Appendix C, starting at pg. 69 at: www.nashp.org/wp-content/uploads/sites/default/files/abcd/abcd.il.icmhpstrategic20050908.pdf

[3] Required by the Children's Mental Health Act ~~of 2003~~, 405 ILCS 49/, amended by P.A. 102-899, eff. 1-1-23. ISBE incorporated social and emotional development standards into the Ill. Learning Standards. For more information see: www.isbe.net/sel~~www.isbe.net/pages/social-emotional-learning-standards.aspx~~. School social workers may implement a continuum of social and emotional education programs and services in accordance with students' needs. 405 ILCS 49/15(b).

105 ILCS 5/2-3.147, added by P.A. 95-558 and repealed by P.A. 99-30, created the Ensuring Success in School Task Force. Supervised by ISBE, this task force developed policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence; the goal is to encourage these students to stay in school, stay safe while in school, and successfully complete their education. School boards and superintendents may want to create their own study group to prepare for implementing of the task force's policies, procedures, and protocols. A report of the task force's findings was made to the General Assembly and is available here: www.isbe.net/Documents/ess-task-force-final-report0610.pdf~~www.povertylaw.org/advocacy/women/pubs/essa-task-force-report~~.

[4] The goals, along with their benchmarks, performance descriptors and indicators are available at the link in f/n 3, above.

[5] The objectives are a matter of local school board discretion. A board may replace the sample objectives with its own local objectives. This sample policy lists the ISBE's SEL goals found on ISBE's website cited in f/n 3, above.

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strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students. [6]

2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it. [7]
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it. [8]
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning. [9]
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions[10] that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance. [11]

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

[6] 20 ILCS 1705/76, added by P.A. 101-45~~, eff. 1-1-20~~, requires the Ill. Dept. of Public Health to create and maintain an online *Mental Health Database and Resource* page on its website with mental health resources to: (1) assist school social workers, school counselors, parents, teachers, and school support personnel with the goal of connecting them with mental health resources related to bullying and school shootings; and (2) encourage information sharing among educational administrators, school security personnel, and school resource officers. See the database at: www.dhs.state.il.us/page.aspx?item=118331~~www.dhs.state.il.us~~.

[7] See SEL resources to support instruction of the Ill. Learning Standards at: https://ilclassroomtech.weebly.com/social-emotional-learning.html~~www.ilclassroomsinaction.org/~~.

[8] The Ill. Children's Mental Health Partnership provides family resources at: www.icmhp.org/resources/media-library/ ~~www.icmhp.org/icmhp-help-guide/family-resources/online-resources-for-parents-and-caregivers/~~.

[9] ~~The Ill. Children's Mental Health Partnership provides i~~Information about Early Childhood Mental Health Consultation is available at: www.iecmhc.org/.

[10] 305 ILCS 5/5-5.23(g), added by P.A. 101-461~~, eff. 1-1-20~~, created the *Family Support Program* (FSP) in the Dept. of Healthcare and Family Services. FSP is a restructure of the former Individual Care Grant program. Its purpose is to enable early treatment of youth, emerging adults, and transition-age adults with a serious mental illness or serious emotional disturbance. Eligibility criterion for FSP are established at 89 Ill. Adm. Code Part 139.

[11] For information on this objective, see ISBE's Comprehensive System of Learning Supports at: www.isbe.net/Pages/Learning-Supports.aspx.
Information about school climate is available from ISBE at: www.isbe.net/Pages/School-Climate.aspx.

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LEGAL REF.: Children's Mental Health Act ~~of 2003~~, 405 ILCS 49/.

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

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Instruction

Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

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LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49.

CROSS PEF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7: 1 00 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services).

REVISED: April 17, 2014

CURRENT

Instruction

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct [1]

The Superintendent or designee shall establish a *Bring Your Own Technology* (BYOT) *Program*. The program will: [2]

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web-literacy 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. [3]
2. Provide sufficient wireless infrastructure within budget parameters. [4]
3. Provide access to the Internet only through the District's electronic networks. [5]
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; Code of Professional 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,

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

[1] This policy is optional. It concerns an area in which the law is unsettled. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Consult the board attorney and the district's information technology professional(s) for advice to create a legally sound program that fits your district's mission statement for instruction.

[2] Customize paragraphs 1-8 to reflect the how the program will align with the board's mission statement for instruction and goals for its program.

[3] 105 ILCS 5/27-13.3 and 47 C.F.R. §54.520(c)(1)(i) require Internet safety instruction. See f/n 24 in 6:60, *Curriculum Content* for more discussion.

[4] Districts may want to consider a *guest network*, similar to what hotels and other service industry hosts provide to their customers. This can protect a district's network from malicious software, which is discussed in f/n 5 below.

[5] Care must be taken to comply with the Children's Internet Protection Act (CIPA) (47 U.S.C. §254). CIPA requires the district to provide content filters, blocking lists, or district monitoring of Internet website traffic for patterns of usage that could indicate inappropriate network usage. While a program using district-owned technology devices is always subject to the district's electronic network rules, a BYOT program creates the possibility for students to bypass the district's electronic network and access the Internet through their own wireless providers' signals. This *bypass* complicates a district's duty under CIPA because it cannot guarantee students use its electronic network; preventing bypassing is hard for school officials to control.

Consult the board attorney about managing CIPA compliance issues in the context of a BYOT program. This sample policy is conservative, and it requires that CIPA govern the use of any BYOT device's Internet access capability while the device is at school. If the board will allow a student to bypass the district's electronic network and access his or her wireless providers' signals, consult the board attorney.

Care must also be taken to reduce the electronic network's vulnerability to malicious viruses and malware. Malicious viruses and malware are increasingly being targeted to smartphone users. This is evidenced by the Federal Trade Commission (FTC) filing lawsuits around the country accusing companies of ordering or engineering the sending of hundreds of millions of spam text messages to mobile phone users. The district may want to require students to ensure their BYOT devices contain an anti-virus and/or anti-malware software product. While many of these software products are free, some are not. Requiring all BYOT devices to have this type of software presents equity issues between students because it may require parents/guardians to spend funds to participate (see the discussion in f/n 6 below).

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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]

6. Provide relevant staff members with BYOT professional development opportunities, including the provision of: [7]
   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;

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[6] A BYOT program must continue to follow established policies. Boards may use this alternative, "Align with established Board policies."

Managing the following issues may require a consultation with the board attorney:

1. 4:140, *Waiver of Student Fees,* needs examination because most BYOT programs require parents/guardians to spend funds to participate. 105 ILCS 5/10-20.13, amended by P.A.s 102-1032 and 102-805, eff. 1-1-23, requires districts, at a minimum, to waive charges for textbooks and other fees for children whose families are unable to afford them. See also policy 6:210, *Instructional Materials*, stating that district classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials.
2. Management issues concerning 5:125, *Personal Technology and Social Media; Usage and Conduct*, and 5:170, *Copyright* are discussed in f/ns 7 and 8 below.
3. 6:120, *Education of Children with Disabilities*, requires consideration for students with disabilities when integrating any technology programs into the educational environment. As with district-provided devices (often referred to as *1:1 technology programs*), devices must be accessible to students with disabilities, including those who are blind, have low vision or have a disability that affects their ability to access print information. The use of mobile devices that do not allow a student with a disability to access the instructional materials would be a violation of the student's right under the Individuals With Disabilities Education Act (IDEA) (20 U.S.C. §1400 et seq.).
4. 6:235, *Access to Electronic Networks*, is discussed in f/n 5 above.
5. 7:140, *Search and Seizure,* still applies in a BYOT program. The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of privacy. However, 105 ILCS 5/10-22.6(e) allows school officials to inspect the personal effects left by a student on property owned or controlled by the school, e.g., lockers, desks, and parking lots. Many cases suggest that to search a student's possessions left in the locker, school officials need individualized suspicion of wrongdoing. Many of the issues re: the search of electronic devices that are discussed in 7:190-AP6, *Guidelines for Investigating Sexting Allegations,* will apply to investigations involving BYOT devices. To minimize mediating with law enforcement for parents/guardians about confiscated devices, districts should distinguish whether they are acting upon their own initiative or need to contact law enforcement. See f/ns in policy 7:140, *Search and Seizure*, and the policy's **Seizure of Property** subhead.
6. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment,* and 7:190, *Student Behavior,* present similar issues to #3 and #4 above. Students must be aware that traditional expectations for appropriate behavior, and the consequences for inappropriate behavior, apply to a BYOT program.
7. See 7:340, *Student Records*. The law is not clear whether materials created by students participating in a BYOT program through a district's network access are *school student records*.
8. 7:345, *Use of Educational Technologies; Student Data Privacy and Security*, requires districts to comply with the Student Online Personal Protection Act (SOPPA), 105 ILCS 85/, amended by P.A. 101-516; see also 23 Ill.Admin.Code Part 380. Implementation of a BYOT program does not exempt a district from complying with SOPPA's contractual and security mandates, including implementation and maintenance of reasonable security procedures and practices designed to protect student's *covered information.* Reasonable security practice guidance adopted by ISBE recommends, in part, that districts create a separate wireless network for personal or untrusted devices. See 7:345 at f/n 11 for more information.

[7] See f/n 1 above re: collective bargaining. Moving forward without properly training educators to manage BYOT issues may create pedagogical problems. One option for this training is to incorporate it into the training required during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. Many issues involved in BYOT programs intersect with maintenance of appropriate behavior and policy 5:125, *Personal Technology and Social Media; Usage and Conduct*.

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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, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. [8]

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 [9]

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 acts to appropriate law enforcement agencies.

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[8] 23 Ill.Admin.Code §22.20 and 105 ILCS 5/21B-75, amended by P.A. 102-552.

[9] This section provides general guidelines. A BYOT program will require a parent/guardian authorization to participate in it and specific guidelines for students. See 6:220-E1, *Authorization to Participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement*; 6:220-E2, *Bring Your Own Technology (BYOT) Program Student Guidelines*; and 6:235-E5, *Children's Online Privacy Protection Act*. See f/ns 7 and 8 above re: teachers' guidelines. See f/n 1, above discussing how the application of additional guidelines for teachers may have collective bargaining implications.

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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; Code of Professional 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)

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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

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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 17, 2022

CURRENT

Instruction

Community Resource Persons and Volunteers [1]

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used: [2]

1. For non-teaching duties not requiring instructional judgment or evaluation of students; [3]
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities; [4]
3. To assist with academic programs under a ~~certificated~~ licensed teacher's immediate supervision; [5]
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee; [6]
5. As a guest lecturer or resource person under a ~~certificated~~ licensed teacher's direction and with the administration's approval; or [7]
6. As supervisors, chaperones, or sponsors for non-academic school activities. [8]

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications,* to establish procedures for securing and screening resource persons and volunteers.[9] A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer.[10] All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*. [11]

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

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

[2] How volunteers are used should be determined locally.

[3] 105 ILCS 5/10-22.34(a)(1).

[4] 105 ILCS 5/10-22.34(a)(2).

[5] 105 ILCS 5/10-22.34(b), amended by P.A. 102-894.

[6] Id.

[7] 105 ILCS 5/10-22.34b, amended by P.A. 102-894, last paragraph.

[8] 105 ILCS 5/10-22.34a, amended by P.A. 102-894.

[9] The law is silent with regard to screening volunteers and individuals in the proximity of a school. *Screening* and *fingerprint-based criminal history records checks* are different. See procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, for further distinctions.

[10] Sex Offender Registration Act, 730 ILCS 150/; Sex Offender Community Notification Law, 730 ILCS 152/; Murderer and Violent Offender Against Youth Registration Act, 730 ILCS 154/; Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75.

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LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
720 ILCS 5/12C-50.1, Failure to Report Hazing.
730 ILCS 150/1 et seq., Sex Offender Registration Act.
730 ILCS 152/101 et seq., Sex Offender Community Notification Law.
730 ILCS 154/75 et seq., Murderer and Violent Offender Against Youth Community Notification Law.
730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

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This paragraph exceeds the requirements in State law but reflects best practice. There is no statutory screening requirement, and the only legal restriction is the statute prohibiting 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 specifically permitted by statute. 720 ILCS 5/11-9.3. However, two databases provide an easy way for schools to screen for sex offenders and violent offenders against youth, i.e.: the Ill. Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer ~~www.isp.state.il.us/sor~~ and the Violent Offenders Against Youth Database maintained by the State Police, https://isp.illinois.gov/MVOAY/Disclaimer~~www.isp.state.il.us/cmvo/~~. See Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105; Sex Offender Community Notification Law, 730 ILCS 152/101 et seq. The sample administrative procedures 4:170-AP1, *Comprehensive Safety and Security Plan*, and 6:250-AP, *Securing and Screening Resource Persons and Volunteers*, provide guidance for the superintendent to develop a screening process as required by this policy. This alternative paragraph goes further by forbidding the use of any convicted felon:

> The Superintendent shall establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, or has otherwise been convicted of a felony, is prohibited from being a resource person or volunteer.

The following alternative paragraph reflects the minimum requirement of State law:

> A person who is a *child sex offender*, as defined by the Criminal Code of 2012, is prohibited from being a resource person or volunteer.

11 720 ILCS 5/12C-50.1.

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Instruction

Community Resource Persons and Volunteers

The Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent or designee shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notification,* to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender* as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34A, and 5/10-22.34b.
720 ILCS 5/12C-50.1, Failure to Report Hazing.
730 ILCS 150/1 et seq., Sex Offender Registration Act.
730 ILCS 152/101 et seq., Sex Offender Community Notification Law.
730 ILCS 154/75 et seq., Murderer and Violent Offender Against Youth Community Notification Law.
730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

ADOPTED: May 17, 2001

REVISED: July 19, 2018

CURRENT

Instruction

Assemblies and Ceremonies [1]

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

While ~~T~~the District respects an individual's brief, quiet, personal religious observance(s), it shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity. [2]

LEGAL REF.: Lee v. Weisman, 505 U.S. 577 (1992).
Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000).
Kennedy v. Bremerton Sch. Dist., 142 S.Ct. 2407 (2022).
Jones v. Clear Creek Independent Sch. Dist., 930 F.2d 416 (5th Cir. 1991), *cert. granted, judgement vacated*, 505 U.S. 1215 (1992), *remand*, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5th Cir. 1992), and *cert. denied*, 508 U.S. 967 (1993).

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

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

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

[2] School-sponsored prayers or invocations at athletic events, graduation, and performances violate the First Amendment to the U.S. Constitution. Lee v. Weisman, 505 U.S. 577 (1992). Even permitting students to deliver a "brief invocation and/or message" as part of pre-game ceremonies at football games is unconstitutional when the district retains control of the message's content. Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000), and Workman v. Greenwood Cmty. Sch. Corp., 2010 WL 1780043 (S.D.Ind. 2010). Compare with Kennedy v. Bremerton Sch. Dist, 142 S.Ct. 2407 (2022), where the Supreme Court held that a football coach had a right to pray on the 50-yard line after games, even though still on duty, because he was engaged in a "brief, quiet, personal religious observance doubly protected by the Free Exercise and Free Speech Clauses of the First Amendment." Id. at 2433. Consult the board attorney if considering a policy or practice of prohibiting employees from engaging in private prayer in the presence of students.

Using a student-led message to solemnize a school event is problematic, especially when the student-led message was historically a prayer or when the purpose is to solemnize an athletic event as opposed to an event like graduation. However, the Supreme Court denied review of the Fifth Circuit Court of Appeals decision affirming a school board's policy that allowed nonsectarian and nonproselytizing student-led prayer during graduation ceremonies. Jones v. Clear Creek Independent Sch. Dist., 508 U.S. 967 (1993), *cert. denied*. In that case, high school seniors were permitted to choose student volunteers to deliver nonsectarian, nonproselytizing invocation at graduation ceremonies. The following is the policy upheld in that case:

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

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

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Instruction

Assemblies and Ceremonies

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

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

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

ADOPTED: May 17, 2001

REVISED: September 16, 2021

CURRENT

Instruction

Complaints About Curriculum, Instructional Materials, and Programs

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

~~Persons~~Parents/guardians, employees, and community members who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy ~~should~~may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*. [2]

~~Persons~~Parents/guardians, employees, and community members with ~~all~~ other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection ~~f~~Form*. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection ~~f~~Form*. The Superintendent or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of the District's decision. [3]

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

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

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

[1] 20 U.S.C. §1232h(c)(1)(C)(i).

[2] Limiting the scope of complainants in this policy to parents/guardians, employees, and community members aligns with sample policy 2:260, *Uniform Grievance Procedure*.

[3] The last sentence of this paragraph is optional. It strengthens the policy's connection to IASB's *Foundational Principles of Effective Governance*. See www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance. For criteria that can be used in reviewing curriculum objections, see sample administrative procedure, 6:260-AP, *Responding to Complaints About Curriculum, Instructional Materials, and Programs*.

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

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Instruction

Complaints About Curriculum, Instructional Materials, and Programs

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

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

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

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

ADOPTED: May 17, 2001

REVISED: September 16, 2021

CURRENT

Instruction

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students [1]

Credit for Non-District Experiences [2]

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses [3]
4. College or high school courses offering dual credit at both the college and high school level [4]

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[1] State law requires that several of the programs in this policy be covered in policy. State law controls this policy's content. Note that 23 Ill.Admin.Code §1.420(b) requires "[e]very school district [to] have an organized plan for recording pupil progress and/or awarding credit, including credit for courses completed by correspondence, on-line, or from other external sources, that can be disseminated to other schools within the State." Section 1.460 requires "[e]ach local board of education with a high school [to] adopt a policy which defines the board's position with reference to the awarding of high school credit on the basis of local examinations to pupils who have achieved the necessary proficiencies through independent study, either with or without private tutoring, or for work taken in or from another institution." 23 Ill.Admin.Code §1.460.

Sample policy 6:185, *Remote Educational Program,* provides for educational programs **delivered by the district** in a location outside of the school.

Sample policy 6:315, *High School Credit for Students in Grade 7 or 8*, allows students enrolled in grade 7 or 8 to enroll in a course required for high school graduation. 105 ILCS 5/27-22.10(a); 23 Ill.Admin.Code §1.440(c)(3).

[2] Each board may choose for which, if any, of the listed non-district experiences the district will grant high school credit. If a district does not grant credit for any of the listed activities, substitute the following alternative for all text in the entire section: "The District does not grant graduation credit for learning experiences that an enrolled student does not complete through the District."

[3] 105 ILCS 5/27-22.1 provides that no fewer than 60 hours of classroom instruction in summer school is required for one semester of high school course credit. Districts may accept courses completed in a community college (CC) toward graduation. 23 Ill.Admin.Code §1.440(f). Superintendents, pursuant to 105 ILCS 5/10-21.4, must annually report to the Ill. State Board of Education (ISBE) the number of students enrolled in accredited courses at any CC along with the name(s) and number(s) of the course(s) each student is taking.

[4] The Dual Credit Quality Act (DCQA) (110 ILCS 27/, amended by P.A.s 102-516 and 102-1077, eff. 1-1-23) defines dual credit as a college course taken by a high school student for credit at both the college and high school level. 110 ILCS 27/5 and 105 ILCS 5/10-20.62(a). An instructor who teaches a dual credit course does not need the certification required by Article 21 of the School Code but must meet the standards set forth in 110 ILCS 27/20(1), (2), or (3). Dual credit programs require: (a) a specific partnership agreement between the district and a CC containing 12 specified elements, as long as the district is in the CC's jurisdiction (110 ILCS 27/16), or (b) cooperation between the school district and the institution providing the dual credit courses (see the Higher Education Student Assistance Act at 110 ILCS 947/10 for a definition of *institution*). Partnership agreements that are entered into, amended, renewed, or extended after 1-1-23, must allow high school students who do not otherwise meet the CC's academic eligibility requirements to enroll in a dual credit course taught at the high school, but only for high school credit. 110 ILCS 27/16.5(a), added by P.A. 102-1077, eff. 1-1-23. If the district and CC cannot agree within 180 days of a district's initial request to enter into a partnership agreement, the two parties must use the model partnership agreement located at 110 ILCS 27/19.

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5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education [5]

6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program [6]

7. Credit earned in a Vocational Academy [7]

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. When applicable, the Building Principal or designee shall, prior to the first day of class, inform individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the community college's criteria for dual

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Out-of-state dual credit contracts are prohibited until a district first offers the CC in the district in which the district is located the opportunity to provide a dual credit course. 110 ILCS 27/17. In addition, a district seeking to enter into an agreement with an out-of-state institution must provide notice to the Ill. State Board of Higher Education (BHE) of its intent to which the BHE will have 30 days to provide the district with a list of in-state institutions that can provide the district an equivalent dual credit opportunity. Id. Agreements between a district and an out-of-state institution that were in effect before 1-1-19 will not be affected. Id. A high school evaluation of a dual credit program must also incorporate the analysis of data from the ISBE statewide longitudinal data system (see the P-20 Longitudinal Education Data System Act, 105 ILCS 13/, for more information).

105 ILCS 5/10-20.62(c), requires school boards to require the district's high schools, if any, to inform all 11th and 12th grade students of dual enrollment and dual credit opportunities at public CCs for qualified students. Qualified students may enroll in an unlimited amount of dual credit courses and earn an unlimited amount of academic credits from them if the course(s) are taught by an Ill. instructor, as provided by 110 ILCS 27/. Id. at (b). In addition, all dual credit coursework completed by a high school student must be transferred to all public institutions in Illinois on the same basis as coursework completed by a public CC student who previously earned a high school diploma in the manner set forth under the Ill. Articulation Initiative Act. Id. at 27/19.

The DCQA requires partnership agreements between districts and CCs to address access to dual credit courses by individual students with disabilities. 110 ILCS 27/16, amended by P.A.s 102-516 and 102-1077. 105 ILCS 5/14-8.03, amended by P.A. 102-516 also requires districts to provide special education students with information about career and technical education (CTE) opportunities, including at the postsecondary level. See *Increasing Postsecondary Opportunities and Success for Students and Youth with Disabilities* at: www.sites.ed.gov/idea/idea-files/qa-increasing-postsecondary-opportunities-success-for-students-youth-with-disabilities-sept-17-2019/#Letter for information on providing transition services to high school students who have individualized education programs (IEPs), are receiving services under the IDEA, and take courses offered by a community college or other postsecondary education institution program prior to high school graduation.

[5] 105 ILCS 5/2-3.44 and 5/10-22.43a. An ethnic school is a part-time, private school that teaches the foreign language of a particular ethnic group as well as the culture, geography, history, and other aspects of a particular ethnic group. 105 ILCS 5/2-3.44; 23 Ill.Admin.Code §1.465(b). For requirements, see 23 Ill.Admin.Code §1.465.

[6] The State Superintendent and Board of Higher Education were encouraged by 105 ILCS 5/2-3.115 to establish a program of academic credit for Tech Prep work based learning for secondary school students with an interest in pursuing such career training, which could be instituted by school districts. See also 23 Ill.Admin.Code §1.445.

[7] Vocational Academies Act, 105 ILCS 433/. The Act's purpose is to "integrate workplace competencies and career and technical education with core academic subjects." School districts are permitted to partner with CCs, local employers, and community-based organizations to establish a vocational academy that functions as a two-year school within a school for grades 10 through 12. Grant funds may be available from ISBE when the vocational academy meets statutory requirements.

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credit coursework of whether or not they are eligible to earn college credit for the course.[8] This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Vocational or technical education.[9] A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if: [10]

1. The Building Principal approves the substitution(s) and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District.

Registered Apprenticeship Program.[11] The Superintendent or designee will ensure that the District complies with State law requirements for registered apprenticeship programs.[12] The opportunities and requirements for registered apprenticeship programs contained in this policy will be posted on the

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[8] 110 ILCS 27/16.5(c), added by P.A. 102-1077, eff. 1-1-23. Written notification is not required by the law, but it is a best practice to show compliance with this requirement.

[9] Allowing for this substitution is optional, but, if offered, must be included in board policy. 105 ILCS 5/27-22.05.

[10] The *related* requirement is met if the course contains at least 50% of the content of the required course. Id. 23 Ill.Admin.Code §1.445 requires that the vocational or technical education course be completely described in the policy along with its relationship to the required course. The sample policy satisfies these requirements by referring to the courses as described in curricular material.

ISBE requires that the parent/guardian of a student under the age of 18 request the course substitution "on forms that the school district makes available" and that the request must be maintained in the student's temporary record. 23 Ill.Admin.Code §1.445. See 6:310-E, *Class Substitution Request*. There is no parallel recordkeeping requirement in the rules for registered apprenticeships; however, it is best practice to maintain all types of substitution requests as evidence of compliance with the form requirement.

[11] Allowing for this substitution is optional, but, if offered, must be included in board policy. 105 ILCS 5/2-3.175, renumbered by P.A. 101-81; 23 Ill.Admin.Code §255.200. A *registered apprenticeship program* is an industry-based occupational training program of study with standards reviewed and approved by the U.S. Dept. of Labor that meets characteristics set forth in State law and ISBE rules. The introductory sentence and listed items 1, 3, 4, and 6 are required to be in the policy if a board decides to allow students to participate in registered apprenticeship programs. See 23 Ill.Admin.Code §255.200(b). Item #2 is not required to be stated in policy, but is required to be included in a district's website notification (if any) to parents/guardians about registered apprenticeship opportunities. See f/n 13, below.

If a board adopts a policy to allow for student participation in registered apprenticeship programs, the policy must be posted on the district's website (if any) for students, parents, and members of the business and industry community to access. 23 Ill.Admin.Code §255.200(c)(1). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and f/ns 12 and 13 below for other related website posting requirements.

Employers providing apprenticeships may seek tax credits for certain educational expenses they incur on behalf of qualifying apprentices for calendar years 2020-2025. 35 ILCS 5/231(b), added by P.A. 101-207. Districts that carry out registered apprenticeship programs should, but are not required to, aid an employer in claiming the credit by providing a written receipt documenting the apprenticeship education expenses paid to the school by the employer. 14 Ill.Admin.Code §522.50(e). See www2.illinois.gov/dceo/ExpandRelocate/Incentives/Pages/ILApprenticeshipTaxCredit.aspx for more information about the credit.

[12] 105 ILCS 5/2-3.175; 23 Ill.Admin.Code Part 255. In addition to the requirements listed in the policy, districts allowing for student participation in registered apprenticeship programs must also: (1) submit data on participating students through ISBE's Student Information System, (2) identify and attempt to eliminate any barriers to student participation, and (3) include the program in the Career Pathway Endorsement if the district awards endorsements under the Postsecondary and Workforce Readiness Act (110 ILCS 148/). 23 Ill.Admin.Code §255.200(d)-(f).

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District's website, and parents/guardians and students will also be notified of such opportunities in the appropriate school handbook(s). [13]

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website; [14]
5. The Building Principal approves the substitution(s); and
6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

Advanced placement computer science.[15] The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below.[16] 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. [17]

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[13] 23 Ill.Admin.Code §255.200(c). The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH),* at: www.ilprincipals.org/msh ~~www.ilprincipals.org/resources/model-student-handbook~~. The notification to students and parents on the district's website must include: (1) a statement that a student may participate in any registered apprenticeship program listed by the district; and (2) a statement that a student may find a registered, but not listed, apprenticeship program with a business or organization, if a registered apprenticeship program is not offered in the district. 23 Ill.Admin.Code §255.200(c)(2). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. For districts that do not maintain a website, use the following alternative sentence:

> Parents/guardians and students will be notified of opportunities for registered apprenticeship programs in the appropriate school handbook(s).

[14] 23 Ill.Admin.Code §255.200(b)(4). See 6:310-E, *Class Substitution Request*, and 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. If the district does not maintain a website, delete ~~and on its website~~.

[15] Optional, but allowed by 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, and 5/27-22(f-5).

[16] Optional, but allowed by 105 ILCS 5/27-6(b); 23 Ill.Admin.Code §1.425(e). A board that wants to allow any of these P.E. exemptions must include the ones it selects in a policy that excuses students on an individual basis.

[17] 23 Ill.Admin.Code §1.425(e).

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1. Ongoing participation in a marching band program for credit; [18]
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District; [19]
3. Ongoing participation in an *interscholastic* or *extracurricular athletic program*; [20]
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade);[21] or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade). [22]

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Volunteer service credit.[23] A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The

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[18] 23 Ill.Admin.Code §1.425(e)(4)(A). This policy excuses students from P.E. only during the marching band season because the statute allows the exemption "for ongoing participation in such marching band program." Thus, if the marching band season is over, the student's *ongoing participation* has ceased and the student no longer qualifies for the P.E. exemption. Common sense, however, would allow the exemption to continue until the end of the current grading period.

[19] 23 Ill.Admin.Code §1.425(e)(4)(B).

[20] 23 Ill.Admin.Code §1.425(e)(2) and (e)(3)(A). Prior to P.A. 100-465, the statute only allowed students in grades 11 and 12 to be excused from P.E. "for ongoing participation in an interscholastic athletic program." 105 ILCS 5/27-6(b)(1). 105 ILCS 5/27-6(b)~~, amended by P.A. 100-465,~~ now states "on a case-by-case basis, excuse pupils in grades 7 through 12 who participate in an interscholastic or extracurricular athletic program." While the statute no longer requires such participation to be *ongoing*, 23 Ill.Admin.Code §1.425(e)(3) requires *ongoing participation*. Thus, if the athletic program is over, the student's *ongoing participation* has ceased and the student no longer qualifies for the P.E. exemption. Common sense, however, would allow the exemption to continue only until the end of the grading period during which the athletic program is active. 23 Ill. Admin. Code §1.425(e)(2) limits interscholastic and extracurricular athletic programs to those that are sponsored by the school district as defined in school board policy. Boards do not have the "authority to honor parental excuses based upon students' participation in athletic training, activities or competitions conducted outside the auspices of the school district." Id. at §1.425(e)(6).

State statutes do not define *interscholastic athletic program* or *extracurricular athletic program*; however, 105 ILCS 5/22-80 defines *interscholastic athletic activity* as "any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling." 23 Ill.Admin.Code §1.425(e)(2)~~, added at 42 Ill. Reg. 11542,~~ defines *interscholastic* and *extracurricular athletic programs* as "those programs that are sponsored by the school district as defined by school district policy." Boards have no authority to honor parental excuses based upon students' participation in athletic training, activities or competition conducted outside the auspices of the school district. 23 Ill.Admin.Code §1.425(e)(6).

For boards that want to explain the meaning of *interscholastic or extracurricular athletic program*, insert the following option at the end of #3:

> (organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader)

For unit districts, ensure the definition matches the definition in policy 7:260, *Exemption from Physical Education*.

[21] 23 Ill.Admin.Code §1.425(e)(3)(B).

[22] 23 Ill.Admin.Code §1.425(e)(3)(C).

[23] Optional. The credit given for one semester may not exceed that stated in this policy. 105 ILCS 5/27-22.3. The program may include participation in the organization of a high school or community blood drive or other blood donor recruitment campaign. Id. ISBE must provide assistance to districts opting to offer the program. 105 ILCS 5/2-3.108.

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amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students [24]

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/10-20.62, 5/27-6, 5/27-22.3, and 5/27-22.05.
110 ILCS 27/, Dual Credit Quality Act.
23 Ill.Admin.Code §§1.425(e), 1.440(f), 1.470(c), and Part 255.

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

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

[24] Required by 23 Ill.Admin.Code §1.470(a). While the sample policy does not provide for it, a school board may permit adults 21 years of age or older to re-enter high school. 23 Ill.Admin.Code §1.470(b). Items #4 & #5 are optional, but must be included in a policy if credit will be granted for them. 105 ILCS 5/27-6, 27-22.05.

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Instruction

High School Credit For Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course;
2. Courses in an accredited foreign exchange program;
3. Summer school or community college courses;
4. College or high school courses offering dual credit at both the college and high school level;
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education;
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program;
7. Credit earned in a Vocational Academy.

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Vocational or technical education; registered apprenticeship program. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the

reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an *interscholastic* or *extracurricular athletic program* (student must be in the 11th or 12th grade);
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools.* Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses;
2. Non-District experiences described in this policy;
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board;
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors;
5. Military services, provided the individual making the request has a recommendation from the American Council on Education.

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.
110 ILCS 27/, Dual Credit Quality Act.
23 Ill. Admin. Code §§1.425(e), 1.440(f), and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

ADOPTED: May 17, 2001

REVISED: February 20, 2020

CURRENT

Instruction

Student Testing and Assessment Program [1]

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. [2]
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*. [3]
4. Utilizes professional testing practices. [4]

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

[1] State and federal law control this policy's content. 105 ILCS 5/2-3.64a-5(b) requires the Ill. State Board of Education (ISBE) to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. Further information on ISBE assessments is available at: www.isbe.net/Pages/Assessment.aspx ~~www.isbe.net/Pages/IAR.aspx~~.

105 ILCS 5/2-3.64a-5(c), amended by P.A. 101-643, requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

105 ILCS 5/2-3.64a-5(d) contains the requirements for assessing students receiving special education services and students determined to be English learners.105 ILCS 5/2-3.64a-5(e) no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student's transcript. The scores, however, must be placed in the student's permanent record. See 23 Ill.Admin.Code §375.10. Scores received on state assessments administered in kindergarten through grade 8 must be placed in the student's temporary record. Id.

105 ILCS 5/2-3.64a-10(b), added by P.A. 101-654, requires ISBE to annually assess all public school students entering kindergarten using a common observational assessment tool, unless ISBE determines that a student is otherwise exempt. However, 105 ILCS 5/2-3.64a-15, added by P.A. 102-875, prohibits ISBE from requiring a *standardized assessment* for students enrolled or preparing to enroll in pre-K through grade 2. *Standardized assessment* does not include the observational assessment tool for students entering kindergarten, and ISBE may still require assessments used only for *diagnostic and screening purposes*, to determine if individual students need remedial instruction, special education, early intervention, bilingual education, dyslexia services, or other related educational services. Id. at (a) and (b), added by P.A. 102-875. The law does not prohibit districts or teachers from administering an assessment for an individual classroom, grade level, or group of grade levels in any subject area in pre-K through grade 2, nor does it limit a district's ability to evaluate students for special education services under federal law or to annually assess the English proficiency of English learners under the federal Elementary and Secondary Education Act. Id. at (d), (e), and (f), added by P.A. 102-875.

[2] Required by 105 ILCS 5/2-3.64a-5(c), amended by P.A. 101-643.

[3] 105 ILCS 5/2-3.64a-5(e) and 5/2-3.64a-10(c), added by P.A. 101-654, requires districts to provide State assessment results/scores to students' parents/guardians. The second part of this provision is optional and may be deleted, i.e., "~~and an evaluation of the student's progress~~."

[4] 105 ILCS 5/2-3.107; 23 Ill.Admin.Code §1.30(b).

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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.[5] 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 30th day of each school year, and (2) made publicly available to parents/guardians of students.[6] Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues. [7]

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, 5/2-3.64a-15, 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)

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

[5] Required by 105 ILCS 5/10-17a. School districts must annually, no more than 30 days after receipt from the State Superintendent release their district's and schools' report cards assessing the performance of its schools and students. Districts must: (1) present the report cards at a regular Board meeting, (2) post them on the District's website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians. 105 ILCS 5/10-17a(5). The school report card must describe, among other items, student characteristics, curriculum information, student outcomes and progress, and school environment. The environment report must include indicators from the *school climate survey* approved under 105 ILCS 5/2-3.153 (requires ISBE, in addition to its default school climate survey, to identify two or three alternative school survey instruments from which districts may select).

[6] 105 ILCS 5/22-82 requires every school district to report to ISBE for each of its schools, by the 30th day of each school year, all reliable assessments the district administers that are scored by entities outside of the district. The district must make the report on an ISBE-provided form.

Each school must also make this information publicly available to the parents and guardians of its students through the district's Internet website or distribute the information in paper form. Id. at (b). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Although not required by law, if a board wants to direct that this information be shared more broadly with the public for greater transparency, add "and to the community" after "parents/guardians of students."

[7] 105 ILCS 5/2-3.64a-5(e) governs recording assessment results in school student records. See also the Ill. School Student Records Act, 105 ILCS 10/; 23 Ill.Admin.Code §375.10.

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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 30th 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: March 17, 2022

CURRENT

Students

Harassment of Students Prohibited [1]

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[2]; 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

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[1] State or federal law requires this subject matter be covered by policy, controls this policy's content, and 105 ILCS 5/10-20.71, added by P.A. 101-531 and renumbered by P.A. 102-558, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85, added by P.A. 101-531. Each district must also have a policy on bullying. 105 ILCS 5/27-23.7; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

This policy's list of protected classifications is identical to the list in 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The protected classifications are found in 105 ILCS 5/27-23.7(a); 775 ILCS 5/1-103, amended by P.A.s 101-221 and 102-896, eff. 1-1-23; and 23 Ill.Admin.Code §1.240.

The list of protected classifications in sample policy 7:10, *Equal Educational Opportunities*, is different – it does not contain the classifications that are exclusively identified in the bullying statute. 105 ILCS 5/27-23.7.

The Ill. Human Rights Act (IHRA) and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/5-101(11); 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(O-1). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103. Additionally, *race* is defined to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5), added by P.A. 102-1102, eff. 1-1-23. 775 ILCS 5/1-102(A), added *order of protection status* to its list of protected categories. The IHRA's jurisdiction is specifically limited to: (1) failing to enroll an individual, (2) denying access to facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2, amended by P.A. 102-1102, eff. 1-1-23.

[2] See f/n ~~32~~ 33 in sample policy 7:10, *Equal Educational Opportunities*, for a discussion about Executive Order (EO) 2019-11 establishing the Affirming and Inclusive Schools Task Force (Task Force) that made policy and administrative procedure recommendations to the Ill. State Board of Education (ISBE) that are discussed in a its publication *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents.

For boards that want to incorporate ISBE's sample policy recommendation, insert the following in place of "gender identity;": gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth);~~.~~

If the board inserts this option, it must also insert the options in f/ns ~~32~~ 33 and ~~87~~ 88 of policy 7:10, *Equal Educational Opportunities*, BUT NOTE THE PROTECTED STATUSES LIST IN THIS POLICY IS DIFFERENT AND SHOULD NOT BE COPIED FROM HERE INTO 7:10, *EQUAL EDUCATIONAL OPPORTUNITIES*.

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property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. [3]

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.[4] See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.[5] A student may choose to report to an employee of the student's same gender.

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

[3] This list of examples of prohibited conduct is optional. While hate speech is not specifically mentioned in this paragraph, any hate speech used to harass or intimidate is banned. Hate speech without accompanying misconduct may be prohibited in response to actual incidences when hate speech interfered with the educational environment. West v. Derby Unified Sch. Dist., 206 F.3d 1358 (10th Cir. 2000).

[4] Two laws apply to sexual harassment of students in Illinois. Title IX of the Education Amendments of 1972 (Title IX) and the IHRA prohibit discrimination on the basis of sex and sexual harassment in any educational program or activity receiving federal financial assistance. 20 U.S.C. §1681. Title IX defines sexual harassment as conduct on the basis of sex that meets one or more of the following: (1) a district employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the District's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in federal law. 34 C.F.R. §106.30. See sample policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, and sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*. Consult the board attorney to ensure the nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of Title IX sexual harassment. See sample procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

The IHRA prohibits any district employee or agent from sexually harassing a student, and defines sexual harassment as any unwelcome sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when: (1) such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct as a basis for making various enumerated education-related determinations. 775 ILCS 5/5A-1201(E).

School districts are liable for damage awards for an employee's sexual harassment of a student in limited situations. Liability occurs only when a district official who, at a minimum, has authority to institute corrective action, has actual notice of and is deliberately indifferent to the employee's misconduct. Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998). Schools are liable in student-to-student sexual harassment cases when school agents are deliberately indifferent to sexual harassment, of which they have actual knowledge that is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school. Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999). The Ill. Dept. of Human Rights investigates charges of sexual harassment in violation of the IHRA, and it is a civil rights violation when a district fails to take remedial or disciplinary action against an employee the district knows engaged in sexual harassment. 775 ILCS 5/5A-102.

[5] Using "or any employee with whom the student is comfortable speaking" ensures compliance with Title IX regulations providing that "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment is deemed to have *actual knowledge* which triggers a district's duty to respond. 34 C.F.R. §106.30. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

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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.[6] 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. [7] The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [8]

Nondiscrimination Coordinator:

_____
Name

_____
Address

_____
Email

_____
Telephone

Complaint Managers:

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

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

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[6] If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure."

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

Each district must communicate its bullying policy to students and their parents/guardians. 105 ILCS 5/27-23.7; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

[8] Title IX regulations require districts to identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~," supplement the previous sentence to state "The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

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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. [9]
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.[10] 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[11] 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.

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

[9] In addition to notifying students of policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*, a district must notify them of the name, office address, email address, and telephone number of district's Title IX Coordinator. 34 C.F.R. §106.8(a). 105 ILCS 5/10-20.69, added by P.A. 101-418, requires districts to maintain and implement an *age-appropriate* policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website and, if applicable, other areas where such information is posted in each school. The law does not expressly state that the age-appropriate policy is for students; however, that is the most logical interpretation. In practice, most districts maintain a student handbook for each building. Because the law only requires one policy, this policy manages the age-appropriate requirement by directing age-appropriate explanations of the policy be included in the building-level student handbook(s). Student handbooks can be developed by the building principals, but should be reviewed and approved by the superintendent and school board.

The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh ~~www.ilprincipals.org/resources/model-student-handbook~~.

[10] If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager."

[11] "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see next paragraph in policy text). If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete "~~Nondiscrimination~~" and insert "Title IX" in its place.

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Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel [12]

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

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

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[12] Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85, added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map. For further discussion see f/ns 14-16 in sample policy 5:90, *Abused and Neglected Child Reporting*.

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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), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

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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

CURRENT

Complaint Managers:

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

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

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

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.

CURRENT

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: March 17, 2022

CURRENT

Students

School Admissions and Student Transfers To and From Non-District Schools [1]

Age [*Elementary or Unit Districts only*]

To be eligible for admission, a child must be five years old on or before September 1 of that school term.[2] A child entering first grade must be six years of age on or before September 1 of that school term.[3] 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.[4] A child will also be allowed to attend first grade based upon an assessment of his or her 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.[5] A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age.[6] Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*. [7] [8]

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

[1] State law requires some of the subject matter contained in this sample policy to be covered by policy and controls this policy's content. Boards must adopt a policy on school admissions (105 ILCS 5/10-21.2) and restricting a student from transferring from another school while under a suspension or expulsion from that school (105 ILCS 5/10-22.6). A *registration guidance document*, updated annually, is available from the Ill. State Board of Education (ISBE) at: www.isbe.net/Documents/guidance_reg.pdf.

[2] 105 ILCS 5/10-20.12. The district may, however, establish a kindergarten for children between the ages of 4 and 6 years old. 105 ILCS 5/10-20.19a and 5/10-22.18. Any child between the ages of 7 and 17 (unless the child has already graduated from high school) must attend public or private school, with certain exceptions allowed for physical and mental disability, lawful employment, or other reasons as specified by statute. 105 ILCS 5/26-1. The phrase "a child between the ages of 7 and 17" is liberally construed to fully carry out the true intent and meaning of the General Assembly (5 ILCS 70/1.01), which is to ensure that students graduate from high school (105 ILCS 5/26-1). Therefore, "the ages of 7-17" means a child is 17 until his or her 18th birthday.

[3] Optional sentence.

[4] 105 ILCS 5/10-20.12.

[5] Id. Delete the first four sentences in this paragraph if the district operates a year-round school and use the following alternative:

> To be eligible for admission, a child must be at least five years old within 30 days after the commencement of that school term. Based upon an assessment of the child's readiness to attend school, the District may permit him or her to attend school prior to this date. A child may also attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool and continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will attain age six within four months after the commencement of the term.

[6] 105 ILCS 5/14-1.02 and 5/14-1.03a. An ISBE rule states: "Each school district shall be responsible for actively seeking out and identifying all children from birth through age 21 within the district (and those parentally-placed private school children for whom the district is responsible under 34 C.F.R. §300.131) who may be eligible for special education and related services." 23 Ill.Admin.Code §226.100. Note that after a child is determined to be eligible for special education services, the child must be placed in the appropriate program no later than the beginning of the next school semester. 105 ILCS 5/14-8.02, amended by P.A. 102-199~~, eff. 7-1-22~~.

[7] 105 ILCS 5/14A-17, Accelerated Placement Act (APA). For high school districts, delete this sentence and the cross reference to 6:135, *Accelerated Placement Program*. See 6:135, *Accelerated Placement Program*, and 6:135-AP, *Accelerated Placement Program Procedures*, for further detail.

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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.[9] 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[10] 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. [11]
2. Proof of residence, as required by Board policy 7:60, *Residence*.

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

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (*School year – School age.)*. See f/n 4 in sample policy 6:135, *Accelerated Placement Program* for a discussion about reconciling the APA and 105 ILCS 5/10-20.12. **Consult the board attorney for guidance.**

8 Districts should consider implementing specific and objective criteria for early admissions and address such issues as who pays the costs for assessments, etc. Using this exception defeats the age requirement rules because it only relies upon a child's readiness, regardless of his or her age.

9 Presenting a certified copy of a student's birth certificate is a missing children's law enforcement issue **that may not be used for denying enrollment**. See **Guidance Documents** subhead in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*, for more information about enrollment and residency issues. Consult the board attorney if a student cannot produce a certified copy of his or her birth certificate and wishes to provide a passport, visa, or other governmental documentation of identity. To balance the tension between the missing children's laws reporting requirements and Plyler v. Doe (457 U.S. 202 (1982)), many attorneys advise not to report a student's failure to produce a birth certificate; however always consult the board attorney for assistance based upon the specific facts of the enrollment situation (see f/n 11 below).

10 23 Ill.Admin.Code §375.10 states that the *student permanent record* shall include basic identifying information, including the student's name, birth date and place, and gender, and evidence required under 325 ILCS 50/5(b)(1).

11 Two almost identical laws govern this requirement: Missing Children Records Act (325 ILCS 50/) and Missing Children Registration Law (325 ILCS 55/). We reconciled their differences as much as possible but chiefly used the language from the Registration Law because it has the clearest explanation. The statutory enforcement requirements, as nonsensical as they may seem, are quoted in the policy. **Important:** Schools cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. See Plyler v. Doe. See also f/n 18 below.

According to the Ill. State Police, a certified copy of the student's birth certificate is the only acceptable proof of the child's identity and age. 20 Ill.Admin.Code §1290.60(a). For more discussion about acceptable proof of identity, see f/n 1 in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*. The Missing Children's Records Act requires schools to make prompt copies of these certified copies. 325 ILCS 50/5(b)(1). Once made, schools need not request another certified copy with respect to that child for any other year in which the child is enrolled in that school or other entity. Id. While the Act does not mandate where the copy should be kept, it is appropriate for placement in the student's temporary record. See 23 Ill.Admin.Code §375.10. The school person who receives the copy of the certified birth certificate should initial and date the document. That way, if there is a question or an investigation (which can happen even years after enrollment) there will not be an issue as to who received the document and the date it was processed.

A district must also *flag* a student's record on notification by the State police of the student's disappearance and report to the State police any request for a *flagged* student record. 325 ILCS 50/3, 50/5.

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3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*. [12]

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.[13] 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. [14]

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.[15] Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law. [16]

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

[12] Each school must maintain records for each student that reflect compliance with the examinations and immunizations required by 105 ILCS 5/27-8.1 and 23 Ill.Admin.Code §1.530(a). A Tuberculosis skin test is required if the student lives in an area designated by the Ill. Dept. of Public Health as having a high incidence of Tuberculosis.

[13] This paragraph is optional in the policy; it reflects the requirements of State and federal law. P.A. 99-30 repealed the Military Compact Act at 105 ILCS 5/22-65 because of the Educational Opportunity for Military Children Act (EOMCA, 105 ILCS 70/); this exact language is not contained in the recoded EOMCA.

[14] Optional. The EOMCA further details enrollment and entrance requirements for children of active military personnel. 105 ILCS 70/33. After enrollment, the law allows a district to perform evaluations to ensure appropriate placement of the student. Course, program, graduation, extracurricular(s), and other placement options for this student population are further discussed in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

[15] Required by Education for Homeless Children Act (105 ILCS 45/) and the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11431 et seq.). See §11432(g)(3)(C)(i).

[16] ~~Optional.~~ Required by 105 ILCS 5/10-20.59~~8~~, amended by P.A. 102-199~~ allows school boards to appoint liaisons for foster care students~~. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.59~~8~~, amended by P.A. 102-199, directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." Schools are required to give DCFS liaisons certain notices, records, and meeting invitations. See 105 ILCS 5/10-20.77, added by P.A. 102-199 (notice and invitation to attend parent-teacher conferences and other meetings); 105 ILCS 5/10-21.8, amended by P.A. 102-199 (copies of correspondence and reports upon request of DCFS); 105 ILCS 5/13B-60.10 (notice and invitation to attend alternative learning opportunities program conference); 105 ILCS 5/14-8.02, amended by P.A. 102-199 (notices related to special education); 105 ILCS 10/, amended by P.A. 102-199 (student records). See 7:340-AP1, *School Student Records*, for more information regarding DCFS access to the student records of children in its legal custody. The law does not specifically require that a district's DCFS liaison perform these duties; this policy assigns them to the liaison because they logically fit within the responsibilities outlined in 105 ILCS 5/10-20.59, which ~~Liaison responsibilities~~ may include:

1. Streamlining the enrollment process for students in foster care;
2. Implementing student data tracking and monitoring mechanisms;
3. Ensuring that students in DCFS custody receive all school nutrition and meal programs available;

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Student Transfers To and From Non-District Schools [17]

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 [*High School or Unit Districts only*] [18]

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

4. Coordinating student withdrawal from a school, record transfers, and credit recovery;
5. Becoming experts on the foster care system and State laws and policies in place that support students in DCFS custody;
6. Coordinating with child welfare partners;
7. Providing foster care-related information and training to the district;
8. Working with DCFS to help students maintain their school placement, if appropriate;
9. Reviewing student schedules to ensure students are on track to graduate;
10. Encouraging a successful transition into adulthood and post-secondary opportunities;
11. Encouraging involvement in extracurricular activities; and
12. Knowing what support is available within the district and community for students in DCFS custody.

[17] 105 ILCS 5/2-3.13a requires each transferor (original) school to keep documentation of transfers in the student's record. It also requires "notification [by the transferee (recipient) school] of the transfer on or before July 31 following the school year during which the student withdraws from the transferor school or school district or the student shall be counted in the calculation of the transferor school's or school district's annual student dropout rate." ISBE rule, 23 Ill.Admin.Code §375.75(e), is consistent with this requirement. The rule also requires the transferring school or district to maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student's last school district. 105 ILCS 10/8.1 and 70/32~~)~~. See also 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

A board has two basic options for students transferring into the district who are serving a suspension or expulsion. Under option one, it may comply with the minimum requirements of ~~section~~ 105 ILCS 5/2-3.13a by refusing to allow a student transferring from any public school to attend classes until the period of any suspension or expulsion has expired when the penalty was for: (1) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act; (2) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (3) battering a staff member of the school. Under option two, a board may require a student who was suspended or expelled for *any* reason from any public or private school in this or any other state to complete the entire term of the suspension or expulsion before being admitted to the school district. The sample policy uses the second, more simple, more comprehensive alternative.

A board may adopt a policy providing that if a student is suspended or expelled for any reason from any school, anywhere, the student must complete the suspension's or expulsion's entire term in an alternative school program under Article 13A before being admitted into the school district if there is no threat to the safety of students or staff in the alternative program. 105 ILCS 5/2-3.13a and 5/10-22.6(g). If a board wants to provide for this alternative, it may add the following to either of the above options:

> The Superintendent is authorized to allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code for the remainder of the suspension or expulsion.

[18] Generally, a citizen of a foreign country who wishes to enter the U.S. must first obtain either: (1) a nonimmigrant visa (for temporary stay for tourism, medical treatment, business, temporary work, or study), or (2) an immigrant visa for permanent residence. Common visas presented by foreign students are:

1. J-1 nonimmigrant visas for participants in educational and cultural exchange programs designated by the U.S. Dept. of State (DOS), Exchange Visitor Program, and Designation Staff. These students are enrolled provided they otherwise qualify for admission. For information about J-1 visas and the Exchange Visitor Program, see j1visa.state.gov/programs.

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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. [19]

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.[20] 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[21] [*High School or Unit Districts only*]

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

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

2. F-1 nonimmigrant student visa. F-1 visas are not issued for attendance at an elementary or middle school (K-8). Before obtaining an F-1 student visa, the individual must submit evidence that the school district has been reimbursed for the unsubsidized per capita cost of the education. These students are enrolled provided they otherwise qualify for admission. However, attendance at U.S. public high schools cannot exceed a total of 12 months.
3. B-2 visitor nonimmigrant visas. There is disagreement over whether these students must be enrolled tuition free. Their *visitor* visa is evidence of nonresident status. Call the district's attorney for guidance.
4. The qualified school-age child of an alien who holds another type of visa, i.e., A, E, H, I, L, etc., other than a visitor visa. These students are enrolled provided they otherwise qualify for admission. Likewise, dependents of foreign nationals on long-term visas are enrolled provided they otherwise qualify for admission.
5. No immigration documentation. Plyler v. Doe. A school cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. Thus, undocumented aliens are enrolled, provided they otherwise qualify for admission.
6. Immigrant visa. These students are enrolled provided they otherwise qualify for admission.

The Student and Exchange Visitor Information System (SEVIS) is an Internet-based system that provides tracking and monitoring, with access to accurate and current information on nonimmigrant students (F and M visas) and exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). See §641, Illegal Immigration Reform and Immigrant Responsibility Act. Section 641 is an exception to the Family Educational Rights and Privacy Act. See 8 C.F.R. §214.1(h). SEVIS enables schools and program sponsors to transmit electronic information and event notifications, via the Internet, to the Dept. of Homeland Security (DHS) and the DOS throughout a student's or exchange visitor's stay. SEVIS will provide system alerts, event notifications, and reports to the end-user schools and programs, as well as for DHS and DOS offices.

According to federal regulations, students who apply for F-1, M-1, F-3, J-1, or M-3 visas must pay a ~~$100~~ fee~~, and students who apply for J-1 visas must pay a $35 fee,~~ to the DHS. The regulations describe when and how the fee is to be paid, who is exempt from the fee, and the consequences for failure to pay, 8 C.F.R. Parts 103, 214, and 299.

[19] State law allows, but does not require, boards to waive nonresident tuition for these students. 105 ILCS 5/10-22.5a, amended by P.A. 102-126.

[20] Exchange students on F-1 visas must pay the full-unsubsidized public education costs before entering the U.S. 8 U.S.C. §1101. Boards may not waive the fee.

[21] 105 ILCS 5/26-2(b). The requirements in this section are provided in State law, that is: (1) it is mandatory that a district deny re-enrollment as provided in this section; (2) it is permissive whether to enroll the individual in a district graduation incentives program or alternative learning opportunities program (although depending on circumstances, a student below the age of 20 may be entitled to enroll in a graduation incentives program); (3) it is mandatory to provide due process before denying re-enrollment; (4) it is mandatory to offer the individual who is denied re-enrollment counseling and to direct that person to alternative educational programs; and (5) it is mandatory that this section not apply to students eligible for special education.

105 ILCS 5/26-2(c) allows a district to deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic or attendance standards if certain conditions are met. See sample policy 7:70, *Attendance and Truancy*.

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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. §1232g, 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, 5/10-20.59, 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)

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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.

CURRENT

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.

CURRENT

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: March 17, 2022

CURRENT

Students

Attendance and Truancy [1]

Compulsory School Attendance [2]

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),[3] observance of a religious holiday,

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

[1] State law requires boards to adopt a policy covering some of the topics herein and controls this policy's content. 105 ILCS 5/22-9~~20 (final citation pending)~~, added by P.A. 102-157 and renumbered by P.A. 102-813; 23 Ill.Admin Code Part 207.~~, requires a~~ Any school receiving public funds ~~to~~must develop and annually communicate to its students and their parents/guardians an absenteeism and truancy policy. Id. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook* (MSH), at: www.ilprincipals.org/msh/.

This policy must be updated every two years and filed with the Ill. State Board of Education (ISBE) and the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate]. ~~Id.~~105 ILCS 5/22-92(b), added by P.A. 102-157 and renumbered by P.A. 102-813; 23 Ill.Admin.Code §207.30(a). 105 ILCS 5/3-0.01 states that any references to "*regional superintendent*" include the chief administrative officer of Intermediate Service Centers established under 105 ILCS 5/2-3.62. See the **Monitoring** subhead and f/n 21, below.

[2] 105 ILCS 5/26-2~~,~~ addresses enrolled students below or over set compulsory attendance ages. The law also requires any persons having custody or control of a child who is enrolled in grades kindergarten through 12 in the public school to cause the child to attend school.

105 ILCS 5/26-1, amended by P.A.s 102-406, 102-266, ~~and~~ 102-321, and 102-981, eff. 1-1-23, contains the compulsory school age exemptions. Each listed exception is specifically included in the statute, except the reference to *home school*. See 7:40, *Nonpublic School Students, Including Parochial and Home-Schooled Students*, regarding assigning students who enroll from a non-public school. See 6:150, *Home and Hospital Instruction*, regarding providing instruction to a pregnant student or other student who is medically unable to attend school.

[3] 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s. 102-266 and 102-321. A student may be absent for mental or behavioral health for up to five days without providing a medical note, and the student must be given an opportunity to make up any missed school work. *Medical note* is not defined, but the same portion of the statute discusses a student's inability to attend school due to a disability being certified by an Illinois licensed physician, chiropractic physician, advanced practice registered nurse, or physician assistant; presumably, any of these individuals could provide a *medical note*. After the second mental health day used, the student may be referred to the appropriate school support personnel. Id. See policy 7:250, *Student Support Services*.

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death in the immediate family, attendance at a civic event,[4] 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.[5] Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. [6]

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified. [7]

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. [8]

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

[4] 105 ILCS 5/26-1 and 5/26-2a, amended by P.A. 102-981, eff. 1-1-23. Subject to ISBE guidelines, a middle or high school student shall be permitted one school day-long excused absence per school year to engage in a *civic event*, defined as "an event sponsored by a non-profit organization or governmental entity that is open to the public. *Civic event* includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. Schools may require students to provide an appropriate administrator with reasonable advance notice of the intended absence and documentation of participation.

[5] 105 ILCS 5/22-920(a)(1) ~~(final citation pending)~~, added by P.A. 102-157 and renumbered by P.A. 102-813, requires a policy with a definition of valid cause for absence in accordance with 105 ILCS 5/26-2a. These reasons are in 105 ILCS 5/26-2a except that (1) "other reason as approved by the Superintendent," and (2) absences for students to vote authorized by 10 ILCS 5/7-42 and 5/17-15, amended by P.A. 101-624, were added. An ISBE rule requires that the absenteeism and truancy policy define~~s~~ valid causes for absence. 23 Ill.Admin.Code §1.290.

For elementary districts, delete the following phrase from the second sentence of this paragraph: "~~voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15),~~" and delete 7:90, *Release During School Hours*, from the Cross References.

For high school and unit districts that do not wish to include the **Voting** subhead in policy 7:90, *Release During School Hours*, amend the second sentence of this paragraph as follows: "~~policy 7:90, Release During School Hours (~~the Election Code, 10 ILCS 5/7-42 and 5/17-15,~~)~~" and delete 7:90, *Release During School Hours* from the Cross References.

[6] See f/n 3. In addition, 105 ILCS 5/10-20.783 ~~(final citation pending)~~, added by P.A. 102-471 and renumbered by P.A. 102-813, requires a written policy related to absences and missed homework or classwork assignments as a result of or related to a student's pregnancy. It makes sense to apply such a policy to all students who are absent for a valid cause.

[7] Any child "necessarily and lawfully employed" may be exempted from attendance by the superintendent "on certification of the facts by and the recommendation of the school board." 105 ILCS 5/26-1. The policy's language serves to delegate this "certification of the facts" to the superintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

> A student may be excused, at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

Child Labor laws include: 29 C.F.R. Part 570 (minimum age standards, occupations, conditions, etc.); 820 ILCS 205/, amended by P.A. 102-32 (child labor law~~s~~); 56 Ill.Admin.Code Part 250 (child labor regulations). To streamline the employment certificate process for minors, the Ill. Dept. of Labor (IDOL) has a paperless certification system for districts to provide IDOL with the name and contact information of the superintendent or designee as the *issuing officer*. The *issuing officer* will then be granted access to electronically complete and submit either the IDOL's *Employment Certificate Form* or *Temporary Employment Certificate Form*, at: www2.illinois.gov/idol/Laws-Rules/FLS/Pages/Employment-Certificates-Minors.aspx.

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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. [9]

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. [10]

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. [11]

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.[12] See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.

8. A process for the collection and review of chronic absence data and to:

    a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and

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

[8] 105 ILCS 5/26-1. A student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.

A student whose absence is excused to sound *Taps* shall be counted in attendance for purposes of calculating the average daily attendance of students in the district. The district must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day for the student.

[9] 105 ILCS 5/26-1. Such a student must be granted five days of excused absences in any school year and, at the board's discretion, may be granted additional excused absences to visit the student's parent/guardian. The student and his/her parent/guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence and for ensuring that such assignments are completed by the student prior to his/her return to school from the excused absence period. Id.

[10] This notification is required by 105 ILCS 5/26-3b.

[11] 105 ILCS 5/22-9~~20~~(a)(2)~~ (final citation pending)~~, added by P.A. 102-157 and renumbered by P.A. 102-813~~; 23 Ill.Admin.Code §1.290(b)(2)~~.

[12] Id. at (3)~~ (final citation pending)~~, added by P.A. 102-157 and renumbered by P.A. 102-813~~; 23 Ill.Admin.Code §1.290(b)(3)~~. The School Code references to dropout prevention include: 105 ILCS 5/26-3a (regional superintendent activities and annual report); 105 ILCS 5/10-20.25a (annual report by boards); and 105 ILCS 5/1A-4(E), amended by P.A. 102-894 (ISBE report).

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b. Encourage the habit of daily attendance and promote success. [13]

9. 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. [14]

10. 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. [15]

11. 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. [16]

12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student. [17]

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

[13] 105 ILCS 5/22-920(a)(4) ~~(final citation pending)~~, added by P.A. 102-157 and renumbered by P.A. 102-813, requires the incorporation of provisions relating to chronic absenteeism in accordance with 105 ILCS 5/26-18. 105 ILCS 5/26-18 requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). The review must include an analysis of chronic absence data from each attendance center. Id. Districts are also encouraged to: (1) provide a system of support to students at risk of reaching or exceeding chronic absence levels, i.e., those available through the Illinois Multi-tiered Systems of Support Network; and (2) make resources available to families, i.e., those available through ISBE's Family Engagement Framework, to support and engage students and their families. 105 ILCS 5/26-18(d). *Chronic absence* means "absences that total 10% or more of school days of the most recent school year, including absences with and without valid cause, as defined in Section 26-2a of this Code, and out-of-school suspensions for an enrolled student." 105 ILCS 5/26-18(a). In contrast, a *chronic or habitual truant* is "a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days." 105 ILCS 5/26-2a.

[14] 105 ILCS 5/10-22.6(c-5).

[15] Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

[16] 105 ILCS 5/26-9 requires school officers and superintendents to assist truant officers. A minor who is reported by the regional superintendent as a chronic truant may be adjudicated a "truant minor in need of supervision" if the minor declines or refuses to fully participate in truancy intervention services. 705 ILCS 405/3-33.5, amended by P.A. 102-456.

Counties may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 10 years of age, on the parent or custodian. 55 ILCS 5/5-1078.2. Municipalities may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 13 years of age, on the parent or custodian. 65 ILCS 5/11-5-9. Local officials or authorities that enforce, prosecute, or adjudicate municipal ordinances adopted under 65 ILCS 5/11-5-9, or that work with school districts to address truancy problems, are designated as: (a) part of the juvenile justice system, established by the Juvenile Court Act of 1987, and (b) *juvenile authorities* within the definition set forth in subsection (a)(6.5) of Section 10-6 of the Ill. School Student Records Act. 105 ILCS 10/6(a)(6.5). Id. **A superintendent should consult with the board attorney before disclosing school student records to non-district entities.** See 7:340-AP1, *School Student Records*, for a sample procedure for release of such records to juvenile authorities.

[17] 105 ILCS 5/26-12 prohibits punitive action "unless available supportive services and other school resources have been provided to the student." In addition, "a truant minor may not be expelled for nonattendance unless he or she has accrued 15 consecutive days of absences without valid cause and the student cannot be located by the school district or the school district has located the student but cannot, after exhausting all available supportive services, compel the student to return to school." Id.

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13. 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. [18]

[*For high school and unit districts only*]

14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants.[19] 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*.

15. 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. [20]

Monitoring [21]

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

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[18] 105 ILCS 5/26-3a requires the district to "establish, in writing, a set of criteria for use by the local superintendent of schools in determining whether a pupil's failure to attend school is the result of extraordinary circumstances, including but not limited to economic or medical necessity or family hardship."

This statute also requires the "clerk or secretary" of the board to quarterly report to the regional superintendent and Secretary of State the identity of students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The statute provides that the status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the local district. State Superintendent Koch announced in his *Weekly Message*, 8-28-07, see **Funding & Disbursements** subhead, p.2, at: www.isbe.net/Documents_Superintendent_Weekly_Message/message_082807.pdf, that ISBE is delaying implementing this statute based upon legal guidance from the U.S. Dept. of Education's Family Policy Compliance Office that its implementation would violate the federal Family Educational Rights and Privacy Act.

[19] A district must allow this participation; the length of the drop-out period and the documentation requirement contained in the next sentence are permissive. 105 ILCS 5/26-14.

[20] Optional, but provided in 105 ILCS 5/26-2(c)(3); ISBE's rule controls the appeal process, 23 Ill.Admin.Code §1.242.

[21] 105 ILCS 5/22-92(b), added by P.A. 102-157 and renumbered by P.A. 102-813. Every two years this policy must be updated and, even if no updates are made, filed with ISBE and the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate]. Id; 23 Ill.Admin.Code §207.30. The policy must contain all requirements of 105 ILCS 5/22-92, indicate the date of adoption (by month, day, and year) and any revision dates, and be filed electronically by September 30 each review year through ISBE's Web Application Security (IWAS) system. 23 Ill.Admin.Code §§207.20(a), 207.30(a). If, after review and re-evaluation of the policy, the district determines that no updates are necessary, either a copy of board minutes clearly indicating the policy was re-evaluated and no changes were deemed necessary or a signed statement from the board president indicating the policy was re-evaluated and no changes were deemed necessary must be submitted to IWAS. 23 Ill.Admin.Code §207.30(a)(3). ISBE has stated that for districts that update the adoption date listed on a policy whenever the policy is updated, the date of adoption is sufficient to also indicate the revision date. See ISBE *Absenteeism and Truancy Policy FAQ*, at: www.isbe.net/Documents/Absenteeism-Truancy-Policy-FAQ.pdf.

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LEGAL REF.: 105 ILCS 5/22-92 and 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~~Part 207.

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)

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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.

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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 truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 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: March 17, 2022

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students [1]

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;[2]
2. Entering the sixth and ninth grades;[3] and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country). [4]

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. [5]

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician. [6]
2. A diabetes screening is a required part of each health examination; diabetes testing is not required. [7]
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.[8] A student will not be excluded from

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[1] State or federal law controls this policy's content. The policy restates 105 ILCS 5/27-8.1, amended by P.A.~~s 100-513, 100-977, and~~ 101-643. Immunization requirements are found in 77 Ill.Admin.Code §665.240. A Tuberculosis skin test is required if the student lives in an area designated by the Ill. Dept. of Public Health (IDPH) as having a high incidence of Tuberculosis. See also *Questions & Answers Regarding School Health* *Requirements~~Record Issues~~*, revised May 2013, and available at: www.dhs.state.il.us/onenetlibrary/27897/documents/schoolhealth/faq_2013.pdf.

[2] 105 ILCS 5/27-8.1(1); 77 Ill.Admin.Code §§665.140 and 665.240 et seq.

[3] Id.

[4] Id. If grade levels are not assigned, examinations must be completed within one year prior to the school year in which the child reaches the ages of five, 11, and 15. 77 Ill.Admin.Code §665.140(b).

[5] 410 ILCS 315/1.10; 77 Ill.Admin.Code §665.240(l). For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, students must show proof that they have received one dose of meningococcal conjugate vaccine in the school year in which the child reaches age 11 and a second dose in the school year in which the child reaches age 16 (but if the first dose is administered when the child is 16 years of age or older, only one dose is required). Students eligible to remain in public school beyond grade 12 (special education) shall meet the requirements for 12th grade.

[6] 105 ILCS 5/27-8.1(2)~~, amended by P.A. 100-513~~; 77 Ill.Admin.Code §665.130~~ et seq~~.

[7] ~~Id. at f/n 6 above~~105 ILCS 5/27-8.1(2); ~~and~~ 77 Ill.Admin.Code §665.700~~ et seq~~.

[8] 105 ILCS 5/27-8.1(2)~~; 77 Ill.Admin.Code Part 664, amended by P.A.s 100-513 and 100-1011. The IDPH is to develop rules to implement these new screening requirements and revise the Child Health Examination form. Id~~. The health care provider must only record whether or not the social and emotional screening was completed.

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school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening. [9]

4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning. [10]

5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine. [11]

6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians. [12]

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District.[13] New students who register after October 15 of

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[9] 105 ILCS 5/27-8.1(2.5); 77 Ill.Admin.Code §664.140. Item #3 may be supplemented with any of the following options:

Option 1: If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented by October 15 of the current school year, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.

Option 2: Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

Option 3: (The use of both Option 1 and 2.)

a. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented by October 15 of the current school year, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.

b. Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

Note: Even if the district does not offer the above optional services, consult the board attorney about whether the presence of developmental or social and emotional screening information on the Child Health Examination form triggers child find obligations under the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

[10] Required by 410 ILCS 45/7.1. Physicians are required to screen children over 7 years of age for lead poisoning when, in the physician's judgment, a child is at risk. 410 ILCS 45/6.2~~, amended by P.A. 100-513~~.

[11] This sentence restates the requirement in the Communicable Disease Prevention Act regarding HPV-related cancer prevention. 410 ILCS 315/2e~~, amended by P.A. 100-741~~.

[12] 105 ILCS 5/27-8.1(8.5)~~, added by P.A. 100-977~~.

[13] 105 ILCS 5/27-8.1(5), amended by P.A. 101-513, requires compliance by October 15 unless a district establishes an earlier date with 60 days' notice. If an earlier date is established, replace "October 15" in this paragraph with the earlier locally established date. During any student's exclusion from school for non-compliance with this policy, the student's parents/guardians shall be considered in violation of 105 ILCS 5/26-1 and subject to any penalty imposed by 105 ILCS 5/26-10, as provided in 105 ILCS 5/27-8.1(5). 105 ILCS 5/27-8.1(2.5) exempts developmental or social and emotional screenings from the exclusion from school requirement.

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the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.[14] If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay.[15] The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations.[16] If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted. [17]

Eye Examination [18]

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. [19]

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that

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Note: 77 Ill.Admin.Code §665.240(n) states "It is not the intent of this Part that any child whose parents comply with the intent of this Part, the Act or the School Code should be excluded from a child care facility or school. A child or student shall be considered in compliance with the law if there is evidence of the intent to comply. Evidence may be: 1) a signed statement from a health care provider that he or she has begun, or will begin, the necessary immunization procedures; or 2) the parent's or legal guardian's written consent for the child's participation in a school or other community immunization program." Consult with the board attorney about the impact this regulation may have on the district's ability to and procedures for excluding students for non-compliance with this policy.

[14] This sentence is optional. The timeframe of 30 days is a matter of local discretion except that out-of-state transfer students who fail to provide proof of the required vaccinations after 30 days must be excluded until such proof is properly submitted. 105 ILCS 5/27-8.1(5)~~, amended by P.A. 100-513~~. Consult the board attorney about establishing timeframes other than 30 days.

[15] This sentence and the following sentence restate 105 ILCS 5/27-8.1(5)~~, amended by P.A. 100-513~~.

[16] Id. The special treatment of out-of-state transfer students resulted from the enactment of the Educational Opportunity for Military Children Act, 105 ILCS 70/. There are no more sunset dates in this law, which eliminates its constituents' need to continually revisit the law and extend its effective dates.

[17] 105 ILCS 5/27-8.1, amended by P.A.~~s 100-513, 100-977, and~~ 101-643.

[18] Required by 105 ILCS 5/27-8.1(1.10), amended by P.A. 101-643, and 5/27-8.1(2). The IDPH's rules are published at 77 Ill.Admin.Code §665.610 et seq. §§665.150 and 630 prescribe the statewide eye examination report form, available at: www.idph.state.il.us/HealthWellness/EyeExamReport.pdf or 77 Ill.Admin.Code §665, Appendix A.

[19] While 105 ILCS 5/27-8.1 requires eye examinations for students entering kindergarten or an Illinois school for the first time, it still encourages parents/guardians to have their children undergo eye examinations at the same points in time as their required health examinations. The IDPH must require that individuals conducting vision screenings give a child's parent/guardian a written notification stating (105 ILCS 5/27-8.1(2)):

> Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

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parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination [20]

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions [21]

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected. [22]
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

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[20] Required by 105 ILCS 5/27-8.1(1.5), amended by P.A. ~~s 100-829 and~~ 101-643. The IDPH's rules are published at 77 Ill.Admin.Code §665.410 et seq. §§665.150 and 430 prescribe the statewide dental examination report form, available at: www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf or 77 Ill.Admin.Code §665, Appendix D.

[21] Id.; 105 ILCS 5/27-8.1(1.10), amended by P.A. 101-643, and 5/27-8.1(8)~~, amended by P.A. 100-513~~.

[22] Id.; 77 Ill.Admin.Code §665.510. The Certificate of Religious Exemption form is available on IDPH's website at: ~~www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf~~ https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/religious-exemption-form-081815-040816.pdf. To direct parents/guardians to the detailed exclusionary requirements pursuant to 77 Ill.Admin.Code Part 690, see 7:280-E2, *Exhibit - Reporting and Exclusion Requirements for Common Communicable Diseases*. The IDPH maintains a helpful school health communicable diseases chart detailing mode of transmission, symptoms, incubation period, period of communicability, criteria for exclusion from school, reporting requirements, and prevention and control measures at: ~~www.dph.illinois.gov/sites/default/files/publications/commchartschool-032817.pdf~~ https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/commchartschool-032817.pdf.

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Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.[23] School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1, Lead Poisoning Prevention Act.
410 ILCS ~~and~~ 315/2e, Communicable Disease Prevention Act.
23 Ill.Admin.Code §1.530.
77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.
77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.
77 Ill.Admin.Code Part 690, Control of Communicable Diseases.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

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[23] Required by 105 ILCS 45/1-20 (Education for Homeless Children Act). Also required by the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11432(g)(3)(C)(i).

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Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papilloma-virus (HPV) and HPV-related cancer(s) and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, students who are currently enrolled or transferring from an Illinois school are required to comply with the above requirements by the student's first day of attendance. Failure to comply with the above requirements by the student's first day of attendance will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by the student's first day of attendance, the student must present, by the requirement date, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have required proof of immunizations within 30 days of registration may continue to attend classes only if he or she has proof that an appointment for

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the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

1. Religious grounds if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of the exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunizations on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

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Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1 and 315/2e.
23 Ill. Admin. Code §1.530.
77 Ill. Admin. Code Part 665.
77 Ill. Admin. Code Part 690.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease).

ADOPTED: May 17, 2001

REVISED: January 21, 2021

CURRENT

Students

Prevention of and Response to Bullying, Intimidation, and Harassment [1]

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations: [2]

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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[1] All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years, no later than September 30 of the review year ~~(see f/n 16, below)~~. 105 ILCS 5/27-23.7, amended by P.A. 102-894; 23 Ill.Admin.Code §1.295. The policy must contain all requirements of 105 ILCS 5/27-23.7, indicate the date of adoption (by month, day, and year), and be filed electronically each review year through ISBE's IWAS system. 23 Ill.Admin.Code §1.295(b), (c). If a district fails to file its policy by the deadline or submits a deficient policy, ISBE will provide a written request for filing and provide the district with technical assistance and resources to assist it in meeting bullying policy requirements and, as appropriate, notify the district's regional office of education or intermediate service center. 105 ILCS 5/27-23.7(d), amended by P.A. 102-894; 23 Ill.Admin.Code §1.295(e). If the district still fails to file its policy within 14 days of receipt of ISBE's written request, ISBE shall issue a letter of non-compliance (23 Ill.Admin.Code §1.295(e)(3)) and publish notice of non-compliance on its website (105 ILCS 5/27-23.7(d)).

This sample policy's first paragraph allows a school board to consider its goals for preventing bullying and remedying its consequences; it may be amended.

In addition to a bullying prevention policy, all districts must have a policy on student behavior. 105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280. Boards must, in consultation with their parent-teacher advisory committees and other community-based organizations, address aggressive behavior, including bullying, in their student behavior policy. See sample policy 7:190, *Student Behavior*; 7:190-E1, *Aggressive Behavior Reporting Letter and Form.*

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. See f/n ~~9~~10, below.

[2] This paragraph and its subparts 1-4 are from the bullying prevention statute. 105 ILCS 5/27-23.7(a); see also 775 ILCS 5/1-103 and 23 Ill.Admin.Code §1.240. The protected statuses are mandated by the bullying prevention statute; the list of protected statuses is identical to the list in sample policy 7:20, *Harassment of Students Prohibited*.

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This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7 [3]

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. [4]

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[3] All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: ~~https://~~www.cyberbullying.org/, and the U.S. School Safety Clearinghouse website at: www.SchoolSafety.gov, discussed in f/n 1, para. 3 of sample policy 4:170, *Safety*.

[4] 105 ILCS 5/27-23.7(b), amended by P.A. 102-241.

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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. [5]

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. [6]

1. The District uses the definition of *bullying* as provided in this policy. [7]
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.[8] 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.[9] Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

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[5] 105 ILCS 5/27-23.7(b), amended by P.A. 102-197.

[6] As each numbered requirement, 1-12, corresponds with the same number in 5/27-23.7(b)1-12, there are no reference citations in footnotes. All non-statutory requirements, plus alternatives and optional provisions, are described in footnotes.

[7] 105 ILCS 5/27-23.7(b), para. 3(1). See f/n 4, above and ISBE's *School Policies for Bullying Prevention* at: www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf.

A board may augment the School Code requirement by using this alternative:

> Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (a) the District prohibits bullying, and (b) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

[8] The statute requires that the policy contain the email address and telephone number for the staff person(s) responsible for receiving bullying reports. Using the district Nondiscrimination Coordinator and Complaint Managers is consistent with sample policy 2:260, *Uniform Grievance Procedure*. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. A telephone number for making anonymous reports may also be added.

[9] 105 ILCS 5/27-23.7(d), requires that "[s]chool personnel available for help with a bully or to make a report about bullying" be made known to parents/guardians, students, and school personnel.

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Nondiscrimination Coordinator: [10]

Name

Address

Email

Telephone

Complaint Managers:

Name	Name
Address	Address
Email	Email
Telephone	Telephone

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. [11]

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.

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[10] Sample policy 2:260, *Uniform Grievance Procedure*, states that a district's Nondiscrimination Coordinator also serves as its Title IX Coordinator. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, list the Title IX and Nondiscrimination Coordinators' names separately in this policy. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

[11] 105 ILCS 5/10-20.14 contains a similar requirement. See 7:190-E1, *Aggressive Behavior Reporting Letter and Form.*

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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. [12]

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. [13]

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion[14] 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. [15]

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

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[12] This sentence contains requirements found in 105 ILCS 5/27-23.7(d), amended by P.A. 102-894.

[13] A grant may be available from ISBE for the promotion of a safe and healthy learning environment. 105 ILCS 5/2-3.180 and 3.181, added by P.A. 101-438 and renumbered by P.A. 102-558. A list of grant funding opportunities is available at: www.isbe.net/Pages/Grants.aspx.

[14] Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the greatest extent practicable). See sample policy 7:200, *Suspension Procedures*, at f/n 8 and sample policy 7:210, *Expulsion Procedures*, at f/ns 11 and 13.

[15] 105 ILCS 5/27-23.7(b)(10).

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this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation: [16]

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: [17]

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[16] 105 ILCS 5/27-23.7. See the ISBE guidance document that is cited in f/n 7, above. ~~In 2020, ISBE extended submission to 12-30 in 2020.~~

[17] The statute requires that the bullying policy *be consistent with* other board policies. The list of policies may be deleted and the following alternative used: "12. The District's bullying prevention plan must be consistent with other Board policies." If a policy list is included, be sure the referenced policies were adopted locally and amend the list accordingly.

The bullying statute does not identify staff member duties regarding the prevention of or response to student bullying. The following optional provision addresses staff member responsibilities and may be added as a new paragraph 13:

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
    a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
    b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
    c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
    d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

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a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.

c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.

e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

f. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

i. 7:310, *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. **18**

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18 For elementary districts, delete: ~~and 7:315, *Restrictions on Publications; High Schools*~~ and delete the Cross Reference to 7:315, *Restrictions on Publications; High Schools*. For high school districts, delete ~~7:310, *Restrictions on Publications; Elementary Schools,* and~~ and delete the Cross Reference to 7:310, *Restrictions on Publications; Elementary Schools*. In both cases, revise the beginning of the sentence to read: "This~~ese~~ policy~~ies~~ prohibit<u>s</u> students from and provide<u>s</u>."

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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, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (~~Food Allergy Management Program~~Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

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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,

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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.

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Nondiscrimination Coordinator/Title IX Coordinator:

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Complaint Managers:

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Associate Superintendent
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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.

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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.

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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.

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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: March 17, 2022

CURRENT

Students

Student Behavior [1]

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. [2]

When and *Where* Conduct Rules Apply [3]

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:

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[1] All districts must have a policy on student discipline, including school searches and bullying prevention (105 ILCS 5/10-20.14); re-engagement of students returning from an exclusionary discipline or an alternative school (105 ILCS 5/10-22.6(b-25)); and corporal punishment (105 ILCS 5/24-24). See also 23 Ill.Admin.Code §1.280. See the Cross References for policies on searches and bullying. Each district must furnish a copy of the discipline policy to parents/guardians within 15 days after the beginning of the school year, or within 15 days after starting classes for a student who transfers into the district. 105 ILCS 5/10-20.14(a). The school board must require that each school inform its pupils of the discipline policy's contents. Id.

School boards, along with the parent-teacher advisory committee, must annually review their pupil discipline policies, those policies' implementation, and any other factors related to the safety of their schools, students, and staff. Id. For more information about the parent-teacher advisory committee, see 2:150, *Committees*. The parent-teacher advisory committee, in cooperation with local law enforcement agencies, must develop, with the school board, a reciprocal reporting system. 105 ILCS 5/10-20.14(b). See 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*. School districts are encouraged to create memoranda of understanding that define law enforcement's role in schools. See 7:190-E3, *Memorandum of Understanding*.

Given the unique concerns facing school officials, school disciplinary codes are not required to be drafted as narrowly or with the same precision as criminal statutes. Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

[2] The goals and objectives in this policy give the board a focus for monitoring it. This list can be deleted, replaced, or modified by the board. Data on student discipline is available at: www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx.

See f/n 1 in sample policy 4:170, *Safety,* for information on the U.S. School Safety Clearinghouse website at: www.SchoolSafety.gov.

[3] Board policy should provide a jurisdictional statement telling students and staff the circumstances under which the district will take disciplinary action. Jurisdictional rules in board policy should generally be as broad as possible to give staff members authority to respond to unforeseen situations. Taking jurisdiction over off-campus misconduct generally survives the test of reasonableness when the misconduct has a direct nexus to the school. A countervailing interest concerns liability for off-campus student injuries, i.e., the greater the jurisdiction a district is willing to impose, the greater the scope of liability it may be assuming. Ultimately, a decision whether to discipline for off-campus misconduct requires a thorough factual inquiry to determine the degree of nexus and impact on the school. Consult the board attorney in these situations.

A U.S. Supreme Court decision and many lower court decisions address disciplining a student for off-campus misconduct. See Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021), discussed in f/n 3 of sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities*; and J.S. v. Blue Mountain Sch. Dist., 650 F.3d 915 (3rd Cir. 2011), combined with Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3d Cir. 2011), cert. denied 565 U.S. 1156 (2012)(absent evidence that parodies of school personnel caused, or could cause, substantial disruption, school districts may not punish out-of-school expressive conduct, even if it is lewd, indecent, or offensive speech).

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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. [4]

Prohibited Student Conduct [5]

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes. [6]

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In contrast, the 7th Circuit Court of Appeals upheld a student's expulsion for an article in an underground newspaper titled "So You Want to be a Hacker." The article's instructions for hacking into the school's computers clearly interfered with the school's operations. Boucher v. Sch. Bd. of the Sch. Dist. of Greenfield, 134 F.3d 821 (7th Cir. 1998). See also Wisniewski v. Bd. of Educ. of the Weedsport Central Sch. Dist., 494 F.3d 34 (2nd Cir. 2007), cert. denied 552 U.S. 1296 (2008), (holding a student's transmission of an icon of a pistol with blood splattering and the words "Kill Mr. VanDer Molen" crossed the boundary of protected speech and posed a reasonably foreseeable risk that the icon would come to the attention of school authorities and materially and substantially disrupt the school).

Historically, schools have had more leeway in disciplining participants in athletics and extracurricular activities; however, the Mahanoy decision raises unresolved questions about the degree of leeway now afforded to school officials. See sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities* at f/n 3 for further discussion.

A judge may transfer a student to another school for committing stalking or non-consensual sexual contact against another student, or for aiding and abetting such an act; the parents/guardians are responsible for transportation and other costs associated with the transfer. Stalking No Contact Order Act and the Civil No Contact Order Act, 740 ILCS 21/80 and 22/213. A school district is seldom notified when a transfer order is requested. When notified, school officials should immediately seek the board attorney's advice concerning available options.

[4] The factual context will determine the appropriateness of taking jurisdiction. Contact the board attorney before disciplining a student for off-campus conduct. See Doe v. Superintendent of Schs. of Stoughton, 767 N.E.2d 1054 (Mass. 2002)(suspension for off-campus commission of a felony was upheld).

[5] Consult the board attorney for advice on deleting or modifying any of the items in this section on prohibited student conduct.

[6] 105 ILCS 5/10-20.5b prohibits use of tobacco on school property. Federal law prohibits smoking within schools by anyone. Pro-Children Act of 1994, 20 U.S.C. §6081 et seq. Districts that fail to comply risk a civil penalty of up to $1,000 per violation per day. 20 U.S.C. §6083(f)(1). See 8:30, *Visitors to and Conduct on School Property*, for more information.

The U.S. Food and Drug Administration now regulates electronic cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed.Reg. 28973. An electronic or e-cigarette resembles a regular cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. The liquid may contain nicotine. E-cigarettes are sometimes referred to as e-cigs, vapes, e-hookahs, vape pens, and electronic nicotine delivery systems (ENDS), and they are generally involved in *vaping*. Vaping is the act of inhaling and exhaling the aerosol, often referred to as vapor that is produced by an e-cigarette or similar device. An e-cigarette resembles a cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. Some e-cigarettes do not look like tobacco products and are shaped like other objects, such as USB flash drives, and are more easily concealed.

Information and resources are available at:

www.isbe.net/Pages/School-Health-Issues.aspx
www.fda.gov/tobaccoproducts/default.htm
www.cdc.gov/tobacco/basic_information/e-cigarettes/index.htm
www.dph.illinois.gov/topics-services/prevention-wellness/tobacco/e-cigarettes-and-vapes
www.drugabuse.gov/drugs-abuse/tobacconicotine-vaping

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2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.[7] Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:

   a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*). [8]

   b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription. [9]

   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. [10]

   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

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[7] *Alcoholic beverages* are defined in 235 ILCS 5/1-3.01 to 3.05.

[8] *Controlled substance* is defined in 720 ILCS 570/102(f); *cannabis* is defined in 720 ILCS 550/3(a) and in 410 ILCS 705/1-10, added by P.A. 101-27. Either spelling, *marihuana* or *marijuana*, is correct; however, *marijuana* is more common. See f/n 11 for a discussion of medical cannabis and *Ashley's Law*.

[9] *Anabolic steroid* is defined in 720 ILCS 570/102(c-1).

[10] See sample policies 7:240, *Conduct Code for Participants in Extracurricular Activities*, and 7:300, *Extracurricular Athletics*.

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unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*. [11]

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. [12]

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

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[11] To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program. 410 ILCS 130/, amended by P.A. 101-363, scheduled to be repealed on 7-1-20. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis. This includes in a school bus or on the grounds of any preschool, or primary or secondary school unless the student meets the requirements of 105 ILCS 5/22-33, a/k/a *Ashley's Law*. 410 ILCS 130/30(a)(2) and (3), amended by P.A. 101-363, scheduled to be repealed on 7-1-20. *Ashley's Law* provides that school districts "shall authorize a parent or guardian or any other individual registered with the Department of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the Compassionate Use of Medical Cannabis Program Act." 105 ILCS 5/22-33(b), amended by P.A. 101-363. Once the product is administered, the designated caregiver must remove the product from the school premises/bus. Id. 105 ILCS 5/22-33(b-5), added by 101-370, allows a properly trained school nurse or administrator to administer medical cannabis infused products to a student while at school, a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. The product may not be administered in a manner that would (in the school or district's opinion) create a disruption or expose other students to the product, and schools are not required to authorize use of the product if the school or district would lose federal funding as a result. 105 ILCS 5/22-33(c). For more discussion, see f/n 25 in 7:270, *Administering Medicines to Students*. Contact the board attorney for advice concerning medical cannabis, including whether a federal or State law requires the district to accommodate a student who is a *registered qualifying patient*. See Americans with Disabilities Act of 1990, 42 U.S.C. §12101 et seq.; Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. §1400 et seq.; Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794; 105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b; and 23 Ill.Admin.Code Part 226.

[12] The Powdered Caffeine Control and Education Act states: "No person may sell, offer for sale, give away, or provide free samples of powdered pure caffeine to any person under age 18 located within the State or to any person under age 18 making the purchase from within the State." A limited exception to this prohibition exists for "the sale of any powdered pure caffeine product that receives explicit approval as safe and effective for its intended use under the federal Food, Drug, and Cosmetic Act or is lawfully marketed under an over-the-counter monograph issued by the United States Food and Drug Administration." 410 ILCS 647/20.

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expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy. [13]

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. [14]

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. [15]

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight[16] 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. [17]

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[13] *Counterfeit* and *look-alike substances* are defined in 720 ILCS 570/102(g) and (y). This provision is broader because it would apply, for example, if a student represents a powdered vitamin to be pure caffeine – pure caffeine is prohibited on campus even though it is a legal substance. Look-alike drugs should be defined; an unpublished Ill. appellate decision in 2000 found a policy prohibiting possession of *look-alikes* had vagueness problems.

[14] *Drug paraphernalia* is defined in 720 ILCS 600/2(d). Contact the board attorney for advice concerning a student who is a *registered qualifying patient*, as explained in f/n 11.

[15] This language is broader than the **Weapons** section of this policy. The **Weapons** section contains the statutorily required punishment for "a student who is determined to have brought" a weapon to school along with the statutory definition of *weapon*. 105 ILCS 5/10-22.6(d). The language in item #4 is broader because it prohibits "using, possessing, controlling, or transferring" a weapon in addition to violating the **Weapons** section. See the footnotes in the **Weapons** section for a discussion of the Firearm Concealed Carry Act's provisions.

[16] Delete "and out-of-sight" if the district wants to provide greater flexibility.

[17] 105 ILCS 5/10-21.10 prohibits student possession of electronic paging devices, but State law leaves to local boards the discretion whether to prohibit student possession of cellular phones. 105 ILCS 5/10-20.28. The misuse of camera phones can seriously invade a student's privacy. A board wanting a sweeping prohibition may use the following alternative for item #5:

> Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.

Operating transmitters designed to jam or block wireless communications violates the federal Communications Act of 1934. 47 U.S.C. §§301, 302a, and 333. Fines are as high as $10,000 for each violation and/or imprisonment, and the device may also be seized. 47 U.S.C. §§501-510.

Making a video recording or live video transmission of another person without their consent in a restroom, locker room, or changing room is a Class 4 felony. 720 ILCS 5/26-4. A minor who distributes or disseminates an indecent visual depiction of another minor through the use of a computer or electronic communication device may be subject to adjudication as a minor in need of supervision. 705 ILCS 405/3-40.

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6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. [18]

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*. [19]

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[18] All districts must have a policy on bullying. 105 ILCS 5/27-23.7(d). Sample ~~P~~policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the statutory definition of bullying. Districts must also have an age-appropriate policy on sexual harassment. 105 ILCS 5/10-20.69, added by P.A. 101-418. See sample policy 7:20, *Harassment of Students Prohibited*, and its f/n 7 for further detail.

105 ILCS 5/10-20.14 requires boards, in consultation with their parent-teacher advisory committees and other community-based organizations, to include provisions in their student discipline policy to address aggressive behavior, including bullying. These provisions must include procedures for notifying a student's parents/guardians about his/her aggressive behavior and early intervention procedures based upon available community-based and district resources. See 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

Suspending students for hazing was upheld in Gendelman v. Glenbrook North High Sch. and Northfield Twp. Sch. Dist. 225, 2003 WL 21209880 (N.D.Ill. 2003). This decision may have been legislatively overturned by amending 105 ILCS 5/10-20.14.

The failure of a school official (including any administrator, teacher, counselor, support staff, or coach) to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1.

A person commits a felony hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals, regardless of the existence of any other motivating factor or factors, he or she commits assault, battery, aggravated assault, intimidation, stalking, cyberstalking, misdemeanor theft, criminal trespass to residence, misdemeanor criminal damage to property, criminal trespass to vehicle, criminal trespass to real property, mob action, disorderly conduct, transmission of obscene message, harassment by telephone, or harassment through electronic communications as these crimes are defined in the Criminal Code. 720 ILCS 5/12-7.1. The penalty is heightened when the offense is committed in a school or administrative facility.

720 ILCS 5/26-1(a)(3.5) and (b) make transmitting a threat of violence, death, or bodily harm directed against persons at a school, school function, or school event, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

[19] All school boards must have a policy on prohibited teen dating violence. 105 ILCS 110/3.10. Verify that the board adopted the policy listed and amend its title in this policy, if necessary.

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12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. [20]

13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants. [21]

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. [22]

17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. [23]

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school. [24]

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. [25]

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

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[20] 720 ILCS 5/26-1(a)(3.5) and (b) make threatening to destroy a school building or school property, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

[21] 105 ILCS 5/26-2a, amended by P.A.s 102-406, 102-266, and 102-321; 5/26-9; and 5/26-12, amended by P.A. 101-81. See sample policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*, and 7:70, *Attendance and Truancy*.

[22] State law requires schools to suspend or expel any student who engages in this activity. 105 ILCS 5/31-3.

[23] See Kelly v. Bd. of Educ. of McHenry Cmty. High Sch. Dist. 156, 2007 WL 114300 (N.D.Ill. 2007) (upheld student's expulsion for drawing gang symbols while at school; testimony that the danger posed by gang signs and the presence of gangs at school supported the board's insistence on strict enforcement of board policy prohibiting gang related behavior and made expulsion a proper remedy).

740 ILCS 147/15 et seq. allows a school district to bring a civil suit against a gang, gang officers, or gang members for losses it suffers due to their criminal activity.

[24] This statement of misconduct restates 105 ILCS 5/10-22.6(d-5). The following alternative provides a shorter statement but will require the administrator to check the statute before imposing discipline based on it:

> Making an explicit threat on an Internet website against a school, employee, or any school-related personnel under circumstances described in 105 ILCS 5/10-22.6(d-5).

[25] For more information regarding unmanned aircraft systems, see www.faa.gov/uas/.

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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. [26]

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. [27]

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident.[28] 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. [29]

Disciplinary Measures [30]

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-

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[26] A catchall provision, e.g., this one, gives staff members authority to respond to unforeseen situations.

If the board adopts a mandatory uniform policy (see 7:165, *School Uniforms*), add the following item to the list as number 22: "Failing to comply with the mandatory uniform policy, but only after repeated attempts to secure compliance, such as conferences with parents/guardians, have been unsuccessful."

[27] *Possession* should be defined to avoid vagueness problems.

[28] See f/n 18.

[29] Mandated by 105 ILCS 5/10-20.36.

[30] **IMPORTANT**: The practice of suspending or expelling a student based on the number of accumulated disciplinary infractions is illegal under 105 ILCS 5/10-22.6. This includes a system of assigning points to specific infractions and then tallying the points a student receives over a period of time to determine a disciplinary exclusion from school.

Before amendments to 105 ILCS 5/10-22.6, courts used the following factors to determine if a board abused its discretion when it expelled a student: (1) the egregiousness of the student's conduct; (2) the record of the student's past conduct; (3) the likelihood that such conduct will affect the delivery of educational services to other students; (4) the severity of the punishment; and (5) the intent of the child. Robinson v. Oak Park, 213 Ill.App.3d 77 (1st Dist. 1991); Wilson ex rel. Geiger v. Hinsdale Elementary Dist., 349 Ill.App.3d 243 (2nd Dist. 2004). Whether courts will continue to use these factors is yet to be determined. The amendments to 105 ILCS 5/10-22 call into question the validity of relying on past misconduct in suspension or expulsion decisions.

Aside from procedural due process protection, students have a constitutional substantive due process right. This right protects them from an abuse of government power which "shocks the conscience." While the scope of substantive due process is very limited, it is available to students who believe they were subject to arbitrary and excessive discipline. Generally, however, school officials need not fear being found guilty of a substantive due process violation. Federal courts are loath to second-guess school officials. See Tun v. Whitticker, 398 F.3d 899 (7th Cir. 2005) (expulsion did not amount to a substantive due process violation because it fell short of the required *shocks the conscience* standard).

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exclusionary discipline before using out-of-school suspensions or expulsions.[31] School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.[32] Potential disciplinary measures include, without limitation, any of the following: [33]

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. [34]
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised. [35]
7. After-school study or Saturday study[36] 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.[37] 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.

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[31] 105 ILCS 5/10-22.6(b-5). In addition, subsection c-5 states, "[s]chool districts must make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates." 105 ILCS 5/10-22.6(c-5).

[32] 105 ILCS 5/10-22.6(h).

[33] Most school attorneys advise against using a grade reduction as a disciplinary measure. A decision upholding such a policy is Knight v. Bd. of Educ., 38 Ill.App.3d 603 (4th Dist. 1976). A decision striking one is Smith v. Sch. City of Hobart, 811 F.Supp. 391 (N.D.Ind. 1993) (grade reduction policy requiring 9-week grades to be reduced 4% for each day of a suspension was found unconstitutional).

[34] While restitution is permitted, issuing a fine or fee as a disciplinary consequence is not permitted. 105 ILCS 5/10-22.6(i). Possible parental liability for damages under the Parental Responsibility Law (740 ILCS 115/5) is discussed in a footnote in sample policy 7:170, *Vandalism*.

[35] An in-school suspension program may focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. 105 ILCS 5/10-22.6(l). Providing programming during in-school suspensions is not required, however providing such programming will help distinguish them from exclusionary suspensions. See f/n 3 in sample policy 5:230, *Maintaining Student Discipline*, for further discussion of in-school suspension programs.

[36] Teachers may not be required to teach on Saturdays. 105 ILCS 5/24-2.

[37] See Herndon v. Chapel Hill-Carrboro City Bd., 89 F.3d 174 (4th Cir. 1996) (upheld policy requiring students to complete community service in order to graduate).

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9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules. [38]

10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*. [39]

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*.[40] A student who has been suspended may also be restricted from being on school grounds and at school activities. [41]

12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*.[42] A student who has been expelled may also be restricted from being on school grounds and at school activities. [43]

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. [44]

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. [45]

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[38] Consult the board attorney for advice concerning confiscated devices. There is no binding Ill. court decision regarding school personnel seizing and retaining a student's property. The Supreme Court of Arkansas held that a teacher and principal did not violate a student's state or federal rights when they confiscated and retained a student's cell phone for two weeks for violating school rules on cell phones. Koch v. Adams, 361 S.W.3d 817 (Ark. 2010).

[39] 105 ILCS 5/10-22.6(b) and (b-30).

[40] A suspension may be imposed in only limited situations that vary according to the suspension's length. 105 ILCS 5/10-22.6(b-15). This is explained in sample board policy 7:200, *Suspension Procedures*, and its footnotes.

[41] This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

[42] An expulsion may be imposed in only limited situations. 105 ILCS 5/10-22.6(b-20). This is explained in sample policy 7:210, *Expulsion Procedures*, and its footnotes.

105 ILCS 5/10-22.6(d) permits expulsion for a definite period of time not to exceed two calendar years. School officials must document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

[43] This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

[44] 105 ILCS 5/10-22.6(a) and (b). Subsection 10-22.6(b) uses the phrase "is suspended in excess of 20 school days" even though a 20-consecutive day suspension should be treated as an expulsion. Goss v. Lopez, 419 U.S. 565 (1975). An alternative program is probably available to a student who is suspended for 11 to 20 consecutive days because that student is technically expelled and, as such, qualifies under subsection (a) of Section 10-22.6. Contact the board attorney if the district wants to interpret the statute as referring to *cumulative* school days so that it can transfer a student to an alternative program upon his or her suspension in excess of 20 *cumulative* school days.

Contact the board attorney regarding the necessary due process procedures before imposing a disciplinary transfer to an alternative school. The court in Leak v. Rich Twp. High Sch. Dist. 227 (397 Ill.Dec. 90 (1st Dist. 2015)), held that placement in an alternative school is tantamount to an expulsion. Thus, according to dicta in this decision, districts must follow expulsion procedures before a student is transferred to an alternative school. Schools may still reach agreements with parents/guardians to transfer students to such schools without completing the expulsion procedures.

The alternative program may not deny the transfer on the basis of the suspension or expulsion, except in cases in which the transfer is deemed to cause a threat to the safety of students or staff in the alternative program.

[45] 105 ILCS 5/22-88, added by P.A. 101-478 and amended by P.A.s 102-197 and 102-558. See sample policy 7:150, *Agency and Police Interviews*.

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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. [46]

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. [47]

Isolated Time Out, Time Out, and Physical Restraint [48]

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).

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[46] **Note:** Districts that receive early childhood block grant funding (authorized by 105 ILCS 5/1C-2 of the School Code) are prohibited from expelling children from their early childhood programs. 105 ILCS 5/2-3.71(a)(7) and 105 ILCS 5/10-22.6(k). A district may, however, transition a child to a new program if: (1) it has documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted; (2) the program determines that transitioning a child is necessary for the well-being of the child or his or her peers and staff; and (3) the current and pending programs create a transition plan for the child with parent or legal guardian permission. 105 ILCS 5/2-3.71(a)(7)(C). A district may temporarily remove a child from attendance in the group setting in the case of a serious safety threat to a child or others, or in the case of possession of a weapon as described in 105 ILCS 5/10-22.6(d), but it must then begin the process of documenting interventions and supports as outlined in the law. 105 ILCS 5/2-3.71(a)(7)(E). Ill. State Board of Education (ISBE) rules implementing these new requirements are at 23 Ill.Admin.Code §§ 235.300-235.340. As of **PRESS** Issue 104 (June 2020), the ISBE forms required to document steps taken in accordance with these rules were being developed and projected to be available in late summer 2020 at: www.isbe.net/Pages/Early-Childhood.aspx. **Consult the board attorney for advice to ensure compliance with ISBE rules.** Compliance with this law does not relieve a district of its obligations to also comply with the Individuals with Disabilities Education Improvement Act of 2004 when disciplining students with disabilities. For further information, see sample policy 7:230, *Misconduct by Students with Disabilities*. For districts that receive early childhood block grant funding, add the following:

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

If this language is inserted, add 105 ILCS 5/2-3.71(a)(7) to the Legal References for this policy.

[47] This paragraph paraphrases 105 ILCS 5/24-24.

[48] Isolated time out, time out, or physical restraint may be used by staff members **only if** their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. See 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. **The sample policy allows the use of isolated time out, time out, and physical restraint pursuant *only* to the conditions allowed in the School Code and ISBE rules.** State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraint. 105 ILCS 5/2-3.130 and 5/10-20.33, amended by P.A. 102-339; 105 ILCS 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are allowed only if a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. By doing this, the policy includes the district's procedure. **For a board that wants to prohibit the use of isolated time out, time out, and physical restraint** (1) ~~delete~~ replace the contents of this subhead ~~and its contents~~with "The district prohibits the use of isolated time out, time out, and physical restraint, as defined in 105 ILCS 5/10-20.33."; (2) amend the Legal References as follows "23 Ill.Admin.Code §~~§~~1.280~~, 1.285~~," and (3) delete "Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)".

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Weapons [49]

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. [50]

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. [51]

Re-Engagement of Returning Students [52]

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

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[49] This section paraphrases 105 ILCS 5/10-22.6(d) and contains the statutorily required punishment for bringing a weapon to school along with the statutory definition of *weapon*. When preparing for a due process hearing, a principal needs to use the applicable State and federal law definitions of *firearm* – not just the School Code.

While subsection 105 ILCS 5/10-22.6(b-10) explicitly forbids zero tolerance policies, it provides an exception for those zero tolerance policies established by State or federal law, which includes weapons in school. Section 10-22.6(d) provides that a student who brings a weapon to school, as defined in the section, "shall be expelled for a period not less than one year," unless modified by the superintendent or board. The federal Gun-Free Schools Act (20 U.S.C. §7961 et seq.) provides for at least a one year expulsion for students who bring firearms to school. As directed by 20 U.S.C. §7961(b)(1), 105 ILCS 5/10-22.6(d), the superintendent and the board may modify that consequence; however, the superintendent/board may decline to exercise that discretion and instead impose the maximum penalty authorized by law. Analyzing the student's circumstances on a case-by-case basis may avoid a judicial finding that an expulsion is too severe. See Washington v. Smith, 248 Ill.App.3d 534 (1st Dist. 1993).

Item #4 in the **Prohibited Student Conduct** section is broader because it prohibits "using, possessing, controlling, or transferring" a weapon in addition to violating the **Weapons** section.

[50] Optional.

[51] The Firearm Concealed Carry Act permits a properly licensed individual to carry a concealed firearm within a vehicle into a school parking area and store it in a locked vehicle out of plain view. 430 ILCS 66/65(b). The federal Gun-Free Schools Act has a similar provision. 20 U.S.C. §7961(g). The School Code, however, contains no similar exception to the ban on firearms at schools. Contact the board attorney before permitting students to store their firearms in their vehicle's trunk while parked at school.

[52] Required by 105 ILCS 5/10-22.6(b-25). See 7:190-AP8, *Student Re-Engagement Guidelines*.

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exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit. [53]

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.[54] 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.[55] *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. [56]

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

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

[53] A goal for re-engagement is optional. Schools must permit students who were suspended to make-up work for equivalent academic credit. 105 ILCS 5/10-22.6(b-30).

[54] 105 ILCS 5/10-27.1A, 5/10-27.1B, and 5/10-21.7, amended by P.A. 102-894. *School grounds* includes 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. To satisfy the reporting requirement, ISBE created the School Incident Reporting System (SIRS), a web-based application on IWAS for schools to report incidents electronically. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.

[55] Id. State law imposes this duty to report firearm possession only on school officials; this duty may be also imposed on volunteers and community members. Only staff members, however, are vulnerable to committing a petty offense for their failure to report, and only staff members are protected from civil or criminal liability that might arise as a result of making a report (although the liability potential for anyone making a report is remote).

The building principal must notify the student's parents/guardians only when the alleged offense is firearm possession. The policy expands this notification duty; a board disinclined to do this should substitute the following sentence:

> Upon receiving such a report, the Building Principal or designee shall immediately notify the applicable local law enforcement agency, Ill. ~~Dept. of~~ State Police (ISP), and, if a student is reportedly in possession of a firearm, also the student's parents/guardians.

[56] 105 ILCS 5/24-24 and 23 Ill.Admin.Code §1.280 require: (1) teachers and other certificated [licensed] employees (except for individuals employed as paraprofessionals) to maintain discipline, and (2) the district to have a policy on discipline that provides that:

[A] teacher, other certificated employee, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self-defense or the defense of property, shall provide that a teacher may remove a student from the classroom for disruptive behavior, and shall include provisions which provide due process to students. The policy shall not include slapping, paddling or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm. 105 ILCS 5/24-24.

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bus, up to ~~ten~~10 consecutive school days, provided the appropriate procedures are followed.[57] The Board may suspend a student from riding the bus in excess of ~~ten~~10 school days for safety reasons. [58]

Student Handbook [59]

The Superintendent, with input from the parent-teacher advisory committee,[60] shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

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

[57] Required by 105 ILCS 5/10-22.6(b).

[58] Id.

[59] 105 ILCS 5/10-20.14(a) requires schools to provide a copy of the student discipline policy to parents/guardians within 15 days after the beginning of the school year, or within 15 days after a transfer student starts classes, but it does not specify how to provide copies. For ease of administration, this policy specifies that copies will be provided via student handbooks.

[60] The board must establish and maintain a parent-teacher advisory committee to develop guidelines on student discipline. See 2:150, *Committees.* This policy's dissemination requirements are from 105 ILCS 5/10-20.14.

A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: ~~www.ilprincipals.org/resources/model-student-handbook~~www.ilprincipals.org/msh/.

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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, and 5/31-3.
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 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)

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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*.

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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

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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

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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.

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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

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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.

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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: March 17, 2022

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Students

Student Support Services [1]

The District provides 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. [2]

Commented [DJ1]: This sentence was formerly #5 in the list below. It was moved out of the list because appointment of a DCFS liaison is no longer optional under the law.

The following student support services may be provided by the School District: [3]

1. Health services supervised by a qualified school nurse.[4] 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[5] as needed. In all cases, written permission to administer a psychological examination must be

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

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

[2] Required by 105 ILCS 5/10-20.59, amended by P.A. 102-199. See f/n 16 in sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, for liaison responsibilities and requirements.

[3] All districts are required to conduct a comprehensive needs assessment to determine the scope of student personnel services needs in the areas of: (1) guidance and counseling needs; (2) psychological needs; (3) social work needs; and (4) health needs. 23 Ill.Admin.Code §1.420(q). Endorsement requirements for various types of school support personnel are referenced in f/ns 3 through 6 below, and further information is available at: www.isbe.net/Pages/PEL-School-Support-Ed-Lic.aspx. Until ~~June 20, 2023~~36-20-23, an individual who fails to meet the necessary qualifications for a specific school support personnel endorsement, but holds another professional license or certification approved by ISBE, may seek short-term approval for assignment to a position in situations where an unforeseen vacancy occurs. Short-term approvals are valid for three full fiscal years. 23 Ill.Admin.Code §25.432.

P.A. 95-558 created the Ensuring Success in School Task Force. This task force developed recommendations for policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The intent of the recommendations was~~is~~ to ensure these student populations' ability to: (1) stay in school; (2) stay safe at school; and (3) successfully complete their education. See f/n 3 in sample policy 6:65, *Student Social and Emotional Development*, for further information. ~~A copy of this report is at: www.isbe.net/Documents/ess-task-force-final-report0610.pdf#search="%22ensuring%20success%20in%20school%20task%20force%22. School boards and superintendents may want to create their own study groups to discuss implementation of the task force's recommendations for policies, procedures and protocols.~~

[4] School districts may employ ~~noncertificated~~non-professional-educator-licensed *registered professional nurses* to perform professional nursing services. 105 ILCS 5/10-22.23, amended by P.A. 102-894; 23 Ill.Admin.Code §1.760(c). A *registered professional nurse* means any nurse who is licensed to practice professional nursing in Illinois under the Nurse Practice Act (225 ILCS 65/) and whose license is active and in good standing with the Ill. Dept. of Financial and Professional Regulation. 23 Ill.Admin.Code §1.760(b).

A *school nurse* means any registered professional nurse who also holds a professional educator license endorsed for school support services in school nursing, or any registered professional nurse who does not hold the professional educator license but was employed in the school district of current employment before 7-1-76. 23 Ill.Admin.Code §1.760(c).

105 ILCS 5/10-22.23 provides that any nurse first employed on or after 7-1-76, whose duties require teaching or the exercise of instructional judgment or educational evaluation of students, must be licensed under 105 ILCS 5/21B-25. ~~However, that licensure Section 21-25 was repealed by P.A. 98-413, eff. 8-16-13.~~

A school nurse may hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§1.760(c), 23.120, 25.245.

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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.[6] A student's parent/guardian must consent to regular or continuing services from a social worker.

4. Guidance and school counseling[7] services.

~~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.~~ [8]

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability.[9] The District, however, assumes no liability for preventing, identifying, or treating such needs.

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

[5] A *school psychologist* means a psychologist who holds a Professional Educator License with a school psychologist endorsement per 105 ILCS 5/21B-25 and either: (1) has graduated with a master's degree or higher degree in psychology or educational psychology from an institution of higher education that maintains equipment, courses of study, and standards of scholarship approved by the Ill. State Board of Education (ISBE), has had at least one school year of full-time supervised experience in the delivery of school psychological service approved by the State Superintendent of Education, and has such additional qualifications as may be required by ISBE; or (2) holds a valid Nationally Certified School Psychologist credential. 105 ILCS 5/14-1.09. School psychologists hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§1.760(a), 23.130, 25.235. The scope of school psychological services is described in 105 ILCS 5/14-1.09.1, amended by P.A. 102-894.

[6] A *school social worker* means a social worker who has graduated from an accredited graduate school of social work and has such additional qualifications as may be required by ISBE and who holds a Professional Educator License with a school support personnel endorsement for school social work per 105 ILCS 5/21B-25. 105 ILCS 5/14-1.09a. See 105 ILCS 5/10-22.24a, amended by P.A. 102-894, and~~105 ILCS~~ 5/21B-25(2)(G); 23 Ill.Admin.Code §§1.760(a), 23.140, 25.215. School social workers may not provide services outside of their district employment to any student(s) attending school in the district. 23 Ill.Admin.Code §25.215. *School marriage and family therapists* are another type of school support personnel; they hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§23.150, 25.260. The scope of school social worker services is described in 105 ILCS 5/14-1.09.2, amended by P.A. 102-894.

[7] *School counselors* hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§1.760(a), 23.110, 25.225. *School guidance counselors* refers to district employees that work in high schools to offer students advice and assistance in making career or college plans; no specific school support personnel endorsement exists for school guidance counselors. 105 ILCS 5/22-930 ~~(final citation pending)~~, added by P.A. 102-327 and renumbered by P.A. 102-813.

In contrast, *professional counselors* and professional counseling practice in Illinois are governed by the Professional Counselor and Clinical Professional Counselor Licensing and Practice Act and its implementing regulations. 225 ILCS 107/; 68 Ill.Admin.Code Part 1375. The Mental Health and Developmental Disabilities Code, 405 ILCS 5/, provides that minors 12 years of age or older may request and receive up to eight 90-minute sessions (previously five 45-minute sessions) of professional counseling services or psychotherapy (provided by a clinical psychologist) without the consent of the minor's parent, guardian, or person in loco parentis. 405 ILCS 5/3-550~~A-105~~. Most school districts do not regularly provide *professional* counseling or *clinical* psychological services to students. Instead, most districts provide *school counseling* or *school psychological* services to students, and Illinois law does not specify any limits on the number of school counseling or school psychological sessions which a minor may have before obtaining parent/guardian permission. If your district seeks to regularly provide *professional counseling* or *clinical psychological* services to students, consult with your board attorney about potential changes to board policies and administrative procedures, as well as collective bargaining issues.

[8] ~~Optional. 105 ILCS 5/10-20.59 allows a liaison. Be sure this policy is consistent with policy 7:50, School Admissions and Student Transfers To and From Non-District Schools. See f/n 13 in 7:50, School Admissions and Student Transfers To and From Non-District Schools, for liaison responsibilities and requirements.~~

[9] Required by the Children's Mental Health Act ~~of 2003~~, 405 ILCS 49/15(b).

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Erin's Law Counseling Options, Assistance, and Intervention [10]

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 and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

Commented [DJ2]: This phrase is added to align with *Erin's Law*.

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), 5/10-20.59, 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)

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[10] Required by *Erin's Law,* 105 ILCS 5/10-23.13(b)(2), (3), and (5), amended by P.A. 102-610. See sample policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*, for more information on Children's Advocacy Centers.

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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 17, 2022

CURRENT

Students

Anaphylaxis Prevention, Response, and Management Program [1]

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a School Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency[2] when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. [3]

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

[1] 105 ILCS 5/2-3.1~~90~~82(d), added by P.A. 102-413~~,~~ and renumbered P.A. 102-813, require~~d~~s school boards to update or implement an anaphylactic policy by 8-17-22 (six months after the Ill. State Board of Education (ISBE) distributed its model on 2-17-22) in accordance with the model policy developed by ISBE, titled *Anaphylaxis Response Policy for Illinois Schools*, (*ISBE Model*), available at: www.isbe.net/Documents/Anaphylactic-policy.pdf. Administrative procedures referencing the *ISBE Model* must support this policy in order to comply with the law. See the discussion in f/n 4 below and 7:285-AP, *Implementing an Anaphylaxis Prevention, Response, and Management Program* for a sample implementation procedure.

The law requires the *ISBE Model*, and in turn a district's policy based on the *ISBE Model*, to include: (a) a procedure and treatment plan, including emergency protocols and responsibilities for school nurses and other appropriate school personnel, for responding to anaphylaxis, (b) requirements for a training course for appropriate school personnel on prevention and responding to anaphylaxis, (c) a procedure and appropriate guidelines for the development of an individualized emergency health care plan for children with a food or other allergy that could result in anaphylaxis, (d) a communication plan for intake and dissemination of information provided by Illinois regarding children with a food or other allergy that could result in anaphylaxis, including a discussion of methods, treatments, and therapies to reduce the risk of allergic reactions, including anaphylaxis, (e) strategies for reducing the risk of exposure to anaphylactic causative agents, including food and other allergens, and (f) a communication plan for discussion with children who have developed adequate verbal communication and comprehension skills and with the parents or guardians of all children about foods that are safe and unsafe and about strategies to avoid exposure to unsafe food. 105 ILCS 5/2-3.1~~90~~82(b), added by P.A. 102-413 and renumbered by P.A. 102-813.

The *ISBE Model* is primarily focused on item (a). Little to no guidance for schools regarding items (b) – (f) exists in it other than to generally cite to voluminous resources made available by the Centers for Disease Control and Prevention (CDC) and National Association of School Nurses (NASN). See f/n 3, below. This policy and its implementing procedures are designed to supplement the *ISBE Model* and further lead school officials to resources regarding items (b) – (f). 105 ILCS 5/2-3.182(b)(1-6), added by P.A. 102-413 and renumbered by P.A. 102-813.

[2] The *ISBE Model* does not provide a specific definition for *anaphylactic emergency,* but it appears to use that term and *anaphylaxis* interchangeably.

[3] This ends statement requires board work and should be discussed (what effect or impact will this district statement have on the students and the community?) and altered accordingly before board adoption. The *ISBE Model* provides that students at risk for anaphylaxis benefit from a policy that coordinates a planned response in the event of an anaphylactic emergency, and it emphasizes that an emergency plan should include all stakeholders. For more information on ends statements and governance, see IASB's *Foundational Principles of Effective Governance* at:– www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/~~www.iasb.com/principles_popup.cfm~~.

The clause "using a cooperative effort among students' families, staff members, students, health care providers and emergency medical services, and the community" is optional and can be removed. The purpose of the clause is to share responsibility for management among all stakeholders.

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The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that: [4]

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540. [5]

2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540. [6]

3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*. [7]

4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food*

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[4] 105 ILCS 5/10-20. To balance the requirement to implement a policy based upon the *ISBE Model* (105 ILCS 5/2-3.1908~~2~~(d)) with the practicalities of managing a district, this paragraph delegates the board's implementation duty to the superintendent.

[5] Number one outlines the goals that the legislature directed ISBE to include in the topics covered by the *ISBE Model*. 105 ILCS 5/2-3.190(b), added by P.A. 102-413 and renumbered by P.A. 102-813~~49(a) (c)~~. The *ISBE Model* is based on the *Virginia Dept. of Education Anaphylaxis Policy*, available at: www.doe.virginia.gov/support/health_medical/anaphylaxis_epinephrine/, and it incorporates NASN recommendations for a comprehensive anaphylaxis school policy. See the *NASN Sample Anaphylaxis Policy*, at: www.nasn.org/nasn-resources/resources-by-topic/allergies-anaphylaxis. Boards may add further expectations and include additional goals that reflect those expectations here. Ensure that any additional expectations or goals align with policy 7:270, *Administering Medicines to Students*.

[6] Number two includes the biennial in-service training program required by 105 ILCS 5/10-22.39(e) and training required by 105 ILCS 5/22-30(g) for those staff members who will be *trained personnel*, authorized by 105 ILCS 5/22-30(b-10), to provide or administer undesignated epinephrine in specific situations. The law authorizes *school nurses* and *trained personnel* to administer undesignated epinephrine. See sample policy 5:100, *Staff Development Program* (at f/n 5 if the board does not list all training in the policy), and 7:270-AP2, *Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon*. 105 ILCS 5/22-30(b-5) does not specifically state that staff members authorized to administer (student-specific) epinephrine under a student's specific individual plan must also complete the more rigorous training required for *trained personnel*. However, the *ISBE Model* is clear that "[o]nly trained personnel should administer epinephrine to a student believed to be having an anaphylactic reaction," and it requires each building-level administrator to identify at least two employees, in addition to the school nurse (if any), to be *trained personnel*. The more in-depth training for staff members who may administer epinephrine (whether student-specific or undesignated) is also a best practice emphasized in the *CDC Guidelines*, which is referenced in the *ISBE Model* (see f/n 8, below).

[7] Optional. Delete number three if a board has not adopted the **School District Supply of Undesignated Epinephrine Injectors** subhead in policy 7:270, *Administering Medicine to Students.*

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Allergies in Schools and Early Care and Education Programs and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*. [8]

5. Provides annual notice to the parents/guardians of all students to make them aware of this policy. [9]
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring [10]

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board ~~monitors~~ reviews and makes any necessary updates to this policy at least once every three years ~~by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions~~. The Superintendent or designee shall assist the Board with its ~~reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions.~~review and any necessary updates.

LEGAL REF.: 105 ILCS 5/2-3.190~~82~~, 5/10-22.39(e), and 5/22-30.
23 Ill.Admin.Code §1.540.
Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

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[8] Number four refers to the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs*, at: www.cdc.gov/healthyschools/foodallergies/pdf/20_316712-A_FA_guide_508tag.pdf (*CDC Guidelines*), which is cited in the *ISBE Model* as a resource for a "full food allergy and prevention of allergen exposure plan." Adopting the entire, voluminous *CDC Guidelines* document as policy is not practical. The *CDC Guidelines* also state that not every recommendation will be appropriate or feasible for every district's needs. The *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*, at: http://www.nasn.org/nasn-resources/resources-by-topic/allergies-anaphylaxis, are also linked as a resource in the *ISBE Model.* The *ISBE Model* acknowledges that not all schools have access to school nurses or other health staff on a regular basis, and it encourages districts to take this into consideration when developing building-level plans.

[9] Number five is required by 105 ILCS 5/2-3.190~~82~~(c), added by P.A. 102-413 and renumbered by P.A. 102-813. The notification must include contact information for parents/guardians to engage further with the district to learn more about individualized aspects of the policy. For ease of administration, districts may want to include this notification in student handbook(s). The Ill. Principal's Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook* (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

[10] 105 ILCS 5/2-3.190~~82~~(e), added by P.A. 102-413 and renumbered by P.A. 102-813, provides that ISBE shall review and update its model policy at least once every three years. Although this section does not expressly state that boards must also conduct a review within this time frame, that is the logical conclusion based on a board's duty in 105 ILCS 5/10-16.7 to direct the superintendent through policy. The policy should be updated in accordance with any revisions made to the *ISBE Model.*

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Students

Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylactic Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylactic Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*.
4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists.*
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:250, *Board Policy Development*, the Board monitors this policy at least once every three years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its

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reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions.

LEGAL REF.: 105 ILCS 5/2-3.182, 5/10-22.39(e), and 5/22-30.
23 Ill. Admin. Code §1.540.
Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: November 11, 2010

REVISED: July 21, 2022

CURRENT

Students

Suicide and Depression Awareness and Prevention [1]

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. [2]

    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.[3] Implementation will incorporate:

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[1] A suicide awareness and prevention policy is required by 105 ILCS 5/2-3.166(c). The first sentence of this policy is required by 105 ILCS 5/2-3.166(c)(1).

This policy contains an item on which collective bargaining may be required. See 105 ILCS 5/10-22.24b. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

[2] Required by 105 ILCS 5/2-3.166(c)(2). While this law is titled Youth Suicide Awareness and Prevention, it requires the policy to include protocols for administering youth suicide awareness and prevention education to *staff* and students.

For student protocols, see 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7.

For staff protocols, see 105 ILCS 5/3-14.8, which requires the regional superintendents to cover the warning signs of suicidal behavior in teacher's institutes. In suburban Cook County, an Intermediate Service Center will perform the responsibilities that are performed in other locations by the regional superintendent.

[3] Required by 105 ILCS 5/2-3.166(c)(3). This policy adds *with the goal of* and *possibly* to modify the statute's use of "at risk of suicide." *With the goal of* acknowledges that identifying every student at risk of suicide is impossible. *Possibly* is added to inform the public that these identifications are not definitive. School staff members are not licensed medical professionals who are fully trained to make definitive determinations about whether a student is at risk of suicide, and parents/guardians should not take any referral under this requirement as such.

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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: [4]

   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;

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105 ILCS 5/10-22.39, amended by P.A. 101-350, requires licensed school personnel and administrators who work with students in kindergarten through grade 12 to be trained to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques. While very little guidance is available for students in grades 6 and below, *Ann Marie's Law* directs the Ill. State Board of Education (ISBE) to compile, develop and post these items on its website. Districts may use the Ill. Mental Health training program, established under the Ill. Mental Health First Aid Training Act, to provide the training for this in-service requirement. See f/n 4 in sample policy 5:100, *Staff Development Program*, for further discussion of this training requirement.

Ann Marie's Law requires ISBE to develop and recommend materials. See the discussion in f/n 7, below, on ISBE-recommended materials.

See f/n 1 in sample policy 4:170, *Safety,* for information on the U.S. School Safety Clearinghouse website at: www.SchoolSafety.gov.

[4] Required by 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267~~, eff. 7-1-22~~. For further discussion of 105 ILCS 5/10-22.24b, see f/n 2 in sample policy 6:270, *Guidance and Counseling Program*. This policy adds "for use during the school day and at school-sponsored events" to inform the public about the limitations concerning what schools can realistically provide students and their parent(s)/guardian(s). See the discussion in f/n 3, above, regarding the addition of the word *possibly*.

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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]

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]

6. A process to incorporate ISBE-recommended resources[7] 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. [8]

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. [9]

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[5] Required by 105 ILCS 5/2-3.166(c)(5). See 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Needs* for information about building-level Student Support Committees. When sharing information from therapists and counselors, these committees are required to follow the Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Children's Mental Health Act ~~of 2003~~, 405 ILCS 49/, amended by P.A. 102-899, eff. 1-1-23.

[6] Required by 105 ILCS 5/2-3.166(c)(6).

[7] 105 ILCS 5/2-3.166(b)(2)(B), directs ISBE to "compile, develop, and post on its publicly accessible Internet website both of the following, which may include materials already publicly available: (A) [r]ecommended guidelines and educational materials for training and professional development, and (B) [r]ecommended resources and age-appropriate educational materials on youth suicide awareness and prevention."

ISBE has created the *Illinois Youth Suicide Prevention Toolkit: A Reference for Administrators*, *Counselors*, *Teachers*, *and Staff*, at: www.isbe.net/Documents/Suicide-Prevention-Procedures.pdf, as well as listing other resources at: www.isbe.net/Pages/Suicide-Prevention.aspx.

[8] Required by 105 ILCS 5/2-3.166(c)(7).

[9] Optional. The *Illinois Suicide Prevention Strategic Plan* may be found at: https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/illinoisstrategicplan2020reduced.pdf~~www.dph.illinois.gov/sites/default/files/publications/011519ohpm-suicide-prevention-plan-2018-2021.pdf~~. Its goals and objectives reflect the input of public and private organizations and stakeholders that are concerned with mental health. It is designed to reduce suicide through a positive public health approach. See also the Suicide Prevention Resource Center and its Illinois page at www.sprc.org/states/illinois for more information on which goals in the Illinois Suicide Prevention Strategic Plan have been implemented. ~~The Suicide Prevention Resource Center also had an awareness public prevention pilot program titled "It Only Takes One," available at: www.itonlytakesone.org/.~~

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Monitoring [10]

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.[11] The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.[12] Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law. [13]

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, 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

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[10] Required by 105 ILCS 5/2-3.166(d).

[11] Id. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Consult the board attorney about whether a signature is required to prove compliance with the law's specific requirement that *each school district employee* and *each student enrolled in the ~~D~~district* are informed of and/or provided a copy of the policy.

[12] Id. Consult the board attorney about placing the policy in the student handbook instead of and/or in addition to providing a hard copy to each student's parent/guardian. Members of the Ill. Principals Assoc. (IPA) may subscribe to the IPA's Model Student Handbook Service, which are aligned with IASB's policy services. For more information, see: https://ilprincipals.org/msh/~~www.ilprincipals.org/resources/model-student-handbook~~.

[13] 105 ILCS 5/10-20.763 ~~(final citation pending)~~, added by P.A. 102-134 and renumbered by P.A. 102-813 (district-issued ID cards for students, and information on districts' websites); 105 ILCS 5/10-20.8175 ~~(final citation pending)~~, added by P.A. 102-416 and renumbered by P.A. 102-813 (districts must insert either the Safe2Help Illinois helpline or a local suicide prevention hotline on ID card, contact to identify each helpline that may be contacted through text messaging, and include the same in student handbooks and planners (if a student planner is custom printed by a district or its schools for distribution to students in any of grades 6 through 12)). See f/n 1 in procedure 7:290-AP, *Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program*, for further information regarding Safe2Help Illinois.

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beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body. [14]

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[14] **Consult the board attorney for guidance concerning liability in this area.** Except for cases of willful and wanton conduct, the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/, likely protects districts from liability for failure to properly identify and/or respond to a student's mental health issue that results in suicide. See 745 ILCS 10/3-108 and Grant v. Bd. of Trustees of Valley View Sch. Dist. No. 365-U, 286 Ill.App.3d. 642 (3rd Dist. 1997). However, attorneys have concerns that failing to inform parents/guardians that services required under *Ann Marie's Law* are limited may open districts to potential litigation if services provided under the policy fail or are deemed inadequate. Every situation is fact specific and the issues require careful evaluation. A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its board attorney, to minimize liability, such as adding limiting phrases (see discussions in f/ns 3 & 4) and ensuring other policies are followed. Ultimately, the best way to minimize liability is to be sure that the district's insurance policies cover the training and other requirements under *Ann Marie's Law*.

In addition to the Tort Immunity Act, school officials and districts may also be entitled to qualified immunity in civil rights lawsuits that seek to hold them liable for a suicide. See Sanford v. Stiles, 456 F.3d 298 (3d Cir. 2006); Martin v. Shawano-Gresham Sch. Dist., 295 F.3d 701 (7th Cir. 2002); Armijo v. Wagon Mount Pub. Schs, 159 F.3d 1253 (10th Cir. 1998). Yet, recent trends in student-on-student harassment cases are emerging where parents whose children die of suicide allege that a school's failure to properly identify or respond to the child's mental health issues was a contributing cause for the suicide.

In these cases, the parents ask courts to apply Davis v. Monroe Cnty. Bd. of Educ., 526 U.S. 629 (1999), to *Section 504* cases. Under the *Davis standard*, parents must prove that: (1) their child was an individual with a disability; (2) their child was harassed based upon his or her disability; (3) the harassment was sufficiently severe or pervasive that it altered the condition of the child's education and created an abusive educational environment; (4) the school district knew about the harassment; and (5) the school district was deliberately indifferent to the harassment.

While not precedential in Illinois, several cases illustrate the uncertainty of a school district's liability in the emerging area of suicide prevention liability and/or failure to properly respond to a student's mental health issues and may indicate a trend toward courts allowing juries to determine a district's liability: Armijo ~~v. Wagon Mount Pub. Schs, 159 F.3d 1253 (10th Cir. 1998)~~ (denying summary judgment to two individual defendant district employees based on a state-created danger theory and as to all defendant employees based on a special relationship theory); Estate of Barnwell ex rel. Barnwell v. Watson, 44 F.Supp.3d 859 (E.D. Ark. 2014) (allowing plaintiff parents to move forward in litigation alleging that school district's *Section 504* failures contributed to their son's suicide, but summary judgment in favor of school district eventually granted); and Walsh v. Tehachapi Unified Sch. Dist., 997 F.Supp.2d 1071 (E.D. Ca. 2014) (denying summary judgment because the school district's conduct may have been the proximate cause of the student suffering an uncontrollable impulse to commit suicide). But see Estate of Lance v. Lewisville Indep. Sch. Dist., 743 F.3d 982 (5th Cir. 2014) (finding in favor of the school district because the claimed special relationship theory and state-created danger theories were not actionable).

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LEGAL REF.: 42 U.S.C. § 12101 et seq. Individuals with Disabilities Education Act.
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.763 ~~(final citation pending)~~, 5/10-20.81, 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.
5 ILCS 860/, Student Confidential Reporting Act.
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)

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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.

CURRENT

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 17, 2022

CURRENT

Students

Student Records [1]

School student records are confidential. Information from them shall not be released other than as provided by law.[2] A school student record is any writing or other recorded information concerning a

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[1] State law requires school boards to adopt a policy and procedures implementing the Illinois School Student Records Act (ISSRA) and specifying the content of school student records. 23 Ill.Admin.Code §§375.100 and 226.740. Both State and federal law address school student records. See the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) implemented by federal rules at 34 C.F.R. Part 99) and ISSRA (105 ILCS 10/, amended by P.A.s 101-515, 102-199, and 102-557 ~~and 101-515~~, implemented by ISBE rules at 23 Ill.Admin.Code Part 375).

In addition, the U.S. Dept. of Education's (DOE) *Protecting Student Privacy* webpage, a service of the Privacy Technical Assistance Center (PTAC) and the Student Privacy Policy Office, is a *one-stop* resource for education stakeholders to learn about student privacy and confidentiality, including data privacy and security practices related to student-level longitudinal data systems, at: www.studentprivacy.ed.gov/. PTAC published a guide for school officials titled *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices* (2014), at:

www.studentprivacy.ed.gov/resources/protecting-student-privacy-while-using-online-educational-services-requirements-and-best.

The DOE also issued a summary of resources on FERPA and virtual learning (2020) at: www.studentprivacy.ed.gov/resources/ferpa-and-virtual-learning. **Boards that wish to enter into cloud computing and other operator contracts must comply with the Student Online Personal Protection Act (SOPPA), 105 ILCS 85/, amended by P.A. 101-516, and should contact the board attorney for implementation guidance.** See also f/n 2, item #7, below.

Confusion persists regarding the interplay between the FERPA and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub. L. 104-191). The Privacy Rule implementing HIPAA, issued by the U.S. Dept. of Health and Human Services (DHS), addresses the disclosure of individuals' health information by *covered entities*. 45 C.F.R. Parts 160 and 164, Subparts A and E. Generally speaking, a school district becomes a *covered entity*, and must comply with applicable sections in the Privacy Rule, if it provides health care and transmits health information in electronic form in connection with transactions. However, *educational records* as defined by FERPA are excluded from HIPAA's definition of *protected health information.* 45 C.F.R. §160.103. In most cases this exception relieves school districts of complying with burdensome privacy notices and authorization forms. In December 2019, DHS and DOE issued an update to its *Joint Guidance on the Application of FERPA and HIPAA to Student Health* Records, at:

www.studentprivacy.ed.gov/resources/joint-guidance-application-ferpa-and-hipaa-student-health-records.

The board attorney should be consulted on all HIPAA-related questions.

[2] A plethora of statutory and decisional law protects student records. Aside from the laws identified in f/n 1, other laws protecting student records include:

1. Schools may not provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards. 105 ILCS 5/10-20.38.
2. Schools may not sell personal information concerning a child under the age of 16, with a few exceptions, unless a parent has consented. Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.
3. The release of confidential information given by a student to a therapist, e.g., school counselor or psychologist, is governed by the Mental Health and Developmental Disabilities Confidentiality Act. 740 ILCS 110/.
4. Schools must keep a sex offender registration form received from law enforcement separately from school student records maintained on behalf of the juvenile sex offender. 730 ILCS 152/121.
5. Divorced or separated parents/guardians with and without *parental responsibility* (formerly custody) are both permitted to inspect and copy the student's school student records. The Ill. Marriage and Dissolution of Marriage Act (IMDMA), 750 ILCS 5/602.11.
6. Schools may not provide a parent/guardian access to his or her child's school records if the parent is prohibited by an order of protection from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. Id.

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student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below: [3]

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school. [4]
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses[5]) 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. [6]

State and federal law grants students, ~~and~~ parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy[7], and/or challenge school student records.[8] The information contained in

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7. SOPPA (105 ILCS 85/, amended by P.A. 101-516) addresses a school district's obligations related to *covered information* of students and contracts with educational technology *operators*. In some instances, covered information as defined under SOPPA may also qualify as education records under FERPA and school student records under ISSRA. See policy 7:345, *Use of Educational Technologies; Student Data Privacy and Security*, and administrative procedure 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for a description of SOPPA obligations.

Note: Nos. 5 and 6 above may conflict with FERPA in that they restrict a parent/guardian's right to access his or her child's school records more than is expressly permitted by FERPA. 20 U.S.C. §1232g(a)(1)(A), (B); 34 C.F.R. §99.10(a). **Consult the board attorney for guidance.**

Allowing students to grade each other's papers does not violate FERPA; such student work is not a *school record* until it is recorded by the teacher. Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002). School student records are *per se* prohibited from disclosure; a district is under no obligation to redact them. Chicago Tribune Co. v. Chicago Bd. of Educ., 332 Ill.App.3d 60 (1st Dist. 2002).

[3] 20 U.S.C. §1232g(a)(4); 34 C.F.R. §99.3; 105 ILCS 10/2(d); 705 ILCS 405/1-7 and 5-905; 23 Ill.Admin.Code §375.10. Rather than listing the exceptions in the policy, a school board may choose to end the sentence after the proviso "except as provided in State or federal law."

[4] For a helpful resource, see f/n 1 in policy 7:150, *Agency and Police Interviews*.

[5] For an explanation, see footnotes in policy 7:220, *Bus Conduct*.

[6] Many lawyers believe that once these records are received by a school, they are protected as *education records* under FERPA. Consult the board attorney for advice.

[7] 105 ILCS 10/5(a), amended by P.A. 102-199. ISSRA does not give DCFS representatives the right to challenge student records. 105 ILCS 10/7. For more information about DCFS liaison qualifications and duties, see sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, at f/n 16.

105 ILCS 10/5(c) requires that a parent's or student's request to inspect and copy records be granted no later than 10 business days (previously 15 school days) after the date of receipt of such a request by the official records custodian.

105 ILCS 10/5(c-5) outlines how a school district may extend the 10 business day timeline for response by not more than five business days from the original due date if one or more of these six reasons applies:

1. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. The request required the collection of a substantial number of specified records;
3. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;

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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.[9] 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.[10] 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.[11] Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has

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5. The request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) without unduly burdening or interfering with the operations of the school district; or
6. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request.

The person making the request and the school district may also agree in writing to extend the timeline for compliance for a period to be determined by the parties. Id.

8 23 Ill.Admin.Code §375.10 provides that districts may, through board policy, allow scores received on college entrance examinations to be included on a student's academic transcript if that inclusion is requested in writing by a student, parent or person who enrolled the student. If the board of a unit or high school district wants to allow this, insert:

> A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript.

Note: Though 23 Ill.Admin.Code §375.10 uses the phrase "student, parent or person who enrolled the student," student records rights under ISSRA and FERPA attach to *eligible students* and their parents/guardians, not to "a person who enrolled the student" (though that person is typically a parent or guardian).

If a board allows for the inclusion of college entrance examination scores on academic transcripts, amend the district's notification to parents/guardians and students of their school student records rights with the process for requesting the inclusion. 23 Ill.Admin.Code §375.30(d)(5). See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, for an example.

9 23 Ill.Admin.Code §226.740(a).

10 This sentence is required if the board allows schools to release student directory information. 20 U.S.C. §1232g; 23 Ill.Admin.Code §375.80; 34 C.F.R. §99.37. There is at least one instance in Illinois in which parents were upset that their school district released students' names and addresses pursuant to a Freedom of Information Act (FOIA) request. FOIA contains an exemption for home addresses. Many lawyers, however, say that a district must release student information pursuant to a FOIA request when each of the following has occurred: the FOIA request seeks information that is included in the district's definition of student directory information, the district notified parents that it releases directory information, and the parents did not opt out of allowing directory information to be released concerning their child. An opinion from the Ill. Public Access Counselor supports that a district may not rely on the FOIA exemption for home addresses. PAO 12-3.

The **PRESS** policy does not identify the components of *directory information*, leaving that task to implementing material. Boards may want to discuss this quagmire with the superintendent knowing that there are good reasons to release directory information, e.g., to allow the district to publish information about specific students, and good reasons to not release directory information, e.g., to avoid releasing names and addresses pursuant to a FOIA request.

23 Ill.Admin.Code §375.80(a)(1) no longer includes *gender* as information which may be designated as directory information. This is consistent with attorneys' views that Illinois' past practice of including *gender* within directory information may have violated FERPA. FERPA regulations provide that directory information "means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed" and it "includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended." 34 C.F.R. §99.3. Though FERPA regulations do not explicitly preclude the designation of *gender* as directory information, DOE guidance has consistently advised schools not to disclose a student's sex as directory information because it would be considered harmful or an invasion of privacy. See *Letter to Institutions of Postsecondary Education*, DOE Family Policy Compliance Office (September 2009). Consult the board attorney about the practical implementation of this issue. Some attorneys, for example, believe photos of the "Girls Volleyball Team" may contradict DOE guidance.

11 20 U.S.C. §1232g(j), as added by Sec. 507 of the U.S.A. Patriot Act of 2001.

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enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law. [12]

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. [13]

Student Biometric Information Collection [14]

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention.[15] Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility[16] or the student (if over the age of 18).[17] Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information.[18] Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

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

[12] 34 C.F.R. §99.31; 105 ILCS 10/6, amended by P.A.s 102-199 and 102-557.

[13] Each school must have an *official records custodian.* 105 ILCS 10/4(a). Districts must notify students and parents/guardians of their rights concerning school student records. 105 ILCS 10/3; 105 ILCS 10/4, amended by P.A.s 101-161 and 102-199; 23 Ill.Admin.Code §375.30; 34 C.F.R. §99.7. Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, and 7:340-AP1, *School Student Records*.

[14] This program is optional; however, districts either wishing to implement such a program or districts that have already engaged in the collection of student biometric information must have a policy consistent with the requirements of 105 ILCS 5/10-20.40. This section restates the School Code's requirements for a student biometric information policy.

[15] For districts already collecting biometric information, the following is an alternative:

> The Superintendent or designee shall maintain a biometric screening program that is consistent with budget requirements and in compliance with State law.

[16] Several statutes define legal custody and when a court may grant it; the term requires statutory construction/interpretation and school boards should discuss this issue with their attorney prior to adopting a policy on collection of student biometric information.

105 ILCS 5/10-20.40(b)(1) states the definition of legal custody is the same as the definition of legal custody for purposes of residency, payment of tuition, hearings, and criminal penalties at 105 ILCS 5/10-20.12b(2)(i)-(v).

The IMDMA, 750 ILCS 5/, changed the terms *custody* and *visitation* to *parental responsibility* and *parenting time*, respectively. It also requires a *parenting plan* that allocates: (1) significant decision-making responsibilities; and (2) each parent's right to access his or her child's school records. The IMDMA does not amend ISSRA or the School Code.

[17] Based upon 105 ILCS 5/10-20.40, written permission is not required annually; it is valid until a request for discontinuation of the use of biometric information is received or until the student reaches the age of 18. See 7:340-AP1, E5, *Biometric Information Collection Authorization*.

[18] Districts must reissue 7:340-AP1, E5, *Biometric Information Collection Authorization* to students turning 18 years of age during the school year. This is because all rights and privileges accorded to a parent under ISSRA become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first. 105 ILCS 10/2(g).

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All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited. [19]

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18).[20] Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law. [21]

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[19] State law contains two exceptions: (1) the individual who has legal custody/parental responsibility of the student or the student (if over the age of 18) consents to the disclosure; and (2) the disclosure is required by court order. 105 ILCS 5/10-20.40(b)(5).

[20] 105 ILCS 5/10-20.40(d). No notification to or approval from the district's local records commission, pursuant to the Local Records Act, is required to destroy student biometric information. See f/n 15 for a discussion about the terms *custody* and *parental responsibility*.

[21] Whether the student biometric information is an education record under FERPA or falls under an exception to an education record under FERPA is an issue about which school boards should consult their board attorney. Protected Health Information under the DHS's interpretations of HIPAA excludes education records covered by FERPA, and thus HIPAA requirements are not expected to be triggered by districts collecting student biometric information. However, before implementing policies and procedures to collect student biometric information, a board should discuss these issues with the board attorney.

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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-AP1, E5 (Biometric Information Collection Authorization), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)

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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.

CURRENT

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).
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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: March 17, 2022

CURRENT

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102

(847) 659-6158 • www.huntley158.org

DATE: January 19, 2023

TO: Building and Grounds Committee, Administration and Board of Education

FROM: Doug Renkosik, Director of Operations and Maintenance

RE: O & M Updates **(R)**
Board of Education, January 19, 2023

Below is a recap of activities in the O&M Department that have taken place since the December 15, 2022, BOE meeting and highlights of upcoming events.

1. Continued coordination towards completion and closeout of the following capital projects:
   a. Pavement Improvements at Marlowe Middle School
   b. Roof System Replacement Phase 4 at Huntley High School.
2. Coordinated bid administration and received proposals in response to Specifications for:
   a. Pavement Improvements in the D158 Transportation Center Bus lot – *Bids opened 12-15-23*
   b. Pavement Improvements at reed Road Campus including connecting drive between Martin and Marlowe and Martin bus lot and receiving area – *bids opened on 1-11-23*
   c. Curtain wall restoration and unit ventilator ductwork modifications at Huntley High School's two-story, 1996 section – *presently in design development*
3. Coordinated construction of the following capital improvement projects:
   a. Guaranteed Energy savings contract RFP 2022-32 with Veregy to install the electrical distribution system and solar power array to support District 158's EV bus fleet initiative
   b. Guaranteed Energy Savings Contract RFP 2022-32A DX cooling system replacements
   c. Roof System Replacement Phase 5 at Huntley High School
   d. Track Resurfacing at Heineman Middle School
   e. Preheat system installation for Boiler Makeup Air serving Heineman boiler room
   f. Asphalt Sealcoat newer pavement at Marlowe Middle School
   g. Backstop netting system installation at Huntley High School's varsity baseball and softball diamonds – *project is 95% complete at this time.*
4. Continued coordination of specifications development for the following summer 2023 projects:
   a. Floor finish Replacement Phase 2 at Chesak and Leggee Elementary Schools – *on hold until higher priority project actual costs are identified thru their procurement process.*
5. Issued Request For Proposals (RFP)2023-05 for Custodial Services to be issued on 12-17-22. Proposals are due on January 27, 2023. The Administration is seeking two Board members to sit on the committee and participate in the bid evaluation process in early February.

ATTACHMENTS

A. Kenneth J. Kogut & Associates' 3rd party evaluation of ForeFront Power LLC's Year 2 performance report.

DR/jk

KJK

KENNETH J. KOGUT
& ASSOCIATES
Energy and Management Consultants

5232 WEST 170th PLACE
OAK FOREST, ILLINOIS 60452
Telephone (708) 560-0083
Fax (708) 560-0685

December 27, 2022

Mr. Doug Renkosik, C.P.M.M.
Director of Operations and Maintenance
Huntley Community School District 158
650 Academic Drive
Algonquin, Illinois 60102

Re: Independent Review of Year Two (2) Data for
Three (3) Solar Arrays Installations Performance
Based Upon Contractor Performance Data
Huntley Community School District 158

Dear Mr. Renkosik:

At the request of Huntley Community School District 158, Kenneth J. Kogut & Associates has conducted an independent review of year two (2), of the three (3) solar installation kwh output data provided by the installing contractor, for Huntley Community School District 158. Summary actual energy production (kwh) output of the three (3) kwh installations for the three (3) solar installation sites were reviewed. The three (3) sites consisted of:

- 650 Academic Dr., Algonquin, IL
- 13719 Harmony, Huntley, IL
- 10910 Reed Rd, Lake in the Hills, IL

Installed production information, from the design drawings, was provided by Dist. 158 on December 15, 2022. Each of the solar installation drawings included the following design and installation information:

- Fixed array
- Tilt: 25 deg.
- Azimuth 180 deg.
- Fenced in area were provided for each installation

The purpose of the independent review was to determine within a reasonable percentage, if the installed design and output production kwh was reasonable as provided by the installation contractor documents.

In order to provide an independent review, the National Renewable Energy Laboratory (NREL) site for calculating PV watts output was utilized. Calculations were performed for each of the three (3) sites. Thus, variance in location provides varying results.

Solar Radiation (kwh/m^2/day) was set by the locations, with resulting AC Energy (kwh) calculated. Parameters for system size (DC-kw), System Losses (%), Array Tilt (Deg.), Array Azimuth (Deg. from North), and Monthly Irradiance Loss (%) (account for reduction in incident solar irradiance caused by dust or other soiling of the PV surfaces). Thus, the following information was imputted:

Parameter/Loc.	Lake in the Hills	Algonquin	Huntley
DC System Size (kw)	1571	1723	2217
Array Type	Fixed (Open Racks)	Fixed (Open Racks)	Fixed (Open Racks)
System Losses (%)	15.0	15.0	15.0
Array Tilt (Deg.)	25	25	25
Array Azimuth (Deg.)	180	180	180
DC/AC Size Ratio	1.2	1.2	1.2
Invertor Eff. (%)	96	96	96
Irradiance Loss (%) [1] (per mo.)	1	1	1

1 - Note: Irradiance Loss (%) was basically held constant based upon the cleanliness of the solar PV arrays.

As a result, the following independent comparative data was calculated and compared to the contractor provided data (actual/metered) energy (kwh), for year two (2):

Site	Actual Measured kwh	Calculated kwh[2]	% Difference
Lake in the Hills	2,009,099	2,079,559	3.5%
Algonquin	2,130,658	2,280,754	7.0%
Huntley	2,905,002	2,922,914	0.6%

Thus, variances will exist when calculating data from developed and installed data. Information utilized in the NREL calculations was attempted to be as close to the installed design data, as made available. Variances in comparison for actual versus calculated will exist. However, the calculations provided by the use of the NREL site for calculating PV wattage is within acceptable output comparison. Thus, the presented measured kwh for each of the three (3) sites, as provided by the contractor data, is within acceptable statistical calculated limits. The overall average deviance of the three (3) referenced sites for contractor versus calculated is: 3.4%. This is within a standard deviation of less than 5% which is within statistical deviance standard, or within 96.6% coincidence of measured versus calculated data. (2 - NREL calculated results attachments).

In addition to comparing actual versus calculated, the contractor provided estimated minimum production (kwh) data, for year two (2), (EXHIBIT 1) for each site was reviewed. The following comparison of data is provided:

Site	Minimum Contracted Kwh - Yr. 2	Actual Production Kwh - Yr. 2
Reed Road	1,827,509	2,009,099
Square Barn	2,109,017	2,130,658
Harmony Road	2,690,619	2,905,002

Based upon the minimum contracted versus actual Production kwh data, all three (3) sites exceeded the contracted minimum guaranteed production (kwh) for year 2.

Therefore, the presented actual measured electrical output provided by the contractor in kwh for the three (3) sites is within contractual acceptable limits, and also as compared to the independent calculated data.

The above summarizes the results based upon the provided Kogut & Associates proposal. Thank you for considering Kogut & Associates for the requested independent solar (kwh) evaluation/comparison of contractor versus independent calculated data.

Respectfully,

Kenneth J. Kogut, P.E., CEM, GBE

KJK:dk

Attachments

NREL

Caution: Photovoltaic system performance predictions calculated by PVWatts® include many inherent assumptions and uncertainties and do not reflect variations between PV technologies nor site-specific characteristics except as represented by PVWatts® inputs. For example, PV modules with better performance are not differentiated within PVWatts® from lesser performing modules. Both NREL and private companies provide more sophisticated PV modeling tools (such as the System Advisor Model at https://sam.nrel.gov) that allow for more precise and complex modeling of PV systems.

The expected range is based on 30 years of actual weather data at the given location and is intended to provide an indication of the variation you might see. For more information, please refer to this NREL report: The Error Report.

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The energy output range is based on analysis of 30 years of historical weather data, and is intended to provide an indication of the possible interannual variability in generation for a Fixed (open rack) PV system at this location.

RESULTS

2,079,559 kWh/Year*

System output may range from 1,990,762 to 2,166,693 kWh per year near this location.

Month	Solar Radiation (kWh / m^2 / day)	AC Energy (kWh)
January	2.72	114,544
February	3.96	149,052
March	4.72	191,072
April	5.19	195,922
May	5.93	222,754
June	5.84	208,051
July	6.33	228,623
August	5.91	215,468
September	5.36	194,165
October	3.73	145,931
November	2.85	112,202
December	2.46	101,776
Annual	4.58	2,079,560

Location and Station Identification

Requested Location	Lake in the Hills, IL
Weather Data Source	Lat, Lng: 42.17, -88.34 0.7 mi
Latitude	42.17° N
Longitude	88.34° W

PV System Specifications

DC System Size	1571 kW
Module Type	Standard
Array Type	Fixed (open rack)
System Losses	15.0%
Array Tilt	25°
Array Azimuth	180°
DC to AC Size Ratio	1.2
Inverter Efficiency	96%
Ground Coverage Ratio	0.4%
Albedo	*From weather file*
Bifacial	No (0)

Monthly Irradiance Loss	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%

Performance Metrics

356

DC Capacity Factor	15.1%

NREL

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The expected range is based on 30 years of actual weather data at the given location and is intended to provide an indication of the variation you might see. For more information, please refer to this NREL report: The Error Report.

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The energy output range is based on analysis of 30 years of historical weather data, and is intended to provide an indication of the possible interannual variability in generation for a Fixed (open rack) PV system at this location.

RESULTS

2,280,754 kWh/Year*

System output may range from 2,183,366 to 2,376,318 kWh per year near this location.

Month	Solar Radiation (kWh / m^2 / day)	AC Energy (kWh)
January	2.72	125,626
February	3.96	163,472
March	4.72	209,558
April	5.19	214,877
May	5.93	244,306
June	5.84	228,179
July	6.33	250,743
August	5.91	236,314
September	5.36	212,950
October	3.73	160,050
November	2.85	123,057
December	2.46	111,622
Annual	4.58	2,280,754

Location and Station Identification

Requested Location	Algonquin, IL
Weather Data Source	Lat, Lng: 42.17, -88.34 0.8 mi
Latitude	42.17° N
Longitude	88.34° W

PV System Specifications

DC System Size	1723 kW
Module Type	Standard
Array Type	Fixed (open rack)
System Losses	15.0%
Array Tilt	25°
Array Azimuth	180°
DC to AC Size Ratio	1.2
Inverter Efficiency	96%
Ground Coverage Ratio	0.4%
Albedo	*From weather file*
Bifacial	No (0)

Monthly Irradiance Loss	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%

Performance Metrics

DC Capacity Factor	15.1%

NREL

Caution: Photovoltaic system performance predictions calculated by PVWatts® include many inherent assumptions and uncertainties and do not reflect variations between PV technologies nor site-specific characteristics except as represented by PVWatts® inputs. For example, PV modules with better performance are not differentiated within PVWatts® from lesser performing modules. Both NREL and private companies provide more sophisticated PV modeling tools (such as the System Advisor Model at https://sam.nrel.gov) that allow for more precise and complex modeling of PV systems.

The expected range is based on 30 years of actual weather data at the given location and is intended to provide an indication of the variation you might see. For more information, please refer to this NREL report: The Error Report.

Disclaimer: The PVWatts® Model ("Model") is provided by the National Renewable Energy Laboratory ("NREL"), which is operated by the Alliance for Sustainable Energy, LLC ("Alliance") for the U.S. Department Of Energy ("DOE") and may be used for any purpose whatsoever.

The names DOE/NREL/ALLIANCE shall not be used in any representation, advertising, publicity or other manner whatsoever to endorse or promote any entity that adopts or uses the Model. DOE/NREL/ALLIANCE shall not provide any support, consulting, training or assistance of any kind with regard to the use of the Model or any updates, revisions or new versions of the Model.

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The energy output range is based on analysis of 30 years of historical weather data, and is intended to provide an indication of the possible interannual variability in generation for a Fixed (open rack) PV system at this location.

RESULTS

2,922,914 kWh/Year*

System output may range from 2,737,309 to 3,036,323 kWh per year near this location.

Month	Solar Radiation (kWh / m^2 / day)	AC Energy (kWh)
January	2.71	163,234
February	3.82	202,512
March	4.67	266,663
April	5.19	276,199
May	5.77	305,897
June	5.87	294,800
July	6.46	331,982
August	5.63	290,429
September	5.35	275,410
October	3.78	206,727
November	2.98	166,639
December	2.44	142,423
Annual	4.56	2,922,915

Location and Station Identification

Requested Location	Huntley, IL
Weather Data Source	Lat, Lng: 42.17, -88.42 0.3 mi
Latitude	42.17° N
Longitude	88.42° W

PV System Specifications

DC System Size	2217 kW
Module Type	Standard
Array Type	Fixed (open rack)
System Losses	15.0%
Array Tilt	25°
Array Azimuth	180°
DC to AC Size Ratio	1.2
Inverter Efficiency	96%
Ground Coverage Ratio	0.4%
Albedo	*From weather file*
Bifacial	No (0)

Monthly Irradiance Loss	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%

Performance Metrics

DC Capacity Factor	15.1%

EXHIBIT-1

Site	COD Date	Term Year	Estimated Annual Production (kWh)	Minimum Guaranteed Output (kWh)	Weather Performance Ratio (%)	Weather Adjustment MGO	Measured Electricity (kWh)	Actual Electricity (kWh)	Performance (%)
Huntley Reed Road	09/09/20	1	1,933,361	1,836,693	100%	1,836,693	2,050,560	2,050,560	112%
Huntley Square Barn	09/14/20	1	2,231,174	2,119,615	100%	2,119,615	2,091,231	2,091,231	99%
Huntley Harmony Road	09/25/20	1	2,846,463	2,704,140	100%	2,704,140	3,070,542	3,070,542	114%
Huntley Reed Road	09/09/20	2	1,923,694	1,827,509	99%	1,814,171	2,009,099	2,009,099	111%
Huntley Square Barn	09/14/20	2	2,220,018	2,109,017	99%	2,086,037	2,130,658	2,130,658	102%
Huntley Harmony Road	09/25/20	2	2,832,231	2,690,619	99%	2,666,563	2,905,002	2,905,002	109%
Reed Road Y1-2			*3,857,055*	*3,664,202*		*3,650,864*	*4,059,659*	*4,059,659*	*111%*
Square Barn Y1-2			*4,451,192*	*4,228,632*		*4,205,652*	*4,221,888*	*4,221,888*	*100%*
Harmony Road Y1-2			*5,678,694*	*5,394,759*		*5,370,703*	*5,975,544*	*5,975,544*	*111%*
All Sites Commencement to Date			7,010,998	6,660,448	100%	6,660,448	7,212,333	7,212,333	109%

REVIEWED DATA

Huntley Community School District 158 – Board of Education

Regular Agenda

Date: Thursday, December 15, 2022
Meeting: Regular Meeting with Closed Session
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; Mr. Sean Cratty; Mr. Jonathan Dailey.

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 6:05 p.m. A quorum must be met.
Roll Call: Ayes 7/ Absent 0/ Motion Carried
Members: Mr. Quagliano, Mr. Geheren, Mr. Gentry, Mr. Cratty, Mr. Troy, Mrs. Maiorino, Mr. Dailey
2. **Closed Session / Roll Call (A)** (Mr. Quagliano)
Move to enter into closed session at 6:06 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.
Members: Mr. Geheren, Mr. Cratty, Mr. Gentry, Mr. Quagliano, Mr. Troy, Mrs. Maiorino, Mr. Dailey
Roll Call: Ayes 7/ Nays 0/ Absent 7/ Motion Carried
    1. **Exit or Suspend Closed Session / Voice Call (A)**
    Move to exit or suspend closed session at 6:48 p.m. and return to open session.
    Voice Call: Ayes 7/ Nays 7/ Motion Carried
3. **Resume in Public Session / Roll Call (A)** (Mr. Quagliano) *approx. 7:00 p.m*.
Resume the Regular meeting at 7:02 p.m.
Members: Mr. Troy, Mrs. Maiorino, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr.Cratty, Mr. Dailey
Roll Call: Ayes 7 / Absent 0/ Motion Carried
    1. **Action as Required / Roll Call** (Mr. Quagliano)
    Will come from the Board - None

4. **Pledge of Allegiance** (Mr. Quagliano)
The following students from Huntley High School Snow Raiders lead us in the Pledge.
- Aubrey Dingbaum
- Kadence Preston
- Carson Benedict
- Hannah Kubelka

5. **Student Recognition (Mr. Quagliano)**
The Board of Education recognized Breanna and Brittany Burak for their Cross-Country State accomplishments.
The following students, GianMarco Milan, Davis Tomlinson, Brendan Hollow, Nathaniel Persino, Madelyn Glanton, Ashlyn Rakin, Diego Luna and Marson Tatone was recognized tonight for placing in their respective events at the Illinois State University Technology Day on Friday November 4th, 2022. This annual competition invites students from across Illinois to compete in various engineering challenges. This year, we had 11 teams from HHS compete against 100+ teams in two divisions from 8 other schools. The 4 teams recognized tonight combined to place in all 4 of the engineering challenges.

6. **Public Comment** (Mr. Quagliano)
Jill Cataldo, Sean Smith, Joseph Cortez

7. **Suspend Regular Meeting (A)** (Mr Quagliano) *(approx. 7:00 p.m.)*
Motion to suspend the regular meeting at 7:32 p.m. to hold the Waiver and Levy Hearing.
Roll Call: Ayes / Nays / Motion _
8. **Waiver Hearing - Statement of Affairs Application (A)** (At Approximately 7:00 p.m.)
9. **Levy Hearing (A)** (At Approximately 7:05 p.m.)
10. **Resume Regular Meeting (A)** (Mr. Quagliano)
Resume the Regular Meeting at 8:25 p.m.
Roll Call: **Ayes 7** / **Absent** 0/ **Motion Carried**
Members: Mr. Quagliano, Mr. Geheren, Mr. Gentry, Mr. Cratty, Mrs. Maiorino, Mr. Troy, Mr. Dailey
11. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Quagliano)
Move to adopt the agenda with no changes.
Action: Adoption of the Agenda.
Voice Call: Ayes 7/ Nays 0/ Motion Carried
12. **Superintendent Report (R)** (Dr. Rowe)
Updates were provided at this time.
Recommendation: 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. **Associate Superintendent's Report (R)** (Ms. Lombard)
Updates were provided at this time.
Recommendation: For informational purposes only.
15. **Assistant Superintendent for Elementary Learning and Innovation (R)** (Dr. MacCrindle)
Updates were provided at this time.
Recommendation: For informational purposes only.
16. **Assistant Superintendent Secondary Learning and Innovation (R)** (Dr. Zwemke)
Updates were provided at this time.
Recommendation: For informational purposes only.
17. **Assistant Superintendent of Special Services (R)** (Dr. del Castillo)
Updates were provided at this time.
18. **President's Report (R)** (Mr. Quagliano)
Updates were provided at this time.
Recommendation: For informational purposes only.
19. **Community Relations & Student Outreach** (Mrs. Maiorino-Chair, Mr. Geheren, Mr. Dailey)
    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.
    2. **Donations (R) (Dr. Rowe)**
    Felip Iniguez donated a Drum kit to HMS.
    D&D Comfort, Inc. donated $2500.00 to HHS Boys Basketball program.

20. **Consent Agenda (A)** (Mr. Quagliano)
Roll Call: Ayes 7 / Nays 7/ Motion Carried
Mr. Quaglino moved, Mr. Geheren 2nd
Recommendation: Seeking approval and adoption of the Consent Agenda as follows:
    1. **Board of Education** (Mr. Quagliano)
        1. **Minutes (A)**
        The following minutes are presented for approval.
        Recommendation: Seeking approval of the Board as presented.
        2. **Reorganize School Board Committees (A)** (Mr. Quagliano)
        The BOE discussed reorganizing school board committees at the December COW meeting.
        Recommendation: Seeking approval as presented at the next Regular Meeting.
    2. **Human Resources Committee** (Mr. Gentry-chair, Mr. Dailey, Mr. Quagliano)
        1. **Personnel Report (A)** (Dr. Zehr)
        Dr. Zehr will seek the approval of the Personnel Report.
        Recommendation: Seeking approval as presented.

Roll Call: Ayes / Nays / Motion _____

3. **Finance Committee** (Mr. Quagliano-chair, Mr. Cratty, Mr. Gentry)
   1. **Payables (A)** (Mr. Altmayer)
   Mr. Altmayer will seek approval of the Purchase Orders issued at $3,041,898.73; Accounts Payable issued at $3,874.24; Imprest issued at $261,236.24 and Disbursements issued at $3,613,061.73, as presented.
   Recommendation: Seeking approval of the Board for payables issued, as presented.
   2. **Equipment Declared as Surplus (A)** (Mr. Altmayer)
   Mr. Altmayer is requesting the approval of a list to be declared as surplus that are either non-functional or which have exceeded their useful life for the District.
   Recommendation: Seeking approval of the Board as presented.
4. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)
   1. **National Cooperative Purchasing Alliance Membership (A)**(Mr. Renkosik)
   At times, it is in the best interest of Huntley Community School District 158 to utilize the opportunities available from membership in a nationally recognized cooperative purchase. The District has taken this approach in several purchases over the years. This form of purchase is recognized by the Illinois Government Joint Purchasing Act (State Statute 30 ILCS525/).
   Recommendation: Seeking approval as presented.
   2. **DX Cooling Systems Replacement at Marlowe Middle School RFP 2022-32A (A)**(Mr. Renkosik)
   At the August 4, 2022, Committee of the Whole meeting, the Board of Education presented a Ten Year look at physical plant deferred maintenance life cycle capital replacement projects. Included was a line item for work to be done in summer 2023 replacement of DX cooling system condensers at Marlowe Middle School which operates with R-22 refrigerant which is banded from production by the US EPA.
   Recommendation: Seeking approval as presented at the next Regular meeting.
   3. **Asphalt Crackfill, Sealcoat, and Traffic Paint Bid # 2022-43A (A)** (Mr. Renkosik)
   At the August 4, 2022 Committee of the Whole meeting, the Board of Education was presented a ten-year look at physical plant deferred maintenance life cycle capital replacement projects. Included was a line item for work
   to be done in summer 2023, including crackfill, sealcoating and traffic painting of the summer 2022 pavement improvement area at Marlowe Middle School.
   Recommendation: Seeking approval as presented at the next Regular Meeting.
   4. **Track resurfacing at Heinemann Middle School Bid # 2022-45 (A)** (Mr. Renkosik)
   At the August 4, 2021 Committee of the Whole meeting of the District 158 Board of Education, the Administration presented the Board with an updated O&M Life Cycle Deferred Maintenance capital projects report which included Track Resurfacing at Heineman Middle School to be done in the summer of 2023.
   Recommendation: Seek approval as presented at the next Regular Meeting.
   5. **Roof Systems Replacement at Huntley High Bid 2022-68 (A)** (Mr. Renkosik)
   At the August 4, 2022 Committee of the Whole meeting of the District 158 Board of Education, the Administration presented the Board with an updated O&M Life Cycle Deferred Maintenance capital projects report which included Phase 5 of roof system replacement and repairs at Huntley High School.
   Recommendation: Seeking approval as presented at the next Regular Meeting.
   6. **Boiler Make Up Air Units at Heinemann Middle School Bid #2022-38 (A**)(Mr. Renkosik)
   At the August 4, 2022 Committee of the Whole meeting, the Board of Education was presented a Ten Year look at physical plant deferred maintenance life cycle capital replacement projects. Included was a line item for work
   to be done in summer 2023 including installation of boiler preheat make-up air units at Heinemann Middle School.
   Recommendation: Seeking approval as presented at the next Regular Meeting.

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

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

1. **Van Driver Job Description (A)** (Dr. Zehr)

Dr. Zehr will seek the approval of the Job Description.

Recommendation: Seeking approval as presented.

Mr. Quagliano moved, Mr. Gentry 2nd

Roll Call: Ayes 7 / Nays 0 / Motion Carried

2. **Perspectives LTD (EAP) (A)** (Dr. Zehr)

Dr. Zehr sought the approval of the agreements.

Recommendation: Seeking approval as presented.

Roll Call: Ayes 7 / Nays 0/ Motion Carried

Mr. Quagliano moved, Mr. Gentry 2nd

3. **Transportation Minivan Purchase (A) (Mr. Altmayer)**

Seeking approval for the purchase of five Chrysler Pacifica Minivans as attached.

Recommendation: Seeking approval as presented.

Mr. Quagliano moved, Mr. Troy 2nd

Roll Call: Ayes 7 / Nays 0/ Motion Carried

4. **Levy 2022 - Property Tax Extension (A)** (Mr. Altmayer)

The Tax Levy Hearing was held at 7pm on December 15, 2022 at the Administration Building, seeking approval of the 2022 Levy presented at the Levy Hearing.

Recommendation: Seeking approval as presented.

Mr. Quagliano moved, Mr. Gentry 2nd

Roll Call: Ayes 6/ Nays 1/ Motion Carried

5. **Application for Waiver of School Code 105ILCS 5/10-17 Statement of Affairs (A)** (Mr. Altmayer)

The Waiver Hearing was held separately from the Regular Meeting. Mr. Altmayer is seeking approval of Application of Waiver of School Code 105ILCS 5/10-17 Statement of Affairs for the 2023-2027 school years, as presented.

Recommendation: Seeking approval as presented.

Mr. Quagliano moved, Mr.Troy 2nd

Roll Call: Ayes (7) / Nays (0) / Motion Carried

6. **Amendment #4 of Cash Farm Rental Agreement with Fruin Farms (A)**(Mr. Renkosik)

Mr. Renkosik presented Amendment #4 of the Fruin Farm Agreement.

Recommendation: Seeking approval as presented.

Roll Call: Ayes 7/ 0 Nays / Motion Carried

Mr. Quagliano moved, Mr. Troy 2nd

7. **Community Solar at Reed Road Campus (A)** (Mr. Renkosik)

Mr. Renkosik presented the Community Solar opportunity.

Recommendation: Seeking approval as presented.

Roll Call: Ayes 7 /Nays 0/ Motion Carried

Mr. Quagliano moved, Mr.Geheren 2nd

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

Administration recommends approval of the Supplemental Purchase Orders Report at $11,256,471.75 and Supplemental Accounts Payable at $13,774.59 as presented.

Roll Call: Ayes 7/ Nays 0/ Motion Carried

Mr. Quagliano moved, Mr. Cratty 2nd

Recommendation: Seeking approval by the Board as presented.

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

Motion to adjourn the meeting at 10:45 p.m.

Mr. Quagliano moved, Mr.Dailey 2nd

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

Huntley Community School District 158 – Board of Education

Hearing Agenda

Date: Thursday, December 15, 2022
Meeting: Waiver Hearing
Time: 7:00 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; Mr. Sean Cratty; Mr. Jonathan Dailey.

Agenda

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

1. **Call to Order (Mr. Quagliano)**

The Waiver Hearing for December 15, 2022 was called to order at 7:32 p.m.
A quorum was met.
Roll Call: Ayes 7 /Absent 0 /Motion Carried

2. **Testimony for Waiver of School Code - Statement of Affairs (A)** (Mr. Altmayer)

Mr. Altmayer will give testimony for the Waiver or Modification of School Code *105ILCS 5/10-17... Statement* of Affairs that requires a waiver of the District. Seeking the waiver for the 2023/2027 school year to better utilize funds for instructional purposes, leading to improved student performance. Administration and staff testimony will be given.

3. **Public Comment - None**

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.

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

Motion to adjourn the Waiver Hearing at 7:36p.m.
Mr. Quagliano moved, Mr. Troy 2nd
Voice Call: Ayes 7 / Nays 0 / Motion Carried

Huntley Community School District 158 – Board of Education

Special Agenda

Date: Thursday, December 15, 2022
Meeting: Levy Hearing
Time: 7:05 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; Mr. Sean Cratty; Mr. Jonathan Dailey.

Agenda

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

1. **Levy Hearing (A)** (Mr. Quagliano)
Call to order the Levy Hearing for December 15, 2022 at 7:36pm.
A quorum must be met.
Roll Call: Ayes 7 /Nays 0 / Absent 0 / Motion Carried
2. **Testimony for 2022 Levy** (Mr. Altmayer)
Mr. Altmayer presented the 2022 Property Tax Levy
3. **Public Comment**
Andy Bittman, Sean Smith, Kari Cross, Dr. Paula Yensen
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.
4. **Adjournment (A)** (Mr. Quagliano)
Motion to adjourn the meeting at 8:25p.m.
Voice Call: Ayes 7/ Nays 7/ Motion Carried

Huntley Community School District 158 – Board of Education
Personnel Report
January 19, 2023

Special Mention

We are heartbroken and deeply saddened about the loss of Heather Frederick. Mrs. Frederick was a part of the Huntley 158 community for 21 years and served as a P.E. teacher at HMS since its opening in 2005. As a teacher and a leader at Heineman, her positive relationships with her students and colleagues shaped her impact as an educator. Heather's legacy of an outstanding friend, teacher and leader will not be forgotten.

2022-2023 Staff Retirements

Mary O'Malley

- Instructional Coach/Marlowe
- 23 Years of Service

Administration

Resignations	Location	Name	Salary/Reason	Effective Date
Assistant Superintendent of Special Education	District Office	Rocio Del Castillo	$155,000.00/Voluntary	June 30, 2023
Director of Communications and Public Relations	District Office	Alex LeMoine	$92,475.00/Voluntary	June 30, 2023
Executive Director of Special Services	District Office	Sue Waughon	$142,312.50/Voluntary	June 30, 2023

Certified

Replacements	Location	Name	Salary	Effective Date
Teacher/Special Education	Martin	Kaitlyn Carlson (N)	B0/B $21,774.95 (prorated to 95 days)	January 4, 2023
Teacher/Special Education	Martin	Ryan Edwards (N)	B0/A $19,267.02 (prorated to 87 days)	January 17, 2023
Teacher/Special Education	High School	Daniel Mitchell (N)	B0/A $21,038.70 (prorated to 95 days)	January 4, 2023
Teacher/PE/Health	High School	DeAnna SeLander (N)	M0/A $22,829.45 (prorated to 95 days)	January 4, 2023

Resignations	Location	Name	Salary/Reason	Effective Date
Instructional Coach	Marlowe	Mary O'Malley	$116,670.72/Retirement	May 25, 2023

Huntley Community School District 158 – Board of Education
Personnel Report
January 19, 2023

Educational Support

Replacements	Location	Name	Salary	Effective Date
Cook	Mackeben	Rosa Ovalle (T)	$15.00 per hour	January 12, 2023
Elementary Supervisor	Mackeben	Colette DiSciullo (N)	$15.00 per hour	January 4, 2023
Elementary Supervisor	Martin	Marcia Fagan (T)	$15.00 per hour	January 4, 2023
Paraprofessional	Leggee	Jessica DeLeon (T)	$16.00 per hour	January 4, 2023
Paraprofessional	Leggee	Ally Campbell (N)	$16.00 per hour	January 9, 2023
Lunchroom Supervisor	Marlowe	Dorothy Miner (T)	$15.00 per hour	January 4, 2023
Secretary/10 Month	High School	Anita Fridae (T)	$16.12 per hour	January 11, 2023

Resignations	Location	Name	Salary/Reason	Effective Date
Elementary Supervisor	Mackeben	Jennifer Veloso	$15.00 per hour/Voluntary	December 16, 2022
Lunchroom Supervisor	Heineman	Tania Espinoza	$15.00 per hour/Voluntary	December 20, 2022
Lunchroom Supervisor	Heineman	Michael Miller	$15.00 per hour/Voluntary	December 20, 2022
Lunchroom Supervisor	Heineman	Melissa Coli	$15.00 per hour/Voluntary	December 20, 2022
Paraprofessional/Job Coach	Marlowe	Dawn Kobrick	$19.17 per hour/Voluntary	December 13, 2022
Cook	Marlowe	Samira Begovic	$15.00 per hour/Voluntary	January 9, 2023
Bus Driver	Transportation	Guy Distatte	$28.10 per hour/Voluntary	December 15, 2022
Bus Driver	Transportation	Louise Scholer	$21.50 per hour/Voluntary	January 20, 2023
Bus Driver	Transportation	Sondra Michalski	$23.54 per hour/Voluntary	January 20, 2023
Administrative Assistant/ Special Services	District Office	Sondra Michalski	$17.00 per hour/Voluntary	January 20, 2023

Extra-Curricular

Sport/Activity	Home School	Name	Amount	Effective
Conley After School Band	Conley	Nick Lowe	$1,088.00	2022-23 School Year
Leggee After School Band	Leggee	Christian Bierma	$1,088.00	2022-23 School Year
Martin After School Band	Conley	Nick Lowe	$1,088.00	2022-23 School Year
Martin After School Band	Leggee	Christian Bierma	$1,088.00	2022-23 School Year

(N) = New Staff
(T) = Transfer of existing

Martin After School Orchestra	Martin	Jeff Rollins	$1,088.00	2022-23 School Year
Heineman Wrestling (Asst)	Marlowe	Dawn Steiner	$1,906.00	2022-23 School Year

Mandated Leaves

Type	Location	Number of Staff
FMLA	Chesak	1
FMLA	Leggee	1
FMLA	High School	1

Non-Mandated Leaves

Type	Location	Number of Staff
Medical	Martin	2
Medical	Transportation	1

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 19, 2023

Subject: **Purchase Order Summary**
Board of Education Meeting, January 19, 2023
Finance Committee

The following is an executive summary of the attached report titled "Purchase Orders" which is a listing of purchase orders issued from December 12, 2022 to January 13, 2023 for which administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by $100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval.

Education Fund	$	2,745,486.76
Operations & Maintenance Fund		3,833,269.93
Debt Service Fund		2,013,099.44
Transporation Fund		407,398.49
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	$	8,999,254.62

At this time there is no Supplemental Purchase Order Summary for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Purchase Orders" which will contain a listing of purchase orders issued for which Administration will request Board Approval to issue payment once invoices have been received.

RECOMMENDATION
Administration requests that the Finance Committee recommends the Board of Education approve the Purchase Order Report at the January 19, 2023 Regular Board of Education meeting.

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 12/12/2022 to 1/13/2023

Printed: 1/13/2023 1:45 PM

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
1ST Ayd Corporation					
23010677	40-2554-410-00-79	Fleet Supplies	01/01/2023	500.00	40-2554-410-00-79
			Total	$500.00	
4 Imprint Inc					
20231673			12/12/2022	0.00	
20231673	40-2550-410-00-79	Office Supplies	12/12/2022	395.00	40-2550-410-00-79
20231673			12/12/2022	0.00	
20231673	40-2550-410-00-79	Office Supplies	12/12/2022	100.00	40-2550-410-00-79
20231673	40-2550-410-00-79	Office Supplies	12/12/2022	19.82	40-2550-410-00-79
			Total	$514.82	
A Parts Warehouse					
20231739	40-2554-410-00-79	Fleet Supplies	12/16/2022	140.52	40-2554-410-00-79
20231907	40-2554-410-00-79	Fleet Supplies	01/11/2023	103.44	40-2554-410-00-79
20231738	40-2554-410-00-79	Fleet Supplies	12/16/2022	328.86	40-2554-410-00-79
			Total	$572.82	
ABM Industry Groups LLC					
23010407	20-2542-310-00-79	Custodial Contract Service	01/01/2023	3,990.00	20-2542-310-00-79
23010187	40-2550-321-00-79	Bus Sanitation	01/01/2023	3,150.00	40-2550-321-00-79
23010207	20-2542-310-00-79	Custodial Contract Service	01/01/2023	171,036.92	20-2542-310-00-79
23010217	20-2542-320-00-79-605-14	Contractual Overtime	01/01/2023	2,200.00	20-2542-320-00-79-605-14
23010227	20-2542-319-00-79-605-14	Contractual Cust. Replacement	01/01/2023	1,250.00	20-2542-319-00-79-605-14
			Total	$181,626.92	
Accountable Healthcare Staffing Inc					
23010637	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	01/01/2023	10,000.00	10-1101-310-00-79-605-14
			Total	$10,000.00	
Acutrans					
20231795	10-1200-310-92-79-600-14	IDEA General Purchased Service	12/21/2022	540.00	10-1200-310-92-79-600-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231795	10-1200-310-92-79-600-14	IDEA General Purchased Service	12/21/2022	0.00	10-1200-310-92-79-600-14
			Total	$540.00	
ADP LLC					
23010437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	01/01/2023	3,300.00	10-2520-310-00-74-500-14
23010337	10-1100-220-00-79-600-14	Regular Programs Insurance	01/01/2023	2,000.00	10-1100-220-00-79-600-14
23010437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	01/01/2023	3,200.00	10-2520-310-00-74-500-14
23010437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	01/01/2023	2,200.00	10-2520-310-00-74-500-14
23010437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	01/01/2023	2,200.00	10-2520-310-00-74-500-14
23010437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	01/01/2023	4,500.00	10-2520-310-00-74-500-14
23010437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	01/01/2023	3,300.00	10-2520-310-00-74-500-14
			Total	$20,700.00	
Advance Auto Parts					
23010717	40-2554-410-00-79	Fleet Supplies	01/01/2023	2,000.00	40-2554-410-00-79
			Total	$2,000.00	
Advantage Mechanical Inc					
23010317	20-2542-390-00-79	Other Purchased Service	01/01/2023	4,695.96	20-2542-390-00-79
23010027	20-2542-323-00-79	Repairs & Maint Buildings	01/01/2023	2,500.00	20-2542-323-00-79
			Total	$7,195.96	
AFLAC Group					
23010427	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	01/01/2023	4,500.00	10-2310-220-00-79-600-14
			Total	$4,500.00	
AHW LLC - Hampshire					
20231750			12/19/2022	0.00	
20231750	20-2543-540-00-79	Grounds Equipment	12/19/2022	1,948.43	20-2543-540-00-79
			Total	$1,948.43	
AIA Services LLC					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231728	10-1558-410-00-71-300-13	VEI Supplies HS	12/16/2022	1,140.00	10-1558-410-00-71-300-13
			Total	$1,140.00	
Airgas USA LLC					
23010237	20-2542-410-00-79	Supplies B & G	01/01/2023	500.00	20-2542-410-00-79
			Total	$500.00	
Alexander Leigh Center for Autism					
23011617	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	40,000.00	10-4220-670-00-79-600-14
			Total	$40,000.00	
All Dressed Up Costumes					
20231665	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	12/12/2022	930.00	10-1130-490-02-71-300-13
			Total	$930.00	
Alpha Baking Company Inc					
23011127	10-2560-415-00-74-140-13	Cafe Food Mackeben	01/01/2023	600.00	10-2560-415-00-74-140-13
23011107	10-2560-415-00-72-120-13	Cafe Food Martin	01/01/2023	1,000.00	10-2560-415-00-72-120-13
23011087	10-2560-415-00-71-300-13	Cafe Food HS	01/01/2023	1,500.00	10-2560-415-00-71-300-13
23011137	10-2560-415-00-74-150-13	Cafe Food Conley	01/01/2023	600.00	10-2560-415-00-74-150-13
23011117	10-2560-415-00-72-220-13	Cafe Food Marlowe	01/01/2023	1,000.00	10-2560-415-00-72-220-13
23011147	10-2560-415-00-74-210-13	Cafe Food Heineman	01/01/2023	800.00	10-2560-415-00-74-210-13
23011097	10-2560-415-00-72-110-13	Cafe Food Chesak	01/01/2023	700.00	10-2560-415-00-72-110-13
23011077	10-2560-415-00-71-100-13	Cafe Food Leggee	01/01/2023	650.00	10-2560-415-00-71-100-13
			Total	$6,850.00	
AmeriGas					
23010567	40-2552-461-00-79	Propane	01/01/2023	25,000.00	40-2552-461-00-79
			Total	$25,000.00	
Anderson Lock Co Inc					
23010087	20-2542-410-00-79	Supplies B & G	01/01/2023	1,000.00	20-2542-410-00-79

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
			Total	$1,000.00		
Anderson Pest Solutions						
23010037	20-2542-321-00-79	Sanitation/Exterminating	01/01/2023	554.47	20-2542-321-00-79	
			Total	$554.47		
Angelilli, Kelly						
23011962	10-1200-310-92-79-600-14	IDEA General Purchased Service	01/01/2023	500.00	10-1200-310-92-79-600-14	
			Total	$500.00		
Apple Inc						
20231678	10-2210-490-00-74-500-25	Curr Supplies PK-5	12/12/2022	898.00	10-2210-490-00-74-500-25	373
			Total	$898.00		
Applied Maintenance						
23010807	40-2554-410-00-79	Fleet Supplies	01/01/2023	350.00	40-2554-410-00-79	
			Total	$350.00		
Aramark Refreshment Services						
20231876	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	01/09/2023	145.53	10-1120-323-00-74-210-13	
			Total	$145.53		
Arctic Snow and Ice Control Inc						
23010247	20-2542-322-00-79-605-14	Snow Removal	01/01/2023	68,700.00	20-2542-322-00-79-605-14	
			Total	$68,700.00		
Art of Education University						
20231679	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	12/12/2022	1,750.00	10-2212-310-00-79-505-25	
			Total	$1,750.00		
ASBO International						
20231862	10-2520-640-00-74-500-14	Dues & Fees Fiscal	01/05/2023	499.00	10-2520-640-00-74-500-14	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$499.00	
Associated Electrical Contractors					
23010057	20-2542-323-00-79	Repairs & Maint Buildings	01/01/2023	1,000.00	20-2542-323-00-79
			Total	$1,000.00	
AT&T 5080					
23010347	20-2540-340-00-79	Telephone - Districtwide	01/01/2023	5,000.00	20-2540-340-00-79
			Total	$5,000.00	
AT&T					
23010327	20-2540-340-00-79	Telephone - Districtwide	01/01/2023	10,000.00	20-2540-340-00-79
			Total	$10,000.00	
Attainment Company					
20231669	10-2210-410-72-79-600-14	ARP IDEA Impr Instruc Supplies	12/12/2022	17.00	10-2210-410-72-79-600-14
20231669			12/12/2022	0.00	
20231669	10-2210-410-72-79-600-14	ARP IDEA Impr Instruc Supplies	12/12/2022	0.00	10-2210-410-72-79-600-14
			Total	$17.00	
Auto Glass Service					
20231908	40-2550-323-00-79	Repairs and Maintenance	01/11/2023	325.00	40-2550-323-00-79
			Total	$325.00	
Auto Tech Centers Inc					
20231751	40-2550-323-00-79	Repairs and Maintenance	12/19/2022	44.90	40-2550-323-00-79
20231909	40-2550-323-00-79	Repairs and Maintenance	01/11/2023	44.90	40-2550-323-00-79
			Total	$89.80	
Barr Mechanical Sales Inc					
20231796	20-2542-410-00-79	Supplies B & G	12/21/2022	950.00	20-2542-410-00-79
20231796	20-2542-410-00-79	Supplies B & G	12/21/2022	100.00	20-2542-410-00-79

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231749	20-2542-410-00-79	Supplies B & G	12/16/2022	1,224.00	20-2542-410-00-79
			Total	$2,274.00	
Batteries Plus LLC					
23010257	20-2542-410-00-79	Supplies B & G	01/01/2023	250.00	20-2542-410-00-79
			Total	$250.00	
Benchmark Sales & Service of IL Inc					
20231810	20-2542-323-00-79	Repairs & Maint Buildings	12/22/2022	3,950.00	20-2542-323-00-79
			Total	$3,950.00	
Benefitfocus.com Inc					
23010197	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	01/01/2023	1,750.00	10-2310-220-00-79-600-14
			Total	$1,750.00	
Bio Corporation					
20231842	10-1130-410-13-71-300-13	Science Supplies HS	01/04/2023	12.80	10-1130-410-13-71-300-13
20231842	10-1130-410-13-71-300-13	Science Supplies HS	01/04/2023	58.25	10-1130-410-13-71-300-13
20231842	10-1130-410-13-71-300-13	Science Supplies HS	01/04/2023	54.50	10-1130-410-13-71-300-13
20231842	10-1130-410-13-71-300-13	Science Supplies HS	01/04/2023	26.71	10-1130-410-13-71-300-13
20231842	10-1130-410-13-71-300-13	Science Supplies HS	01/04/2023	60.50	10-1130-410-13-71-300-13
			Total	$212.76	
Blick Art Materials					
20231843	10-1130-410-02-71-300-13	Art Supplies HS	01/04/2023	93.52	10-1130-410-02-71-300-13
20231843	10-1130-410-02-71-300-13	Art Supplies HS	01/04/2023	21.93	10-1130-410-02-71-300-13
20231843	10-1130-410-02-71-300-13	Art Supplies HS	01/04/2023	4.80	10-1130-410-02-71-300-13
20231843	10-1130-410-02-71-300-13	Art Supplies HS	01/04/2023	17.28	10-1130-410-02-71-300-13
20231843	10-1130-410-02-71-300-13	Art Supplies HS	01/04/2023	79.06	10-1130-410-02-71-300-13
20231843	10-1130-410-02-71-300-13	Art Supplies HS	01/04/2023	316.68	10-1130-410-02-71-300-13
20231843	10-1130-410-02-71-300-13	Art Supplies HS	01/04/2023	109.00	10-1130-410-02-71-300-13
			Total	$642.27	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Blu Petroleum					
23010827	40-2552-464-00-79	Diesel/Gasoline	01/01/2023	40,000.00	40-2552-464-00-79
23011647	40-2552-464-00-79	Diesel/Gasoline	01/01/2023	2,000.00	40-2552-464-00-79
			Total	$42,000.00	
Blue Cross Blue Shield					
23010417	10-1100-220-00-79-600-14	Regular Programs Insurance	01/01/2023	1,005,000.00	10-1100-220-00-79-600-14
			Total	$1,005,000.00	
BMO Mastercard					
20231772	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	12/20/2022	25.88	10-1800-410-84-79-605-14
20231771	10-1100-423-00-74-500-25	New Adoption PK-5	12/20/2022	84.98	10-1100-423-00-74-500-25
20231771	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	12/20/2022	19.95	10-2210-490-00-74-500-14
20231772	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	12/20/2022	29.99	10-1800-410-84-79-605-14
20231772	10-2213-640-00-79-600-14	Special Svcs Dues & Fees	12/20/2022	150.00	10-2213-640-00-79-600-14
20231772	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	12/20/2022	77.03	10-1800-410-82-79-605-14
20231772	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	12/20/2022	243.99	10-1800-410-84-79-605-14
20231772	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	12/20/2022	24.99	10-1800-410-84-79-605-14
20231772	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	12/20/2022	255.61	10-1800-410-84-79-605-14
20231772	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	12/20/2022	241.29	10-1800-410-84-79-605-14
20231772	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	12/20/2022	45.40	10-1800-410-84-79-605-14
20231772	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	12/20/2022	37.99	10-2213-415-00-79-600-14
20231772	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	12/20/2022	197.46	10-1800-410-84-79-605-14
20231772	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	12/20/2022	(34.19)	10-1800-410-82-79-605-14
20231772	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	12/20/2022	21.88	10-1800-410-82-79-605-14
20231772	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	12/20/2022	13.10	10-1800-410-84-79-605-14
20231772	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	12/20/2022	38.82	10-1800-410-84-79-605-14
20231771	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	12/20/2022	358.05	10-2213-415-00-74-500-14
20231772	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	12/20/2022	516.39	10-2210-310-71-79-600-14
20231771	10-1100-423-00-74-500-25	New Adoption PK-5	12/20/2022	69.98	10-1100-423-00-74-500-25
20231772	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	12/20/2022	39.88	10-1800-410-82-79-605-14
20231770	10-158	Activity Funds	12/20/2022	194.57	10-120
20231784	10-158	Activity Funds	12/20/2022	295.58	10-120

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20231772	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	12/20/2022	100.67	10-2213-415-00-79-600-14	
20231768	10-1130-410-13-71-300-13	Science Supplies HS	12/20/2022	291.96	10-1130-410-13-71-300-13	
20231768	10-1130-410-05-71-300-13	English Supplies HS	12/20/2022	156.45	10-1130-410-05-71-300-13	
20231768	10-1130-323-00-71-300-13	Repairs HS	12/20/2022	(246.83)	10-1130-323-00-71-300-13	
20231768	10-1130-323-00-71-300-13	Repairs HS	12/20/2022	(226.83)	10-1130-323-00-71-300-13	
20231768	10-1130-310-00-71-300-13	General Pur Svcs HS	12/20/2022	119.40	10-1130-310-00-71-300-13	
20231769	10-2660-410-00-79-600-14	Supplies Tech	12/20/2022	5.41	10-2660-410-00-79-600-14	
20231769	10-2660-410-00-79-600-14	Supplies Tech	12/20/2022	647.62	10-2660-410-00-79-600-14	
20231769	10-2660-410-00-79-600-14	Supplies Tech	12/20/2022	299.95	10-2660-410-00-79-600-14	
20231769	10-2660-410-00-79-600-14	Supplies Tech	12/20/2022	61.80	10-2660-410-00-79-600-14	
20231771	10-2210-490-00-74-500-25	Curr Supplies PK-5	12/20/2022	76.71	10-2210-490-00-74-500-25	
20231770	10-158	Activity Funds	12/20/2022	13.96	10-120	
20231771	10-2210-490-00-74-500-25	Curr Supplies PK-5	12/20/2022	409.12	10-2210-490-00-74-500-25	377
20231770	10-158	Activity Funds	12/20/2022	114.30	10-120	
20231770	10-158	Activity Funds	12/20/2022	43.00	10-120	
20231770	10-158	Activity Funds	12/20/2022	75.87	10-120	
20231770	10-158	Activity Funds	12/20/2022	113.07	10-120	
20231770	10-158	Activity Funds	12/20/2022	13.03	10-120	
20231770	10-158	Activity Funds	12/20/2022	128.58	10-120	
20231771	10-1100-423-00-74-500-25	New Adoption PK-5	12/20/2022	25.59	10-1100-423-00-74-500-25	
20231771	10-2210-490-00-74-500-25	Curr Supplies PK-5	12/20/2022	485.83	10-2210-490-00-74-500-25	
20231771	10-2210-490-00-74-500-25	Curr Supplies PK-5	12/20/2022	261.00	10-2210-490-00-74-500-25	
20231771	10-1100-423-00-74-500-25	New Adoption PK-5	12/20/2022	79.98	10-1100-423-00-74-500-25	
20231771	10-2210-490-00-74-500-25	Curr Supplies PK-5	12/20/2022	475.15	10-2210-490-00-74-500-25	
20231770	10-158	Activity Funds	12/20/2022	32.99	10-120	
20231788	10-1125-410-97-79-600-14	All Children Supplies	12/20/2022	29.97	10-1125-410-97-79-600-14	
20231788	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	12/20/2022	77.91	10-2213-415-00-72-165-13	
20231788	10-1125-410-97-79-600-14	All Children Supplies	12/20/2022	13.93	10-1125-410-97-79-600-14	
20231788	10-1125-410-97-79-600-14	All Children Supplies	12/20/2022	39.98	10-1125-410-97-79-600-14	
20231788	10-1125-410-97-79-600-14	All Children Supplies	12/20/2022	42.51	10-1125-410-97-79-600-14	
20231788	10-1125-410-97-79-600-14	All Children Supplies	12/20/2022	30.48	10-1125-410-97-79-600-14	
20231788	10-2300-410-97-79-600-14	All Children Gen Admin Sup	12/20/2022	74.51	10-2300-410-97-79-600-14	
20231788	10-2300-410-97-79-600-14	All Children Gen Admin Sup	12/20/2022	157.35	10-2300-410-97-79-600-14	
20231788	10-1125-410-97-79-600-14	All Children Supplies	12/20/2022	9.56	10-1125-410-97-79-600-14	

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20231788	10-1125-410-97-79-600-14	All Children Supplies	12/20/2022	57.91	10-1125-410-97-79-600-14	
20231788	10-1225-410-95-79-600-14	ECE Instr Supplies	12/20/2022	16.81	10-1225-410-95-79-600-14	
20231788	10-1225-410-95-79-600-14	ECE Instr Supplies	12/20/2022	19.49	10-1225-410-95-79-600-14	
20231786	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	12/20/2022	249.32	10-2410-491-00-74-140-13	
20231788	10-1225-410-95-79-600-14	ECE Instr Supplies	12/20/2022	135.19	10-1225-410-95-79-600-14	
20231788	10-1125-410-97-79-600-14	All Children Supplies	12/20/2022	12.99	10-1125-410-97-79-600-14	
20231788	10-1225-410-95-79-600-14	ECE Instr Supplies	12/20/2022	22.79	10-1225-410-95-79-600-14	
20231788	10-1225-410-95-79-600-14	ECE Instr Supplies	12/20/2022	8.90	10-1225-410-95-79-600-14	
20231788	10-1225-410-95-79-600-14	ECE Instr Supplies	12/20/2022	57.32	10-1225-410-95-79-600-14	
20231788	10-1125-410-97-79-600-14	All Children Supplies	12/20/2022	8.99	10-1125-410-97-79-600-14	
20231788	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	12/20/2022	13.50	10-2213-415-00-72-165-13	
20231788	10-1125-490-00-79-600-14	Supplies Preschool	12/20/2022	122.10	10-1125-490-00-79-600-14	
20231788	10-2560-415-95-79-600-14	ECE Snacks	12/20/2022	53.98	10-2560-415-95-79-600-14	378
20231788	10-1225-410-95-79-600-14	ECE Instr Supplies	12/20/2022	14.09	10-1225-410-95-79-600-14	
20231788	10-1125-415-90-79-600-14	Food Supplies Parent-Tot	12/20/2022	51.96	10-1125-415-90-79-600-14	
20231789	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	12/20/2022	33.75	10-2560-410-00-72-220-13	
20231789	10-2560-410-00-71-300-13	Cafe Supplies HS	12/20/2022	292.99	10-2560-410-00-71-300-13	
20231790	20-2540-410-00-79	Office Supplies B & G	12/20/2022	21.99	20-2540-410-00-79	
20231788	10-1125-410-97-79-600-14	All Children Supplies	12/20/2022	48.92	10-1125-410-97-79-600-14	
20231787	10-1120-410-00-74-210-13	Inst Supplies Heineman	12/20/2022	82.55	10-1120-410-00-74-210-13	
20231786	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	12/20/2022	31.90	10-2213-415-00-74-140-13	
20231772	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	12/20/2022	884.03	10-2213-415-00-79-600-14	
20231786	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	12/20/2022	205.98	10-2213-415-00-74-140-13	
20231784	10-158	Activity Funds	12/20/2022	105.36	10-120	
20231786	10-1110-410-00-74-140-13	Inst Supplies Mackeben	12/20/2022	113.67	10-1110-410-00-74-140-13	
20231787	10-1120-410-00-74-210-13	Inst Supplies Heineman	12/20/2022	39.50	10-1120-410-00-74-210-13	
20231787	10-1120-410-02-74-210-13	Art Supplies Heineman	12/20/2022	38.97	10-1120-410-02-74-210-13	
20231787	10-1120-410-00-74-210-13	Inst Supplies Heineman	12/20/2022	30.97	10-1120-410-00-74-210-13	
20231787	10-2410-410-00-74-210-13	Office Supplies Heineman	12/20/2022	8.99	10-2410-410-00-74-210-13	
20231787	10-2410-410-00-74-210-13	Office Supplies Heineman	12/20/2022	(8.99)	10-2410-410-00-74-210-13	
20231787	10-1120-410-00-74-210-13	Inst Supplies Heineman	12/20/2022	62.16	10-1120-410-00-74-210-13	
20231787	10-1120-410-50-74-210-13	PE Supplies Heineman	12/20/2022	770.06	10-1120-410-50-74-210-13	
20231788	10-3100-410-97-79-605-24	All Children Parental Supplies	12/20/2022	6.75	10-3100-410-97-79-605-24	
20231787	10-1120-410-00-74-210-13	Inst Supplies Heineman	12/20/2022	32.50	10-1120-410-00-74-210-13	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20231788	10-1125-410-97-79-600-14	All Children Supplies	12/20/2022	12.99	10-1125-410-97-79-600-14	
20231787	10-1120-410-00-74-210-13	Inst Supplies Heineman	12/20/2022	51.50	10-1120-410-00-74-210-13	
20231787	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	12/20/2022	75.00	10-1120-410-12-74-210-13	
20231787	10-1120-410-00-74-210-13	Inst Supplies Heineman	12/20/2022	25.80	10-1120-410-00-74-210-13	
20231787	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	12/20/2022	21.64	10-2410-410-00-74-210-14	
20231787	10-2410-410-00-74-210-13	Office Supplies Heineman	12/20/2022	42.66	10-2410-410-00-74-210-13	
20231787	10-158	Activity Funds	12/20/2022	182.78	10-120	
20231787	10-158	Activity Funds	12/20/2022	1,166.61	10-120	
20231787	10-158	Activity Funds	12/20/2022	52.08	10-120	
20231787	10-1120-410-00-74-210-13	Inst Supplies Heineman	12/20/2022	20.00	10-1120-410-00-74-210-13	
20231787	10-1120-410-00-74-210-13	Inst Supplies Heineman	12/20/2022	20.92	10-1120-410-00-74-210-13	
20231788	10-3100-410-97-79-605-24	All Children Parental Supplies	12/20/2022	24.99	10-3100-410-97-79-605-24	
20231790	20-2540-640-00-79	Dues & Fees	12/20/2022	104.36	20-2540-640-00-79	379
20231787	10-1120-410-00-74-210-13	Inst Supplies Heineman	12/20/2022	25.00	10-1120-410-00-74-210-13	
20231825	10-158	Activity Funds	12/27/2022	9,545.00	10-120	
20231790	20-2540-640-00-79	Dues & Fees	12/20/2022	205.00	20-2540-640-00-79	
20231819	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	12/27/2022	53.55	10-2213-415-00-72-120-13	
20231820	10-158	Activity Funds	12/27/2022	13.50	10-120	
20231822	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	12/27/2022	(29.99)	10-1130-490-02-71-300-13	
20231822	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	12/27/2022	(12.98)	10-1130-490-02-71-300-13	
20231822	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	12/27/2022	(9.99)	10-1130-490-02-71-300-13	
20231822	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	12/27/2022	(23.98)	10-1130-490-02-71-300-13	
20231822	10-2223-410-00-79-600-14	Supplies PAC	12/27/2022	(17.39)	10-2223-410-00-79-600-14	
20231822	10-1130-410-67-71-300-13	PLTW Supplies 6-12	12/27/2022	22.20	10-1130-410-67-71-300-13	
20231822	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	12/27/2022	47.20	10-2213-415-00-71-300-13	
20231823	10-1110-410-00-71-100-13	Inst Supplies Leggee	12/27/2022	(19.99)	10-1110-410-00-71-100-13	
20231823	10-158	Activity Funds	12/27/2022	64.99	10-120	
20231818	10-2310-410-00-74-500-14	Supplies Board	12/27/2022	57.10	10-2310-410-00-74-500-14	
20231788	10-1125-410-90-79-600-14	Supplies Parent-Tot	12/20/2022	48.96	10-1125-410-90-79-600-14	
20231816	10-1100-423-00-74-500-25	New Adoption PK-5	12/27/2022	185.88	10-1100-423-00-74-500-25	
20231825	10-158	Activity Funds	12/27/2022	1,900.80	10-120	
20231826	10-158	Activity Funds	12/27/2022	149.97	10-120	
20231826	10-158	Activity Funds	12/27/2022	34.98	10-120	
20231826	10-158	Activity Funds	12/27/2022	280.00	10-120	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20231827	10-2410-491-00-74-210-13	Rebate Supplies Heineman	12/27/2022	43.18	10-2410-491-00-74-210-13	
20231827	10-2410-491-00-74-210-13	Rebate Supplies Heineman	12/27/2022	557.72	10-2410-491-00-74-210-13	
20231827	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	12/27/2022	32.46	10-2410-410-00-74-210-14	
20231827	10-1120-410-00-74-210-13	Inst Supplies Heineman	12/27/2022	5.38	10-1120-410-00-74-210-13	
20231828	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	12/27/2022	303.39	10-2230-410-95-79-600-14	
20231829	10-2560-415-00-74-210-13	Cafe Food Heineman	12/27/2022	63.92	10-2560-415-00-74-210-13	
20231829	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	12/27/2022	19.76	10-2560-410-00-72-220-13	
20231832	10-158	Activity Funds	12/27/2022	576.00	10-120	
20231823	10-158	Activity Funds	12/27/2022	202.03	10-120	
20231794	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	12/20/2022	64.05	10-2210-310-71-79-600-14	
20231786	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	12/20/2022	40.00	10-2213-415-00-74-140-13	
20231790	20-2542-410-00-79	Supplies B & G	12/20/2022	116.04	20-2542-410-00-79	
20231790	20-2542-410-00-79	Supplies B & G	12/20/2022	124.86	20-2542-410-00-79	380
20231791	10-2310-415-00-74-500-14	Leadership Supplies	12/20/2022	21.60	10-2310-415-00-74-500-14	
20231787	10-158	Activity Funds	12/20/2022	428.50	10-120	
20231793	10-2642-410-00-74-500-14	Supplies Human Res	12/20/2022	19.99	10-2642-410-00-74-500-14	
20231793	10-2642-411-00-74-500-14	HR Employee Recognition	12/20/2022	97.95	10-2642-411-00-74-500-14	
20231793	10-2642-410-00-74-500-14	Supplies Human Res	12/20/2022	17.25	10-2642-410-00-74-500-14	
20231793	10-2642-410-00-74-500-14	Supplies Human Res	12/20/2022	9.96	10-2642-410-00-74-500-14	
20231793	10-2642-350-00-74-500-14	Advertising Human Res	12/20/2022	2,109.00	10-2642-350-00-74-500-14	
20231794	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	12/20/2022	516.39	10-2210-310-71-79-600-14	
20231794	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	12/20/2022	768.38	10-2210-310-71-79-600-14	
20231819	10-158	Activity Funds	12/27/2022	(164.46)	10-120	
20231794	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	12/20/2022	56.86	10-2210-310-71-79-600-14	
20231790	20-2540-640-00-79	Dues & Fees	12/20/2022	205.00	20-2540-640-00-79	
20231794	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	12/20/2022	110.00	10-2210-310-71-79-600-14	
20231794	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	12/20/2022	20.45	10-2210-310-71-79-600-14	
20231785			12/21/2022	0.00		
20231785			12/21/2022	0.00		
20231785			12/21/2022	0.00		
20231813	10-1130-410-00-71-300-13	Inst Supplies HS	12/27/2022	131.93	10-1130-410-00-71-300-13	
20231814	10-2660-410-00-79-600-14	Supplies Tech	12/27/2022	91.96	10-2660-410-00-79-600-14	
20231814	10-2660-319-61-79-600-14	Software Maintenance	12/27/2022	29.00	10-2660-319-61-79-600-14	
20231816	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	12/27/2022	46.16	10-2212-310-00-79-505-14	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231816	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	12/27/2022	35.61	10-2212-310-00-79-505-25
20231816	10-2213-415-00-74-500-25	Staff Dev Supplies PK-5	12/27/2022	254.80	10-2213-415-00-74-500-25
20231816	10-1100-423-00-74-500-25	New Adoption PK-5	12/27/2022	(5.00)	10-1100-423-00-74-500-25
20231794	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	12/20/2022	150.00	10-2210-310-71-79-600-14
20231780	10-1130-323-00-71-300-13	Repairs HS	12/20/2022	29.49	10-1130-323-00-71-300-13
20231777	10-158	Activity Funds	12/20/2022	139.79	10-120
20231777	10-158	Activity Funds	12/20/2022	10.58	10-120
20231777	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	12/20/2022	42.80	10-2410-410-00-72-110-14
20231777	10-158	Activity Funds	12/20/2022	275.56	10-120
20231777	10-158	Activity Funds	12/20/2022	28.95	10-120
20231778	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	12/20/2022	94.68	10-2410-410-00-74-150-14
20231778	10-2410-491-00-74-150-13	Rebate Supplies Conley	12/20/2022	47.82	10-2410-491-00-74-150-13
20231778	10-1110-410-00-74-150-13	Inst Supplies Conley	12/20/2022	32.40	10-1110-410-00-74-150-13
20231778	10-2220-490-00-74-150-13	Media Center Tech Conley	12/20/2022	24.33	10-2220-490-00-74-150-13
20231778	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	12/20/2022	163.77	10-2213-415-00-74-150-13
20231778	10-1110-410-36-74-150-13	Conley Orchestra Supplies	12/20/2022	30.60	10-1110-410-36-74-150-13
20231778	10-1110-410-02-74-150-13	Art Supplies Conley	12/20/2022	29.40	10-1110-410-02-74-150-13
20231780	10-2223-410-00-79-600-14	Supplies PAC	12/20/2022	39.72	10-2223-410-00-79-600-14
20231779	10-158	Activity Funds	12/20/2022	51.88	10-120
20231777	10-1110-410-00-72-110-13	Inst Supplies Chesak	12/20/2022	124.85	10-1110-410-00-72-110-13
20231780	10-1130-410-05-71-300-13	English Supplies HS	12/20/2022	39.99	10-1130-410-05-71-300-13
20231780	10-2410-410-00-71-300-13	Office Supplies HS	12/20/2022	39.99	10-2410-410-00-71-300-13
20231780	10-1130-410-00-71-300-13	Inst Supplies HS	12/20/2022	147.90	10-1130-410-00-71-300-13
20231780	10-1130-410-13-71-300-13	Science Supplies HS	12/20/2022	29.97	10-1130-410-13-71-300-13
20231780	10-2220-430-00-71-300-13	Media Center HS	12/20/2022	45.99	10-2220-430-00-71-300-13
20231780	10-1130-410-13-71-300-13	Science Supplies HS	12/20/2022	60.00	10-1130-410-13-71-300-13
20231780	10-1130-410-13-71-300-13	Science Supplies HS	12/20/2022	62.47	10-1130-410-13-71-300-13
20231780	10-1130-410-13-71-300-13	Science Supplies HS	12/20/2022	121.27	10-1130-410-13-71-300-13
20231786	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	12/20/2022	56.54	10-2213-415-00-74-140-13
20231780	10-1130-410-13-71-300-13	Science Supplies HS	12/20/2022	13.96	10-1130-410-13-71-300-13
20231786	10-1110-410-00-74-140-13	Inst Supplies Mackeben	12/20/2022	26.99	10-1110-410-00-74-140-13
20231780	10-1130-410-00-71-300-13	Inst Supplies HS	12/20/2022	62.38	10-1130-410-00-71-300-13
20231778	10-2410-410-00-74-150-13	Office Supplies Conley	12/20/2022	27.28	10-2410-410-00-74-150-13
20231776	10-1110-410-00-72-120-13	Inst Supplies Martin	12/20/2022	35.98	10-1110-410-00-72-120-13

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20231772	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	12/20/2022	114.99	10-2213-415-00-79-600-14	
20231772	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	12/20/2022	17.92	10-1800-410-82-79-605-14	
20231772	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	12/20/2022	18.76	10-2213-415-00-79-600-14	
20231772	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	12/20/2022	23.64	10-2210-310-71-79-600-14	
20231773	10-2520-410-00-74-500-14	Supplies Fiscal	12/20/2022	15.21	10-2520-410-00-74-500-14	
20231775	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	12/20/2022	145.96	10-1100-410-72-79-600-14	
20231775	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	12/20/2022	139.99	10-1100-410-72-79-600-14	
20231775	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	12/20/2022	215.00	10-2210-410-92-79-600-14	
20231775	10-2210-640-92-79-605-14	IDEA Other Objects	12/20/2022	195.00	10-2210-640-92-79-605-14	
20231775	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	12/20/2022	3,025.00	10-2210-314-92-79-605-14	
20231776	10-158	Activity Funds	12/20/2022	30.81	10-120	
20231776	10-158	Activity Funds	12/20/2022	377.41	10-120	
20231777	10-1110-410-00-72-110-13	Inst Supplies Chesak	12/20/2022	39.94	10-1110-410-00-72-110-13	382
20231776	10-1110-410-00-72-120-13	Inst Supplies Martin	12/20/2022	29.97	10-1110-410-00-72-120-13	
20231777	10-1110-410-00-72-110-13	Inst Supplies Chesak	12/20/2022	296.45	10-1110-410-00-72-110-13	
20231776	10-2220-430-00-72-120-13	Media Center Martin	12/20/2022	73.09	10-2220-430-00-72-120-13	
20231776	10-1110-410-00-72-120-13	Inst Supplies Martin	12/20/2022	38.99	10-1110-410-00-72-120-13	
20231776	10-1110-410-00-72-120-13	Inst Supplies Martin	12/20/2022	5.93	10-1110-410-00-72-120-13	
20231776	10-1110-410-00-72-120-13	Inst Supplies Martin	12/20/2022	11.28	10-1110-410-00-72-120-13	
20231776	10-2220-430-00-72-120-13	Media Center Martin	12/20/2022	189.82	10-2220-430-00-72-120-13	
20231776	10-2220-490-00-72-120-13	Media Center Tech Martin	12/20/2022	127.37	10-2220-490-00-72-120-13	
20231776	10-2220-430-00-72-120-13	Media Center Martin	12/20/2022	58.77	10-2220-430-00-72-120-13	
20231777	10-2410-410-00-72-110-13	Office Supplies Chesak	12/20/2022	15.99	10-2410-410-00-72-110-13	
20231777	10-158	Activity Funds	12/20/2022	27.80	10-120	
20231777	10-158	Activity Funds	12/20/2022	47.85	10-120	
20231777	10-158	Activity Funds	12/20/2022	121.70	10-120	
20231777	10-1110-410-00-72-110-13	Inst Supplies Chesak	12/20/2022	21.94	10-1110-410-00-72-110-13	
20231780	10-1130-410-13-71-300-13	Science Supplies HS	12/20/2022	31.99	10-1130-410-13-71-300-13	
20231776	10-1110-410-00-72-120-13	Inst Supplies Martin	12/20/2022	21.99	10-1110-410-00-72-120-13	
20231784	10-158	Activity Funds	12/20/2022	55.49	10-120	
20231781	10-2220-430-00-71-100-13	Media Center Leggee	12/20/2022	4.74	10-2220-430-00-71-100-13	
20231780	10-2223-410-00-79-600-14	Supplies PAC	12/20/2022	162.09	10-2223-410-00-79-600-14	
20231781	10-1110-410-00-71-100-13	Inst Supplies Leggee	12/20/2022	65.04	10-1110-410-00-71-100-13	
20231781	10-1110-410-00-71-100-13	Inst Supplies Leggee	12/20/2022	95.08	10-1110-410-00-71-100-13	

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 12/12/2022 to 1/13/2023

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20231781	10-2220-430-00-71-100-13	Media Center Leggee	12/20/2022	47.99	10-2220-430-00-71-100-13	
20231781	10-1110-410-00-71-100-13	Inst Supplies Leggee	12/20/2022	20.24	10-1110-410-00-71-100-13	
20231781	10-158	Activity Funds	12/20/2022	160.55	10-120	
20231781	10-2213-415-00-71-100-13	Leggee Staff Devel Supplies	12/20/2022	43.32	10-2213-415-00-71-100-13	
20231783	10-158	Activity Funds	12/20/2022	15.99	10-120	
20231783	10-158	Activity Funds	12/20/2022	66.76	10-120	
20231783	10-158	Activity Funds	12/20/2022	96.45	10-120	
20231783	10-158	Activity Funds	12/20/2022	161.88	10-120	
20231783	10-158	Activity Funds	12/20/2022	150.13	10-120	
20231780	10-1130-410-67-71-300-13	PLTW Supplies 6-12	12/20/2022	6.49	10-1130-410-67-71-300-13	
20231784	10-158	Activity Funds	12/20/2022	105.14	10-120	
20231786	10-1110-410-00-74-140-13	Inst Supplies Mackeben	12/20/2022	15.99	10-1110-410-00-74-140-13	
20231786	10-2220-430-00-74-140-13	Media Center Mackeben	12/20/2022	99.99	10-2220-430-00-74-140-13	383
20231785	10-1200-410-66-71-300-13	STEP Supplies	12/21/2022	147.61	10-1200-410-66-71-300-13	
20231785	10-1200-410-66-71-300-13	STEP Supplies	12/21/2022	146.74	10-1200-410-66-71-300-13	
20231785	10-1200-410-66-71-300-13	STEP Supplies	12/21/2022	14.64	10-1200-410-66-71-300-13	
20231783	10-158	Activity Funds	12/20/2022	121.21	10-120	
20231784	10-158	Activity Funds	12/20/2022	10.00	10-120	
20231784	10-158	Activity Funds	12/20/2022	15.18	10-120	
20231784	10-158	Activity Funds	12/20/2022	131.84	10-120	
20231784	10-158	Activity Funds	12/20/2022	76.88	10-120	
20231784	10-158	Activity Funds	12/20/2022	26.03	10-120	
20231784	10-158	Activity Funds	12/20/2022	78.00	10-120	
20231784	10-158	Activity Funds	12/20/2022	172.01	10-120	
20231781	10-1110-410-00-71-100-13	Inst Supplies Leggee	12/20/2022	23.18	10-1110-410-00-71-100-13	
20231785	10-1200-410-66-71-300-13	STEP Supplies	12/21/2022	88.00	10-1200-410-66-71-300-13	
20231780	10-1538-410-00-71-305-13	TV Production Supplies	12/20/2022	195.00	10-1538-410-00-71-305-13	
20231780	10-2410-410-00-71-300-13	Office Supplies HS	12/20/2022	10.89	10-2410-410-00-71-300-13	
20231781	10-1110-410-00-71-100-13	Inst Supplies Leggee	12/20/2022	107.12	10-1110-410-00-71-100-13	
20231780	10-1130-410-13-71-300-13	Science Supplies HS	12/20/2022	16.78	10-1130-410-13-71-300-13	
20231780	10-1130-410-13-71-300-13	Science Supplies HS	12/20/2022	273.38	10-1130-410-13-71-300-13	
20231780	10-1400-410-10-71-300-13	Ind Arts Supplies	12/20/2022	(13.17)	10-1400-410-10-71-300-13	
20231781	10-1110-410-00-71-100-13	Inst Supplies Leggee	12/20/2022	19.99	10-1110-410-00-71-100-13	
20231780	10-1130-410-67-71-300-13	PLTW Supplies 6-12	12/20/2022	18.71	10-1130-410-67-71-300-13	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20231780	10-2410-410-00-71-300-13	Office Supplies HS	12/20/2022	26.56	10-2410-410-00-71-300-13	
20231780	10-1400-410-09-71-300-13	Home Economics Supplies	12/20/2022	50.86	10-1400-410-09-71-300-13	
20231780	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	12/20/2022	255.84	10-2213-415-00-71-300-13	
20231780	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	12/20/2022	204.12	10-2213-415-00-71-300-13	
20231780	10-1130-410-67-71-300-13	PLTW Supplies 6-12	12/20/2022	51.34	10-1130-410-67-71-300-13	
20231780	10-1400-410-03-71-300-13	Business Supplies	12/20/2022	25.58	10-1400-410-03-71-300-13	
20231780	10-1130-410-67-71-300-13	PLTW Supplies 6-12	12/20/2022	8.49	10-1130-410-67-71-300-13	
20231780	10-1130-410-13-71-300-13	Science Supplies HS	12/20/2022	57.96	10-1130-410-13-71-300-13	
20231781	10-2220-430-00-71-100-13	Media Center Leggee	12/20/2022	10.99	10-2220-430-00-71-100-13	
20231780	10-1400-410-10-71-300-13	Ind Arts Supplies	12/20/2022	1,225.00	10-1400-410-10-71-300-13	
20231780	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	12/20/2022	21.44	10-2213-415-00-71-300-13	
20231780	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	12/20/2022	153.92	10-2213-415-00-71-300-13	
20231780	10-1130-410-13-71-300-13	Science Supplies HS	12/20/2022	91.18	10-1130-410-13-71-300-13	384
20231781	10-1110-410-00-71-100-13	Inst Supplies Leggee	12/20/2022	78.70	10-1110-410-00-71-100-13	
20231781	10-2220-430-00-71-100-13	Media Center Leggee	12/20/2022	24.96	10-2220-430-00-71-100-13	
20231781	10-2220-430-00-71-100-13	Media Center Leggee	12/20/2022	5.99	10-2220-430-00-71-100-13	
			Total	$44,815.45		
Brucker Company						
20231841	20-2542-410-00-79	Supplies B & G	01/04/2023	2,800.00	20-2542-410-00-79	
23010297	20-2542-323-00-79	Repairs & Maint Buildings	01/01/2023	600.00	20-2542-323-00-79	
			Total	$3,400.00		
BryMax Enterprises Inc						
23011907	10-2560-415-00-71-300-13	Cafe Food HS	01/01/2023	1,000.00	10-2560-415-00-71-300-13	
23011917	10-2560-415-00-72-220-13	Cafe Food Marlowe	01/01/2023	1,000.00	10-2560-415-00-72-220-13	
23011927	10-2560-415-00-74-210-13	Cafe Food Heineman	01/01/2023	1,000.00	10-2560-415-00-74-210-13	
			Total	$3,000.00		
Camelot Education						
23010517	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	15,000.00	10-4220-670-00-79-600-14	
			Total	$15,000.00		
Canteen Refreshments						

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231734	10-2560-410-00-71-300-13	Cafe Supplies HS	12/16/2022	330.00	10-2560-410-00-71-300-13
20231850	10-2560-415-00-71-300-13	Cafe Food HS	01/04/2023	648.10	10-2560-415-00-71-300-13
			Total	$978.10	
Carolina Biological Supply Co					
20231844	10-1130-410-13-71-300-13	Science Supplies HS	01/04/2023	60.50	10-1130-410-13-71-300-13
20231844	10-1130-410-13-71-300-13	Science Supplies HS	01/04/2023	124.75	10-1130-410-13-71-300-13
20231894	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	17.29	10-1130-410-67-71-300-13
20231894	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	12.68	10-1130-410-67-71-300-13
20231894	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	123.25	10-1130-410-67-71-300-13
20231894	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	17.29	10-1130-410-67-71-300-13
20231894	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	16.29	10-1130-410-67-71-300-13
20231844	10-1130-410-13-71-300-13	Science Supplies HS	01/04/2023	18.88	10-1130-410-13-71-300-13
20231894	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	13.82	10-1130-410-67-71-300-13
20231894	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	36.95	10-1130-410-67-71-300-13
20231894			01/10/2023	0.00	
20231895	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	123.25	10-1130-410-67-71-300-13
20231895	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	17.29	10-1130-410-67-71-300-13
20231895			01/10/2023	0.00	
20231895	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	16.29	10-1130-410-67-71-300-13
20231895	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	17.29	10-1130-410-67-71-300-13
20231895	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	129.96	10-1130-410-67-71-300-13
20231895	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	23.99	10-1130-410-67-71-300-13
20231894	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	17.29	10-1130-410-67-71-300-13
20231895	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	12.68	10-1130-410-67-71-300-13
20231895	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	31.09	10-1130-410-67-71-300-13
20231895	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	50.31	10-1130-410-67-71-300-13
20231895	10-1130-410-67-71-300-13	PLTW Supplies 6-12	01/10/2023	17.29	10-1130-410-67-71-300-13
			Total	$898.43	
CDW Government Inc					
20231812	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	12/27/2022	1,100.00	10-2660-490-00-79-600-14
20231766	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	12/20/2022	2,880.00	10-2660-490-00-79-600-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231904	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	01/10/2023	2,160.00	10-2660-490-00-79-600-14
20231904	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	01/10/2023	12.99	10-2660-490-00-79-600-14
20231812	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	12/27/2022	1,098.00	10-2660-490-00-79-600-14
20231915	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	01/13/2023	612.00	10-2660-490-00-79-600-14
20231915	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	01/13/2023	10.56	10-2660-490-00-79-600-14
			Total	$7,873.55	
Ceisel, Donna					
20231723	10-2130-310-92-79-600-14	IDEA Health Services	12/16/2022	786.25	10-2130-310-92-79-600-14
20231723	10-2130-310-92-79-600-14	IDEA Health Services	12/16/2022	0.00	10-2130-310-92-79-600-14
			Total	$786.25	
Central States Bus Sales Inc					386
23010727	40-2554-410-00-79	Fleet Supplies	01/01/2023	2,500.00	40-2554-410-00-79
20231740	40-2554-410-00-79	Fleet Supplies	12/16/2022	208.42	40-2554-410-00-79
			Total	$2,708.42	
Century Springs					
20231851	10-2410-490-00-71-300-13	HS Staff Recognition	01/04/2023	27.00	10-2410-490-00-71-300-13
20231851	10-2410-490-00-71-300-13	HS Staff Recognition	01/04/2023	27.00	10-2410-490-00-71-300-13
20231851	10-2410-490-00-71-300-13	HS Staff Recognition	01/04/2023	27.00	10-2410-490-00-71-300-13
20231851	10-2410-490-00-71-300-13	HS Staff Recognition	01/04/2023	19.37	10-2410-490-00-71-300-13
20231851	10-2410-490-00-71-300-13	HS Staff Recognition	01/04/2023	33.75	10-2410-490-00-71-300-13
20231851	10-2410-490-00-71-300-13	HS Staff Recognition	01/04/2023	8.19	10-2410-490-00-71-300-13
20231851	10-2410-490-00-71-300-13	HS Staff Recognition	01/04/2023	48.13	10-2410-490-00-71-300-13
20231851	10-2410-490-00-71-300-13	HS Staff Recognition	01/04/2023	27.00	10-2410-490-00-71-300-13
20231851	10-2410-490-00-71-300-13	HS Staff Recognition	01/04/2023	27.00	10-2410-490-00-71-300-13
20231851	10-2410-490-00-71-300-13	HS Staff Recognition	01/04/2023	26.56	10-2410-490-00-71-300-13
20231851	10-2410-490-00-71-300-13	HS Staff Recognition	01/04/2023	27.00	10-2410-490-00-71-300-13
			Total	$298.00	
Champion Paving Corp					
20231836	20-2543-323-00-79	Repairs-Grounds	01/03/2023	4,350.00	20-2543-323-00-79

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231836			01/03/2023	0.00	
			Total	$4,350.00	
Cintas Corporation No 2					
20231761	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	12/20/2022	17.32	10-2560-410-00-74-140-13
20231761	10-2560-410-00-74-150-13	Cafe Supplies Conley	12/20/2022	23.07	10-2560-410-00-74-150-13
20231761	10-2560-410-00-74-210-13	Cafe Supplies Heineman	12/20/2022	50.66	10-2560-410-00-74-210-13
20231761	10-2560-410-00-72-110-13	Cafe Supplies Chesak	12/20/2022	38.01	10-2560-410-00-72-110-13
20231761	10-2560-410-00-72-120-13	Cafe Supplies Martin	12/20/2022	56.24	10-2560-410-00-72-120-13
20231761	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	12/20/2022	34.83	10-2560-410-00-72-220-13
20231761	10-2560-410-00-71-100-13	Cafe Supplies Leggee	12/20/2022	17.79	10-2560-410-00-71-100-13
20231761	10-2560-410-00-71-300-13	Cafe Supplies HS	12/20/2022	51.29	10-2560-410-00-71-300-13
			Total	$289.21	
CINTAS					
23010757	40-2550-325-00-79	Rental Trans	01/01/2023	800.00	40-2550-325-00-79
			Total	$800.00	
Clare Woods Academy					
23010607	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	6,000.00	10-4220-670-00-79-600-14
			Total	$6,000.00	
Clarity Assessments LLC					
23010497	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	01/01/2023	6,000.00	10-1101-310-00-79-605-14
			Total	$6,000.00	
Cleverbridge					
20231680	10-2660-319-61-79-600-14	Software Maintenance	12/13/2022	3,200.00	10-2660-319-61-79-600-14
			Total	$3,200.00	
ClientFirst Technology Consulting					
20231852	10-2660-390-00-79-600-14	Purchased Service Technology	01/04/2023	175.00	10-2660-390-00-79-600-14

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231752	10-2660-390-00-79-600-14	Purchased Service Technology	12/19/2022	165.00	10-2660-390-00-79-600-14
20231852	10-2660-390-00-79-600-14	Purchased Service Technology	01/04/2023	82.50	10-2660-390-00-79-600-14
20231752	10-2660-390-00-79-600-14	Purchased Service Technology	12/19/2022	165.00	10-2660-390-00-79-600-14
20231752	10-2660-390-00-79-600-14	Purchased Service Technology	12/19/2022	82.50	10-2660-390-00-79-600-14
20231852	10-2660-390-00-79-600-14	Purchased Service Technology	01/04/2023	165.00	10-2660-390-00-79-600-14
20231752	10-2660-390-00-79-600-14	Purchased Service Technology	12/19/2022	102.50	10-2660-390-00-79-600-14
			Total	$937.50	
Colley Elevator Co					
20231797			12/21/2022	0.00	
20231797	20-2540-390-00-79	SEDOM Operations & Maintenance	12/21/2022	1,616.00	20-2540-390-00-79
			Total	$1,616.00	
Comcast Business					
23010367	20-2540-340-00-79	Telephone - Districtwide	01/01/2023	289.85	20-2540-340-00-79
			Total	$289.85	
Comcast					
23011627	20-2540-340-00-79	Telephone - Districtwide	01/01/2023	24,000.00	20-2540-340-00-79
			Total	$24,000.00	
ComEd					
20231914	40-2552-590-00-79	EV Bus Power Station	01/12/2023	7,845.64	40-2552-590-00-79
			Total	$7,845.64	
Conserv FS Inc					
20231867	20-2543-410-00-79	Grounds Supplies	01/06/2023	4,257.00	20-2543-410-00-79
20231867			01/06/2023	0.00	
			Total	$4,257.00	
Cove School					
23011959	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	6,000.00	10-4220-670-00-79-600-14

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$6,000.00	
Crescent Electric Supply Co					
23010047	20-2542-410-00-79	Supplies B & G	01/01/2023	1,000.00	20-2542-410-00-79
			Total	$1,000.00	
CT Veach Inc					
20231753			12/19/2022	0.00	
20231753	20-2543-323-00-79	Repairs-Grounds	12/19/2022	1,218.00	20-2543-323-00-79
			Total	$1,218.00	
D & H Energy Managment Company					
20231924	20-2542-323-00-79	Repairs & Maint Buildings	01/13/2023	575.00	20-2542-323-00-79
20231924	20-2542-323-00-79	Repairs & Maint Buildings	01/13/2023	1,500.00	20-2542-323-00-79
20231924			01/13/2023	0.00	
			Total	$2,075.00	
Daily Herald					
20231886	10-2633-360-00-74-500-14	Communications Purch Services	01/10/2023	41.00	10-2633-360-00-74-500-14
			Total	$41.00	
Datamation Imaging Services Corp					
23010397	10-2660-390-00-79-600-14	Purchased Service Technology	01/01/2023	200.00	10-2660-390-00-79-600-14
			Total	$200.00	
Dell Marketing LP					
20231767	10-2660-410-00-79-600-14	Supplies Tech	12/20/2022	9.94	10-2660-410-00-79-600-14
20231767	10-2660-410-00-79-600-14	Supplies Tech	12/20/2022	26.67	10-2660-410-00-79-600-14
20231721	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	12/16/2022	955.14	10-1110-323-00-71-100-13
20231721	10-1130-323-00-71-300-13	Repairs HS	12/16/2022	582.06	10-1130-323-00-71-300-13
20231721	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	12/16/2022	169.14	10-1110-323-00-71-100-13
20231767	10-2660-410-00-79-600-14	Supplies Tech	12/20/2022	65.64	10-2660-410-00-79-600-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$1,808.59	
Digital Promise Global					
20231887	10-2321-390-00-74-500-14	Purchased Service Supt	01/10/2023	3,000.00	10-2321-390-00-74-500-14
			Total	$3,000.00	
Direct Fitness Solutions					
20231677	10-1130-323-00-71-300-13	Repairs HS	12/12/2022	1,350.00	10-1130-323-00-71-300-13
20231670	10-1130-323-00-71-300-13	Repairs HS	12/12/2022	961.71	10-1130-323-00-71-300-13
			Total	$2,311.71	
Dramatists Play Service Inc					
20231729	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	12/16/2022	345.00	10-1130-490-02-71-300-13
20231729	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	12/16/2022	30.00	10-1130-490-02-71-300-13
20231729	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	12/16/2022	40.00	10-1130-490-02-71-300-13
20231729	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	12/16/2022	117.00	10-1130-490-02-71-300-13
			Total	$532.00	
Dreisilker Electric Motors Inc					
20231724			12/16/2022	0.00	
20231762			12/20/2022	0.00	
20231920	20-2542-410-00-79	Supplies B & G	01/13/2023	351.97	20-2542-410-00-79
20231724	20-2542-410-00-79	Supplies B & G	12/16/2022	587.30	20-2542-410-00-79
20231762	20-2542-410-00-79	Supplies B & G	12/20/2022	88.46	20-2542-410-00-79
20231853	20-2542-410-00-79	Supplies B & G	01/04/2023	27.42	20-2542-410-00-79
20231853	20-2542-410-00-79	Supplies B & G	01/04/2023	15.90	20-2542-410-00-79
20231853	20-2542-410-00-79	Supplies B & G	01/04/2023	1,380.82	20-2542-410-00-79
			Total	$2,451.87	
DuPage Federation on Human Services					
20231863	10-2213-310-00-79-600-14	Special Svcs Pur Svc	01/05/2023	82.50	10-2213-310-00-79-600-14
20231863	10-1200-310-92-79-600-14	IDEA General Purchased Service	01/05/2023	165.00	10-1200-310-92-79-600-14
20231863	10-2213-310-00-79-600-14	Special Svcs Pur Svc	01/05/2023	63.11	10-2213-310-00-79-600-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231863	10-2213-310-00-79-600-14	Special Svcs Pur Svc	01/05/2023	55.00	10-2213-310-00-79-600-14
			Total	$365.61	
EAB Global Inc					
20231676	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	12/12/2022	14,752.00	10-2212-310-00-79-505-14
20231676			12/12/2022	0.00	
20231676	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	12/12/2022	11,381.00	10-2212-310-00-79-505-25
			Total	$26,133.00	
Easterseals					
23010597	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	01/01/2023	5,000.00	10-2210-314-92-79-605-14
23011557	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	42,000.00	10-4220-670-00-79-600-14
			Total	$47,000.00	
Edge Sports Apparel LLC					
20231688	10-2310-410-00-74-500-14	Supplies Board	12/14/2022	696.00	10-2310-410-00-74-500-14
20231910	10-1558-410-00-71-300-13	VEI Supplies HS	01/11/2023	1,368.00	10-1558-410-00-71-300-13
			Total	$2,064.00	
Eds Automotive					
23010707	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	850.00	40-2550-310-00-79
			Total	$850.00	
Emotional ABCs Inc					
20231748	10-1200-310-92-79-600-14	IDEA General Purchased Service	12/16/2022	468.00	10-1200-310-92-79-600-14
20231748			12/16/2022	0.00	
20231748	10-1200-310-92-79-600-14	IDEA General Purchased Service	12/16/2022	0.00	10-1200-310-92-79-600-14
			Total	$468.00	
EMS LINQ Inc					
20231735	10-2560-640-00-71-100-13	Cafe Dues & Fees Leggee	12/16/2022	365.00	10-2560-640-00-71-100-13
20231735	10-2560-640-00-74-140-13	Cafe Dues & Fees Mackeben	12/16/2022	365.00	10-2560-640-00-74-140-13

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231735	10-2560-640-00-72-220-13	Cafe Dues & Fees Marlowe	12/16/2022	365.00	10-2560-640-00-72-220-13
20231735	10-2560-640-00-72-120-13	Cafe Dues & Fees Martin	12/16/2022	365.00	10-2560-640-00-72-120-13
20231735	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	12/16/2022	365.00	10-2560-310-00-71-300-13
20231735	10-2560-640-00-74-210-13	Cafe Dues & Fees Heineman	12/16/2022	365.00	10-2560-640-00-74-210-13
20231735	10-2560-640-00-74-150-13	Cafe Dues & Fees Conley	12/16/2022	365.00	10-2560-640-00-74-150-13
20231735	10-2560-640-00-72-110-13	Cafe Dues & Fees Chesak	12/16/2022	365.00	10-2560-640-00-72-110-13
			Total	$2,920.00	
Engler Callaway Baasten & Sraga LLC					
20231888	10-2310-318-00-74-500-14	Legal Board	01/10/2023	4,705.00	10-2310-318-00-74-500-14
20231672	10-2310-318-00-74-500-14	Legal Board	12/12/2022	3,276.00	10-2310-318-00-74-500-14
			Total	$7,981.00	
Everdriven Technologies LLC					
23010697	40-2552-331-00-79	Contracted Transportation	01/01/2023	30,000.00	40-2552-331-00-79
20231741	40-2552-331-00-79	Contracted Transportation	12/16/2022	73.20	40-2552-331-00-79
			Total	$30,073.20	
Fastsigns Carpentersville					
20231903	40-2550-310-00-79	Prof & Tech Service Trans	01/10/2023	740.80	40-2550-310-00-79
			Total	$740.80	
Fastsigns Crystal Lake					
20231854	10-1558-410-00-71-300-13	VEI Supplies HS	01/04/2023	805.00	10-1558-410-00-71-300-13
			Total	$805.00	
FleetSoft					
20231906	40-2554-410-00-79	Fleet Supplies	01/11/2023	834.43	40-2554-410-00-79
20231906	40-2554-410-00-79	Fleet Supplies	01/11/2023	1,295.00	40-2554-410-00-79
			Total	$2,129.43	
Follett Content Solutions LLC					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231874	10-2220-430-00-72-120-13	Media Center Martin	01/09/2023	1,774.36	10-2220-430-00-72-120-13
20231916	10-2220-430-00-71-300-13	Media Center HS	01/13/2023	170.37	10-2220-430-00-71-300-13
			Total	$1,944.73	
Fox Valley Fire Safety					
23010817	20-2542-390-00-79	Other Purchased Service	01/01/2023	801.00	20-2542-390-00-79
23010097	20-2542-323-00-79	Repairs & Maint Buildings	01/01/2023	1,000.00	20-2542-323-00-79
			Total	$1,801.00	
General Parts LLC					
23011687	10-2560-323-00-72-120-13	Cafe Repairs Martin	01/01/2023	1,250.00	10-2560-323-00-72-120-13
23011657	10-2560-323-00-71-100-13	Cafe Repairs Leggee	01/01/2023	1,250.00	10-2560-323-00-71-100-13
23011697	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	01/01/2023	1,250.00	10-2560-323-00-72-220-13
23011677	10-2560-323-00-72-110-13	Cafe Repairs Chesak	01/01/2023	1,250.00	10-2560-323-00-72-110-13
23011717	10-2560-323-00-74-150-13	Cafe Repairs Conley	01/01/2023	1,250.00	10-2560-323-00-74-150-13
23011727	10-2560-323-00-74-210-13	Cafe Repairs Heineman	01/01/2023	1,250.00	10-2560-323-00-74-210-13
23011667	10-2560-323-00-71-300-13	Cafe Repairs HS	01/01/2023	2,100.00	10-2560-323-00-71-300-13
23011707	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	01/01/2023	1,250.00	10-2560-323-00-74-140-13
			Total	$10,850.00	
GFC Leasing WI					
23010617	10-2900-325-00-79-600-14	Copier Leases	01/01/2023	6,421.44	10-2900-325-00-79-600-14
			Total	$6,421.44	
Global Water Technology Inc					
20231837	20-2542-410-00-79	Supplies B & G	01/03/2023	943.00	20-2542-410-00-79
20231837			01/03/2023	0.00	
			Total	$943.00	
Gordon Flesch Co Inc					
20231754	10-2900-390-00-79-600-14	Copier Maintenance	12/19/2022	647.74	10-2900-390-00-79-600-14
20231754	10-2900-390-00-79-600-14	Copier Maintenance	12/19/2022	4,423.85	10-2900-390-00-79-600-14
20231754	10-2900-390-00-79-600-14	Copier Maintenance	12/19/2022	959.49	10-2900-390-00-79-600-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231754	10-2900-390-00-79-600-14	Copier Maintenance	12/19/2022	817.48	10-2900-390-00-79-600-14
20231754	10-2900-390-00-79-600-14	Copier Maintenance	12/19/2022	2,061.86	10-2900-390-00-79-600-14
			Total	$8,910.42	
Gordon Food Service					
23011207	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	01/01/2023	800.00	10-2560-410-00-74-140-13
23011287	10-2560-415-00-74-140-13	Cafe Food Mackeben	01/01/2023	7,000.00	10-2560-415-00-74-140-13
23011277	10-2560-415-00-72-220-13	Cafe Food Marlowe	01/01/2023	20,000.00	10-2560-415-00-72-220-13
23011167	10-2560-410-00-71-300-13	Cafe Supplies HS	01/01/2023	6,000.00	10-2560-410-00-71-300-13
23011307	10-2560-415-00-74-210-13	Cafe Food Heineman	01/01/2023	17,000.00	10-2560-415-00-74-210-13
23011157	10-2560-410-00-71-100-13	Cafe Supplies Leggee	01/01/2023	1,200.00	10-2560-410-00-71-100-13
23011297	10-2560-415-00-74-150-13	Cafe Food Conley	01/01/2023	7,000.00	10-2560-415-00-74-150-13
23011247	10-2560-415-00-71-300-13	Cafe Food HS	01/01/2023	50,000.00	10-2560-415-00-71-300-13
23011187	10-2560-410-00-72-120-13	Cafe Supplies Martin	01/01/2023	1,200.00	10-2560-410-00-72-120-13
23011227	10-2560-410-00-74-210-13	Cafe Supplies Heineman	01/01/2023	1,600.00	10-2560-410-00-74-210-13
23011217	10-2560-410-00-74-150-13	Cafe Supplies Conley	01/01/2023	900.00	10-2560-410-00-74-150-13
23011237	10-2560-415-00-71-100-13	Cafe Food Leggee	01/01/2023	12,000.00	10-2560-415-00-71-100-13
23011177	10-2560-410-00-72-110-13	Cafe Supplies Chesak	01/01/2023	900.00	10-2560-410-00-72-110-13
23011197	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	01/01/2023	2,200.00	10-2560-410-00-72-220-13
23011257	10-2560-415-00-72-110-13	Cafe Food Chesak	01/01/2023	10,000.00	10-2560-415-00-72-110-13
23011267	10-2560-415-00-72-120-13	Cafe Food Martin	01/01/2023	13,000.00	10-2560-415-00-72-120-13
			Total	$150,800.00	
Grainger					
23010107	20-2542-410-00-79	Supplies B & G	01/01/2023	500.00	20-2542-410-00-79
			Total	$500.00	
Hand2mind					
20231685	10-1100-423-00-74-500-25	New Adoption PK-5	12/14/2022	(337.46)	10-1100-423-00-74-500-25
20231685	10-1100-423-00-74-500-25	New Adoption PK-5	12/14/2022	2,249.75	10-1100-423-00-74-500-25
			Total	$1,912.29	
Hershey Creamery Company					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
23011797	10-2560-415-00-71-300-13	Cafe Food HS	01/01/2023	2,000.00	10-2560-415-00-71-300-13
23011807	10-2560-415-00-72-220-13	Cafe Food Marlowe	01/01/2023	2,000.00	10-2560-415-00-72-220-13
23011817	10-2560-415-00-74-210-13	Cafe Food Heineman	01/01/2023	2,000.00	10-2560-415-00-74-210-13
			Total	$6,000.00	
Home Depot Credit Services					
23010067	20-2542-410-00-79	Supplies B & G	01/01/2023	1,500.00	20-2542-410-00-79
			Total	$1,500.00	
Home Juice Corp					
23011787	10-2560-415-00-74-210-13	Cafe Food Heineman	01/01/2023	500.00	10-2560-415-00-74-210-13
			Total	$500.00	
Honeywell International Inc					
20231901	10-2546-323-00-79-600-14	Security Officer Repairs	01/10/2023	75.00	10-2546-323-00-79-600-14
20231900			01/10/2023	0.00	
20231899			01/10/2023	0.00	
20231899	10-2546-323-00-79-600-14	Security Officer Repairs	01/10/2023	1,750.64	10-2546-323-00-79-600-14
20231901			01/10/2023	0.00	
20231901	10-2546-323-00-79-600-14	Security Officer Repairs	01/10/2023	2,561.98	10-2546-323-00-79-600-14
20231899	10-2546-323-00-79-600-14	Security Officer Repairs	01/10/2023	75.00	10-2546-323-00-79-600-14
20231900	10-2546-323-00-79-600-14	Security Officer Repairs	01/10/2023	991.86	10-2546-323-00-79-600-14
20231900	10-2546-323-00-79-600-14	Security Officer Repairs	01/10/2023	75.00	10-2546-323-00-79-600-14
20231899	10-2546-323-00-79-600-14	Security Officer Repairs	01/10/2023	243.72	10-2546-323-00-79-600-14
			Total	$5,773.20	
IASB					
20231725	10-2310-410-00-74-500-14	Supplies Board	12/16/2022	125.00	10-2310-410-00-74-500-14
			Total	$125.00	
Illinois Architectural Glass					
20231840			01/03/2023	0.00	
20231840	20-2542-323-00-79	Repairs & Maint Buildings	01/03/2023	5,188.00	20-2542-323-00-79

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$5,188.00	
Illinois Tollway Violation					
20231686	40-2552-640-00-79	Dues & Fees	12/14/2022	33.45	40-2552-640-00-79
20231857	40-2552-640-00-79	Dues & Fees	01/05/2023	45.60	40-2552-640-00-79
20231857	40-2552-640-00-79	Dues & Fees	01/05/2023	64.30	40-2552-640-00-79
20231864	40-2550-310-00-79	Prof & Tech Service Trans	01/05/2023	68.05	40-2550-310-00-79
20231864	40-2550-310-00-79	Prof & Tech Service Trans	01/05/2023	26.65	40-2550-310-00-79
			Total	$238.05	
Industrial Door Company					
20231833			12/29/2022	0.00	
20231833	20-2542-323-00-79	Repairs & Maint Buildings	12/29/2022	1,385.00	20-2542-323-00-79
			Total	$1,385.00	
Instrument Barn, The					
20231798	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	12/21/2022	338.20	10-1120-410-12-74-210-13
20231683	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	12/13/2022	80.00	10-1120-410-12-74-210-13
20231689	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	12/14/2022	1,100.00	10-1120-410-12-74-210-13
			Total	$1,518.20	
Interclean Equipment Inc					
20231742	40-2554-410-00-79	Fleet Supplies	12/16/2022	98.99	40-2554-410-00-79
20231674	40-2550-310-00-79	Prof & Tech Service Trans	12/12/2022	121.09	40-2550-310-00-79
			Total	$220.08	
Interstate Battery Center					
23010077	20-2542-410-00-79	Supplies B & G	01/01/2023	200.00	20-2542-410-00-79
			Total	$200.00	
Jensens Plumbing & Heating Inc					
20231885	20-2542-323-00-79	Repairs & Maint Buildings	01/09/2023	426.28	20-2542-323-00-79

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231877	20-2542-323-00-79	Repairs & Maint Buildings	01/09/2023	1,835.00	20-2542-323-00-79
20231885	20-2542-323-00-79	Repairs & Maint Buildings	01/09/2023	858.00	20-2542-323-00-79
20231690			12/15/2022	0.00	
20231885	20-2542-323-00-79	Repairs & Maint Buildings	01/09/2023	391.47	20-2542-323-00-79
20231726	20-2542-323-00-79	Repairs & Maint Buildings	12/16/2022	351.00	20-2542-323-00-79
20231726			12/16/2022	0.00	
20231757	20-2542-520-00-79	Building projects	12/20/2022	143,500.00	20-2542-520-00-79
20231757			12/20/2022	0.00	
20231690	20-2542-323-00-79	Repairs & Maint Buildings	12/15/2022	2,800.00	20-2542-323-00-79
			Total	$150,161.75	
Kelso Burnett Co					
20231869	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	240.00	10-2546-323-00-79-600-14
20231872	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	48.00	10-2546-323-00-79-600-14
20231872	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	376.00	10-2546-323-00-79-600-14
20231872	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	480.00	10-2546-323-00-79-600-14
20231871			01/06/2023	0.00	
20231871	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	42.00	10-2546-323-00-79-600-14
20231871	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	300.00	10-2546-323-00-79-600-14
20231871	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	420.00	10-2546-323-00-79-600-14
20231870			01/06/2023	0.00	
20231870	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	30.00	10-2546-323-00-79-600-14
20231870	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	600.00	10-2546-323-00-79-600-14
20231869			01/06/2023	0.00	
20231872			01/06/2023	0.00	
20231869	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	12.00	10-2546-323-00-79-600-14
20231868			01/06/2023	0.00	
20231868	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	72.00	10-2546-323-00-79-600-14
20231868	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	1,239.00	10-2546-323-00-79-600-14
20231868	10-2546-323-00-79-600-14	Security Officer Repairs	01/06/2023	720.00	10-2546-323-00-79-600-14
			Total	$4,579.00	
Kendall Hunt Publishing					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231923	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	01/13/2023	243,547.76	10-1100-410-75-79-600-14
20231923	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	01/13/2023	505,419.00	10-1100-310-75-79-600-14
20231923			01/13/2023	0.00	
			Total	$748,966.76	
Kenneth J. Kogut & Associates					
20231756			12/19/2022	0.00	
20231756	20-2540-310-00-79	Professional & Technical	12/19/2022	1,600.00	20-2540-310-00-79
			Total	$1,600.00	
Klein Thorpe & Jenkins Ltd					
23011537	10-2310-318-00-74-500-14	Legal Board	01/01/2023	7,000.00	10-2310-318-00-74-500-14
			Total	$7,000.00	
K-Tech Inc					
20231839			01/03/2023	0.00	
20231839	20-2543-410-00-79	Grounds Supplies	01/03/2023	168.00	20-2543-410-00-79
			Total	$168.00	
Kunes C of Sycamore Inc					
20231905	40-2552-540-00-79	Bus Purchases	01/10/2023	49,256.24	40-2552-540-00-79
20231905	40-2552-540-00-79	Bus Purchases	01/10/2023	49,256.24	40-2552-540-00-79
20231905	40-2552-540-00-79	Bus Purchases	01/10/2023	49,256.24	40-2552-540-00-79
20231905	40-2552-540-00-79	Bus Purchases	01/10/2023	49,256.24	40-2552-540-00-79
20231905	40-2552-540-00-79	Bus Purchases	01/10/2023	49,256.24	40-2552-540-00-79
			Total	$246,281.20	
L Marshall Inc					
20231758			12/20/2022	0.00	
20231758	20-2542-520-00-79	Building projects	12/20/2022	748,800.00	20-2542-520-00-79
			Total	$748,800.00	
Leach Enterprises Inc					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
23010787	40-2554-410-00-79	Fleet Supplies	01/01/2023	3,000.00	40-2554-410-00-79
			Total	$3,000.00	
LearnWell					
20231847	10-4210-670-00-79-600-14	Reg Ed Out of District	01/04/2023	69.16	10-4210-670-00-79-600-14
20231847	10-4210-670-00-79-600-14	Reg Ed Out of District	01/04/2023	138.32	10-4210-670-00-79-600-14
20231847	10-4210-670-00-79-600-14	Reg Ed Out of District	01/04/2023	138.32	10-4210-670-00-79-600-14
20231847	10-4210-670-00-79-600-14	Reg Ed Out of District	01/04/2023	138.32	10-4210-670-00-79-600-14
20231847	10-4210-670-00-79-600-14	Reg Ed Out of District	01/04/2023	69.16	10-4210-670-00-79-600-14
20231847	10-4210-670-00-79-600-14	Reg Ed Out of District	01/04/2023	138.32	10-4210-670-00-79-600-14
20231847	10-4210-670-00-79-600-14	Reg Ed Out of District	01/04/2023	138.32	10-4210-670-00-79-600-14
20231847	10-4210-670-00-79-600-14	Reg Ed Out of District	01/04/2023	138.32	10-4210-670-00-79-600-14
20231847	10-4210-670-00-79-600-14	Reg Ed Out of District	01/04/2023	138.32	10-4210-670-00-79-600-14
20231847	10-4210-670-00-79-600-14	Reg Ed Out of District	01/04/2023	138.32	10-4210-670-00-79-600-14
			Total	$1,244.88	
LGMC					
20231896	10-2323-332-00-74-500-14	Associate Supt Travel	01/10/2023	175.00	10-2323-332-00-74-500-14
			Total	$175.00	
Lincoln National Life					
23010447	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	01/01/2023	30,000.00	10-2310-220-00-79-600-14
			Total	$30,000.00	
Little City Foundation					
20231809	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/22/2022	16,858.13	10-4220-670-00-79-600-14
			Total	$16,858.13	
LRP Publication					
20231671	10-2210-410-72-79-600-14	ARP IDEA Impr Instruc Supplies	12/12/2022	0.00	10-2210-410-72-79-600-14
20231671	10-2210-410-72-79-600-14	ARP IDEA Impr Instruc Supplies	12/12/2022	6.50	10-2210-410-72-79-600-14
20231671	10-2210-410-72-79-600-14	ARP IDEA Impr Instruc Supplies	12/12/2022	71.90	10-2210-410-72-79-600-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20231671			12/12/2022	0.00		
			Total	$78.40		
Lumos Learning LLC						
20231873	10-1120-410-00-72-220-13	Inst Supplies Marlowe	01/09/2023	652.68	10-1120-410-00-72-220-13	
			Total	$652.68		
Marklund Children`s Home						
23010507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	9,000.00	10-4220-670-00-79-600-14	
23010507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	9,000.00	10-4220-670-00-79-600-14	
23010507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	0.00	10-4220-670-00-79-600-14	
23010507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	0.00	10-4220-670-00-79-600-14	
23010507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	0.00	10-4220-670-00-79-600-14	400
			Total	$18,000.00		
McMaster Carr Supply Co						
23010287	20-2542-410-00-79	Supplies B & G	01/01/2023	700.00	20-2542-410-00-79	
			Total	$700.00		
MDC Environmental Serv						
23010117	20-2542-321-00-79	Sanitation/Exterminating	01/01/2023	3,195.10	20-2542-321-00-79	
			Total	$3,195.10		
Medco Sports Medicine						
20231799	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	12/21/2022	26.48	10-1500-410-00-71-300-13	
20231799	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	12/21/2022	39.98	10-1500-410-00-71-300-13	
20231799	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	12/21/2022	160.00	10-1500-410-00-71-300-13	
			Total	$226.46		
Menards Inc						
23010127	20-2542-410-00-79	Supplies B & G	01/01/2023	1,000.00	20-2542-410-00-79	
			Total	$1,000.00		

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
Metro Prep						
23011958	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	12,000.00	10-4220-670-00-79-600-14	
			Total	$12,000.00		
Midland Standard Engineering & Testing Inc						
20231800	20-2540-310-00-79	Professional & Technical	12/21/2022	1,137.50	20-2540-310-00-79	
20231800			12/21/2022	0.00		
			Total	$1,137.50		
Midwest Mechanical Group LLC						
20231834	20-2542-520-00-79	Building projects	01/03/2023	100,000.00	20-2542-520-00-79	
20231834	20-2542-520-00-79	Building projects	01/03/2023	2,244,864.00	20-2542-520-00-79	401
			Total	$2,344,864.00		
Midwest Track Builders						
20231759			12/20/2022	0.00		
20231759	20-2543-530-00-79	Improvements not Buildings	12/20/2022	87,777.00	20-2543-530-00-79	
			Total	$87,777.00		
Midwest Transit Equip Kankakee						
20231730	40-2554-410-00-79	Fleet Supplies	12/16/2022	235.75	40-2554-410-00-79	
			Total	$235.75		
Miller Hall & Triggs LLC						
23011527	10-2310-318-00-74-500-14	Legal Board	01/01/2023	8,000.00	10-2310-318-00-74-500-14	
			Total	$8,000.00		
Mosyle Corporation						
20231897	10-2660-319-61-79-600-14	Software Maintenance	01/10/2023	392.00	10-2660-319-61-79-600-14	
			Total	$392.00		
Nasco Education						

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231848	10-1110-410-02-72-110-13	Art Supplies Chesak	01/04/2023	534.38	10-1110-410-02-72-110-13
			Total	$534.38	
Neuco					
23010147	20-2542-410-00-79	Supplies B & G	01/01/2023	1,000.00	20-2542-410-00-79
			Total	$1,000.00	
New England Center for Children					
23011057	10-1200-310-92-79-600-14	IDEA General Purchased Service	01/01/2023	733.95	10-1200-310-92-79-600-14
			Total	$733.95	
Niles Township Dist for Spec Ed 807					
20231801	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/21/2022	63,896.00	10-4220-670-00-79-600-14
20231801	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/21/2022	0.00	10-4220-670-00-79-600-14
			Total	$63,896.00	
North American Corporation					
20231922	20-2542-323-00-79	Repairs & Maint Buildings	01/13/2023	345.50	20-2542-323-00-79
23010017	20-2542-410-00-79	Supplies B & G	01/01/2023	8,959.60	20-2542-410-00-79
20231922			01/13/2023	0.00	
			Total	$9,305.10	
North Shore Transit Inc					
20231879	40-2552-331-00-79	Contracted Transportation	01/09/2023	1,141.67	40-2552-331-00-79
20231878	40-2552-331-00-79	Contracted Transportation	01/09/2023	1,051.04	40-2552-331-00-79
			Total	$2,192.71	
Northwest Community Healthcare					
20231865	10-4210-670-00-79-600-14	Reg Ed Out of District	01/05/2023	124.80	10-4210-670-00-79-600-14
20231865	10-4210-670-00-79-600-14	Reg Ed Out of District	01/05/2023	124.80	10-4210-670-00-79-600-14
20231865	10-4210-670-00-79-600-14	Reg Ed Out of District	01/05/2023	124.80	10-4210-670-00-79-600-14
20231865	10-4210-670-00-79-600-14	Reg Ed Out of District	01/05/2023	124.80	10-4210-670-00-79-600-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$499.20	
Northwestern Medicine Huntley					
20231802	10-1551-410-00-71-300-15	Swimming Sup HS-Boys	12/21/2022	4,398.75	10-1551-410-00-71-300-15
			Total	$4,398.75	
Northwestern Medicine Occupational Health					
20231858	40-2550-310-00-79	Prof & Tech Service Trans	01/05/2023	380.00	40-2550-310-00-79
20231858	40-2550-310-00-79	Prof & Tech Service Trans	01/05/2023	30.00	40-2550-310-00-79
20231858	40-2550-310-00-79	Prof & Tech Service Trans	01/05/2023	1,100.00	40-2550-310-00-79
			Total	$1,510.00	
Northwestern Medicine					
23011547	10-2130-220-00-79-600-14	Health Services Insurance	01/01/2023	2,000.00	10-2130-220-00-79-600-14
23011547	10-2642-390-00-74-500-14	Purchased Service Human Res	01/01/2023	250.00	10-2642-390-00-74-500-14
			Total	$2,250.00	
Northwestern Memorial HealthCare					
20231803	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	12/21/2022	16,000.00	10-1500-410-00-71-300-13
			Total	$16,000.00	
ODP Business Solutions					
23010167	20-2540-410-00-79	Office Supplies B & G	01/01/2023	187.50	20-2540-410-00-79
			Total	$187.50	
Omni Commercial Lighting Service					
23010177	20-2542-323-00-79	Repairs & Maint Buildings	01/01/2023	1,000.00	20-2542-323-00-79
			Total	$1,000.00	
Ottosen DiNolfo Hasenbalg & Castaldo Ltd					
23010797	10-2310-318-00-74-500-14	Legal Board	01/01/2023	3,000.00	10-2310-318-00-74-500-14
			Total	$3,000.00	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 12/12/2022 to 1/13/2023

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
P & M Distributors Inc						
20231736	10-2560-415-00-72-220-13	Cafe Food Marlowe	12/16/2022	1,221.32	10-2560-415-00-72-220-13	
20231855	10-2560-415-00-72-220-13	Cafe Food Marlowe	01/04/2023	154.70	10-2560-415-00-72-220-13	
20231736	10-2560-415-00-71-300-13	Cafe Food HS	12/16/2022	1,059.30	10-2560-415-00-71-300-13	
20231736	10-2560-415-00-72-220-13	Cafe Food Marlowe	12/16/2022	154.70	10-2560-415-00-72-220-13	
20231736	10-2560-415-00-74-210-13	Cafe Food Heineman	12/16/2022	421.84	10-2560-415-00-74-210-13	
20231736	10-2560-415-00-74-210-13	Cafe Food Heineman	12/16/2022	319.11	10-2560-415-00-74-210-13	
			Total	$3,330.97		
Paddock Publications Inc						
20231889	10-2321-390-00-74-500-14	Purchased Service Supt	01/10/2023	315.10	10-2321-390-00-74-500-14	
20231880	20-2540-350-00-79	Newspaper bids	01/09/2023	55.20	20-2540-350-00-79	404
20231880			01/09/2023	0.00		
			Total	$370.30		
Parkland Preparatory Academy Inc						
20231804	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/21/2022	0.00	10-4220-670-00-79-600-14	
20231804	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/21/2022	5,288.40	10-4220-670-00-79-600-14	
			Total	$5,288.40		
Partnering for Prevention LLC						
23011767	10-1500-390-00-71-300-13	Student Drug Testing	01/01/2023	3,150.00	10-1500-390-00-71-300-13	
23011777	10-2120-310-75-79-600-14	ESSER III Guidance Pur Svc	01/01/2023	8,000.00	10-2120-310-75-79-600-14	
			Total	$11,150.00		
Pasco Scientific						
20231845	10-1130-410-13-71-300-13	Science Supplies HS	01/04/2023	140.00	10-1130-410-13-71-300-13	
20231845	10-1130-410-13-71-300-13	Science Supplies HS	01/04/2023	37.00	10-1130-410-13-71-300-13	
			Total	$177.00		
Patlin Inc						
20231747	40-2554-410-00-79	Fleet Supplies	12/16/2022	208.05	40-2554-410-00-79	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231743	40-2554-410-00-79	Fleet Supplies	12/16/2022	216.86	40-2554-410-00-79
20231911	40-2554-410-00-79	Fleet Supplies	01/11/2023	469.60	40-2554-410-00-79
			Total	$894.51	
Pauly`s Custom Apparel Co					
20231731	10-1100-410-76-79-600-14	CURES Instruc Supplies	12/16/2022	83.93	10-1100-410-76-79-600-14
20231731	10-1100-410-76-79-600-14	CURES Instruc Supplies	12/16/2022	199.80	10-1100-410-76-79-600-14
20231731	10-1100-410-76-79-600-14	CURES Instruc Supplies	12/16/2022	329.67	10-1100-410-76-79-600-14
20231731	10-1100-410-76-79-600-14	CURES Instruc Supplies	12/16/2022	79.92	10-1100-410-76-79-600-14
20231731	10-1100-410-76-79-600-14	CURES Instruc Supplies	12/16/2022	319.68	10-1100-410-76-79-600-14
			Total	$1,013.00	
Pepsi-Cola Gen Bot Inc					405
23011487	10-2560-415-00-71-300-13	Cafe Food HS	01/01/2023	7,500.00	10-2560-415-00-71-300-13
			Total	$7,500.00	
Perspectives Ltd					
20231859	10-2510-220-00-79-600-14	Direction of Business Serv Ins	01/05/2023	1,326.00	10-2510-220-00-79-600-14
			Total	$1,326.00	
Petrova, Dr Svetlana					
20231727	10-2140-310-92-79-600-14	IDEA Psychological Services	12/16/2022	0.00	10-2140-310-92-79-600-14
20231727	10-2140-310-92-79-600-14	IDEA Psychological Services	12/16/2022	2,000.00	10-2140-310-92-79-600-14
			Total	$2,000.00	
Phonak Inc					
20231849	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	01/04/2023	169.00	10-2150-310-92-79-600-14
20231849	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	01/04/2023	0.00	10-2150-310-92-79-600-14
			Total	$169.00	
Plumbers Paradise					
20231682	20-2542-410-00-79	Supplies B & G	12/13/2022	4,291.76	20-2542-410-00-79

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$4,291.76	
Pomps Tire Service Inc					
23010837	40-2554-410-00-79	Fleet Supplies	01/01/2023	3,400.00	40-2554-410-00-79
			Total	$3,400.00	
Porter Pipe & Supply					
20231763	20-2542-410-00-79	Supplies B & G	12/20/2022	148.46	20-2542-410-00-79
20231763	20-2542-410-00-79	Supplies B & G	12/20/2022	4.94	20-2542-410-00-79
			Total	$153.40	
Pro Com Systems Inc					
23010557	10-2660-390-00-79-600-14	Purchased Service Technology	01/01/2023	2,000.00	10-2660-390-00-79-600-14
			Total	$2,000.00	
Quadient Leasing USA					
20231890	10-2630-341-00-74-500-14	Postage Central Office	01/10/2023	1,968.00	10-2630-341-00-74-500-14
			Total	$1,968.00	
Quality Saw & Seal Inc					
20231755	20-2543-530-00-79	Improvements not Buildings	12/19/2022	10,594.92	20-2543-530-00-79
20231755			12/19/2022	0.00	
			Total	$10,594.92	
Quartix Inc					
20231891			01/10/2023	0.00	
20231891	20-2542-390-00-79	Other Purchased Service	01/10/2023	179.82	20-2542-390-00-79
			Total	$179.82	
Quest Food Management					
20231737	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	12/16/2022	3,000.00	10-2560-315-00-74-500-14
20231737	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	12/16/2022	3,421.55	10-2560-310-00-71-300-13

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231737	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	12/16/2022	1,300.19	10-2560-310-00-71-300-13
			Total	$7,721.74	
Radi-Link Inc					
20231684	40-2550-310-00-79	Prof & Tech Service Trans	12/13/2022	2,660.00	40-2550-310-00-79
			Total	$2,660.00	
Remkes Garage LLC					
20231860	40-2550-323-00-79	Repairs and Maintenance	01/05/2023	1,043.65	40-2550-323-00-79
			Total	$1,043.65	
Revtrak, Inc.					
23010487	10-2523-319-00-79-600-14	Banking Fees	01/01/2023	10,000.00	10-2523-319-00-79-600-14
			Total	$10,000.00	
Rockford Public Schools					
20231921	10-4210-670-00-79-600-14	Reg Ed Out of District	01/13/2023	76.93	10-4210-670-00-79-600-14
			Total	$76.93	
Route 47 Taxi Transportation Inc					
20231861	40-2552-331-00-79	Contracted Transportation	01/05/2023	5,600.00	40-2552-331-00-79
			Total	$5,600.00	
Rush Truck Center Huntley					
20231744	40-2554-410-00-79	Fleet Supplies	12/16/2022	1,202.40	40-2554-410-00-79
23010747	40-2554-410-00-79	Fleet Supplies	01/01/2023	5,000.00	40-2554-410-00-79
23010737	40-2550-323-00-79	Repairs and Maintenance	01/01/2023	2,000.00	40-2550-323-00-79
20231745	40-2554-410-00-79	Fleet Supplies	12/16/2022	1,457.82	40-2554-410-00-79
			Total	$9,660.22	
Safety Kleen Systems Inc					
23011067	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	200.00	40-2550-310-00-79

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$200.00	
Schuring & Schuring Inc					
23011375	10-2560-415-00-72-220-13	Cafe Food Marlowe	01/01/2023	4,000.00	10-2560-415-00-72-220-13
23011397	10-2560-415-97-79-600-14	All Children Snacks	01/01/2023	150.00	10-2560-415-97-79-600-14
23011387	10-2560-415-00-74-210-13	Cafe Food Heineman	01/01/2023	4,000.00	10-2560-415-00-74-210-13
23011367	10-2560-415-00-74-140-13	Cafe Food Mackeben	01/01/2023	5,000.00	10-2560-415-00-74-140-13
23011374	10-2560-415-00-72-120-13	Cafe Food Martin	01/01/2023	8,000.00	10-2560-415-00-72-120-13
23011373	10-2560-415-00-72-110-13	Cafe Food Chesak	01/01/2023	8,000.00	10-2560-415-00-72-110-13
23011327	10-2560-415-00-71-300-13	Cafe Food HS	01/01/2023	7,000.00	10-2560-415-00-71-300-13
23011317	10-2560-415-00-71-100-13	Cafe Food Leggee	01/01/2023	6,000.00	10-2560-415-00-71-100-13
23011377	10-2560-415-00-74-150-13	Cafe Food Conley	01/01/2023	5,000.00	10-2560-415-00-74-150-13
			Total	$47,150.00	
Seal of Illinois					
20231805	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/21/2022	0.00	10-4220-670-00-79-600-14
20231805	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/21/2022	14,488.59	10-4220-670-00-79-600-14
			Total	$14,488.59	
Secretary of State 12					
23010957	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 11					
23010947	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 13					
23010967	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 14					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
23010977	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 15					
23010987	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 16					
23010997	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 17					
23011007	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 18					
23011017	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 19					
23011027	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 20					
23011037	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State10					
23010937	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State1					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
23010847	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State2					
23010857	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State3					
23010867	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State4					
23010877	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State5					
23010887	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State6					
23010897	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State7					
23010907	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State8					
23010917	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State9					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
23010927	40-2550-310-00-79	Prof & Tech Service Trans	01/01/2023	4.00	40-2550-310-00-79
			Total	$4.00	
SEDOM of McHenry County					
20231732	10-4210-670-00-79-600-14	Reg Ed Out of District	12/16/2022	720.00	10-4210-670-00-79-600-14
20231732	10-4210-670-00-79-600-14	Reg Ed Out of District	12/16/2022	720.00	10-4210-670-00-79-600-14
20231732	10-4210-670-00-79-600-14	Reg Ed Out of District	12/16/2022	720.00	10-4210-670-00-79-600-14
20231732	10-4210-670-00-79-600-14	Reg Ed Out of District	12/16/2022	720.00	10-4210-670-00-79-600-14
			Total	$2,880.00	
Sherwin Williams Co					
20231881	20-2542-410-00-79	Supplies B & G	01/09/2023	30.58	20-2542-410-00-79
20231898	20-2542-410-00-79	Supplies B & G	01/10/2023	54.52	20-2542-410-00-79
20231898			01/10/2023	0.00	
20231806	20-2542-410-00-79	Supplies B & G	12/21/2022	149.14	20-2542-410-00-79
20231806			12/21/2022	0.00	
			Total	$234.24	
SKC Construction Inc					
20231760	20-2543-530-00-79	Improvements not Buildings	12/20/2022	55,398.00	20-2543-530-00-79
20231760			12/20/2022	0.00	
			Total	$55,398.00	
Smith Seckman Reid Inc					
20231835			01/03/2023	0.00	
20231835	20-2540-310-00-79	Professional & Technical	01/03/2023	2,750.00	20-2540-310-00-79
			Total	$2,750.00	
Soliant Health Inc					
23010527	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	01/01/2023	30,000.00	10-1101-310-00-79-605-14
			Total	$30,000.00	
South Campus					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
23011961	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	9,000.00	10-4220-670-00-79-600-14
			Total	$9,000.00	
Southpaw Enterprises					
20231882			01/09/2023	0.00	
20231882	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	01/09/2023	1,014.71	10-1100-410-72-79-600-14
20231882	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	01/09/2023	0.00	10-1100-410-72-79-600-14
20231882	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	01/09/2023	2.80	10-1100-410-72-79-600-14
			Total	$1,017.51	
Spotter Staffing LLC					
20231807	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/21/2022	3,988.61	10-1101-310-00-79-605-14
20231807	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/21/2022	2,812.50	10-1101-310-00-79-605-14
20231807	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/21/2022	0.00	10-1101-310-00-79-605-14
23010647	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	01/01/2023	20,000.00	10-1101-310-00-79-605-14
20231667	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/12/2022	3,988.61	10-1101-310-00-79-605-14
20231667	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/12/2022	0.00	10-1101-310-00-79-605-14
20231883	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	01/09/2023	0.00	10-1101-310-00-79-605-14
20231883	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	01/09/2023	1,687.50	10-1101-310-00-79-605-14
20231883	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	01/09/2023	1.00	10-1101-310-00-79-605-14
			Total	$32,478.22	
Steiner Electric Company					
20231722	20-2542-410-00-79	Supplies B & G	12/16/2022	1,615.38	20-2542-410-00-79
23011637	20-2542-410-00-79	Supplies B & G	01/01/2023	1,000.00	20-2542-410-00-79
			Total	$2,615.38	
Stepping Stones Group					
23011960	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	01/01/2023	30,000.00	10-1101-310-00-79-605-14
			Total	$30,000.00	
Streamwood Behavioral Health					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231687	10-4210-670-00-79-600-14	Reg Ed Out of District	12/14/2022	105.00	10-4210-670-00-79-600-14
			Total	$105.00	
Summit School Inc					
20231668	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/12/2022	3,804.78	10-4220-670-00-79-600-14
20231668	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/12/2022	0.00	10-4220-670-00-79-600-14
			Total	$3,804.78	
Sunbelt Staffing LLC					
23010537	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	01/01/2023	30,000.00	10-1101-310-00-79-605-14
			Total	$30,000.00	
Sunrise Southwest LLC					
20231892	40-2552-331-00-79	Contracted Transportation	01/10/2023	3,053.92	40-2552-331-00-79
20231733	40-2552-331-00-79	Contracted Transportation	12/16/2022	3,053.92	40-2552-331-00-79
			Total	$6,107.84	
Supreme School Supply Co					
20231917	10-1130-410-00-71-300-13	Inst Supplies HS	01/13/2023	41.90	10-1130-410-00-71-300-13
20231917	10-1130-410-00-71-300-13	Inst Supplies HS	01/13/2023	237.50	10-1130-410-00-71-300-13
20231917	10-1130-410-00-71-300-13	Inst Supplies HS	01/13/2023	143.75	10-1130-410-00-71-300-13
			Total	$423.15	
Talerico Martin Corp					
23010387	10-2560-415-00-72-220-13	Cafe Food Marlowe	01/01/2023	1,000.00	10-2560-415-00-72-220-13
23010378	10-2560-415-00-71-300-13	Cafe Food HS	01/01/2023	7,500.00	10-2560-415-00-71-300-13
23010377	10-2560-415-00-74-210-13	Cafe Food Heineman	01/01/2023	1,000.00	10-2560-415-00-74-210-13
			Total	$9,500.00	
Tennant Sales and Service					
20231918	20-2542-410-00-79	Supplies B & G	01/13/2023	1,171.68	20-2542-410-00-79
			Total	$1,171.68	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
Therapy Staff Aequor Healthcare						
23010547	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	01/01/2023	20,000.00	10-1101-310-00-79-605-14	
			Total	$20,000.00		
Thermosystems Building System						
20231691			12/15/2022	0.00		
20231691	20-2542-323-00-79	Repairs & Maint Buildings	12/15/2022	2,810.00	20-2542-323-00-79	
			Total	$2,810.00		
Thompson Elevator Inspection Service Inc						
20231764			12/20/2022	0.00		
20231764	20-2540-390-00-79	SEDOM Operations & Maintenance	12/20/2022	400.00	20-2540-390-00-79	414
20231764			12/20/2022	0.00		
			Total	$400.00		
Thomson Reuters						
23010307	10-2660-470-00-79-600-14	Software Technology	01/01/2023	1,066.12	10-2660-470-00-79-600-14	
			Total	$1,066.12		
T-Mobile						
23010357	20-2540-340-00-79	Telephone - Districtwide	01/01/2023	6,000.00	20-2540-340-00-79	
			Total	$6,000.00		
Trane						
20231893	20-2542-390-00-79	Other Purchased Service	01/10/2023	2,772.75	20-2542-390-00-79	
20231893			01/10/2023	0.00		
			Total	$2,772.75		
TruGreen						
20231912			01/12/2023	0.00		
20231913	20-2543-320-00-79-600-14	Grounds Contract	01/12/2023	7,145.09	20-2543-320-00-79-600-14	
20231913	20-2543-320-00-79-600-14	Grounds Contract	01/12/2023	2,561.30	20-2543-320-00-79-600-14	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20231913	20-2543-320-00-79-600-14	Grounds Contract	01/12/2023	7,425.88	20-2543-320-00-79-600-14
20231912	20-2543-320-00-79-600-14	Grounds Contract	01/12/2023	5,032.11	20-2543-320-00-79-600-14
			Total	$22,164.38	
Tyler Technologies Inc					
20231675	40-2550-310-00-79	Prof & Tech Service Trans	12/12/2022	3,623.36	40-2550-310-00-79
			Total	$3,623.36	
UMB Bank NA					
20231866	30-5900-690	Bond Service Charge	01/05/2023	318.00	30-5900-690
20231866	30-5900-690	Bond Service Charge	01/05/2023	318.00	30-5900-690
20231884	30-5220-620	Interest on Bonds	01/09/2023	582,550.44	30-5220-620
20231884	30-5320-610	Principal on Bonds	01/09/2023	1,340,000.00	30-5320-610
20231884	30-5220-620	Interest on Bonds	01/09/2023	89,913.00	30-5220-620
			Total	$2,013,099.44	
United States Postal Service					
20231765	10-1130-341-00-71-300-13	Postage HS	12/20/2022	15.38	10-1130-341-00-71-300-13
20231765	10-1130-341-00-71-300-13	Postage HS	12/20/2022	15.38	10-1130-341-00-71-300-13
			Total	$30.76	
Unity School Bus Parts, Inc					
20231746	40-2554-410-00-79	Fleet Supplies	12/16/2022	148.15	40-2554-410-00-79
			Total	$148.15	
UPS Store #2361, The					
20231856	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	01/04/2023	135.98	10-1130-490-02-71-300-13
			Total	$135.98	
Verizon Wireless					
23011607	20-2540-340-00-79	Telephone - Districtwide	01/01/2023	7,000.00	20-2540-340-00-79
			Total	$7,000.00	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
Vernier Software & Tech						
20231846	10-1130-410-13-71-300-13	Science Supplies HS	01/04/2023	950.00	10-1130-410-13-71-300-13	
20231846	10-1130-410-13-71-300-13	Science Supplies HS	01/04/2023	24.49	10-1130-410-13-71-300-13	
			Total	$974.49		
VILLAGE OF ALGONQUIN						
23010137	20-2546-310-00-71-305	Resource Officer	01/01/2023	9,807.48	20-2546-310-00-71-305	
			Total	$9,807.48		
Village of Huntley						
20231902			01/10/2023	0.00		
20231902	20-2546-310-00-71-305	Resource Officer	01/10/2023	325.00	20-2546-310-00-71-305	416
20231902	20-2546-310-00-71-305	Resource Officer	01/10/2023	97.50	20-2546-310-00-71-305	
23011517	20-2546-310-00-71-305	Resource Officer	01/01/2023	6,201.67	20-2546-310-00-71-305	
			Total	$6,624.17		
Village of Lake in the Hills						
23010687	20-2546-310-00-71-305	Resource Officer	01/01/2023	6,527.00	20-2546-310-00-71-305	
			Total	$6,527.00		
Virtual Connections Academy						
23011757	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	15,000.00	10-4220-670-00-79-600-14	
			Total	$15,000.00		
Visions LLC						
20231808	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/21/2022	0.00	10-1101-310-00-79-605-14	
20231808	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/21/2022	842.44	10-1101-310-00-79-605-14	
			Total	$842.44		
VSP of Illinois NFP						
23010457	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	01/01/2023	8,000.00	10-2310-220-00-79-600-14	
			Total	$8,000.00		

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 12/12/2022 to 1/13/2023

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Wallingford Sales Company					
20231875	20-2542-410-00-79	Supplies B & G	01/09/2023	2,086.05	20-2542-410-00-79
20231875	20-2542-410-00-79	Supplies B & G	01/09/2023	100.00	20-2542-410-00-79
			Total	$2,186.05	
Warehouse Direct Cardunal					
20231681	40-2550-410-00-79	Office Supplies	12/13/2022	253.04	40-2550-410-00-79
			Total	$253.04	
WeatherGuard Roofing Company					
20231838			01/03/2023	0.00	
20231838	20-2542-323-00-79	Repairs & Maint Buildings	01/03/2023	536.00	20-2542-323-00-79
			Total	$536.00	
West Music Company					
20231919	10-1110-410-00-74-140-13	Inst Supplies Mackeben	01/13/2023	134.00	10-1110-410-00-74-140-13
20231919	10-1110-410-00-74-140-13	Inst Supplies Mackeben	01/13/2023	1,675.00	10-1110-410-00-74-140-13
			Total	$1,809.00	
WEX BANK					
23010777	10-1700-464-21-71-300-13	Driver Education Gasoline	01/01/2023	2,000.00	10-1700-464-21-71-300-13
23010777	10-1500-332-00-71-300-13	Athletic Trips HS	01/01/2023	500.00	10-1500-332-00-71-300-13
23010767	40-2552-464-00-79	Diesel/Gasoline	01/01/2023	300.00	40-2552-464-00-79
			Total	$2,800.00	
Winston Knolls Education Group					
23011747	10-4220-670-00-79-600-14	Sp Ed Private Tuition	01/01/2023	6,500.00	10-4220-670-00-79-600-14
			Total	$6,500.00	
Zero Card					
23010477	10-1100-220-00-79-600-14	Regular Programs Insurance	01/01/2023	2,500.00	10-1100-220-00-79-600-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$2,500.00	
Zieglers Ace Hardware					
23010267	20-2542-410-00-79	Supplies B & G	01/01/2023	300.00	20-2542-410-00-79
23011047	40-2554-410-00-79	Fleet Supplies	01/01/2023	100.00	40-2554-410-00-79
			Total	$400.00	
			Total	$8,999,254.62	

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HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 19, 2023

Subject: **Accounts Payable Report**
Board of Education Meeting, January 19, 2023
Finance Committee

The following is an executive summary of the attached report titled "Accounts Payable" which is a listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration is requesting Board Approval to issue payment:

Education Fund	$	13,163.91
Operations & Maintenance Fund		160.37
Debt Service Fund		0.00
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	13,324.28

At this time there is no Supplemental Accounts Payable Report for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Accounts Payable" which will include an additional listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration will request Board Approval to issue payment.

RECOMMENDATION
Administration requests that the Finance Committee recommend the Board of Education approve the Accounts Payable Report at the January 19, 2023 Regular Board meeting.

Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number	
Baughman, Karrie A. - 32568					
10-2213-415-00-71-100-13	Leggee Staff Devel Supplies-$10 Gift Card Sal`s		10.00	10-2213-415-00-71-100-13	
10-2213-415-00-71-100-13	Leggee Staff Devel Supplies-$10 Gift Card Parkside		10.00	10-2213-415-00-71-100-13	
			$20.00		
Borring, Zachary - 1233397904					
10-1120-332-00-74-210-13	Teacher Travel Heineman - Conv Tinley Park Travel		180.88	10-1120-332-00-74-210-13	
10-1120-332-00-74-210-13	12/01/22 Dinner- IAHPERD Conf		29.39	10-1120-332-00-74-210-13	
10-1120-332-00-74-210-13	12/01/22 Lunch - IAHPERD Conf		19.50	10-1120-332-00-74-210-13	
10-1120-332-00-74-210-13	12/02/22 Breakfast - IAHPERD Conf		10.95	10-1120-332-00-74-210-13	
			$240.72		
Bower-Kasch, Jennifer - 1233400127					
20-2540-332-00-79	Travel-To/From IASBO Supportcon		59.00	20-2540-332-00-79	420
			$59.00		
Brown, Dennis - 32687					
10-1130-332-00-71-300-13	Teacher Travel HS-Trips to printer for Voice		110.87	10-1130-332-00-71-300-13	
			$110.87		
Buchweitz, Bruce R - 123333356					
10-2310-230-00-74-500-14	Tuition Reimbursement-Native People of NA		390.00	10-2310-230-00-74-500-14	
			$390.00		
Conway, Juli - 1233400225					
10-2210-640-92-79-605-14	2023 ASHA Membership Dues		225.00	10-2210-640-92-79-605-14	
			$225.00		
Cornett, Brenda - 1233400062					
10-1200-310-66-71-300-13	Mileage for December 2022		85.31	10-1200-310-66-71-300-13	
			$85.31		
Coursey, Samantha - 1233399910					
10-2310-230-00-74-500-14	Tuition Reimbursement-Law and Policy		390.00	10-2310-230-00-74-500-14	
10-2310-230-00-74-500-14	Tuition Reimbursement-Developing Teachers		390.00	10-2310-230-00-74-500-14	
			$780.00		
Davidson, Rebecca - 1233400226					
10-1543-332-00-71-305-13	Snow Raiders Chaperone Travel		58.75	10-1543-332-00-71-305-13	

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
			$58.75	
Deak, Donald - 123337362				
10-2660-332-00-79-600-14	Network Tech Travel JUL-DEC 2022		81.25	10-2660-332-00-79-600-14
10-2660-332-00-79-600-14	Network Tech Travel JAN-JUN 2022		97.52	10-2660-332-00-79-600-14
			$178.77	
Dean, Adam - 1233395830				
10-2546-332-00-79-600-14	Security Officer Travel-Lunch Smashburger		32.45	10-2546-332-00-79-600-14
10-2546-332-00-79-600-14	Security Officer Travel-Parking Garage		112.35	10-2546-332-00-79-600-14
10-2546-332-00-79-600-14	Security Officer Travel-October Mileage		195.00	10-2546-332-00-79-600-14
10-2546-332-00-79-600-14	Security Officer Travel-August Mileage		236.25	10-2546-332-00-79-600-14
10-2546-332-00-79-600-14	Security Officer Travel-September Mileage		212.50	10-2546-332-00-79-600-14
10-2546-332-00-79-600-14	Security Officer Travel-November Mileage		211.25	10-2546-332-00-79-600-14
10-2546-332-00-79-600-14	Security Officer Travel-July Mileage		155.00	10-2546-332-00-79-600-14
			$1,154.80	
del Castillo, Rocio - 1233397109				
10-1600-410-89-79-605-14	Amazon Fonetica/Phonics SP/ENG Workbook		14.99	10-1600-410-89-79-605-14
10-2213-410-00-79-600-14	Santander Books from FIL Conf		442.57	10-2213-410-00-79-600-14
10-2213-410-00-79-600-14	Libreria San Pablo Books from FIL Conf		6.57	10-2213-410-00-79-600-14
10-2213-332-00-79-600-14	FIL Conference Meals 11/26-11/29/22		92.59	10-2213-332-00-79-600-14
10-2213-332-00-79-600-14	Taxi from Airport/Hotel & Conf		18.42	10-2213-332-00-79-600-14
10-1600-410-89-79-605-14	Amazon Spanish Workbooks/Books		165.60	10-1600-410-89-79-605-14
10-1600-410-89-79-605-14	Amazon Complete Book of Starter Spanish		6.14	10-1600-410-89-79-605-14
			$746.88	
Delahanty, Eileen - 26307				
10-2520-410-00-74-500-14	Supplies Fiscal-Target for Cocoa & Cookies D/O		15.20	10-2520-410-00-74-500-14
			$15.20	
Escatel, Eduardo - 1233399734				
10-2520-332-00-74-500-14	Travel Fiscal		37.50	10-2520-332-00-74-500-14
			$37.50	
Escudero, Michelle - 1233399849				
10-2561-332-00-79-605-14	Dir Food Service Travel		60.00	10-2561-332-00-79-605-14
			$60.00	

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Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
Gallaugher, Bradley - 32635				
10-1120-332-00-74-210-13	Round Trip Travel 12/1 & 2 Tinley Park Conv		187.50	10-1120-332-00-74-210-13
10-1120-332-00-74-210-13	Lunch while at Conv - Pop`s Italian Beef		16.32	10-1120-332-00-74-210-13
			$203.82	
Ginczycki, Michael - 123336875				
10-1200-310-92-79-600-14	IDEA General Purchased Service-Oct Mileage		137.50	10-1200-310-92-79-600-14
10-1200-310-92-79-600-14	IDEA General Purchased Service-Nov Mileage		96.25	10-1200-310-92-79-600-14
			$233.75	
Golovin, Jennifer - 123338187				
10-1200-310-66-71-300-13	STEP Purchased Services-Dec Mileage		21.28	10-1200-310-66-71-300-13
10-1200-310-66-71-300-13	STEP Purchased Services-Nov Mileage		45.72	10-1200-310-66-71-300-13
			$67.00	422
Gullifor, Kateri - 123339409				
10-1200-310-92-79-600-14	IDEA General Purchased Service-Dec Mileage		133.15	10-1200-310-92-79-600-14
			$133.15	
Hedrick, Emily - 1233399269				
10-1100-423-00-74-500-25	IRIS 9 Drawer Storage Cart-Math Supplies		32.00	10-1100-423-00-74-500-25
			$32.00	
Heide, Kelsie - 1233400072				
10-2310-230-00-74-500-14	Tuition Reimbursement-Intro Psychology		165.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimbursement-Intro Education		165.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimbursement-History I		165.00	10-2310-230-00-74-500-14
			$495.00	
Henk, Amanda - 123337660				
10-1400-410-10-71-300-13	Registration for ISU Technology Competition		165.00	10-1400-410-10-71-300-13
			$165.00	
Hollabaugh, Jennifer - 1233397533				
10-1100-423-00-74-500-25	Michaels - Photo cases for Math Leader Supplies		21.42	10-1100-423-00-74-500-25
			$21.42	
Jacobson, Jessica - 1233400126				
10-1100-211-00-79-600-14	November & December Mileage		91.88	10-1100-211-00-79-600-14

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
			$91.88	
Keech, Saundra - 1233399078				
10-2210-640-92-79-605-14	ASHA 2023 Membership Dues		225.00	10-2210-640-92-79-605-14
			$225.00	
Kelly, Jill - 123338719				
10-1200-310-92-79-600-14	IDEA General Purchased Service-Dec Mileage		53.00	10-1200-310-92-79-600-14
			$53.00	
Kent, Laura - 1233399241				
10-1200-310-92-79-600-14	IDEA General Purchased Service-Dec Mileage		61.88	10-1200-310-92-79-600-14
10-1100-211-00-79-600-14	IDEA General Purchased Service-Nov Mileage		61.88	10-1100-211-00-79-600-14
			$123.76	
Kopp, Emily - 1233400074				423
10-2520-332-00-74-500-14	Travel Fiscal-December Mileage		56.25	10-2520-332-00-74-500-14
			$56.25	
Kozbiel, Loida - 1233400227				
10-2210-640-92-79-605-14	APTA Membership Dues		505.00	10-2210-640-92-79-605-14
			$505.00	
Landvick, Matthew - 1233396232				
10-1500-335-00-71-300-13	AAD Travel for Basketball @ Jacobs		10.25	10-1500-335-00-71-300-13
10-1500-335-00-71-300-13	AAD Travel for Basketball @ Wheaton Warranville S		47.63	10-1500-335-00-71-300-13
10-1500-335-00-71-300-13	AAD Travel for Basketball @ Hampshire		10.25	10-1500-335-00-71-300-13
10-1500-335-00-71-300-13	AAD Travel for Basketball @ McHenry		27.13	10-1500-335-00-71-300-13
			$95.26	
Lanham, Kimberly - 123335066				
10-2310-230-00-74-500-14	Tuition Reimbursement-Effective Feedback		390.00	10-2310-230-00-74-500-14
			$390.00	
Latoria, Kristy - 1233400061				
10-2210-640-92-79-605-14	ASHA 2023 Membership Dues		225.00	10-2210-640-92-79-605-14
			$225.00	
Lebar, Jason - 123333744				
10-2212-332-00-74-500-25	IAHPERD Convention Registration		140.00	10-2212-332-00-74-500-25

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number	
10-2212-332-00-74-500-25	Wingate Hotel for IAHPERED Conf		169.49	10-2212-332-00-74-500-25	
10-2212-332-00-74-500-25	IAHPERD Membership Renewal		50.00	10-2212-332-00-74-500-25	
			$359.49		
Lindsay, Sara - 1233400172					
10-1200-310-66-71-300-13	STEP Purchased Services-Dec Mileage		41.81	10-1200-310-66-71-300-13	
			$41.81		
Lombard, Jessica - 32232					
10-2323-332-00-74-500-14	Associate Supt Travel- OCT/NOV Mileage		140.00	10-2323-332-00-74-500-14	
10-2323-332-00-74-500-14	Associate Supt Travel- December Mileage		46.80	10-2323-332-00-74-500-14	
			$186.80		
Meyer, Anna - 28963					
10-2520-332-00-74-500-14	Travel Fiscal-MC Clerk Levy Filing Travel		20.19	10-2520-332-00-74-500-14	424
10-2520-332-00-74-500-14	Travel Fiscal-ISBE Statement of Affairs waiver		8.09	10-2520-332-00-74-500-14	
			$28.28		
Moran, Tonya - 123336334					
10-1200-310-92-79-600-14	IDEA General Purchased Service-Nov Mileage		31.88	10-1200-310-92-79-600-14	
			$31.88		
Norton, Gina - 1233399615					
10-1200-310-66-71-300-13	STEP Purchased Services-Dec Mileage		78.00	10-1200-310-66-71-300-13	
			$78.00		
Peterson, Kristin - 123338962					
10-1200-310-66-71-300-13	STEP Purchased Services-Nov Mileage		126.38	10-1200-310-66-71-300-13	
10-1200-310-66-71-300-13	STEP Purchased Services-Dec Mileage		37.12	10-1200-310-66-71-300-13	
			$163.50		
Poncio Jordan, Johanna - 1233399020					
10-2210-310-71-79-600-14	AVID Conf Dinner-IDrive, Orlando		23.98	10-2210-310-71-79-600-14	
10-2210-310-71-79-600-14	AVID Conf Softshell Jacket		68.00	10-2210-310-71-79-600-14	
10-2210-332-82-79-605-14	Convention Center Garage Parking 11/2/22		11.00	10-2210-332-82-79-605-14	
10-2210-332-82-79-605-14	Convention Center Garage Parking 11/3/22		11.00	10-2210-332-82-79-605-14	
10-2210-332-82-79-605-14	La Cosecha Conf Breakfast-Starbucks		11.96	10-2210-332-82-79-605-14	
10-2210-332-82-79-605-14	La Cosecha Conf Dinner-Mampuku Ramen		25.61	10-2210-332-82-79-605-14	

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number	
10-2210-332-82-79-605-14	La Cosecha Conf Breakfast-Palacios Cafe		19.25	10-2210-332-82-79-605-14	
10-2210-332-82-79-605-14	La Cosecha Conf Garage Parking		11.00	10-2210-332-82-79-605-14	
			$181.80		
Ratkowski, Kari - 30293					
10-2210-332-82-79-605-14	Bilingual PD Travel & Conference-Dec Mileage		48.75	10-2210-332-82-79-605-14	
			$48.75		
Redden, Scott - 1233399930					
20-2540-332-00-79	Travel-DEC/22 MILEAGE		74.25	20-2540-332-00-79	
20-2540-332-00-79	Travel-DEC/22 MILEAGE		27.12	20-2540-332-00-79	
			$101.37		
Reed, Richard - 1233398410					
10-2561-332-00-79-605-14	Dir Food Service Travel-Nov/Dec 2022 Mileage		73.75	10-2561-332-00-79-605-14	425
10-2561-410-00-79-605-14	Jewel - Veteran`s Breakfast Flowers		5.99	10-2561-410-00-79-605-14	
10-2561-410-00-79-605-14	Dollar Tree - Employee Incentives		65.50	10-2561-410-00-79-605-14	
			$145.24		
Ricker, Krysta - 123339104					
10-1110-332-00-71-100-13	Teacher Travel Leggee-Dec 2022 Mileage		30.62	10-1110-332-00-71-100-13	
			$30.62		
Rollins, Jeffery - 1233399378					
10-2520-332-00-74-500-14	Travel Fiscal-AUG-DEC 2022 Mileage		195.00	10-2520-332-00-74-500-14	
			$195.00		
Sabie, Haley - 1233399730					
10-2310-230-00-74-500-14	Tuition Reimbursement-Priciples & Practice		390.00	10-2310-230-00-74-500-14	
			$390.00		
Schwerzler, Therese - 123338008					
10-2410-332-00-71-300-13	Prin Travel HS-Dec Mileage		15.88	10-2410-332-00-71-300-13	
			$15.88		
Spoeth, Holly - 123334104					
10-1200-310-66-71-300-13	STEP Purchased Services-Dec Mileage		65.19	10-1200-310-66-71-300-13	
			$65.19		
Steiner, Dawn N - 1233396853					

Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number	
10-2310-230-00-74-500-14	Tuition Reimbursement-Assessment & Evaluation		390.00	10-2310-230-00-74-500-14	
			$390.00		
Truax, Brian - 1233397492					
10-2520-332-00-74-500-14	Travel Fiscal-NOV-DEC Mileage		56.25	10-2520-332-00-74-500-14	
			$56.25		
Ulrich, Samantha - 1233400229					
10-2310-230-00-74-500-14	Tuition Reimbursement-Hypertext Applications		390.00	10-2310-230-00-74-500-14	
10-2310-230-00-74-500-14	Tuition Reimbursement-Google in Education		390.00	10-2310-230-00-74-500-14	
10-2310-230-00-74-500-14	Tuition Reimbursement-Tech Theory & Practice		390.00	10-2310-230-00-74-500-14	
			$1,170.00		
Wilson, Glen - 1233397404					
10-1500-335-00-71-300-13	AD Travel to FVC @ Galati`s Hideaway, Cary		18.75	10-1500-335-00-71-300-13	426
10-1500-335-00-71-300-13	AD Travel to Girls Basketball @ Now Areana		25.00	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	AD Travel to Basketball @ McHenry		25.00	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	AD Travel to Basketball Tourney @ Dekalb		35.00	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	AD Travel to Basketball @ Jacobs		10.00	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	AD Travel to Dance @ Lake Zurich Invite		30.00	10-1500-335-00-71-300-13	
			$143.75		
Woods, Lorie - 123333815					
10-1130-490-02-71-300-13	Menards Paint supplies for Clue		117.76	10-1130-490-02-71-300-13	
10-1130-490-02-71-300-13	Dollar Tree - Misc supplies for Clue		20.00	10-1130-490-02-71-300-13	
10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies		94.28	10-1130-490-02-71-300-13	
10-2223-410-00-79-600-14	Supplies PAC		36.56	10-2223-410-00-79-600-14	
10-1120-490-02-72-220-13	Travel for supplies for Marlowe Alice in Wonderlan		19.00	10-1120-490-02-72-220-13	
10-1120-490-02-72-220-13	Menards - Paint for Alice in Wonderland		209.70	10-1120-490-02-72-220-13	
10-1120-490-02-72-220-13	Savers-Props for Alice in Wonderland		26.44	10-1120-490-02-72-220-13	
10-1120-490-02-72-220-13	Walmart-Props for Alice in Wonderland		16.03	10-1120-490-02-72-220-13	
10-1130-490-02-71-300-13	65 Black Custom Ink t-shirts for Clue		1,105.69	10-1130-490-02-71-300-13	
10-2223-410-00-79-600-14	Supplies PAC-Travel for Marketplace Items-Props		27.81	10-2223-410-00-79-600-14	
10-2223-410-00-79-600-14	Supplies PAC Marketplace Items-Props		108.00	10-2223-410-00-79-600-14	
10-2223-410-00-79-600-14	TJMaxx Supplies		10.98	10-2223-410-00-79-600-14	
10-2223-410-00-79-600-14	Walmart - Props		18.99	10-2223-410-00-79-600-14	
10-2223-410-00-79-600-14	Walmart - Bulletin Board Supplies		10.98	10-2223-410-00-79-600-14	

Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
10-2223-410-00-79-600-14	JoAnn Fabric - Costume Supplies		7.49	10-2223-410-00-79-600-14
10-2223-410-00-79-600-14	Walmart online purchase Metal Cart		50.00	10-2223-410-00-79-600-14
			$1,879.71	
Zaleski, Angela - 28071				
10-1543-332-00-71-305-13	Activities Travel- Snowraiders Alpine Valley		58.75	10-1543-332-00-71-305-13
			$58.75	
Zhao, Tianya - 1233396007				
10-2520-332-00-74-500-14	Travel Fiscal-December Mileage		60.00	10-2520-332-00-74-500-14
			$60.00	
Zwemke, Bryan - 1233400228				
10-2212-332-00-74-500-14	Travel & Conference Curr 6-12 - Jul-Nov Mileage		223.12	10-2212-332-00-74-500-14
			$223.12	
		Report Total	$13,324.28	

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HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 19, 2023

Subject: **Imprest Checks Issue**
Board of Education Meeting, January 19, 2023
Finance Committee

The following is an executive summary of the attached report titled "Imprest Checks Issued" which is a listing of payments made as of January 13, 2023 for which the Board had not previously approved purchase orders. Therefore, Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	$	13,770.55
Operations & Maintenance Fund		127,627.99
Debt Service Fund		0.00
Transporation Fund		254,126.84
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	$	395,525.38

RECOMMENDATION
Administration requests that the Finance Committee recommend the Board of Education approve the Imprest Checks Issued Report at the January 19, 2023 Regular Board meeting.

Vendor Name / P.O. Number	Description	Amount	State Account Number
Abbio, Pamela			
	Textbook Fees	95.00	10-1811
		$95.00	
Angelilli, Kelly			
0023101962	IDEA General Purchased Service	440.00	10-1200-310-92-79-600-14
		$440.00	
Belvidere North High School			
	Sports Dues & Fees HS	225.00	10-1500-640-00-71-300-13
		$225.00	
Brahmbhatt, Gretta			
	Textbook Fees	155.00	10-1811
		$155.00	
Breeden, John (Trey)			
	Sports Officials HS	212.00	10-1500-319-00-71-300-13
		$212.00	
Brown, Steve			
	Textbook Fees	95.00	10-1811
		$95.00	
Caniglia, Torrence			
	TRS	212.00	10-1100-211-00-79-600-14
		$212.00	
Clarke, Mike			
	Sports Officials HS	118.00	10-1500-319-00-71-300-13
		$118.00	
ComEd			
0020231914	EV Bus Power Station	7,845.64	40-2552-590-00-79
		$7,845.64	
ComEd			
	Electric	12,527.89	20-2540-466-00-79
	Electric	6,950.37	20-2540-466-00-79
	Electric	10,543.93	20-2540-466-00-79
	Electric	10,278.73	20-2540-466-00-79
	Electric	13,382.10	20-2540-466-00-79
		$53,683.02	
ComEd			
	Electric	23.31	20-2540-466-00-79
	Electric	207.12	20-2540-466-00-79
	Electric	217.89	20-2540-466-00-79
	Electric	133.38	20-2540-466-00-79
	Electric	7,024.56	20-2540-466-00-79
	Electric	23.66	20-2540-466-00-79
		$7,629.92	
D158 LIGHT Program			
	STEP Supplies	210.00	10-1200-410-66-71-300-13
		$210.00	
DeKalb High School			
	Activities Fees	100.00	10-1543-640-00-71-305-13
		$100.00	
FFP Fund IV Lessee2 LLC			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Electric	3,533.77	20-2540-466-00-79
	Electric	3,086.63	20-2540-466-00-79
	Electric	4,203.19	20-2540-466-00-79
		$10,823.59	
Finstein, Mark			
	Sports Officials HS	61.00	10-1500-319-00-71-300-13
		$61.00	
Gallagher, Dean			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$150.00	
Grant Community H.S.			
	Activities Fees	150.00	10-1543-640-00-71-305-13
		$150.00	
Guiwargis, Robert			
	Textbook Fees	190.00	10-1811
		$190.00	
Hononegah Math Team			
	Activities Fees	125.00	10-1543-640-00-71-305-13
		$125.00	
Iowa City Area Sports Commission			
	Sports Dues & Fees HS	45.00	10-1500-640-00-71-300-13
	Sports Dues & Fees HS	90.00	10-1500-640-00-71-300-13
		$135.00	
Jedraszrk, Anna			
	Textbook Fees	50.00	10-1811
		$50.00	
Kunes C of Sycamore Inc			
0020231905	Bus Purchases	49,256.24	40-2552-540-00-79
0020231905	Bus Purchases	49,256.24	40-2552-540-00-79
0020231905	Bus Purchases	49,256.24	40-2552-540-00-79
0020231905	Bus Purchases	49,256.24	40-2552-540-00-79
0020231905	Bus Purchases	49,256.24	40-2552-540-00-79
		$246,281.20	
Lake In The Hills Sanitary District			
	Water/Sewer	432.00	20-2540-370-00-79
	Water/Sewer	432.00	20-2540-370-00-79
	Water/Sewer	360.00	20-2540-370-00-79
		$1,224.00	
Lakes Community HS			
	Sports Dues & Fees HS	400.00	10-1500-640-00-71-300-13
		$400.00	
McQueen, Scot			
	Sports Officials HS	61.00	10-1500-319-00-71-300-13
		$61.00	
Medina, Berit			
	Textbook Fees	35.00	10-1811
		$35.00	
Neilson, Evan			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$150.00	
Nicor Gas			
	Natural Gas	237.31	20-2540-465-00-79
		$237.31	
Nicor			
	Natural Gas	136.43	20-2540-465-00-79
	Natural Gas	513.86	20-2540-465-00-79
	Natural Gas	1,931.17	20-2540-465-00-79
	Natural Gas	949.26	20-2540-465-00-79
	Natural Gas	996.10	20-2540-465-00-79
	Natural Gas	938.24	20-2540-465-00-79
	Natural Gas	447.99	20-2540-465-00-79
	Natural Gas	824.77	20-2540-465-00-79
	Natural Gas	930.52	20-2540-465-00-79
	Natural Gas	831.95	20-2540-465-00-79
	Natural Gas	972.44	20-2540-465-00-79
		$9,472.73	
Ondrusek, Alayna			
	Textbook Fees	15.10	10-1811
		$15.10	
Petty Cash-HHS SpEd			
	IDEA General Purchased Service	40.00	10-1200-310-92-79-600-14
		$40.00	
Petty Cash-LIGHT			
	STEP Supplies	60.00	10-1200-410-66-71-300-13
		$60.00	
Redding, Joeclyn			
	General Levy	(35.00)	10-1110
	Textbook Fees	35.00	10-1811
	General Levy	35.00	10-1110
		$35.00	
Rolling Meadows HS			
	Activities Fees	150.00	10-1543-640-00-71-305-13
	Activities Fees	150.00	10-1543-640-00-71-305-13
		$300.00	
Schumacher, Jennifer			
	Textbook Fees	95.00	10-1811
		$95.00	
Sebastian, Jeanne			
	Textbook Fees	155.00	10-1811
		$155.00	
Simons, Allison			
0020231380	Communications Supplies	300.00	10-2630-410-00-74-500-14
		$300.00	
Stagg High School			
	Sports Dues & Fees HS	200.00	10-1500-640-00-71-300-13
	Sports Dues & Fees HS	200.00	10-1500-640-00-71-300-13
		$400.00	

Vendor Name / P.O. Number	Description	Amount	State Account Number
Standifer, Amanda			
	Textbook Fees	77.50	10-1811
	Textbook Fees	77.50	10-1811
		$155.00	
Stempfle, Dana			
	Activities Judges/Officials	75.00	10-1543-310-00-71-305-13
		$75.00	
Symmetry Energy Solutions			
	Natural Gas	29,745.70	20-2540-465-00-79
		$29,745.70	
Throw, Bethany			
	Textbook Fees	190.00	10-1811
		$190.00	
Tountas, Alma			
	Textbook Fees	380.00	10-1811
		$380.00	
United States Postal Service			
0020231551	Postage HS	10.55	10-1130-341-00-71-300-13
0020231765	Postage HS	15.38	10-1130-341-00-71-300-13
0020231765	Postage HS	15.38	10-1130-341-00-71-300-13
		$41.31	
Vardalos, Karen			
	Textbook Fees	267.00	10-1811
		$267.00	
Vendegna, Randall J			
	Sports Officials HS	118.00	10-1500-319-00-71-300-13
		$118.00	
VILLAGE OF ALGONQUIN			
	Water/Sewer	1,178.86	20-2540-370-00-79
	Water/Sewer	10.00	20-2540-370-00-79
	Water/Sewer	941.70	20-2540-370-00-79
	Water/Sewer	1,382.14	20-2540-370-00-79
	Water/Sewer	10.00	20-2540-370-00-79
	Water/Sewer	1,229.68	20-2540-370-00-79
	Water/Sewer	823.12	20-2540-370-00-79
	Water/Sewer	1,026.40	20-2540-370-00-79
	Water/Sewer	314.92	20-2540-370-00-79
0020231463	Other Purchased Service	365.74	20-2542-390-00-79
		$7,282.56	
Village of Huntley			
	Water/Sewer	900.00	20-2540-370-00-79
	Water/Sewer	176.20	20-2540-370-00-79
	Water/Sewer	534.25	20-2540-370-00-79
	Water/Sewer	934.65	20-2540-370-00-79
	Water/Sewer	3,729.10	20-2540-370-00-79
	Water/Sewer	117.34	20-2540-370-00-79
	Water/Sewer	1,064.98	20-2540-370-00-79
		$7,456.52	
Village of Huntley			
	Water/Sewer	36.32	20-2540-370-00-79
	Water/Sewer	36.32	20-2540-370-00-79

Vendor Name / P.O. Number	Description	Amount	State Account Number
		$72.64	
VSP of Illinois NFP			
0023120457	Support Serv-Gen Adm Insurance	7,301.14	10-2310-220-00-79-600-14
		$7,301.14	
Walovitch, Howard			
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
	Sports Officials HS	62.00	10-1500-319-00-71-300-13
		$124.00	
Wheaton Warrenville South HS			
	Sports Dues & Fees HS	350.00	10-1500-640-00-71-300-13
		$350.00	
	Report Total	$395,525.38	

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 19, 2023

Subject: **Disbursements Issued**
Board of Education Meeting, January 19, 2023
Finance Committee

The following is an executive summary of the attached report titled "Disbursements Issued" which is a listing of disbursements issued from November 28, 2022 to January 13, 2023.

Education Fund	$	10,223,196.92
Operations & Maintenance Fund		690,735.38
Debt Service Fund		8,312,955.50
Transporation Fund		638,386.55
Municipal Retirement and Social Security Fund		393,854.59
Capital Projects Fund		461,165.50
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	20,720,294.44

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Disbursements Issued Report at the January 19, 2023 Regular Board meeting.

Huntley Community School District 158
Disbursements

Check Date: 11/28/2022 to 1/13/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
1ST Ayd Corporation							
	65082	12/22/2022	40-2554-410-00-79	Fleet Supplies	118.80	23110677	40-2554-410-00-79
					$118.80	**Payee Vendor Total**	
A Parts Warehouse							
	64954	12/16/2022	40-2554-410-00-79	Fleet Supplies	190.00	20231507	40-2554-410-00-79
	64954	12/16/2022	40-2554-410-00-79	Fleet Supplies	410.08	20231508	40-2554-410-00-79
					$600.08	**Payee Vendor Total**	
Abbio, Pamela							
	64757	12/09/2022	10-1811	Textbook Fees	95.00	0	10-1811
					$95.00	**Payee Vendor Total**	
ABM Industry Groups LLC							
	64720	12/01/2022	40-2550-321-00-79	Bus Sanitation	1,146.10	23080187	40-2550-321-00-79
	64720	12/01/2022	40-2550-321-00-79	Bus Sanitation	1,222.87	23090187	40-2550-321-00-79
	64777	12/09/2022	20-2542-310-00-79	Custodial Contract Service	170,715.52	23120207	20-2542-310-00-79
					$173,084.49	**Payee Vendor Total**	
Accountable Healthcare St							
	64778	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,975.55	23110637	10-1101-310-00-79-605-14
					$2,975.55	**Payee Vendor Total**	
Acutrans							
	64955	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	692.70	20231494	10-1200-310-92-79-600-14
	64955	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	260.00	20231645	10-1200-310-92-79-600-14
					$952.70	**Payee Vendor Total**	
ADP LLC							
	65132	12/29/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	2,230.80	23110337	10-1100-220-00-79-600-14
	65132	12/29/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	198.36	23110437	10-2520-310-00-74-500-14
	65132	12/29/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	177.62	23110437	10-2520-310-00-74-500-14
	65132	12/29/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,596.34	23110437	10-2520-310-00-74-500-14
	65132	12/29/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	3,265.22	23110437	10-2520-310-00-74-500-14
	65157	01/06/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,532.74	23120437	10-2520-310-00-74-500-14
	65157	01/06/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,532.74	23120437	10-2520-310-00-74-500-14
	65157	01/06/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,486.29	23120437	10-2520-310-00-74-500-14
	65157	01/06/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,021.82	23120437	10-2520-310-00-74-500-14
	65157	01/06/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	1,021.82	23120437	10-2520-310-00-74-500-14
	65157	01/06/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	2,090.10	23120437	10-2520-310-00-74-500-14

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	65157	01/06/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	730.36	23120437	10-2520-310-00-74-500-14
	65157	01/06/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	730.36	23120437	10-2520-310-00-74-500-14
	65157	01/06/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	708.23	23120437	10-2520-310-00-74-500-14
	65157	01/06/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	486.91	23120437	10-2520-310-00-74-500-14
	65157	01/06/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	486.91	23120437	10-2520-310-00-74-500-14
	65157	01/06/2023	10-2520-310-00-74-500-14	Prof & Tech Fiscal	995.95	23120437	10-2520-310-00-74-500-14
	65157	01/06/2023	10-1100-220-00-79-600-14	Regular Programs Insurance	1,744.47	23120337	10-1100-220-00-79-600-14
					$22,037.04	**Payee Vendor Total**	
ADP Net Pay Wires							
	202212110	12/10/2022	10103	Payroll Education Fund	2,256,393.89		10-114
	202212260	12/25/2022	10103	Payroll Education Fund	2,183,273.39		10-114
					$4,439,667.28	**Payee Vendor Total**	
ADP Tax Wires							
	202212100	12/10/2022	10452	FED W/H Taxes Payable	251,103.44		10-481
	202212100	12/10/2022	10453	State W/H Taxes Payable	131,928.87		10-481
	202212100	12/10/2022	10458	Family Services	1,119.36		10-481
	202212100	12/10/2022	10464	Medicare	42,477.34		10-464
	202212100	12/10/2022	10470	Social Security - ER Payable	39,930.70		10-464
	202212100	12/10/2022	10471	Medicare - EE Payable	42,477.36		10-464
	202212100	12/10/2022	10472	Social Security - EE	39,930.45		10-464
	202212100	12/10/2022	10473	State Withholding - WI	1,606.63		10-492
	202212100	12/10/2022	10-2523-319-00-79-600-14	Banking Fees	83.01		10-2523-319-00-79-600-14
	202212100	12/10/2022	10475	AP Payroll Net Checks	(83.16)		10-475
	202212100	12/10/2022	10478	HSA Payable	3,177.00		10-481
	202212250	12/25/2022	10403	Garnish	449.77		10-432
	202212250	12/25/2022	10452	FED W/H Taxes Payable	249,115.17		10-481
	202212250	12/25/2022	10453	State W/H Taxes Payable	127,808.92		10-481
	202212250	12/25/2022	10458	Family Services	1,119.36		10-481
	202212250	12/25/2022	10464	Medicare	41,189.26		10-464
	202212250	12/25/2022	10470	Social Security - ER Payable	35,006.79		10-464
	202212250	12/25/2022	10471	Medicare - EE Payable	41,189.20		10-464
	202212250	12/25/2022	10472	Social Security - EE	35,006.67		10-464
	202212250	12/25/2022	10473	State Withholding - WI	1,603.56		10-492
	202212250	12/25/2022	10-2523-319-00-79-600-14	Banking Fees	83.16		10-2523-319-00-79-600-14
	202212250	12/25/2022	10475	AP Payroll Net Checks	(83.17)		10-475

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Huntley Community School District 158
Disbursements

Check Date: 11/28/2022 to 1/13/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212250	12/25/2022	10478	HSA Payable	3,102.00		10-481
					$1,089,341.69	**Payee Vendor Total**	
Advance Auto Parts							
	64721	12/01/2022	40-2554-410-00-79	Fleet Supplies	214.07	23100717	40-2554-410-00-79
	64721	12/01/2022	40-2554-410-00-79	Fleet Supplies	(80.00)	23100717	40-2554-410-00-79
	64721	12/01/2022	40-2554-410-00-79	Fleet Supplies	9.10	23110717	40-2554-410-00-79
	64779	12/09/2022	40-2554-410-00-79	Fleet Supplies	108.00	23110717	40-2554-410-00-79
	64779	12/09/2022	40-2554-410-00-79	Fleet Supplies	46.56	23110717	40-2554-410-00-79
	65083	12/22/2022	40-2554-410-00-79	Fleet Supplies	197.95	23110717	40-2554-410-00-79
					$495.68	**Payee Vendor Total**	
Advantage Mechanical Inc							
	64956	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	317.50	23120027	20-2542-323-00-79
	64722	12/01/2022	20-2542-323-00-79	Repairs & Maint Buildings	10,733.00	20230958	20-2542-323-00-79
	64956	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	2,967.50	20231302	20-2542-323-00-79
					$14,018.00	**Payee Vendor Total**	
Advocate Occc Health							
	64957	12/16/2022	10-2642-390-00-74-500-14	Purchased Service Human Res	74.00	20231657	10-2642-390-00-74-500-14
					$74.00	**Payee Vendor Total**	
AIA Services LLC							
	64780	12/09/2022	10-1558-410-00-71-300-13	VEI Supplies HS	1,810.96	20230616	10-1558-410-00-71-300-13
					$1,810.96	**Payee Vendor Total**	
Alboum & Associates LLC							
	64958	12/16/2022	10-2213-310-00-79-600-14	Special Svcs Pur Svc	10.80	20231489	10-2213-310-00-79-600-14
	64958	12/16/2022	10-2213-310-00-79-600-14	Special Svcs Pur Svc	14.04	20231387	10-2213-310-00-79-600-14
					$24.84	**Payee Vendor Total**	
Alexander Leigh Center fo							
	64781	12/09/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	24,148.16	23081617	10-4220-670-00-79-600-14
	65084	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	30,633.51	23101617	10-4220-670-00-79-600-14
	65084	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	24,184.35	23111617	10-4220-670-00-79-600-14
					$78,966.02	**Payee Vendor Total**	
All Dressed Up Costumes							
	64959	12/16/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	930.00	20231665	10-1130-490-02-71-300-13
					$930.00	**Payee Vendor Total**	

Huntley Community School District 158
Disbursements

Check Date: 11/28/2022 to 1/13/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Alonso, Ciara							
	64871	12/16/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Alpha Baking Company Inc							
	65085	12/22/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	43.20	23111127	10-2560-415-00-74-140-13
	65085	12/22/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	73.48	23111127	10-2560-415-00-74-140-13
	65085	12/22/2022	10-2560-415-00-74-150-13	Cafe Food Conley	32.40	23111137	10-2560-415-00-74-150-13
	65085	12/22/2022	10-2560-415-00-74-150-13	Cafe Food Conley	28.68	23111137	10-2560-415-00-74-150-13
	65085	12/22/2022	10-2560-415-00-74-150-13	Cafe Food Conley	43.20	23111137	10-2560-415-00-74-150-13
	65085	12/22/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	53.48	23111147	10-2560-415-00-74-210-13
	65085	12/22/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	86.48	23111147	10-2560-415-00-74-210-13
	65085	12/22/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	38.88	23111097	10-2560-415-00-72-110-13
	65085	12/22/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	75.60	23111097	10-2560-415-00-72-110-13
	65085	12/22/2022	10-2560-415-00-72-120-13	Cafe Food Martin	171.60	23111107	10-2560-415-00-72-120-13
	65085	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	173.60	23111117	10-2560-415-00-72-220-13
	65085	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	131.76	23111117	10-2560-415-00-72-220-13
	65085	12/22/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	62.76	23111077	10-2560-415-00-71-100-13
	65085	12/22/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	79.06	23111077	10-2560-415-00-71-100-13
	65085	12/22/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	81.01	23111077	10-2560-415-00-71-100-13
	65085	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	636.20	23111087	10-2560-415-00-71-300-13
	65085	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	366.40	23111087	10-2560-415-00-71-300-13
	65085	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	201.96	23111087	10-2560-415-00-71-300-13
	65158	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	132.28	23121147	10-2560-415-00-74-210-13
	65158	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	141.84	23121147	10-2560-415-00-74-210-13
	65158	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	142.52	23121147	10-2560-415-00-74-210-13
	65158	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	628.67	23121087	10-2560-415-00-71-300-13
	65158	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	443.32	23121087	10-2560-415-00-71-300-13
	65158	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	256.83	23121087	10-2560-415-00-71-300-13
	65158	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	(21.70)	23121087	10-2560-415-00-71-300-13
	65158	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	103.58	23121077	10-2560-415-00-71-100-13
	65158	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	113.12	23121077	10-2560-415-00-71-100-13
	65158	01/06/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	102.88	23121117	10-2560-415-00-72-220-13
	65158	01/06/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	171.20	23121117	10-2560-415-00-72-220-13
	65158	01/06/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	81.44	23121097	10-2560-415-00-72-110-13
	65158	01/06/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	8.68	23121127	10-2560-415-00-74-140-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	65158	01/06/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	42.58	23121127	10-2560-415-00-74-140-13
	65158	01/06/2023	10-2560-415-00-74-150-13	Cafe Food Conley	43.20	23121137	10-2560-415-00-74-150-13
	65158	01/06/2023	10-2560-415-00-74-150-13	Cafe Food Conley	54.00	23121137	10-2560-415-00-74-150-13
					$4,824.19	**Payee Vendor Total**	
Altmayer, Mark							
	64872	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	268.58	0	10-2520-332-00-74-500-14
	64872	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	132.38	0	10-2520-332-00-74-500-14
	64872	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	35.00	0	10-2520-332-00-74-500-14
					$435.96	**Payee Vendor Total**	
American Building Service							
	64723	12/01/2022	20-2542-410-00-79	Supplies B & G	3,507.60	20222946	20-2542-410-00-79
					$3,507.60	**Payee Vendor Total**	
American Heart Associatio							
	64960	12/16/2022	10-2130-410-00-79-600-14	Supplies Health	195.00	20230938	10-2130-410-00-79-600-14
					$195.00	**Payee Vendor Total**	
AmeriGas							
	64724	12/01/2022	40-2552-461-00-79	Propane	85.16	23100567	40-2552-461-00-79
	64724	12/01/2022	40-2552-461-00-79	Propane	849.89	23110567	40-2552-461-00-79
	64961	12/16/2022	40-2552-461-00-79	Propane	798.10	23120567	40-2552-461-00-79
	64961	12/16/2022	40-2552-461-00-79	Propane	1,596.19	23110567	40-2552-461-00-79
	64961	12/16/2022	40-2552-461-00-79	Propane	957.71	23110567	40-2552-461-00-79
	64961	12/16/2022	40-2552-461-00-79	Propane	9.78	23120567	40-2552-461-00-79
	65086	12/22/2022	40-2552-461-00-79	Propane	957.71	23120567	40-2552-461-00-79
	64724	12/01/2022	40-2552-461-00-79	Propane	679.91	23100567	40-2552-461-00-79
	64724	12/01/2022	40-2552-461-00-79	Propane	1,529.80	23100567	40-2552-461-00-79
	64782	12/09/2022	40-2552-461-00-79	Propane	85.16	23100567	40-2552-461-00-79
	64782	12/09/2022	40-2552-461-00-79	Propane	1,020.04	23100567	40-2552-461-00-79
	64961	12/16/2022	40-2552-461-00-79	Propane	1,267.17	23110567	40-2552-461-00-79
	64961	12/16/2022	40-2552-461-00-79	Propane	638.64	23120567	40-2552-461-00-79
					$10,475.26	**Payee Vendor Total**	
AMS Store and Shred							
	64962	12/16/2022	10-2321-390-00-74-500-14	Purchased Service Supt	90.00	20231405	10-2321-390-00-74-500-14
					$90.00	**Payee Vendor Total**	
Anderson Lock Co Inc							

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	992300111	12/02/2022	20-2542-410-00-79	Supplies B & G	546.81	23110087	20-2542-410-00-79
	992300111	12/02/2022	20-2542-410-00-79	Supplies B & G	482.12	23110087	20-2542-410-00-79
	992300111	12/02/2022	20-2542-410-00-79	Supplies B & G	163.89	23090087	20-2542-410-00-79
	992300111	12/02/2022	20-2542-410-00-79	Supplies B & G	293.54	23100087	20-2542-410-00-79
	992300111	12/02/2022	20-2542-410-00-79	Supplies B & G	39.46	23100087	20-2542-410-00-79
	992300114	12/16/2022	20-2542-410-00-79	Supplies B & G	2,279.86	20231501	20-2542-410-00-79
	992300114	12/16/2022	20-2542-410-00-79	Supplies B & G	1,156.20	20231501	20-2542-410-00-79
	992300114	12/16/2022	20-2542-410-00-79	Supplies B & G	146.13	23120087	20-2542-410-00-79
	992300114	12/16/2022	20-2542-410-00-79	Supplies B & G	688.72	23120087	20-2542-410-00-79
	992300111	12/02/2022	20-2542-410-00-79	Supplies B & G	667.00	23100087	20-2542-410-00-79
					$6,463.73	**Payee Vendor Total**	
Anderson Pest Solutions							
	65087	12/22/2022	20-2542-321-00-79	Sanitation/Exterminating	554.47	23120037	20-2542-321-00-79
					$554.47	**Payee Vendor Total**	
Angelilli, Kelly							
	64755	12/05/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	440.00	23101962	10-1200-310-92-79-600-14
	64783	12/09/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	385.00	23111962	10-1200-310-92-79-600-14
	64783	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	(385.00)	23111962	10-1200-310-92-79-600-14
	64931	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	385.00	23111962	10-1200-310-92-79-600-14
					$825.00	**Payee Vendor Total**	
Anser Advisory Management							
	65159	01/06/2023	40-2552-590-00-79	EV Bus Power Station	480.00	20222664	40-2552-590-00-79
					$480.00	**Payee Vendor Total**	
Applied Maintenance							
	65088	12/22/2022	40-2554-410-00-79	Fleet Supplies	362.90	23080807	40-2554-410-00-79
	65088	12/22/2022	40-2554-410-00-79	Fleet Supplies	156.06	23090807	40-2554-410-00-79
	65088	12/22/2022	40-2554-410-00-79	Fleet Supplies	50.77	23090807	40-2554-410-00-79
	65088	12/22/2022	40-2554-410-00-79	Fleet Supplies	101.96	23090807	40-2554-410-00-79
	65088	12/22/2022	40-2554-410-00-79	Fleet Supplies	41.21	23080807	40-2554-410-00-79
					$712.90	**Payee Vendor Total**	
Arctic Snow and Ice Contr							
	64784	12/09/2022	20-2542-322-00-79-605-14	Snow Removal	3,750.00	23100247	20-2542-322-00-79-605-14
	64784	12/16/2022	20-2542-322-00-79-605-14	Snow Removal	(3,750.00)	23100247	20-2542-322-00-79-605-14
	64932	12/16/2022	20-2542-322-00-79-605-14	Snow Removal	3,750.00	23100247	20-2542-322-00-79-605-14

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	65089	12/22/2022	20-2542-322-00-79-605-14	Snow Removal	3,750.00	23100247	20-2542-322-00-79-605-14
	65160	01/06/2023	20-2542-322-00-79-605-14	Snow Removal	766.50	23100247	20-2542-322-00-79-605-14
	65160	01/06/2023	20-2542-322-00-79-605-14	Snow Removal	6,562.50	23100247	20-2542-322-00-79-605-14
	65160	01/06/2023	20-2542-322-00-79-605-14	Snow Removal	6,750.00	23100247	20-2542-322-00-79-605-14
	65160	01/06/2023	20-2542-322-00-79-605-14	Snow Removal	1,438.78	23100247	20-2542-322-00-79-605-14
					$23,017.78	**Payee Vendor Total**	
Art of Education Universi							
	65090	12/22/2022	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	1,750.00	20231679	10-2212-310-00-79-505-25
					$1,750.00	**Payee Vendor Total**	
ASE Environmental LLC							
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	30.00	20231457	10-2546-390-00-79-600-14
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	388.20	20231457	10-2546-390-00-79-600-14
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	35.00	20231457	10-2546-390-00-79-600-14
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	45.00	20231457	10-2546-390-00-79-600-14
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	195.00	20231457	10-2546-390-00-79-600-14
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	195.00	20231457	10-2546-390-00-79-600-14
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	420.00	20231457	10-2546-390-00-79-600-14
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	650.00	20231457	10-2546-390-00-79-600-14
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	260.00	20231457	10-2546-390-00-79-600-14
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	840.00	20231457	10-2546-390-00-79-600-14
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	250.00	20231457	10-2546-390-00-79-600-14
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	40.00	20231457	10-2546-390-00-79-600-14
	64963	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	275.00	20231457	10-2546-390-00-79-600-14
					$3,623.20	**Payee Vendor Total**	
Associated Electrical Con							
	64785	12/09/2022	20-2542-323-00-79	Repairs & Maint Buildings	1,135.00	20231026	20-2542-323-00-79
	65091	12/22/2022	20-2542-323-00-79	Repairs & Maint Buildings	2,110.00	20230409	20-2542-323-00-79
					$3,245.00	**Payee Vendor Total**	
AT&T 5080							
	64787	12/09/2022	20-2540-340-00-79	Telephone - Districtwide	1,573.27	23110347	20-2540-340-00-79
	64787	12/16/2022	20-2540-340-00-79	Telephone - Districtwide	(1,573.27)	23110347	20-2540-340-00-79
	64933	12/16/2022	20-2540-340-00-79	Telephone - Districtwide	1,573.27	23110347	20-2540-340-00-79
					$1,573.27	**Payee Vendor Total**	
AT&T							

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	64786	12/09/2022	20-2540-340-00-79	Telephone - Districtwide	2,604.79	23110327	20-2540-340-00-79
	65161	01/06/2023	20-2540-340-00-79	Telephone - Districtwide	2,632.76	23010327	20-2540-340-00-79
	65161	01/06/2023	20-2540-340-00-79	Telephone - Districtwide	1,561.61	23010327	20-2540-340-00-79
					$6,799.16	**Payee Vendor Total**	
Auto Tech Centers Inc							
	992300115	12/16/2022	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	50.90	20231543	20-2545-323-00-79-600-14
	992300115	12/16/2022	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	1,814.07	20231353	20-2545-323-00-79-600-14
	992300115	12/16/2022	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	66.90	20231353	20-2545-323-00-79-600-14
					$1,931.87	**Payee Vendor Total**	
Avner, Jaclynn							
	64873	12/16/2022	10-1400-410-09-71-300-13	Home Economics Supplies	11.37	0	10-1400-410-09-71-300-13
	64873	12/16/2022	10-1400-410-09-71-300-13	Home Economics Supplies	40.77	0	10-1400-410-09-71-300-13
	64873	12/16/2022	10-1400-410-09-71-300-13	Home Economics Supplies	48.83	0	10-1400-410-09-71-300-13
	64873	12/16/2022	10-1400-410-09-71-300-13	Home Economics Supplies	75.56	0	10-1400-410-09-71-300-13
					$176.53	**Payee Vendor Total**	
Barr Mechanical Sales Inc							
	65162	01/06/2023	20-2542-410-00-79	Supplies B & G	1,238.96	20231749	20-2542-410-00-79
					$1,238.96	**Payee Vendor Total**	
Basargin, Beth							
	64874	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	76.25	0	10-1200-310-92-79-600-14
	64874	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	114.38	0	10-1200-310-92-79-600-14
					$190.63	**Payee Vendor Total**	
Belvidere North High Scho							
	65148	12/29/2022	10-1500-640-00-71-300-13	Sports Dues & Fees HS	225.00	0	10-1500-640-00-71-300-13
					$225.00	**Payee Vendor Total**	
Benchmark Sales & Service							
	64964	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	5,850.00	20231622	20-2542-323-00-79
					$5,850.00	**Payee Vendor Total**	
Benefitfocus.com Inc							
	202201130	11/30/2022	10477	Flex Plan	13,556.39		10-477
	202201231	12/31/2022	10477	Flex Plan	9,019.82		10-477
	64725	12/01/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,830.24	23110197	10-2310-220-00-79-600-14
	65133	12/29/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	1,830.23	23120197	10-2310-220-00-79-600-14

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					$26,236.68	**Payee Vendor Total**	
Bley, Lindsay							
	64875	12/16/2022	10-2210-640-92-79-605-14	IDEA Other Objects	225.00	0	10-2210-640-92-79-605-14
					$225.00	**Payee Vendor Total**	
Blick Art Materials							
	64788	12/09/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	79.68	20230302	10-1120-410-02-72-220-13
	64788	12/09/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	57.33	20230302	10-1120-410-02-72-220-13
	64788	12/09/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	1,704.04	20230988	10-1120-410-02-72-220-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.52	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.56	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.45	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.56	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.71	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.11	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.56	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.23	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.91	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.95	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.95	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.52	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.52	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.95	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.90	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.04	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.36	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.45	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.45	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.04	20230494	10-1110-410-02-71-100-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.09	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	11.54	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.04	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.04	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.40	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.15	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.05	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.14	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.05	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.07	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.11	20230494	10-1110-410-02-71-100-13	444
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.05	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.22	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.19	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.09	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.09	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.15	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.15	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.09	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.29	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.20	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.13	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.14	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.14	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.20	20230494	10-1110-410-02-71-100-13	
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.11	20230494	10-1110-410-02-71-100-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.14	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.20	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.20	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.14	20230494	10-1110-410-02-71-100-13
	64788	12/09/2022	10-1130-410-02-71-300-13	Art Supplies HS	18.38	20230061	10-1130-410-02-71-300-13
	64788	12/09/2022	10-1130-410-02-71-300-13	Art Supplies HS	109.81	20230061	10-1130-410-02-71-300-13
	64788	12/09/2022	10-1130-410-02-71-300-13	Art Supplies HS	97.92	20230061	10-1130-410-02-71-300-13
	64788	12/09/2022	10-1130-410-02-71-300-13	Art Supplies HS	15.59	20230061	10-1130-410-02-71-300-13
	64788	12/09/2022	10-1130-410-02-71-300-13	Art Supplies HS	118.11	20230061	10-1130-410-02-71-300-13
	64788	12/09/2022	10-1130-410-02-71-300-13	Art Supplies HS	9.46	20230061	10-1130-410-02-71-300-13
	64788	12/09/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	99.60	20230302	10-1120-410-02-72-220-13
	64788	12/09/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	99.60	20230302	10-1120-410-02-72-220-13
	64788	12/09/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	99.60	20230302	10-1120-410-02-72-220-13
	64788	12/09/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	99.60	20230302	10-1120-410-02-72-220-13
	64788	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	(99.60)	20230302	10-1120-410-02-72-220-13
	64788	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	(99.60)	20230302	10-1120-410-02-72-220-13
	64788	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	(79.68)	20230302	10-1120-410-02-72-220-13
	64788	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	(57.33)	20230302	10-1120-410-02-72-220-13
	64788	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	(1,704.04)	20230988	10-1120-410-02-72-220-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(1.52)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.56)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(1.45)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.71)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.56)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.71)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(1.11)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.56)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.23)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(1.91)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.95)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.95)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.71)	20230494	10-1110-410-02-71-100-13
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(1.52)	20230494	10-1110-410-02-71-100-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.71)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(1.52)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.95)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.71)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.90)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.04)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.71)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(1.36)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.71)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(1.45)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(1.45)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.71)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.04)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(1.09)	20230494	10-1110-410-02-71-100-13	446
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(11.54)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.04)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.71)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.04)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(2.71)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(1.40)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.15)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.05)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.14)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.27)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.05)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.07)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.11)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.05)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.22)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.19)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.09)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.09)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.27)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.15)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.27)	20230494	10-1110-410-02-71-100-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.15)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.09)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.27)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.29)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.20)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.27)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.13)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.27)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.14)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.14)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.27)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.20)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.11)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(1.14)	20230494	10-1110-410-02-71-100-13	447
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.20)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.27)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.20)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.27)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(0.14)	20230494	10-1110-410-02-71-100-13	
	64788	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	(18.38)	20230061	10-1130-410-02-71-300-13	
	64788	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	(109.81)	20230061	10-1130-410-02-71-300-13	
	64788	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	(97.92)	20230061	10-1130-410-02-71-300-13	
	64788	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	(15.59)	20230061	10-1130-410-02-71-300-13	
	64788	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	(118.11)	20230061	10-1130-410-02-71-300-13	
	64788	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	(9.46)	20230061	10-1130-410-02-71-300-13	
	64788	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	(99.60)	20230302	10-1120-410-02-72-220-13	
	64788	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	(99.60)	20230302	10-1120-410-02-72-220-13	
	64934	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	99.60	20230302	10-1120-410-02-72-220-13	
	64934	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	99.60	20230302	10-1120-410-02-72-220-13	
	64934	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	79.68	20230302	10-1120-410-02-72-220-13	
	64934	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	57.33	20230302	10-1120-410-02-72-220-13	
	64934	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	1,704.04	20230988	10-1120-410-02-72-220-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.52	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.56	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.45	20230494	10-1110-410-02-71-100-13	

Huntley Community School District 158
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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.56	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.71	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.11	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.56	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.23	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.91	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.95	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.95	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.52	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.52	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.95	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.90	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.04	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.36	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.45	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.45	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.04	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.09	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	11.54	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.04	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.04	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	2.71	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.40	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.15	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.05	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.14	20230494	10-1110-410-02-71-100-13
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.05	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.07	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.11	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.05	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.22	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.19	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.09	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.09	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.15	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.15	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.09	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	449
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.29	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.20	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.13	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.14	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.14	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.20	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.11	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	1.14	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.20	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.20	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.27	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	0.14	20230494	10-1110-410-02-71-100-13	
	64934	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	18.38	20230061	10-1130-410-02-71-300-13	
	64934	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	109.81	20230061	10-1130-410-02-71-300-13	
	64934	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	97.92	20230061	10-1130-410-02-71-300-13	
	64934	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	15.59	20230061	10-1130-410-02-71-300-13	
	64934	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	118.11	20230061	10-1130-410-02-71-300-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	64934	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	9.46	20230061	10-1130-410-02-71-300-13	
	64934	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	99.60	20230302	10-1120-410-02-72-220-13	
	64934	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	99.60	20230302	10-1120-410-02-72-220-13	
	65134	12/29/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	288.89	20231126	10-1110-410-02-72-110-13	
	65134	12/29/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	14.24	20231126	10-1110-410-02-72-110-13	
	65134	12/29/2022	10-1130-410-02-71-300-13	Art Supplies HS	(142.70)	20230061	10-1130-410-02-71-300-13	
	65134	12/29/2022	10-1130-410-02-71-300-13	Art Supplies HS	95.39	20230061	10-1130-410-02-71-300-13	
	65134	12/29/2022	10-1130-410-02-71-300-13	Art Supplies HS	9.58	20230061	10-1130-410-02-71-300-13	
	65134	12/29/2022	10-1130-410-02-71-300-13	Art Supplies HS	65.28	20230061	10-1130-410-02-71-300-13	
	65134	12/29/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	28.32	20230301	10-1120-410-02-72-220-13	
	65134	12/29/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	77.74	20230301	10-1120-410-02-72-220-13	
	65134	12/29/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	103.50	20230301	10-1120-410-02-72-220-13	
	65134	12/29/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	205.00	20230301	10-1120-410-02-72-220-13	
	65134	12/29/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	147.30	20230301	10-1120-410-02-72-220-13	450
	65134	12/29/2022	10-1110-410-02-72-120-13	Art Supplies Martin	764.61	20230910	10-1110-410-02-72-120-13	
	65134	12/29/2022	10-1110-410-02-72-120-13	Art Supplies Martin	444.00	20230910	10-1110-410-02-72-120-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	7.18	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	4.20	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	5.34	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	8.39	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	4.20	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	4.20	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	10.95	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	14.34	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	20.42	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	7.18	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	7.18	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	11.45	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	11.45	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	11.45	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	86.80	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	16.77	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	20.42	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	21.79	20230494	10-1110-410-02-71-100-13	
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	15.31	20230494	10-1110-410-02-71-100-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	20.42	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	10.21	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	20.42	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	20.42	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	10.16	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	15.31	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	20.42	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	8.20	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	20.42	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	15.31	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	10.95	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	20.42	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	15.31	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	20.42	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	10.97	20230494	10-1110-410-02-71-100-13
	65134	12/29/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	371.20	20231363	10-1110-410-00-71-100-13
	65134	12/29/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	204.16	20231363	10-1110-410-00-71-100-13
					$5,890.77	**Payee Vendor Total**	
Blu Petroleum							
	64726	12/01/2022	40-2552-464-00-79	Diesel/Gasoline	5,181.04	23110827	40-2552-464-00-79
	64726	12/01/2022	40-2552-464-00-79	Diesel/Gasoline	4,855.18	23110827	40-2552-464-00-79
	64726	12/01/2022	40-2552-464-00-79	Diesel/Gasoline	9,039.61	23110827	40-2552-464-00-79
	64726	12/01/2022	40-2552-464-00-79	Diesel/Gasoline	914.18	23091647	40-2552-464-00-79
	64726	12/01/2022	40-2552-464-00-79	Diesel/Gasoline	569.96	23111647	40-2552-464-00-79
	64791	12/09/2022	40-2552-464-00-79	Diesel/Gasoline	5,644.17	23110827	40-2552-464-00-79
	64791	12/09/2022	40-2552-464-00-79	Diesel/Gasoline	343.97	23111647	40-2552-464-00-79
	64791	12/09/2022	40-2552-464-00-79	Diesel/Gasoline	90.06	23111647	40-2552-464-00-79
	65092	12/22/2022	40-2552-464-00-79	Diesel/Gasoline	4,368.00	23120827	40-2552-464-00-79
	65092	12/22/2022	40-2552-464-00-79	Diesel/Gasoline	4,305.74	23120827	40-2552-464-00-79
	65092	12/22/2022	40-2552-464-00-79	Diesel/Gasoline	6,965.28	23110827	40-2552-464-00-79
	65092	12/22/2022	40-2552-464-00-79	Diesel/Gasoline	4,268.18	23120827	40-2552-464-00-79
	65092	12/22/2022	40-2552-464-00-79	Diesel/Gasoline	706.96	23120827	40-2552-464-00-79
					$47,252.33	**Payee Vendor Total**	
Blue Cross Blue Shield							
	202211300	11/30/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	69,105.98	23120417	10-1100-220-00-79-600-14

Huntley Community School District 158
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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202211310	11/30/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	176,029.25	23110417	10-1100-220-00-79-600-14	
	202211310	11/30/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	274,097.42	23110417	10-1100-220-00-79-600-14	
	202211310	11/30/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	62.50	23110417	10-1100-220-00-79-600-14	
	202212090	12/09/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	121,076.68	23110417	10-1100-220-00-79-600-14	
	202212090	12/09/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	120,467.41	23120417	10-1100-220-00-79-600-14	
	202212090	12/09/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	266,210.45	23120417	10-1100-220-00-79-600-14	
	202212090	12/09/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	1,627.41	23120417	10-1100-220-00-79-600-14	
	202212280	12/01/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	256,509.35	23120417	10-1100-220-00-79-600-14	
	202212280	12/01/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	283,175.18	23120417	10-1100-220-00-79-600-14	
	202212280	12/01/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	186,611.46	23120417	10-1100-220-00-79-600-14	
					$1,754,973.09	**Payee Vendor Total**		
BMO Mastercard								
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	17.24	20231409	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-1130-410-59-71-300-14	HS Special Ed Supplies	34.13	20231409	10-1130-410-59-71-300-14	452
	202212031	12/03/2022	10-1130-314-06-71-305-13	Alternative School	49.16	20231409	10-1130-314-06-71-305-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	2.51	20231409	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-2660-319-61-79-600-14	Software Maintenance	423.40	20231410	10-2660-319-61-79-600-14	
	202212031	12/03/2022	10-2660-410-00-79-600-14	Supplies Tech	181.10	20231410	10-2660-410-00-79-600-14	
	202212031	12/03/2022	10-2660-332-00-79-600-14	Travel Technology	35.00	20231410	10-2660-332-00-79-600-14	
	202212031	12/03/2022	10-2660-332-00-79-600-14	Travel Technology	47.13	20231410	10-2660-332-00-79-600-14	
	202212031	12/03/2022	10-2660-332-00-79-600-14	Travel Technology	766.89	20231410	10-2660-332-00-79-600-14	
	202212031	12/03/2022	10-2660-319-61-79-600-14	Software Maintenance	29.00	20231410	10-2660-319-61-79-600-14	
	202212031	12/03/2022	10-2660-319-61-79-600-14	Software Maintenance	199.98	20231410	10-2660-319-61-79-600-14	
	202212031	12/03/2022	10-2114-410-00-74-500-14	Supplies Registration	39.98	20231410	10-2114-410-00-74-500-14	
	202212031	12/03/2022	10-2660-332-00-79-600-14	Travel Technology	17.25	20231410	10-2660-332-00-79-600-14	
	202212031	12/03/2022	10-2660-410-00-79-600-14	Supplies Tech	9.98	20231410	10-2660-410-00-79-600-14	
	202212031	12/03/2022	10-2660-319-61-79-600-14	Software Maintenance	22.55	20231410	10-2660-319-61-79-600-14	
	202212031	12/03/2022	10-2660-410-00-79-600-14	Supplies Tech	11.48	20231410	10-2660-410-00-79-600-14	
	202212031	12/03/2022	10-2660-410-00-79-600-14	Supplies Tech	445.57	20231410	10-2660-410-00-79-600-14	
	202212031	12/03/2022	10-2660-410-00-79-600-14	Supplies Tech	16.49	20231410	10-2660-410-00-79-600-14	
	202212031	12/03/2022	10-2660-410-00-79-600-14	Supplies Tech	66.69	20231410	10-2660-410-00-79-600-14	
	202212031	12/03/2022	10-158	Activity Funds	127.28	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	318.50	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	53.20	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	40.00	20231411	10-120	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-158	Activity Funds	33.17	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	18.00	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	531.36	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	184.62	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	41.98	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	174.18	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	61.13	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	29.56	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	67.98	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	67.98	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	7.49	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	1,874.13	20231411	10-120	
	202212031	12/03/2022	10-158	Activity Funds	21.99	20231411	10-120	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	391.88	20231412	10-2210-490-00-74-500-25	453
	202212031	12/03/2022	10-1130-410-67-71-300-13	PLTW Supplies 6-12	51.16	20231412	10-1130-410-67-71-300-13	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	15.79	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	614.25	20231412	10-2210-490-00-74-500-14	
	202212031	12/03/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	78.75	20231412	10-2210-490-00-74-500-14	
	202212031	12/03/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	419.98	20231412	10-2210-490-00-74-500-14	
	202212031	12/03/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	194.75	20231412	10-2210-490-00-74-500-14	
	202212031	12/03/2022	10-2212-332-00-74-500-25	Travel & Conf Curr PK-5	(98.55)	20231412	10-2212-332-00-74-500-25	
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	119.79	20231412	10-1100-421-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	389.50	20231412	10-2210-490-00-74-500-14	
	202212031	12/03/2022	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	39.00	20231412	10-2212-310-00-79-505-25	
	202212031	12/03/2022	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	195.57	20231412	10-2212-310-00-79-505-25	
	202212031	12/03/2022	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	171.11	20231412	10-2213-415-00-74-500-14	
	202212031	12/03/2022	10-2213-415-00-74-500-25	Staff Dev Supplies PK-5	223.71	20231412	10-2213-415-00-74-500-25	
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	87.65	20231412	10-1100-421-00-74-500-25	
	202212031	12/03/2022	10-2212-332-00-74-500-25	Travel & Conf Curr PK-5	23.00	20231412	10-2212-332-00-74-500-25	
	202212031	12/03/2022	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	253.51	20231412	10-2212-310-00-79-505-14	
	202212031	12/03/2022	10-2213-415-00-74-500-25	Staff Dev Supplies PK-5	16.42	20231412	10-2213-415-00-74-500-25	
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	87.65	20231412	10-1100-421-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	271.67	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	7.99	20231412	10-1100-421-00-74-500-25	
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	108.90	20231412	10-1100-421-00-74-500-25	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	7.99	20231412	10-1100-421-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	18.80	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-2213-415-00-74-500-25	Staff Dev Supplies PK-5	20.69	20231412	10-2213-415-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	20.86	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	23.96	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	25.96	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	110.63	20231412	10-1100-421-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	121.90	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	76.23	20231412	10-1100-421-00-74-500-25	
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	254.34	20231412	10-1100-421-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	281.76	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	469.60	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	469.60	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	493.08	20231412	10-2210-490-00-74-500-25	454
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	493.08	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	38.94	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	7.99	20231412	10-1100-421-00-74-500-25	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	167.37	20231412	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	174.77	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	72.55	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	257.72	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	1,337.01	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	325.00	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	30.00	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	(263.08)	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2213-310-00-79-600-14	Special Svcs Pur Svc	0.99	20231413	10-2213-310-00-79-600-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	325.00	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	110.48	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	675.00	20231413	10-2210-310-71-79-600-14	
	202212031	12/03/2022	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	675.00	20231413	10-2210-310-71-79-600-14	
	202212031	12/03/2022	10-2213-640-00-79-600-14	Special Svcs Dues & Fees	239.00	20231413	10-2213-640-00-79-600-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	30.00	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	30.00	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	210.22	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	25.00	20231413	10-2213-332-00-79-600-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	(675.00)	20231413	10-2210-310-71-79-600-14	
	202212031	12/03/2022	10-1600-410-89-79-605-14	Title I Supplies	5.99	20231413	10-1600-410-89-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	30.00	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	553.25	20231413	10-2210-310-71-79-600-14	
	202212031	12/03/2022	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	18.00	20231413	10-2210-310-71-79-600-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	79.00	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	15.80	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	54.98	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-1600-410-89-79-605-14	Title I Supplies	2.00	20231413	10-1600-410-89-79-605-14	
	202212031	12/03/2022	10-1800-310-84-79-605-14	Title III LIPLEPS Pur Svc	150.00	20231413	10-1800-310-84-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	284.19	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-1600-410-89-79-605-14	Title I Supplies	1.00	20231413	10-1600-410-89-79-605-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	(26.39)	20231413	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	44.01	20231413	10-2210-332-82-79-605-14	455
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	595.00	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-1100-310-76-79-600-14	CURES Instruc Pur Svcs	141.00	20231413	10-1100-310-76-79-600-14	
	202212031	12/03/2022	10-1100-310-76-79-600-14	CURES Instruc Pur Svcs	325.00	20231413	10-1100-310-76-79-600-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	40.00	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	25.00	20231413	10-2213-332-00-79-600-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	6.99	20231413	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	16.31	20231413	10-1100-410-76-79-600-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	15.30	20231413	10-1100-410-76-79-600-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	10.99	20231413	10-1100-410-76-79-600-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	109.56	20231413	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	17.58	20231413	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	217.46	20231413	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	10.35	20231413	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	70.48	20231413	10-1100-410-76-79-600-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	8.99	20231413	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	17.00	20231413	10-1100-410-76-79-600-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	317.55	20231413	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	74.55	20231413	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	39.95	20231413	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	39.98	20231413	10-1100-410-76-79-600-14	
	202212031	12/03/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	37.97	20231413	10-2213-410-00-79-600-14	

Huntley Community School District 158
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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	953.15	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	45.40	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2213-640-00-79-600-14	Special Svcs Dues & Fees	(12.45)	20231413	10-2213-640-00-79-600-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	9.99	20231413	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	316.51	20231413	10-2213-410-00-79-600-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	338.88	20231413	10-1100-410-76-79-600-14	
	202212031	12/03/2022	10-2210-430-82-71-300-14	ESL Prof Library	12.99	20231413	10-2210-430-82-71-300-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	9.59	20231413	10-1100-410-76-79-600-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	40.00	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	85.78	20231413	10-1100-410-76-79-600-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	37.54	20231413	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	10.99	20231413	10-1100-410-76-79-600-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	40.00	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	18.00	20231413	10-2213-415-00-79-600-14	456
	202212031	12/03/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	25.98	20231413	10-2213-410-00-79-600-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	16.31	20231413	10-1100-410-76-79-600-14	
	202212031	12/03/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	8.99	20231413	10-2213-410-00-79-600-14	
	202212031	12/03/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	124.10	20231413	10-2213-410-00-79-600-14	
	202212031	12/03/2022	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	19.99	20231413	10-2213-415-00-79-600-14	
	202212031	12/03/2022	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	77.01	20231413	10-2213-415-00-79-600-14	
	202212031	12/03/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	9.79	20231413	10-2213-410-00-79-600-14	
	202212031	12/03/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	36.98	20231413	10-2213-410-00-79-600-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	924.72	20231413	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2520-332-00-74-500-14	Travel Fiscal	112.35	20231414	10-2520-332-00-74-500-14	
	202212031	12/03/2022	10-2310-410-00-74-500-14	Supplies Board	390.00	20231414	10-2310-410-00-74-500-14	
	202212031	12/03/2022	10-2520-640-00-74-500-14	Dues & Fees Fiscal	315.00	20231414	10-2520-640-00-74-500-14	
	202212031	12/03/2022	10-2520-410-00-74-500-14	Supplies Fiscal	39.35	20231414	10-2520-410-00-74-500-14	
	202212031	12/03/2022	10-158	Activity Funds	243.87	20231415	10-120	
	202212031	12/03/2022	10-2633-360-00-74-500-14	Communications Purch Services	66.45	20231415	10-2633-360-00-74-500-14	
	202212031	12/03/2022	10-2310-410-00-74-500-14	Supplies Board	108.00	20231415	10-2310-410-00-74-500-14	
	202212031	12/03/2022	10-2546-490-00-79-600-14	Security Officer Supplies	790.00	20231415	10-2546-490-00-79-600-14	
	202212031	12/03/2022	10-2321-410-00-74-500-14	Supplies Supt	13.02	20231415	10-2321-410-00-74-500-14	
	202212031	12/03/2022	10-158	Activity Funds	57.43	20231415	10-120	
	202212031	12/03/2022	10-158	Activity Funds	222.78	20231415	10-120	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	318.60	20231416	10-2210-314-92-79-605-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	64.00	20231416	10-1200-310-92-79-600-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	606.30	20231416	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	606.30	20231416	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	54.12	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	375.00	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	243.60	20231416	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	(235.99)	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	334.43	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	257.50	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	318.60	20231416	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	(18.00)	20231416	10-1200-310-92-79-600-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	243.60	20231416	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	546.15	20231416	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	175.00	20231416	10-2210-314-92-79-605-14	457
	202212031	12/03/2022	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	40.98	20231416	10-2210-410-92-79-600-14	
	202212031	12/03/2022	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	574.26	20231416	10-2210-410-92-79-600-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	14.00	20231416	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	18.00	20231416	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	18.00	20231416	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	834.25	20231416	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	25.00	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	198.00	20231416	10-1200-310-92-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	75.89	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	19.95	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	199.00	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	18.68	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	255.80	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	27.45	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	62.60	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	16.62	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	172.25	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	333.88	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	210.51	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	23.98	20231416	10-1100-410-72-79-600-14	
	202212031	12/03/2022	10-1200-410-66-71-300-13	STEP Supplies	44.87	20231416	10-1200-410-66-71-300-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	10-1200-410-66-71-300-13	STEP Supplies	145.87	20231416	10-1200-410-66-71-300-13
	202212031	12/03/2022	10-1200-410-66-71-300-13	STEP Supplies	133.86	20231416	10-1200-410-66-71-300-13
	202212031	12/03/2022	10-1200-410-00-79-600-14	Supplies Sp Ed	15.98	20231416	10-1200-410-00-79-600-14
	202212031	12/03/2022	10-1200-410-66-71-300-13	STEP Supplies	62.75	20231416	10-1200-410-66-71-300-13
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	28.66	20231416	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-1200-410-66-71-300-13	STEP Supplies	26.97	20231416	10-1200-410-66-71-300-13
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	417.88	20231416	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	284.31	20231416	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	17.96	20231416	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	27.78	20231416	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	9.98	20231416	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	30.92	20231416	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-2633-360-00-74-500-14	Communications Purch Services	146.72	20231417	10-2633-360-00-74-500-14
	202212031	12/03/2022	10-2321-332-00-74-500-14	Travel Supt	112.35	20231417	10-2321-332-00-74-500-14
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	23.38	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	14.49	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	24.00	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-2220-490-00-72-120-13	Media Center Tech Martin	207.00	20231418	10-2220-490-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	49.60	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	7.79	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-35-72-120-13	Band Supplies Martin	49.48	20231418	10-1110-410-35-72-120-13
	202212031	12/03/2022	10-1110-410-12-72-120-13	Music SuppliesMartin	71.28	20231418	10-1110-410-12-72-120-13
	202212031	12/03/2022	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	214.83	20231418	10-2213-415-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	12.49	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-2220-430-00-72-120-13	Media Center Martin	27.15	20231418	10-2220-430-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	12.99	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	13.99	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-12-72-120-13	Music SuppliesMartin	33.25	20231418	10-1110-410-12-72-120-13
	202212031	12/03/2022	10-1110-410-12-72-120-13	Music SuppliesMartin	117.50	20231418	10-1110-410-12-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	13.61	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	16.99	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	38.95	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	53.94	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	13.98	20231418	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-2410-640-00-72-110-13	Office Dues & Fees Chesak	419.00	20231419	10-2410-640-00-72-110-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	472.20	20231419	10-2410-410-00-72-110-14
	202212031	12/03/2022	10-158	Activity Funds	45.95	20231419	10-120
	202212031	12/03/2022	10-2410-640-00-72-110-13	Office Dues & Fees Chesak	200.00	20231419	10-2410-640-00-72-110-13
	202212031	12/03/2022	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	132.60	20231419	10-2410-410-00-72-110-14
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	59.99	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-2220-430-00-72-110-13	Media Center Chesak	73.16	20231419	10-2220-430-00-72-110-13
	202212031	12/03/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	37.71	20231419	10-1110-410-02-72-110-13
	202212031	12/03/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	78.95	20231419	10-1110-410-02-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	150.75	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	11.76	20231419	10-1110-410-02-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	273.60	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	14.99	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	227.05	20231419	10-2410-410-00-72-110-14
	202212031	12/03/2022	10-158	Activity Funds	19.99	20231419	10-120
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	49.70	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	31.98	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	9.89	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	19.95	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	381.07	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	(52.91)	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	(47.99)	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	10.95	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	67.50	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	55.77	20231419	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	77.29	20231419	10-1110-410-02-72-110-13
	202212031	12/03/2022	10-158	Activity Funds	105.98	20231419	10-120
	202212031	12/03/2022	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	2,820.84	20231419	10-2410-410-00-72-110-14
	202212031	12/03/2022	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	826.26	20231420	10-2213-415-00-74-150-13
	202212031	12/03/2022	10-1110-410-00-74-150-13	Inst Supplies Conley	33.87	20231420	10-1110-410-00-74-150-13
	202212031	12/03/2022	10-158	Activity Funds	41.70	20231420	10-120
	202212031	12/03/2022	10-1110-410-02-74-150-13	Art Supplies Conley	45.70	20231420	10-1110-410-02-74-150-13
	202212031	12/03/2022	10-1110-410-36-74-150-13	Conley Orchestra Supplies	17.99	20231420	10-1110-410-36-74-150-13
	202212031	12/03/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	31.95	20231420	10-2410-491-00-74-150-13
	202212031	12/03/2022	10-158	Activity Funds	7.99	20231420	10-120
	202212031	12/03/2022	10-1110-410-00-74-150-13	Inst Supplies Conley	173.95	20231420	10-1110-410-00-74-150-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	(58.86)	20231420	10-2410-491-00-74-150-13
	202212031	12/03/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	24.99	20231420	10-2410-491-00-74-150-13
	202212031	12/03/2022	10-1110-410-02-74-150-13	Art Supplies Conley	92.12	20231420	10-1110-410-02-74-150-13
	202212031	12/03/2022	10-1110-410-02-74-150-13	Art Supplies Conley	29.95	20231420	10-1110-410-02-74-150-13
	202212031	12/03/2022	10-158	Activity Funds	63.48	20231420	10-120
	202212031	12/03/2022	10-2212-410-00-74-500-14	Associate Supt Supplies	275.35	20231420	10-2212-410-00-74-500-14
	202212031	12/03/2022	10-1110-410-00-74-150-13	Inst Supplies Conley	35.99	20231420	10-1110-410-00-74-150-13
	202212031	12/03/2022	10-1110-410-00-74-150-13	Inst Supplies Conley	131.82	20231420	10-1110-410-00-74-150-13
	202212031	12/03/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	(29.98)	20231420	10-2410-491-00-74-150-13
	202212031	12/03/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	(6.79)	20231420	10-2410-491-00-74-150-13
	202212031	12/03/2022	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	99.31	20231421	10-1500-320-00-71-300-13
	202212031	12/03/2022	10-158	Activity Funds	47.98	20231421	10-120
	202212031	12/03/2022	10-158	Activity Funds	20.03	20231421	10-120
	202212031	12/03/2022	10-158	Activity Funds	930.00	20231421	10-120
	202212031	12/03/2022	10-1400-490-64-71-305-13	Perkins Grant Supplies	414.47	20231422	10-1400-490-64-71-305-13
	202212031	12/03/2022	10-1130-410-12-71-300-13	Music Supplies HS	30.00	20231422	10-1130-410-12-71-300-13
	202212031	12/03/2022	10-1130-410-59-71-300-14	HS Special Ed Supplies	56.22	20231422	10-1130-410-59-71-300-14
	202212031	12/03/2022	10-1400-410-09-71-300-13	Home Economics Supplies	17.88	20231422	10-1400-410-09-71-300-13
	202212031	12/03/2022	10-1400-410-09-71-300-13	Home Economics Supplies	(79.81)	20231422	10-1400-410-09-71-300-13
	202212031	12/03/2022	10-1130-410-12-71-300-13	Music Supplies HS	240.00	20231422	10-1130-410-12-71-300-13
	202212031	12/03/2022	10-1400-410-09-71-300-13	Home Economics Supplies	58.17	20231422	10-1400-410-09-71-300-13
	202212031	12/03/2022	10-1400-410-09-71-300-13	Home Economics Supplies	63.22	20231422	10-1400-410-09-71-300-13
	202212031	12/03/2022	10-1130-410-12-71-300-13	Music Supplies HS	216.00	20231422	10-1130-410-12-71-300-13
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	435.15	20231422	10-1412-410-63-71-300-14
	202212031	12/03/2022	10-2410-332-00-71-300-13	Prin Travel HS	(89.99)	20231422	10-2410-332-00-71-300-13
	202212031	12/03/2022	10-1130-323-00-71-300-13	Repairs HS	39.00	20231422	10-1130-323-00-71-300-13
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	400.00	20231422	10-2213-415-00-71-300-13
	202212031	12/03/2022	10-1400-490-64-71-305-13	Perkins Grant Supplies	1,830.00	20231422	10-1400-490-64-71-305-13
	202212031	12/03/2022	10-1412-710-63-71-300-14	CTEI Non-Capitalized Eqpt	542.99	20231422	10-1412-710-63-71-300-14
	202212031	12/03/2022	10-1400-410-10-71-300-13	Ind Arts Supplies	493.56	20231422	10-1400-410-10-71-300-13
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	480.23	20231422	10-1412-410-63-71-300-14
	202212031	12/03/2022	10-1400-410-09-71-300-13	Home Economics Supplies	79.23	20231422	10-1400-410-09-71-300-13
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	135.60	20231422	10-2213-415-00-71-300-13
	202212031	12/03/2022	10-1412-710-63-71-300-14	CTEI Non-Capitalized Eqpt	899.99	20231422	10-1412-710-63-71-300-14
	202212031	12/03/2022	10-1130-410-05-71-300-13	English Supplies HS	45.24	20231422	10-1130-410-05-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	72.18	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-1400-410-09-71-300-13	Home Economics Supplies	57.22	20231422	10-1400-410-09-71-300-13	
	202212031	12/03/2022	10-1130-410-13-71-300-13	Science Supplies HS	131.22	20231422	10-1130-410-13-71-300-13	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	100.40	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1130-410-02-71-300-13	Art Supplies HS	1,130.86	20231422	10-1130-410-02-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	115.60	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	427.80	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1558-410-00-71-300-13	VEI Supplies HS	139.00	20231422	10-1558-410-00-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	238.85	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	(115.60)	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-1130-410-05-71-300-13	English Supplies HS	134.91	20231422	10-1130-410-05-71-300-13	
	202212031	12/03/2022	10-1400-410-09-71-300-13	Home Economics Supplies	79.81	20231422	10-1400-410-09-71-300-13	
	202212031	12/03/2022	10-2410-410-00-71-300-13	Office Supplies HS	42.62	20231422	10-2410-410-00-71-300-13	
	202212031	12/03/2022	10-1400-323-00-71-300-13	Voc Ed Repairs HS	66.32	20231422	10-1400-323-00-71-300-13	461
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	437.90	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1400-410-10-71-300-13	Ind Arts Supplies	376.72	20231422	10-1400-410-10-71-300-13	
	202212031	12/03/2022	10-1400-410-10-71-300-13	Ind Arts Supplies	193.89	20231422	10-1400-410-10-71-300-13	
	202212031	12/03/2022	10-1400-410-10-71-300-13	Ind Arts Supplies	65.02	20231422	10-1400-410-10-71-300-13	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	35.98	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1130-310-00-71-300-13	General Pur Svcs HS	95.40	20231422	10-1130-310-00-71-300-13	
	202212031	12/03/2022	10-1130-332-00-71-300-13	Teacher Travel HS	195.00	20231422	10-1130-332-00-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	259.38	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-2410-410-00-71-300-13	Office Supplies HS	3.45	20231422	10-2410-410-00-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	19.99	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-2410-410-00-71-300-13	Office Supplies HS	9.99	20231422	10-2410-410-00-71-300-13	
	202212031	12/03/2022	10-1130-410-13-71-300-13	Science Supplies HS	27.48	20231422	10-1130-410-13-71-300-13	
	202212031	12/03/2022	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	38.91	20231422	10-1130-410-50-71-300-13	
	202212031	12/03/2022	10-2220-430-00-71-300-13	Media Center HS	39.96	20231422	10-2220-430-00-71-300-13	
	202212031	12/03/2022	10-1130-410-00-71-300-13	Inst Supplies HS	196.48	20231422	10-1130-410-00-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	95.36	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	94.05	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	73.45	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	49.58	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	19.95	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-1130-410-00-71-300-13	Inst Supplies HS	23.94	20231422	10-1130-410-00-71-300-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-2220-430-00-71-300-13	Media Center HS	15.98	20231422	10-2220-430-00-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	19.89	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	13.59	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	289.32	20231422	10-1120-490-02-72-220-13	
	202212031	12/03/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	27.77	20231422	10-1120-490-02-72-220-13	
	202212031	12/03/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	22.99	20231422	10-1120-490-02-72-220-13	
	202212031	12/03/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	9.99	20231422	10-1120-490-02-72-220-13	
	202212031	12/03/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	5.99	20231422	10-1120-490-02-72-220-13	
	202212031	12/03/2022	10-1130-410-59-71-300-14	HS Special Ed Supplies	121.40	20231422	10-1130-410-59-71-300-14	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	25.85	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	379.00	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	29.59	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	98.78	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	349.05	20231422	10-1412-410-63-71-300-14	462
	202212031	12/03/2022	10-1400-490-64-71-305-13	Perkins Grant Supplies	293.94	20231422	10-1400-490-64-71-305-13	
	202212031	12/03/2022	10-1400-490-64-71-305-13	Perkins Grant Supplies	195.96	20231422	10-1400-490-64-71-305-13	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	149.98	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1400-410-10-71-300-13	Ind Arts Supplies	116.34	20231422	10-1400-410-10-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	139.87	20231422	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	104.89	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1130-410-00-71-300-13	Inst Supplies HS	21.99	20231422	10-1130-410-00-71-300-13	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	90.00	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	89.82	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	83.94	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	67.39	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1130-410-00-71-300-13	Inst Supplies HS	28.88	20231422	10-1130-410-00-71-300-13	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	106.30	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1130-323-00-71-300-13	Repairs HS	25.99	20231422	10-1130-323-00-71-300-13	
	202212031	12/03/2022	10-1400-410-03-71-300-13	Business Supplies	18.46	20231422	10-1400-410-03-71-300-13	
	202212031	12/03/2022	10-1130-410-00-71-300-13	Inst Supplies HS	60.00	20231422	10-1130-410-00-71-300-13	
	202212031	12/03/2022	10-1130-410-00-71-300-13	Inst Supplies HS	34.95	20231422	10-1130-410-00-71-300-13	
	202212031	12/03/2022	10-1130-410-00-71-300-13	Inst Supplies HS	395.90	20231422	10-1130-410-00-71-300-13	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	13.30	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	13.99	20231422	10-1412-410-63-71-300-14	
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	13.99	20231422	10-1412-410-63-71-300-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	10-1130-410-00-71-300-13	Inst Supplies HS	130.14	20231422	10-1130-410-00-71-300-13
	202212031	12/03/2022	10-1412-410-63-71-300-14	CTEI Supplies	95.04	20231422	10-1412-410-63-71-300-14
	202212031	12/03/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	288.28	20231423	10-1110-410-02-71-100-13
	202212031	12/03/2022	10-158	Activity Funds	123.88	20231423	10-120
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	275.00	20231423	10-2210-314-92-79-605-14
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	275.00	20231423	10-2210-314-92-79-605-14
	202212031	12/03/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	7.97	20231423	10-1110-410-02-71-100-13
	202212031	12/03/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	85.23	20231423	10-1110-410-02-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	87.74	20231423	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	49.99	20231423	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	40.39	20231423	10-1110-410-02-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	33.49	20231423	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	32.98	20231423	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	20.76	20231423	10-1110-410-02-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	88.65	20231423	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	37.96	20231423	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-158	Activity Funds	17.99	20231423	10-120
	202212031	12/03/2022	10-2213-415-00-71-100-13	Leggee Staff Devel Supplies	50.00	20231423	10-2213-415-00-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	48.26	20231423	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	40.72	20231423	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	39.94	20231423	10-1110-410-02-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	117.60	20231423	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	19.85	20231423	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	(15.95)	20231423	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	69.90	20231423	10-1110-410-02-71-100-13
	202212031	12/03/2022	10-158	Activity Funds	139.67	20231423	10-120
	202212031	12/03/2022	10-1200-410-66-71-300-13	STEP Supplies	144.28	20231424	10-1200-410-66-71-300-13
	202212031	12/03/2022	10-1200-410-66-71-300-13	STEP Supplies	52.65	20231424	10-1200-410-66-71-300-13
	202212031	12/03/2022	10-1200-410-66-71-300-13	STEP Supplies	126.00	20231424	10-1200-410-66-71-300-13
	202212031	12/03/2022	10-1200-410-66-71-300-13	STEP Supplies	52.00	20231424	10-1200-410-66-71-300-13
	202212031	12/03/2022	10-1200-410-66-71-300-13	STEP Supplies	151.85	20231424	10-1200-410-66-71-300-13
	202212031	12/03/2022	10-1120-332-00-72-220-13	Teacher Travel Marlowe	299.00	20231425	10-1120-332-00-72-220-13
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	75.05	20231425	10-1120-410-00-72-220-13
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	89.95	20231425	10-1120-410-00-72-220-13
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	35.97	20231425	10-1120-410-00-72-220-13

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Huntley Community School District 158
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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	7.79	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	461.79	20231425	10-1120-710-00-72-220-13	
	202212031	12/03/2022	10-2220-430-00-72-220-13	Media Center Marlowe	41.69	20231425	10-2220-430-00-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	81.06	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	15.49	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	56.60	20231425	10-2410-410-00-72-220-14	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	67.42	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	68.00	20231425	10-1120-410-12-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	14.54	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-1120-410-80-72-220-13	PBIS	66.00	20231425	10-1120-410-80-72-220-13	
	202212031	12/03/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	1,200.00	20231425	10-1120-490-02-72-220-13	
	202212031	12/03/2022	10-1120-410-08-72-220-13	Health Supplies Marlowe	43.50	20231425	10-1120-410-08-72-220-13	
	202212031	12/03/2022	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	92.70	20231425	10-2410-410-00-72-220-14	
	202212031	12/03/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	91.00	20231425	10-1120-410-09-72-220-13	464
	202212031	12/03/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	459.80	20231425	10-2410-410-00-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	109.60	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-2220-430-00-72-220-13	Media Center Marlowe	63.27	20231425	10-2220-430-00-72-220-13	
	202212031	12/03/2022	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	438.05	20231425	10-2410-410-00-72-220-14	
	202212031	12/03/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	38.98	20231425	10-1120-410-09-72-220-13	
	202212031	12/03/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	48.52	20231425	10-1120-410-09-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	132.80	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-2220-430-00-72-220-13	Media Center Marlowe	453.47	20231425	10-2220-430-00-72-220-13	
	202212031	12/03/2022	10-1120-332-00-72-220-13	Teacher Travel Marlowe	50.00	20231425	10-1120-332-00-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	219.15	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	26.27	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-2220-430-00-72-220-13	Media Center Marlowe	15.56	20231425	10-2220-430-00-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	39.99	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	64.68	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	45.57	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	47.33	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	8.99	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	75.48	20231425	10-1120-410-00-72-220-13	
	202212031	12/03/2022	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	15.82	20231425	10-1120-410-12-72-220-13	
	202212031	12/03/2022	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	10.99	20231425	10-1120-410-13-72-220-06	
	202212031	12/03/2022	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	144.99	20231425	10-1120-410-13-72-220-06	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	198.77	20231425	10-1120-410-13-72-220-06
	202212031	12/03/2022	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	284.01	20231425	10-1120-410-13-72-220-08
	202212031	12/03/2022	10-2220-430-00-72-220-13	Media Center Marlowe	12.11	20231425	10-2220-430-00-72-220-13
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	12.90	20231425	10-1120-410-00-72-220-13
	202212031	12/03/2022	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	189.69	20231425	10-1120-410-13-72-220-06
	202212031	12/03/2022	10-2220-490-00-72-220-13	Media Center Tech Marlowe	14.99	20231425	10-2220-490-00-72-220-13
	202212031	12/03/2022	10-2220-490-00-72-220-13	Media Center Tech Marlowe	440.40	20231425	10-2220-490-00-72-220-13
	202212031	12/03/2022	10-2220-490-00-72-220-13	Media Center Tech Marlowe	7.67	20231425	10-2220-490-00-72-220-13
	202212031	12/03/2022	10-2220-490-00-72-220-13	Media Center Tech Marlowe	76.47	20231425	10-2220-490-00-72-220-13
	202212031	12/03/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	229.96	20231425	10-2410-410-00-72-220-13
	202212031	12/03/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	274.55	20231425	10-2410-410-00-72-220-13
	202212031	12/03/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	223.56	20231425	10-2410-410-00-72-220-13
	202212031	12/03/2022	10-2410-410-00-72-220-13	Office Supplies Marlowe	39.62	20231425	10-2410-410-00-72-220-13
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	20.76	20231425	10-1120-410-00-72-220-13
	202212031	12/03/2022	10-2220-490-00-72-220-13	Media Center Tech Marlowe	11.29	20231425	10-2220-490-00-72-220-13
	202212031	12/03/2022	10-158	Activity Funds	217.42	20231426	10-120
	202212031	12/03/2022	10-1543-640-00-71-305-13	Activities Fees	270.00	20231426	10-1543-640-00-71-305-13
	202212031	12/03/2022	10-158	Activity Funds	226.00	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	154.00	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	196.54	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	134.91	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	216.74	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	25.86	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	138.20	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	192.70	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	1,002.70	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	49.52	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	27.00	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	61.44	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	53.26	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	21.00	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	40.14	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	(2.98)	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	41.91	20231426	10-120
	202212031	12/03/2022	10-158	Activity Funds	37.32	20231426	10-120

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-158	Activity Funds	94.99	20231426	10-120	
	202212031	12/03/2022	10-158	Activity Funds	37.79	20231426	10-120	
	202212031	12/03/2022	10-158	Activity Funds	127.50	20231426	10-120	
	202212031	12/03/2022	10-158	Activity Funds	57.49	20231427	10-120	
	202212031	12/03/2022	10-158	Activity Funds	50.49	20231427	10-120	
	202212031	12/03/2022	10-158	Activity Funds	315.49	20231427	10-120	
	202212031	12/03/2022	10-158	Activity Funds	12.89	20231427	10-120	
	202212031	12/03/2022	10-158	Activity Funds	10.00	20231427	10-120	
	202212031	12/03/2022	40-2554-410-00-79	Fleet Supplies	15.11	20231428	40-2554-410-00-79	
	202212031	12/03/2022	10-2212-410-00-74-500-14	Associate Supt Supplies	158.26	20231428	10-2212-410-00-74-500-14	
	202212031	12/03/2022	10-2212-410-00-74-500-14	Associate Supt Supplies	15.11	20231428	10-2212-410-00-74-500-14	
	202212031	12/03/2022	10-158	Activity Funds	113.85	20231429	10-120	
	202212031	12/03/2022	10-2220-490-00-74-140-13	Media Center Tech Mackeben	89.95	20231429	10-2220-490-00-74-140-13	
	202212031	12/03/2022	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	(151.99)	20231429	10-2410-410-00-74-140-14	466
	202212031	12/03/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	21.38	20231429	10-1110-410-00-74-140-13	
	202212031	12/03/2022	10-2410-410-00-74-140-13	Office Supplies Mackeben	30.80	20231429	10-2410-410-00-74-140-13	
	202212031	12/03/2022	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	96.99	20231429	10-2410-410-00-74-140-14	
	202212031	12/03/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	318.91	20231429	10-1110-410-00-74-140-13	
	202212031	12/03/2022	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	333.89	20231429	10-2410-410-00-74-140-14	
	202212031	12/03/2022	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	26.48	20231429	10-2410-410-00-74-140-14	
	202212031	12/03/2022	10-158	Activity Funds	200.00	20231429	10-120	
	202212031	12/03/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	720.00	20231430	10-1120-410-12-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	21.32	20231430	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	2,019.75	20231430	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	244.00	20231430	10-2410-410-00-74-210-14	
	202212031	12/03/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	68.00	20231430	10-1120-410-12-74-210-13	
	202212031	12/03/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	48.00	20231430	10-1120-410-12-74-210-13	
	202212031	12/03/2022	10-2220-490-00-74-210-13	Media Center Tech Heineman	199.98	20231430	10-2220-490-00-74-210-13	
	202212031	12/03/2022	10-1500-412-00-74-210-13	Uniforms Heineman	72.98	20231430	10-1500-412-00-74-210-13	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	175.00	20231430	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	400.75	20231430	10-1120-410-02-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	424.00	20231430	10-2410-410-00-74-210-14	
	202212031	12/03/2022	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	172.99	20231430	10-2410-410-00-74-210-14	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	45.95	20231430	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-2220-430-00-74-210-13	Media Center Heineman	181.07	20231430	10-2220-430-00-74-210-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	129.49	20231430	10-1120-410-02-74-210-13	
	202212031	12/03/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	40.99	20231430	10-1120-410-12-74-210-13	
	202212031	12/03/2022	10-1500-410-00-74-210-13	Training Supplies Heineman	25.00	20231430	10-1500-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-09-74-210-13	Home Ec Heineman	7.00	20231430	10-1120-410-09-74-210-13	
	202212031	12/03/2022	10-1120-410-09-74-210-13	Home Ec Heineman	7.98	20231430	10-1120-410-09-74-210-13	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	10.00	20231430	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-158	Activity Funds	10.00	20231430	10-120	
	202212031	12/03/2022	10-158	Activity Funds	15.70	20231430	10-120	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	76.14	20231430	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-09-74-210-13	Home Ec Heineman	92.15	20231430	10-1120-410-09-74-210-13	
	202212031	12/03/2022	10-158	Activity Funds	98.88	20231430	10-120	
	202212031	12/03/2022	10-1120-410-09-74-210-13	Home Ec Heineman	151.55	20231430	10-1120-410-09-74-210-13	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	168.90	20231430	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	50.16	20231430	10-2410-410-00-74-210-13	467
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	91.96	20231430	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	88.57	20231430	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	12.42	20231430	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-158	Activity Funds	233.68	20231430	10-120	
	202212031	12/03/2022	10-158	Activity Funds	9.79	20231430	10-120	
	202212031	12/03/2022	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	15.49	20231430	10-2410-410-00-74-210-14	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	14.99	20231430	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	128.85	20231430	10-1120-410-02-74-210-13	
	202212031	12/03/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	94.38	20231430	10-1120-410-02-74-210-13	
	202212031	12/03/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	9.90	20231430	10-1120-410-02-74-210-13	
	202212031	12/03/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	53.99	20231430	10-1120-410-12-74-210-13	
	202212031	12/03/2022	10-1120-410-13-74-210-08	Heineman Science Supplies 8	(18.99)	20231430	10-1120-410-13-74-210-08	
	202212031	12/03/2022	10-1120-410-13-74-210-08	Heineman Science Supplies 8	28.98	20231430	10-1120-410-13-74-210-08	
	202212031	12/03/2022	10-2220-430-00-74-210-13	Media Center Heineman	309.97	20231430	10-2220-430-00-74-210-13	
	202212031	12/03/2022	10-2220-430-00-74-210-13	Media Center Heineman	11.99	20231430	10-2220-430-00-74-210-13	
	202212031	12/03/2022	10-2220-490-00-74-210-13	Media Center Tech Heineman	149.68	20231430	10-2220-490-00-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	34.77	20231430	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-13-74-210-08	Heineman Science Supplies 8	18.99	20231430	10-1120-410-13-74-210-08	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	16.99	20231430	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	34.95	20231430	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	38.87	20231430	10-2410-410-00-74-210-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	23.58	20231430	10-2410-410-00-74-210-13
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	21.97	20231430	10-2410-410-00-74-210-13
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	14.98	20231430	10-2410-410-00-74-210-13
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	18.94	20231430	10-1120-410-00-74-210-13
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	39.50	20231430	10-2410-410-00-74-210-13
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	231.92	20231430	10-1120-410-00-74-210-13
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	14.50	20231430	10-2410-410-00-74-210-13
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	46.58	20231430	10-1120-410-00-74-210-13
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	7.99	20231430	10-1120-410-00-74-210-13
	202212031	12/03/2022	10-2300-410-97-79-600-14	All Children Gen Admin Sup	7.95	20231431	10-2300-410-97-79-600-14
	202212031	12/03/2022	10-1125-390-97-79-600-14	All Children Purchased Service	560.00	20231431	10-1125-390-97-79-600-14
	202212031	12/03/2022	10-158	Activity Funds	34.65	20231431	10-120
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	15.95	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-1225-410-95-79-600-14	ECE Instr Supplies	7.05	20231431	10-1225-410-95-79-600-14
	202212031	12/03/2022	10-2210-312-97-79-600-14	All Children Prof Dev	36.00	20231431	10-2210-312-97-79-600-14
	202212031	12/03/2022	10-2560-415-97-79-600-14	All Children Snacks	68.97	20231431	10-2560-415-97-79-600-14
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	111.77	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-1225-410-95-79-600-14	ECE Instr Supplies	16.95	20231431	10-1225-410-95-79-600-14
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	15.95	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	5.60	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	10.69	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	51.40	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-1125-410-90-79-600-14	Supplies Parent-Tot	13.00	20231431	10-1125-410-90-79-600-14
	202212031	12/03/2022	10-2210-312-97-79-600-14	All Children Prof Dev	299.99	20231431	10-2210-312-97-79-600-14
	202212031	12/03/2022	10-1125-390-97-79-600-14	All Children Purchased Service	200.00	20231431	10-1125-390-97-79-600-14
	202212031	12/03/2022	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	400.00	20231431	10-1125-390-90-79-600-14
	202212031	12/03/2022	10-2560-415-97-79-600-14	All Children Snacks	159.80	20231431	10-2560-415-97-79-600-14
	202212031	12/03/2022	10-1125-410-90-79-600-14	Supplies Parent-Tot	33.96	20231431	10-1125-410-90-79-600-14
	202212031	12/03/2022	10-2560-415-95-79-600-14	ECE Snacks	34.99	20231431	10-2560-415-95-79-600-14
	202212031	12/03/2022	10-2300-410-97-79-600-14	All Children Gen Admin Sup	112.26	20231431	10-2300-410-97-79-600-14
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	32.10	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-2300-410-97-79-600-14	All Children Gen Admin Sup	12.99	20231431	10-2300-410-97-79-600-14
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	9.41	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-3100-410-97-79-605-24	All Children Parental Supplies	35.98	20231431	10-3100-410-97-79-605-24
	202212031	12/03/2022	10-2300-410-97-79-600-14	All Children Gen Admin Sup	22.99	20231431	10-2300-410-97-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	4.38	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	36.85	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-1125-410-90-79-600-14	Supplies Parent-Tot	16.99	20231431	10-1125-410-90-79-600-14
	202212031	12/03/2022	10-1125-410-90-79-600-14	Supplies Parent-Tot	135.97	20231431	10-1125-410-90-79-600-14
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	11.29	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-2210-410-95-79-600-14	ECE PD Supplies	56.56	20231431	10-2210-410-95-79-600-14
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	14.99	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-1125-490-00-79-600-14	Supplies Preschool	13.55	20231431	10-1125-490-00-79-600-14
	202212031	12/03/2022	10-1125-490-00-79-600-14	Supplies Preschool	37.90	20231431	10-1125-490-00-79-600-14
	202212031	12/03/2022	10-2300-410-97-79-600-14	All Children Gen Admin Sup	11.52	20231431	10-2300-410-97-79-600-14
	202212031	12/03/2022	10-1125-490-00-79-600-14	Supplies Preschool	22.13	20231431	10-1125-490-00-79-600-14
	202212031	12/03/2022	10-2300-410-97-79-600-14	All Children Gen Admin Sup	58.56	20231431	10-2300-410-97-79-600-14
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	44.37	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	10.43	20231431	10-1125-410-97-79-600-14
	202212031	12/03/2022	10-1225-410-95-79-600-14	ECE Instr Supplies	(29.75)	20231431	10-1225-410-95-79-600-14
	202212031	12/03/2022	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	164.72	20231432	10-2560-410-00-72-220-13
	202212031	12/03/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	76.66	20231432	10-2560-410-00-71-300-13
	202212031	12/03/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee	71.25	20231432	10-2560-410-00-71-100-13
	202212031	12/03/2022	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	71.25	20231432	10-2560-410-00-72-220-13
	202212031	12/03/2022	10-2560-410-00-72-120-13	Cafe Supplies Martin	71.25	20231432	10-2560-410-00-72-120-13
	202212031	12/03/2022	10-2560-410-00-72-110-13	Cafe Supplies Chesak	71.25	20231432	10-2560-410-00-72-110-13
	202212031	12/03/2022	10-2560-415-00-71-300-13	Cafe Food HS	127.80	20231432	10-2560-415-00-71-300-13
	202212031	12/03/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	191.80	20231432	10-2560-410-00-74-210-13
	202212031	12/03/2022	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	71.25	20231432	10-2560-410-00-74-140-13
	202212031	12/03/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	71.25	20231432	10-2560-410-00-74-210-13
	202212031	12/03/2022	10-2560-410-00-74-150-13	Cafe Supplies Conley	71.25	20231432	10-2560-410-00-74-150-13
	202212031	12/03/2022	10-2560-540-00-71-300-13	Cafe Equipment HS	9,050.00	20231432	10-2560-540-00-71-300-13
	202212031	12/03/2022	20-2542-410-00-79	Supplies B & G	123.66	20231433	20-2542-410-00-79
	202212031	12/03/2022	20-2540-640-00-79	Dues & Fees	250.00	20231433	20-2540-640-00-79
	202212031	12/03/2022	20-2542-410-00-79	Supplies B & G	16.49	20231433	20-2542-410-00-79
	202212031	12/03/2022	20-2540-410-00-79	Office Supplies B & G	334.49	20231433	20-2540-410-00-79
	202212031	12/03/2022	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	131.18	20231433	20-2545-323-00-79-600-14
	202212031	12/03/2022	20-2542-410-00-79	Supplies B & G	426.65	20231433	20-2542-410-00-79
	202212031	12/03/2022	20-2542-410-00-79	Supplies B & G	29.64	20231433	20-2542-410-00-79
	202212031	12/03/2022	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	29.69	20231433	20-2545-323-00-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	20-2542-410-00-79	Supplies B & G	53.05	20231433	20-2542-410-00-79
	202212031	12/03/2022	20-2540-410-00-79	Office Supplies B & G	222.67	20231433	20-2540-410-00-79
	202212031	12/03/2022	20-2542-410-00-79	Supplies B & G	42.70	20231433	20-2542-410-00-79
	202212031	12/03/2022	10-2321-410-00-74-500-14	Supplies Supt	47.34	20231434	10-2321-410-00-74-500-14
	202212031	12/03/2022	10-2321-410-00-74-500-14	Supplies Supt	14.55	20231434	10-2321-410-00-74-500-14
	202212031	12/03/2022	10-2321-332-00-74-500-14	Travel Supt	90.99	20231434	10-2321-332-00-74-500-14
	202212031	12/03/2022	10-2310-640-00-74-500-14	Dues & Fees Board	364.00	20231434	10-2310-640-00-74-500-14
	202212031	12/03/2022	10-158	Activity Funds	226.68	20231435	10-120
	202212031	12/03/2022	10-1500-332-00-71-300-13	Athletic Trips HS	129.75	20231435	10-1500-332-00-71-300-13
	202212031	12/03/2022	10-1500-332-00-71-300-13	Athletic Trips HS	129.75	20231435	10-1500-332-00-71-300-13
	202212031	12/03/2022	10-1500-332-00-71-300-13	Athletic Trips HS	129.75	20231435	10-1500-332-00-71-300-13
	202212031	12/03/2022	10-1500-332-00-71-300-13	Athletic Trips HS	129.75	20231435	10-1500-332-00-71-300-13
	202212031	12/03/2022	10-1500-332-00-71-300-13	Athletic Trips HS	129.75	20231435	10-1500-332-00-71-300-13
	202212031	12/03/2022	10-1500-332-00-71-300-13	Athletic Trips HS	129.75	20231435	10-1500-332-00-71-300-13
	202212031	12/03/2022	10-1500-332-00-71-300-13	Athletic Trips HS	129.75	20231435	10-1500-332-00-71-300-13
	202212031	12/03/2022	10-1500-412-00-71-300-13	Uniforms HS	640.00	20231435	10-1500-412-00-71-300-13
	202212031	12/03/2022	10-1500-332-00-71-300-13	Athletic Trips HS	181.60	20231435	10-1500-332-00-71-300-13
	202212031	12/03/2022	10-1500-332-00-71-300-13	Athletic Trips HS	261.24	20231435	10-1500-332-00-71-300-13
	202212031	12/03/2022	10-158	Activity Funds	100.00	20231435	10-120
	202212031	12/03/2022	10-158	Activity Funds	48.00	20231435	10-120
	202212031	12/03/2022	10-158	Activity Funds	1,295.05	20231435	10-120
	202212031	12/03/2022	10-158	Activity Funds	66.64	20231435	10-120
	202212031	12/03/2022	10-158	Activity Funds	861.99	20231435	10-120
	202212031	12/03/2022	10-158	Activity Funds	74.43	20231435	10-120
	202212031	12/03/2022	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	23.97	20231435	10-1500-410-00-71-300-13
	202212031	12/03/2022	10-158	Activity Funds	239.00	20231435	10-120
	202212031	12/03/2022	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	59.99	20231435	10-1500-410-00-71-300-13
	202212031	12/03/2022	10-158	Activity Funds	194.59	20231435	10-120
	202212031	12/03/2022	10-1500-332-00-71-300-13	Athletic Trips HS	129.75	20231435	10-1500-332-00-71-300-13
	202212031	12/03/2022	10-1950	Refunds	(30.68)	20231436	10-1950
	202212031	12/03/2022	10-1950	Refunds	(30.68)	20231436	10-1950
	202212031	12/03/2022	10-1950	Refunds	(30.79)	20231436	10-1950
	202212031	12/03/2022	10-1950	Refunds	(30.68)	20231436	10-1950
	202212031	12/03/2022	10-2642-411-00-74-500-14	HR Employee Recognition	97.95	20231437	10-2642-411-00-74-500-14
	202212031	12/03/2022	10-2213-415-00-74-500-25	Staff Dev Supplies PK-5	42.34	20231438	10-2213-415-00-74-500-25

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	42.34	20231438	10-2213-415-00-74-500-14
	202212031	12/03/2022	10-158	Activity Funds	42.19	20231513	10-120
	202212031	12/03/2022	10-158	Activity Funds	4.99	20231513	10-120
	202212031	12/03/2022	10-158	Activity Funds	36.93	20231513	10-120
	202212031	12/03/2022	10-158	Activity Funds	63.40	20231513	10-120
	202212031	12/03/2022	10-158	Activity Funds	147.20	20231513	10-120
	202212031	12/03/2022	10-158	Activity Funds	52.79	20231513	10-120
	202212031	12/03/2022	10-158	Activity Funds	203.94	20231513	10-120
	202212031	12/03/2022	10-158	Activity Funds	33.99	20231513	10-120
	202212031	12/03/2022	10-158	Activity Funds	11.38	20231513	10-120
	202212031	12/03/2022	10-158	Activity Funds	33.99	20231513	10-120
	202212031	12/03/2022	10-158	Activity Funds	23.98	20231513	10-120
	202212031	12/03/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	15.55	20231514	10-2210-490-00-74-500-14
	202212031	12/03/2022	10-1100-423-00-74-500-25	New Adoption PK-5	49.79	20231514	10-1100-423-00-74-500-25
	202212031	12/03/2022	10-1100-423-00-74-500-25	New Adoption PK-5	47.11	20231514	10-1100-423-00-74-500-25
	202212031	12/03/2022	10-1100-423-00-74-500-25	New Adoption PK-5	164.16	20231514	10-1100-423-00-74-500-25
	202212031	12/03/2022	10-1100-423-00-74-500-25	New Adoption PK-5	164.16	20231514	10-1100-423-00-74-500-25
	202212031	12/03/2022	10-1100-423-00-74-500-25	New Adoption PK-5	20.76	20231514	10-1100-423-00-74-500-25
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	16.99	20231514	10-1100-421-00-74-500-25
	202212031	12/03/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	7.98	20231514	10-2210-490-00-74-500-14
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	16.99	20231514	10-1100-421-00-74-500-25
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	79.70	20231514	10-1100-421-00-74-500-25
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	32.57	20231514	10-1100-421-00-74-500-25
	202212031	12/03/2022	10-1100-423-00-74-500-25	New Adoption PK-5	22.94	20231514	10-1100-423-00-74-500-25
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	16.99	20231514	10-1100-421-00-74-500-25
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	193.49	20231514	10-1100-421-00-74-500-25
	202212031	12/03/2022	10-1100-423-00-74-500-25	New Adoption PK-5	19.45	20231514	10-1100-423-00-74-500-25
	202212031	12/03/2022	10-2213-415-00-74-500-25	Staff Dev Supplies PK-5	256.52	20231514	10-2213-415-00-74-500-25
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	27.49	20231514	10-1100-421-00-74-500-25
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	154.59	20231514	10-1100-421-00-74-500-25
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	54.98	20231514	10-1100-421-00-74-500-25
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	17.98	20231514	10-1100-421-00-74-500-25
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	17.98	20231514	10-1100-421-00-74-500-25
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	45.77	20231514	10-2210-490-00-74-500-25
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	115.96	20231514	10-1100-421-00-74-500-25

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-1610-410-00-79-600-14	Supplies Summer School	313.04	20231514	10-1610-410-00-79-600-14	
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	7.97	20231514	10-2210-490-00-74-500-25	
	202212031	12/03/2022	10-1100-423-00-74-500-25	New Adoption PK-5	49.79	20231514	10-1100-423-00-74-500-25	
	202212031	12/03/2022	10-1100-423-00-74-500-25	New Adoption PK-5	81.99	20231514	10-1100-423-00-74-500-25	
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	114.46	20231514	10-1100-421-00-74-500-25	
	202212031	12/03/2022	10-1412-710-63-71-300-14	CTEI Non-Capitalized Eqpt	689.99	20231515	10-1412-710-63-71-300-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	26.97	20231515	10-1100-410-76-79-600-14	
	202212031	12/03/2022	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	584.65	20231515	10-2210-310-71-79-600-14	
	202212031	12/03/2022	10-2210-310-71-79-600-14	ARP CP Impr Instruc Pur Svc	584.65	20231515	10-2210-310-71-79-600-14	
	202212031	12/03/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	360.00	20231515	10-2213-332-00-79-600-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	425.88	20231515	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	109.51	20231515	10-2213-415-00-79-600-14	
	202212031	12/03/2022	10-1600-410-89-79-605-14	Title I Supplies	22.99	20231515	10-1600-410-89-79-605-14	
	202212031	12/03/2022	10-1100-410-76-79-600-14	CURES Instruc Supplies	98.07	20231515	10-1100-410-76-79-600-14	472
	202212031	12/03/2022	10-1600-410-89-79-605-14	Title I Supplies	6.71	20231515	10-1600-410-89-79-605-14	
	202212031	12/03/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	70.00	20231515	10-2213-410-00-79-600-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	33.50	20231515	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-2210-430-82-71-300-14	ESL Prof Library	599.25	20231515	10-2210-430-82-71-300-14	
	202212031	12/03/2022	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	37.99	20231515	10-2213-415-00-79-600-14	
	202212031	12/03/2022	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	35.00	20231515	10-2213-415-00-79-600-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	25.81	20231515	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-2310-332-00-74-500-14	Travel Board	112.35	20231516	10-2310-332-00-74-500-14	
	202212031	12/03/2022	10-2310-410-00-74-500-14	Supplies Board	40.28	20231516	10-2310-410-00-74-500-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	571.40	20231517	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	36.00	20231517	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	36.00	20231517	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	32.76	20231517	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	31.73	20231517	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	22.59	20231517	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	65.46	20231517	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	50.91	20231517	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	563.40	20231517	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	30.00	20231517	10-2210-314-92-79-605-14	
	202212031	12/03/2022	10-1200-410-66-71-300-13	STEP Supplies	122.39	20231517	10-1200-410-66-71-300-13	
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	41.88	20231517	10-2210-314-92-79-605-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	43.00	20231517	10-2150-410-92-79-605-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	88.99	20231517	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	327.30	20231517	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	30.00	20231517	10-2210-314-92-79-605-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	38.34	20231517	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	19.95	20231517	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	260.78	20231517	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	107.90	20231517	10-1200-410-92-79-600-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	13.66	20231517	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	95.97	20231517	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	30.00	20231517	10-2210-314-92-79-605-14
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	30.00	20231517	10-2210-314-92-79-605-14
	202212031	12/03/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	88.99	20231517	10-1100-410-72-79-600-14
	202212031	12/03/2022	10-2321-332-00-74-500-14	Travel Supt	7.67	20231518	10-2321-332-00-74-500-14
	202212031	12/03/2022	10-2321-332-00-74-500-14	Travel Supt	38.39	20231518	10-2321-332-00-74-500-14
	202212031	12/03/2022	10-2321-332-00-74-500-14	Travel Supt	40.69	20231518	10-2321-332-00-74-500-14
	202212031	12/03/2022	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	1,515.88	20231519	10-2213-415-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	193.30	20231519	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	289.00	20231519	10-2210-314-92-79-605-14
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	17.88	20231519	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	32.68	20231519	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	23.74	20231519	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	178.92	20231519	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	160.82	20231519	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	11.96	20231519	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	(79.76)	20231519	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	(39.88)	20231519	10-1110-410-00-72-120-13
	202212031	12/03/2022	10-2220-490-00-72-110-13	Media Center Tech Chesak	55.66	20231520	10-2220-490-00-72-110-13
	202212031	12/03/2022	10-2220-490-00-72-110-13	Media Center Tech Chesak	33.90	20231520	10-2220-490-00-72-110-13
	202212031	12/03/2022	10-2220-430-00-72-110-13	Media Center Chesak	80.18	20231520	10-2220-430-00-72-110-13
	202212031	12/03/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	78.50	20231520	10-1110-410-00-72-110-13
	202212031	12/03/2022	10-158	Activity Funds	139.12	20231520	10-120
	202212031	12/03/2022	10-1110-410-00-74-150-13	Inst Supplies Conley	66.98	20231521	10-1110-410-00-74-150-13
	202212031	12/03/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	47.92	20231521	10-2410-491-00-74-150-13
	202212031	12/03/2022	10-2410-410-00-74-150-13	Office Supplies Conley	31.76	20231521	10-2410-410-00-74-150-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	10-1110-410-00-74-150-13	Inst Supplies Conley	223.56	20231521	10-1110-410-00-74-150-13
	202212031	12/03/2022	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	59.97	20231522	10-1130-335-00-71-300-13
	202212031	12/03/2022	10-1400-410-09-71-300-13	Home Economics Supplies	480.00	20231522	10-1400-410-09-71-300-13
	202212031	12/03/2022	10-1400-410-09-71-300-13	Home Economics Supplies	32.55	20231522	10-1400-410-09-71-300-13
	202212031	12/03/2022	10-1130-410-11-71-300-13	Math Supplies HS	351.28	20231522	10-1130-410-11-71-300-13
	202212031	12/03/2022	10-1130-410-11-71-300-13	Math Supplies HS	(2.33)	20231522	10-1130-410-11-71-300-13
	202212031	12/03/2022	10-1130-410-11-71-300-13	Math Supplies HS	21.89	20231522	10-1130-410-11-71-300-13
	202212031	12/03/2022	10-1130-410-15-71-300-13	Social Studies Supplies HS	26.97	20231522	10-1130-410-15-71-300-13
	202212031	12/03/2022	10-1400-410-09-71-300-13	Home Economics Supplies	495.00	20231522	10-1400-410-09-71-300-13
	202212031	12/03/2022	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	60.96	20231522	10-1130-335-00-71-300-13
	202212031	12/03/2022	10-1130-332-00-71-300-13	Teacher Travel HS	763.53	20231522	10-1130-332-00-71-300-13
	202212031	12/03/2022	10-1130-332-00-71-300-13	Teacher Travel HS	763.53	20231522	10-1130-332-00-71-300-13
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	15.00	20231522	10-2213-415-00-71-300-13
	202212031	12/03/2022	10-1400-410-09-71-300-13	Home Economics Supplies	137.60	20231522	10-1400-410-09-71-300-13
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	31.99	20231522	10-2213-415-00-71-300-13
	202212031	12/03/2022	10-2223-490-00-79-600-14	PAC Invent Supplies	113.85	20231522	10-2223-490-00-79-600-14
	202212031	12/03/2022	10-2220-430-00-71-300-13	Media Center HS	74.50	20231522	10-2220-430-00-71-300-13
	202212031	12/03/2022	10-2220-430-00-71-300-13	Media Center HS	57.83	20231522	10-2220-430-00-71-300-13
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	29.59	20231522	10-2213-415-00-71-300-13
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	33.69	20231522	10-2213-415-00-71-300-13
	202212031	12/03/2022	10-1130-410-15-71-300-13	Social Studies Supplies HS	245.43	20231522	10-1130-410-15-71-300-13
	202212031	12/03/2022	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	42.97	20231522	10-1130-335-00-71-300-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	55.72	20231523	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-2213-415-00-71-100-13	Leggee Staff Devel Supplies	52.91	20231523	10-2213-415-00-71-100-13
	202212031	12/03/2022	10-2220-490-00-71-100-13	Media Center Tech Leggee	48.69	20231523	10-2220-490-00-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	19.07	20231523	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	38.04	20231523	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	31.96	20231523	10-1110-323-00-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	87.74	20231523	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	67.87	20231523	10-1110-410-00-71-100-13
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	27.98	20231524	10-1120-410-00-72-220-13
	202212031	12/03/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	77.66	20231524	10-1120-410-09-72-220-13
	202212031	12/03/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	1.74	20231524	10-1120-410-09-72-220-13
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	75.05	20231524	10-1120-410-00-72-220-13
	202212031	12/03/2022	10-2220-430-00-72-220-13	Media Center Marlowe	15.04	20231524	10-2220-430-00-72-220-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	7.99	20231524	10-1120-410-00-72-220-13
	202212031	12/03/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	77.88	20231524	10-1120-410-00-72-220-13
	202212031	12/03/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	12.54	20231524	10-1120-410-09-72-220-13
	202212031	12/03/2022	10-158	Activity Funds	763.53	20231525	10-120
	202212031	12/03/2022	10-158	Activity Funds	763.53	20231525	10-120
	202212031	12/03/2022	10-158	Activity Funds	247.71	20231525	10-120
	202212031	12/03/2022	10-158	Activity Funds	763.53	20231525	10-120
	202212031	12/03/2022	10-158	Activity Funds	51.68	20231525	10-120
	202212031	12/03/2022	10-158	Activity Funds	39.96	20231525	10-120
	202212031	12/03/2022	10-158	Activity Funds	66.80	20231525	10-120
	202212031	12/03/2022	10-158	Activity Funds	17.49	20231525	10-120
	202212031	12/03/2022	10-158	Activity Funds	133.08	20231525	10-120
	202212031	12/03/2022	10-158	Activity Funds	763.53	20231525	10-120
	202212031	12/03/2022	10-158	Activity Funds	769.06	20231525	10-120
	202212031	12/03/2022	10-158	Activity Funds	16.14	20231526	10-120
	202212031	12/03/2022	10-158	Activity Funds	223.65	20231526	10-120
	202212031	12/03/2022	10-158	Activity Funds	876.00	20231526	10-120
	202212031	12/03/2022	10-158	Activity Funds	5.00	20231526	10-120
	202212031	12/03/2022	10-158	Activity Funds	38.66	20231526	10-120
	202212031	12/03/2022	10-1200-410-66-71-300-13	STEP Supplies	84.00	20231527	10-1200-410-66-71-300-13
	202212031	12/03/2022	10-2130-410-00-79-600-14	Supplies Health	11.87	20231528	10-2130-410-00-79-600-14
	202212031	12/03/2022	10-2213-415-00-74-500-25	Staff Dev Supplies PK-5	38.27	20231529	10-2213-415-00-74-500-25
	202212031	12/03/2022	10-158	Activity Funds	34.60	20231530	10-120
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	12.49	20231531	10-1120-410-00-74-210-13
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	(27.80)	20231531	10-1120-410-00-74-210-13
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	5.00	20231531	10-1120-410-00-74-210-13
	202212031	12/03/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	73.44	20231531	10-2410-491-00-74-210-13
	202212031	12/03/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	7.00	20231531	10-2410-491-00-74-210-13
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	86.37	20231531	10-1120-410-00-74-210-13
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	79.97	20231531	10-1120-410-00-74-210-13
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	(86.37)	20231531	10-1120-410-00-74-210-13
	202212031	12/03/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	99.98	20231531	10-1120-410-12-74-210-13
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	36.93	20231531	10-2410-410-00-74-210-13
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	(2.74)	20231531	10-2410-410-00-74-210-13
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	44.39	20231531	10-1120-410-00-74-210-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	1.55	20231531	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	(1,961.99)	20231531	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-50-74-210-13	PE Supplies Heineman	46.40	20231531	10-1120-410-50-74-210-13	
	202212031	12/03/2022	10-1120-410-13-74-210-07	Heineman Science Supplies 7	19.14	20231531	10-1120-410-13-74-210-07	
	202212031	12/03/2022	10-1120-410-13-74-210-07	Heineman Science Supplies 7	278.82	20231531	10-1120-410-13-74-210-07	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	16.58	20231531	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	81.82	20231531	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	12.49	20231531	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	15.98	20231531	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	15.60	20231531	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	25.98	20231531	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	26.59	20231531	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-50-74-210-13	PE Supplies Heineman	44.48	20231531	10-1120-410-50-74-210-13	
	202212031	12/03/2022	10-1120-410-13-74-210-07	Heineman Science Supplies 7	7.48	20231531	10-1120-410-13-74-210-07	476
	202212031	12/03/2022	10-1225-410-95-79-600-14	ECE Instr Supplies	125.14	20231532	10-1225-410-95-79-600-14	
	202212031	12/03/2022	10-1225-410-95-79-600-14	ECE Instr Supplies	150.79	20231532	10-1225-410-95-79-600-14	
	202212031	12/03/2022	10-1225-410-95-79-600-14	ECE Instr Supplies	96.55	20231532	10-1225-410-95-79-600-14	
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	14.94	20231532	10-1125-410-97-79-600-14	
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	49.39	20231532	10-1125-410-97-79-600-14	
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	8.96	20231532	10-1125-410-97-79-600-14	
	202212031	12/03/2022	10-1225-410-95-79-600-14	ECE Instr Supplies	3.94	20231532	10-1225-410-95-79-600-14	
	202212031	12/03/2022	10-1225-410-95-79-600-14	ECE Instr Supplies	179.88	20231532	10-1225-410-95-79-600-14	
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	21.95	20231532	10-1125-410-97-79-600-14	
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	19.99	20231532	10-1125-410-97-79-600-14	
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	245.77	20231532	10-1125-410-97-79-600-14	
	202212031	12/03/2022	10-3100-410-97-79-605-24	All Children Parental Supplies	39.95	20231532	10-3100-410-97-79-605-24	
	202212031	12/03/2022	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	32.40	20231533	10-2560-410-00-72-220-13	
	202212031	12/03/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	54.38	20231533	10-2560-410-00-74-210-13	
	202212031	12/03/2022	20-2540-332-00-79	Travel	16.95	20231534	20-2540-332-00-79	
	202212031	12/03/2022	20-2540-332-00-79	Travel	3.00	20231534	20-2540-332-00-79	
	202212031	12/03/2022	20-2540-640-00-79	Dues & Fees	20.00	20231534	20-2540-640-00-79	
	202212031	12/03/2022	20-2540-640-00-79	Dues & Fees	40.59	20231534	20-2540-640-00-79	
	202212031	12/03/2022	20-2540-332-00-79	Travel	40.00	20231534	20-2540-332-00-79	
	202212031	12/03/2022	20-2540-640-00-79	Dues & Fees	205.00	20231534	20-2540-640-00-79	
	202212031	12/03/2022	20-2540-332-00-79	Travel	23.00	20231534	20-2540-332-00-79	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202212031	12/03/2022	20-2540-332-00-79	Travel	30.00	20231534	20-2540-332-00-79
	202212031	12/03/2022	20-2542-410-00-79	Supplies B & G	165.71	20231534	20-2542-410-00-79
	202212031	12/03/2022	20-2542-410-00-79	Supplies B & G	152.34	20231534	20-2542-410-00-79
	202212031	12/03/2022	20-2542-410-00-79	Supplies B & G	336.90	20231534	20-2542-410-00-79
	202212031	12/03/2022	20-2542-410-00-79	Supplies B & G	279.80	20231534	20-2542-410-00-79
	202212031	12/03/2022	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	271.92	20231534	20-2545-323-00-79-600-14
	202212031	12/03/2022	20-2542-410-00-79	Supplies B & G	442.33	20231534	20-2542-410-00-79
	202212031	12/03/2022	20-2540-640-00-79	Dues & Fees	24.53	20231534	20-2540-640-00-79
	202212031	12/03/2022	20-2540-332-00-79	Travel	30.00	20231534	20-2540-332-00-79
	202212031	12/03/2022	20-2540-332-00-79	Travel	60.00	20231534	20-2540-332-00-79
	202212031	12/03/2022	10-2321-332-00-74-500-14	Travel Supt	30.00	20231535	10-2321-332-00-74-500-14
	202212031	12/03/2022	10-2321-332-00-74-500-14	Travel Supt	927.24	20231535	10-2321-332-00-74-500-14
	202212031	12/03/2022	10-2321-332-00-74-500-14	Travel Supt	35.00	20231535	10-2321-332-00-74-500-14
	202212031	12/03/2022	10-158	Activity Funds	107.97	20231536	10-120
	202212031	12/03/2022	10-158	Activity Funds	441.24	20231536	10-120
	202212031	12/03/2022	10-158	Activity Funds	131.78	20231536	10-120
	202212031	12/03/2022	10-158	Activity Funds	69.98	20231536	10-120
	202212031	12/03/2022	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	19.35	20231536	10-1500-410-00-71-300-13
	202212031	12/03/2022	10-2642-350-00-74-500-14	Advertising Human Res	200.00	20231537	10-2642-350-00-74-500-14
	202212031	12/03/2022	10-2630-410-00-74-500-14	Communications Supplies	22.72	20231537	10-2630-410-00-74-500-14
	202212031	12/03/2022	10-2642-410-00-74-500-14	Supplies Human Res	117.57	20231537	10-2642-410-00-74-500-14
	202212031	12/03/2022	10-2642-410-00-74-500-14	Supplies Human Res	5.99	20231537	10-2642-410-00-74-500-14
	202212031	12/03/2022	10-2642-350-00-74-500-14	Advertising Human Res	755.00	20231537	10-2642-350-00-74-500-14
	202212031	12/03/2022	10-2642-410-00-74-500-14	Supplies Human Res	37.24	20231537	10-2642-410-00-74-500-14
	202212031	12/03/2022	10-2642-411-00-74-500-14	HR Employee Recognition	12.61	20231537	10-2642-411-00-74-500-14
	202212031	12/03/2022	10-2220-490-00-72-220-13	Media Center Tech Marlowe	75.35	20231557	10-2220-490-00-72-220-13
	202212031	12/03/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	5.00	20231557	10-1120-410-09-72-220-13
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	455.00	20231558	10-2210-490-00-74-500-25
	202212031	12/03/2022	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	4.99	20231558	10-2210-490-00-74-500-14
	202212031	12/03/2022	10-2212-332-00-74-500-25	Travel & Conf Curr PK-5	116.60	20231558	10-2212-332-00-74-500-25
	202212031	12/03/2022	10-2213-415-00-74-500-25	Staff Dev Supplies PK-5	(15.78)	20231558	10-2213-415-00-74-500-25
	202212031	12/03/2022	10-1100-421-00-74-500-25	Materials PK-5	17.98	20231558	10-1100-421-00-74-500-25
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	350.00	20231558	10-2210-490-00-74-500-25
	202212031	12/03/2022	10-2210-490-00-74-500-25	Curr Supplies PK-5	70.00	20231558	10-2210-490-00-74-500-25
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	61.09	20231559	10-1800-410-84-79-605-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	12.99	20231559	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	11.98	20231559	10-1800-410-82-79-605-14	
	202212031	12/03/2022	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	283.56	20231559	10-1800-410-84-79-605-14	
	202212031	12/03/2022	10-2210-430-82-71-300-14	ESL Prof Library	1,050.00	20231559	10-2210-430-82-71-300-14	
	202212031	12/03/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	325.00	20231559	10-2210-332-82-79-605-14	
	202212031	12/03/2022	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	19.28	20231559	10-2213-415-00-79-600-14	
	202212031	12/03/2022	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	230.93	20231559	10-2213-415-00-79-600-14	
	202212031	12/03/2022	10-2546-490-00-79-600-14	Security Officer Supplies	53.92	20231560	10-2546-490-00-79-600-14	
	202212031	12/03/2022	10-2546-490-00-79-600-14	Security Officer Supplies	77.00	20231560	10-2546-490-00-79-600-14	
	202212031	12/03/2022	10-2546-490-00-79-600-14	Security Officer Supplies	149.76	20231560	10-2546-490-00-79-600-14	
	202212031	12/03/2022	10-2546-490-00-79-600-14	Security Officer Supplies	45.98	20231560	10-2546-490-00-79-600-14	
	202212031	12/03/2022	10-2546-490-00-79-600-14	Security Officer Supplies	58.32	20231560	10-2546-490-00-79-600-14	
	202212031	12/03/2022	10-2546-490-00-79-600-14	Security Officer Supplies	71.92	20231560	10-2546-490-00-79-600-14	
	202212031	12/03/2022	10-2546-490-00-79-600-14	Security Officer Supplies	26.44	20231560	10-2546-490-00-79-600-14	478
	202212031	12/03/2022	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	119.43	20231561	10-2210-410-92-79-600-14	
	202212031	12/03/2022	10-1200-410-92-79-600-14	IDEA Instructional Supplies	49.30	20231561	10-1200-410-92-79-600-14	
	202212031	12/03/2022	10-2210-310-72-79-600-14	ARP IDEA Impr Instruc Pur Svc	3,899.00	20231561	10-2210-310-72-79-600-14	
	202212031	12/03/2022	10-1200-410-00-79-600-14	Supplies Sp Ed	163.54	20231561	10-1200-410-00-79-600-14	
	202212031	12/03/2022	10-2310-410-00-74-500-14	Supplies Board	(37.45)	20231562	10-2310-410-00-74-500-14	
	202212031	12/03/2022	10-2321-332-00-74-500-14	Travel Supt	(74.90)	20231562	10-2321-332-00-74-500-14	
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	20.99	20231563	10-1110-410-00-72-120-13	
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	117.88	20231563	10-1110-410-00-72-120-13	
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	68.05	20231563	10-1110-410-00-72-120-13	
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	12.98	20231563	10-1110-410-00-72-120-13	
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	74.10	20231563	10-1110-410-00-72-120-13	
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	31.02	20231563	10-1110-410-00-72-120-13	
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	38.97	20231563	10-1110-410-00-72-120-13	
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	5.59	20231563	10-1110-410-00-72-120-13	
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	49.60	20231563	10-1110-410-00-72-120-13	
	202212031	12/03/2022	10-1110-410-00-72-120-13	Inst Supplies Martin	39.90	20231563	10-1110-410-00-72-120-13	
	202212031	12/03/2022	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	21.64	20231564	10-2410-410-00-72-110-14	
	202212031	12/03/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	25.70	20231565	10-2410-491-00-74-150-13	
	202212031	12/03/2022	10-1110-410-02-74-150-13	Art Supplies Conley	79.32	20231565	10-1110-410-02-74-150-13	
	202212031	12/03/2022	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	32.89	20231565	10-2213-415-00-74-150-13	
	202212031	12/03/2022	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	80.76	20231565	10-2213-415-00-74-150-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	21.89	20231565	10-2213-415-00-74-150-13	
	202212031	12/03/2022	10-2410-491-00-74-150-13	Rebate Supplies Conley	27.52	20231565	10-2410-491-00-74-150-13	
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	59.16	20231566	10-1110-410-00-71-100-13	
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	87.74	20231566	10-1110-410-00-71-100-13	
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	175.00	20231566	10-1110-410-00-71-100-13	
	202212031	12/03/2022	10-1110-410-00-71-100-13	Inst Supplies Leggee	107.70	20231566	10-1110-410-00-71-100-13	
	202212031	12/03/2022	10-2220-430-00-71-300-13	Media Center HS	6.92	20231567	10-2220-430-00-71-300-13	
	202212031	12/03/2022	10-1130-410-13-71-300-13	Science Supplies HS	45.74	20231567	10-1130-410-13-71-300-13	
	202212031	12/03/2022	10-1400-323-00-71-300-13	Voc Ed Repairs HS	122.00	20231567	10-1400-323-00-71-300-13	
	202212031	12/03/2022	10-1130-410-13-71-300-13	Science Supplies HS	42.18	20231567	10-1130-410-13-71-300-13	
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	48.42	20231567	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-1400-410-09-71-300-13	Home Economics Supplies	38.91	20231567	10-1400-410-09-71-300-13	
	202212031	12/03/2022	10-1130-323-00-71-300-13	Repairs HS	34.59	20231567	10-1130-323-00-71-300-13	
	202212031	12/03/2022	10-1130-410-15-71-300-13	Social Studies Supplies HS	50.72	20231567	10-1130-410-15-71-300-13	479
	202212031	12/03/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	390.03	20231567	10-2213-415-00-71-300-13	
	202212031	12/03/2022	10-2220-430-00-71-300-13	Media Center HS	72.60	20231567	10-2220-430-00-71-300-13	
	202212031	12/03/2022	10-2220-430-00-71-300-13	Media Center HS	35.31	20231567	10-2220-430-00-71-300-13	
	202212031	12/03/2022	10-1400-410-10-71-300-13	Ind Arts Supplies	87.23	20231567	10-1400-410-10-71-300-13	
	202212031	12/03/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	273.30	20231568	10-1120-410-02-72-220-13	
	202212031	12/03/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	50.03	20231568	10-1120-410-09-72-220-13	
	202212031	12/03/2022	10-2220-430-00-72-220-13	Media Center Marlowe	78.03	20231568	10-2220-430-00-72-220-13	
	202212031	12/03/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	65.04	20231568	10-1120-410-09-72-220-13	
	202212031	12/03/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	92.71	20231568	10-1120-490-02-72-220-13	
	202212031	12/03/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	9.88	20231568	10-1120-490-02-72-220-13	
	202212031	12/03/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	381.18	20231568	10-1120-490-02-72-220-13	
	202212031	12/03/2022	10-2220-430-00-72-220-13	Media Center Marlowe	68.34	20231568	10-2220-430-00-72-220-13	
	202212031	12/03/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	326.98	20231568	10-1120-410-02-72-220-13	
	202212031	12/03/2022	10-158	Activity Funds	32.36	20231569	10-120	
	202212031	12/03/2022	10-158	Activity Funds	(14.56)	20231569	10-120	
	202212031	12/03/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	114.00	20231570	10-1120-410-02-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	122.00	20231570	10-2410-410-00-74-210-14	
	202212031	12/03/2022	10-158	Activity Funds	17.98	20231570	10-120	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	26.88	20231570	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	21.59	20231570	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	201.18	20231570	10-1120-410-00-74-210-13	

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202212031	12/03/2022	10-2410-410-00-74-210-13	Office Supplies Heineman	9.99	20231570	10-2410-410-00-74-210-13	
	202212031	12/03/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	19.45	20231570	10-1120-410-00-74-210-13	
	202212031	12/03/2022	10-2321-332-00-74-500-14	Travel Supt	62.90	20231571	10-2321-332-00-74-500-14	
	202212031	12/03/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	1,167.00	20231572	10-1110-410-00-74-140-13	
	202212031	12/03/2022	10-1110-410-00-74-140-13	Inst Supplies Mackeben	90.00	20231572	10-1110-410-00-74-140-13	
	202212031	12/03/2022	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	21.64	20231572	10-2410-410-00-74-140-14	
	202212031	12/03/2022	10-2560-415-97-79-600-14	All Children Snacks	33.82	20231573	10-2560-415-97-79-600-14	
	202212031	12/03/2022	10-1125-415-97-79-600-14	All Children Snacks	79.00	20231573	10-1125-415-97-79-600-14	
	202212031	12/03/2022	10-2560-415-97-79-600-14	All Children Snacks	30.50	20231573	10-2560-415-97-79-600-14	
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	135.98	20231573	10-1125-410-97-79-600-14	
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	14.98	20231573	10-1125-410-97-79-600-14	
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	22.97	20231573	10-1125-410-97-79-600-14	
	202212031	12/03/2022	10-1125-410-97-79-600-14	All Children Supplies	74.78	20231573	10-1125-410-97-79-600-14	
	202212031	12/03/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	32.74	20231574	10-2560-410-00-74-210-13	480
	202212031	12/03/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	420.00	20231574	10-2560-410-00-71-300-13	
	202212031	12/03/2022	20-2542-410-00-79	Supplies B & G	30.00	20231575	20-2542-410-00-79	
	202212031	12/03/2022	10-2321-640-00-74-500-14	Dues & Fees Supt	27.04	20231576	10-2321-640-00-74-500-14	
	202212031	12/03/2022	10-2321-332-00-74-500-14	Travel Supt	40.65	20231576	10-2321-332-00-74-500-14	
	202212031	12/03/2022	10-2321-332-00-74-500-14	Travel Supt	65.99	20231576	10-2321-332-00-74-500-14	
	202212031	12/03/2022	10-158	Activity Funds	7.99	20231577	10-120	
	202212031	12/03/2022	10-158	Activity Funds	86.47	20231577	10-120	
	202212031	12/03/2022	10-158	Activity Funds	54.32	20231577	10-120	
	202212031	12/03/2022	10-158	Activity Funds	928.73	20231577	10-120	
	202212031	12/03/2022	10-158	Activity Funds	1,430.00	20231577	10-120	
	202212031	12/03/2022	10-158	Activity Funds	106.49	20231577	10-120	
	202212031	12/03/2022	10-158	Activity Funds	429.00	20231577	10-120	
	202212031	12/03/2022	10-158	Activity Funds	39.84	20231577	10-120	
	202212031	12/03/2022	10-158	Activity Funds	18.06	20231577	10-120	
	202212031	12/03/2022	10-158	Activity Funds	115.81	20231577	10-120	
	202212031	12/03/2022	10-158	Activity Funds	287.92	20231577	10-120	
					$146,667.99	**Payee Vendor Total**		
Boom Learning								
	64792	12/09/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	320.00	20230911	10-1200-310-92-79-600-14	
					$320.00	**Payee Vendor Total**		
Brahmbhatt, Gretta								

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	64758	12/09/2022	10-1811	Textbook Fees	155.00	0	10-1811
					$155.00	**Payee Vendor Total**	
Branching Minds							
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	(2,781.00)	20231473	10-1100-310-75-79-600-14
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	2,700.00	20231473	10-1100-310-75-79-600-14
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	69,536.00	20231473	10-1100-310-75-79-600-14
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	2,700.00	20231473	10-1100-310-75-79-600-14
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	69,536.00	20231473	10-1100-310-75-79-600-14
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	(7,650.00)	20231661	10-1100-310-75-79-600-14
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	2,800.00	20231661	10-1100-310-75-79-600-14
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	2,800.00	20231661	10-1100-310-75-79-600-14
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	1,400.00	20231661	10-1100-310-75-79-600-14
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	6,800.00	20231661	10-1100-310-75-79-600-14
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	2,900.00	20231661	10-1100-310-75-79-600-14
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	7,200.00	20231661	10-1100-310-75-79-600-14
	64965	12/16/2022	10-1100-310-75-79-600-14	ESSER III Instruc Pur Svcs	7,650.00	20231661	10-1100-310-75-79-600-14
					$165,591.00	**Payee Vendor Total**	
Breeden, John (Trey)							
	64759	12/09/2022	10-1500-319-00-71-300-13	Sports Officials HS	212.00	0	10-1500-319-00-71-300-13
	64759	12/16/2022	10-1500-319-00-71-300-13	Sports Officials HS	(212.00)	0	10-1500-319-00-71-300-13
	64937	12/16/2022	10-1500-319-00-71-300-13	Sports Officials HS	212.00	0	10-1500-319-00-71-300-13
					$212.00	**Payee Vendor Total**	
Breese, Kari							
	64876	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	130.25	0	10-1200-310-92-79-600-14
					$130.25	**Payee Vendor Total**	
Brown, Dennis							
	64832	12/16/2022	10-1130-332-00-71-300-13	Teacher Travel HS	109.13	0	10-1130-332-00-71-300-13
					$109.13	**Payee Vendor Total**	
Brown, Steve							
	64760	12/09/2022	10-1811	Textbook Fees	95.00	0	10-1811
					$95.00	**Payee Vendor Total**	
Brucker Company							
	992300132	01/06/2023	20-2542-323-00-79	Repairs & Maint Buildings	600.00	23100297	20-2542-323-00-79

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$600.00	Payee Vendor Total	
BryMax Enterprises Inc							
	65093	12/22/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	352.80	23111927	10-2560-415-00-74-210-13
	65093	12/22/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	604.80	23111927	10-2560-415-00-74-210-13
	65093	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	655.20	23111917	10-2560-415-00-72-220-13
	65093	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	806.40	23111907	10-2560-415-00-71-300-13
	65163	01/06/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	604.80	23121917	10-2560-415-00-72-220-13
	65163	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	302.40	23121927	10-2560-415-00-74-210-13
					$3,326.40	Payee Vendor Total	
Buchweitz, Bruce R							
	64877	12/16/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
	64877	12/16/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$780.00	Payee Vendor Total	
Budzynski, Christopher							
	64833	12/16/2022	10-2660-332-00-79-600-14	Travel Technology	110.06	0	10-2660-332-00-79-600-14
					$110.06	Payee Vendor Total	
Bureau of Ed & Research							
	65136	12/29/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	1,876.00	20231544	10-2210-314-92-79-605-14
					$1,876.00	Payee Vendor Total	
Camelot Therapeutic Schoo							
	65094	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,981.20	23100517	10-4220-670-00-79-600-14
	65094	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,981.20	23100517	10-4220-670-00-79-600-14
	65094	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,981.20	23110517	10-4220-670-00-79-600-14
	65094	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,981.20	23110517	10-4220-670-00-79-600-14
	65094	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,380.18	23100517	10-4220-670-00-79-600-14
	65094	12/22/2022	10-1100-211-00-79-600-14	TRS	920.12	23100517	10-1100-211-00-79-600-14
					$34,225.10	Payee Vendor Total	
Caniglia, Torrence							
	64761	12/09/2022	10-1100-211-00-79-600-14	TRS	212.00	0	10-1100-211-00-79-600-14
					$212.00	Payee Vendor Total	
Canteen Refreshments							
	64966	12/16/2022	10-2560-415-00-71-300-13	Cafe Food HS	172.35	20231449	10-2560-415-00-71-300-13
	64966	12/16/2022	10-2560-415-00-71-300-13	Cafe Food HS	(80.64)	20231585	10-2560-415-00-71-300-13

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	64966	12/16/2022	10-2560-415-00-71-300-13	Cafe Food HS	80.64	20231585	10-2560-415-00-71-300-13
	64966	12/16/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.17	20231585	10-2560-415-00-71-300-13
					$642.52	**Payee Vendor Total**	
Carlson, Dean							
	64878	12/16/2022	20-2540-332-00-79	Travel	65.62	0	20-2540-332-00-79
					$65.62	**Payee Vendor Total**	
Castle PrinTech							
	64967	12/16/2022	10-1520-410-30-71-305-13	HS Newspaper Supplies	2,027.50	20231458	10-1520-410-30-71-305-13
	64967	12/16/2022	10-1520-410-30-71-305-13	HS Newspaper Supplies	1,567.77	20231623	10-1520-410-30-71-305-13
					$3,595.27	**Payee Vendor Total**	
CDW Government Inc							
	64727	12/01/2022	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	12.99	20231366	10-2660-490-00-79-600-14
	64727	12/01/2022	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	2,160.00	20231366	10-2660-490-00-79-600-14
	64793	12/09/2022	10-1400-710-64-71-305-13	Perkins Grant Non-Cap Eqpt	1,329.00	20230495	10-1400-710-64-71-305-13
	64793	12/09/2022	10-1400-710-64-71-305-13	Perkins Grant Non-Cap Eqpt	(1,329.00)	20230495	10-1400-710-64-71-305-13
	64793	12/09/2022	10-2220-490-00-74-140-13	Media Center Tech Mackeben	119.85	20231455	10-2220-490-00-74-140-13
	65164	01/06/2023	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	2,880.00	20231766	10-2660-490-00-79-600-14
					$5,172.84	**Payee Vendor Total**	
Ceisel, Donna							
	64968	12/16/2022	10-2130-310-92-79-600-14	IDEA Health Services	191.25	20231586	10-2130-310-92-79-600-14
	64968	12/16/2022	10-2130-310-92-79-600-14	IDEA Health Services	233.75	20231624	10-2130-310-92-79-600-14
					$425.00	**Payee Vendor Total**	
Center for Education & Em							
	64969	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	179.00	20231587	10-2546-390-00-79-600-14
					$179.00	**Payee Vendor Total**	
Center for Psychological							
	64970	12/16/2022	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	1,200.00	20231658	10-2150-310-92-79-600-14
					$1,200.00	**Payee Vendor Total**	
Center for the Collaborat							
	64971	12/16/2022	10-1100-410-56-79-605-25	RtI Materials PK-5	30.80	20230620	10-1100-410-56-79-605-25
	64971	12/16/2022	10-1100-410-56-79-605-25	RtI Materials PK-5	220.00	20230620	10-1100-410-56-79-605-25
	64971	12/16/2022	10-1100-410-56-79-605-25	RtI Materials PK-5	55.00	20230620	10-1100-410-56-79-605-25
	64971	12/16/2022	10-1100-410-56-79-605-25	RtI Materials PK-5	55.00	20230620	10-1100-410-56-79-605-25

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	64971	12/16/2022	10-1100-410-56-79-605-25	Rtl Materials PK-5	55.00	20230620	10-1100-410-56-79-605-25
					$415.80	**Payee Vendor Total**	
Central States Bus Sales							
	65095	12/22/2022	40-2554-410-00-79	Fleet Supplies	660.56	23070727	40-2554-410-00-79
	65095	12/22/2022	40-2554-410-00-79	Fleet Supplies	839.11	23080727	40-2554-410-00-79
	65095	12/22/2022	40-2554-410-00-79	Fleet Supplies	1,193.80	23090727	40-2554-410-00-79
	65095	12/22/2022	40-2554-410-00-79	Fleet Supplies	2,716.18	23100727	40-2554-410-00-79
	65095	12/22/2022	40-2554-410-00-79	Fleet Supplies	2,928.85	23110727	40-2554-410-00-79
	65095	12/22/2022	40-2554-410-00-79	Fleet Supplies	8.94	23120727	40-2554-410-00-79
					$8,347.44	**Payee Vendor Total**	
Century Springs							
	64972	12/16/2022	10-2410-490-00-71-300-13	HS Staff Recognition	27.00	20231321	10-2410-490-00-71-300-13
	64972	12/16/2022	10-2410-490-00-71-300-13	HS Staff Recognition	27.00	20231321	10-2410-490-00-71-300-13
	64972	12/16/2022	10-2410-490-00-71-300-13	HS Staff Recognition	27.00	20231321	10-2410-490-00-71-300-13
	64972	12/16/2022	10-2410-490-00-71-300-13	HS Staff Recognition	8.19	20231321	10-2410-490-00-71-300-13
	64972	12/16/2022	10-2410-490-00-71-300-13	HS Staff Recognition	33.75	20231321	10-2410-490-00-71-300-13
	64972	12/16/2022	10-2410-490-00-71-300-13	HS Staff Recognition	33.75	20231321	10-2410-490-00-71-300-13
					$156.69	**Payee Vendor Total**	
Champion Paving							
	65096	12/22/2022	20-2543-530-00-79	Improvements not Buildings	97,379.33	20223121	20-2543-530-00-79
					$97,379.33	**Payee Vendor Total**	
Cintas Corporation No 2							
	64973	12/16/2022	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	48.37	20231399	10-2560-410-00-74-140-13
	64973	12/16/2022	10-2560-410-00-74-150-13	Cafe Supplies Conley	49.88	20231399	10-2560-410-00-74-150-13
	64973	12/16/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	3,869.00	20231399	10-2560-410-00-74-210-13
	64973	12/16/2022	10-2561-410-00-79-605-14	Dir Food Service Supplies	40.35	20231399	10-2561-410-00-79-605-14
	64973	12/16/2022	10-2560-410-00-72-120-13	Cafe Supplies Martin	60.06	20231399	10-2560-410-00-72-120-13
	64973	12/16/2022	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	62.39	20231399	10-2560-410-00-72-220-13
	64973	12/16/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee	62.77	20231399	10-2560-410-00-71-100-13
	64973	12/16/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	64.96	20231399	10-2560-410-00-71-300-13
					$4,257.78	**Payee Vendor Total**	
CINTAS							
	992300112	12/02/2022	40-2550-325-00-79	Rental Trans	193.31	23110757	40-2550-325-00-79
	992300112	12/02/2022	40-2550-325-00-79	Rental Trans	193.31	23110757	40-2550-325-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	992300116	12/16/2022	40-2550-325-00-79	Rental Trans	193.31	23110757	40-2550-325-00-79
	992300116	12/16/2022	40-2550-325-00-79	Rental Trans	174.39	23070757	40-2550-325-00-79
	992300116	12/16/2022	40-2550-325-00-79	Rental Trans	174.39	23070757	40-2550-325-00-79
	992300116	12/16/2022	40-2550-325-00-79	Rental Trans	111.22	23110757	40-2550-325-00-79
	992300116	12/16/2022	40-2550-325-00-79	Rental Trans	82.09	23120757	40-2550-325-00-79
	992300127	12/22/2022	40-2550-325-00-79	Rental Trans	193.31	23120757	40-2550-325-00-79
	992300127	12/22/2022	40-2550-325-00-79	Rental Trans	193.31	23120757	40-2550-325-00-79
					$1,508.64	**Payee Vendor Total**	
Clare Woods Academy							
	64794	12/09/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,136.00	23100607	10-4220-670-00-79-600-14
					$4,136.00	**Payee Vendor Total**	
Clarity Assessments LLC							
	64795	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,800.00	23110497	10-1101-310-00-79-605-14
					$1,800.00	**Payee Vendor Total**	
Cleverbridge							
	65165	01/06/2023	10-2660-319-61-79-600-14	Software Maintenance	3,200.00	20231680	10-2660-319-61-79-600-14
					$3,200.00	**Payee Vendor Total**	
College Board, The							
	64974	12/16/2022	10-2230-312-00-79-600-14	Testing/Assessment 6-12	11,046.00	20230188	10-2230-312-00-79-600-14
					$11,046.00	**Payee Vendor Total**	
Colley Elevator Co							
	64796	12/09/2022	20-2542-323-00-79	Repairs & Maint Buildings	1,236.00	20231454	20-2542-323-00-79
	64975	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	768.00	20231459	20-2542-323-00-79
	64975	12/16/2022	20-2542-390-00-79	Other Purchased Service	768.00	20231654	20-2542-390-00-79
	64975	12/16/2022	20-2542-390-00-79	Other Purchased Service	768.00	20231654	20-2542-390-00-79
	64975	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	768.00	20231459	20-2542-323-00-79
					$4,308.00	**Payee Vendor Total**	
Comcast Business							
	64976	12/16/2022	20-2540-340-00-79	Telephone - Districtwide	995.50	23120367	20-2540-340-00-79
					$995.50	**Payee Vendor Total**	
Comcast							
	65097	12/22/2022	20-2540-340-00-79	Telephone - Districtwide	7,249.96	23121627	20-2540-340-00-79
					$7,249.96	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
ComEd							
	65198	01/12/2023	40-2552-590-00-79	EV Bus Power Station	7,845.64	20231914	40-2552-590-00-79
					$7,845.64	**Payee Vendor Total**	
ComEd							
	65152	01/06/2023	20-2540-466-00-79	Electric	12,527.89	0	20-2540-466-00-79
	65152	01/06/2023	20-2540-466-00-79	Electric	6,950.37	0	20-2540-466-00-79
	65152	01/06/2023	20-2540-466-00-79	Electric	10,543.93	0	20-2540-466-00-79
	65152	01/06/2023	20-2540-466-00-79	Electric	10,278.73	0	20-2540-466-00-79
	65152	01/06/2023	20-2540-466-00-79	Electric	13,382.10	0	20-2540-466-00-79
					$53,683.02	**Payee Vendor Total**	
ComEd							
	64946	12/16/2022	20-2540-466-00-79	Electric	23.31	0	20-2540-466-00-79
	64946	12/16/2022	20-2540-466-00-79	Electric	207.12	0	20-2540-466-00-79
	65153	01/06/2023	20-2540-466-00-79	Electric	133.38	0	20-2540-466-00-79
	65153	01/06/2023	20-2540-466-00-79	Electric	7,024.56	0	20-2540-466-00-79
					$7,388.37	**Payee Vendor Total**	
Complete Northern Illinoi							
	64728	12/01/2022	20-2543-323-00-79	Repairs-Grounds	4,215.00	20230282	20-2543-323-00-79
					$4,215.00	**Payee Vendor Total**	
Copenhaver Construction I							
	65098	12/22/2022	10-1110	General Levy	109.10	0	10-1110
	65098	12/29/2022	10-1110	General Levy	(109.10)	0	10-1110
	65151	01/03/2023	40-2552-590-00-79	EV Bus Power Station	42,371.00	20231236	40-2552-590-00-79
	64977	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	5,700.00	20231305	20-2542-323-00-79
					$48,071.00	**Payee Vendor Total**	
Cornett, Brenda							
	64879	12/16/2022	10-1200-310-66-71-300-13	STEP Purchased Services	96.56	0	10-1200-310-66-71-300-13
					$96.56	**Payee Vendor Total**	
Corpolongo, Mary Beth							
	64834	12/16/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	16.19	0	10-2560-410-00-74-210-13
					$16.19	**Payee Vendor Total**	
Cove School							
	64797	12/09/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,064.99	23101959	10-4220-670-00-79-600-14

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					$6,064.99	**Payee Vendor Total**	
Crescent Electric Supply							
	992300113	12/02/2022	20-2542-410-00-79	Supplies B & G	625.50	23080047	20-2542-410-00-79
					$625.50	**Payee Vendor Total**	
Crown Trophy							
	65166	01/06/2023	10-2212-410-00-74-500-14	Associate Supt Supplies	653.00	20230421	10-2212-410-00-74-500-14
					$653.00	**Payee Vendor Total**	
Crystal Lake School Distr							
	64978	12/16/2022	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	525.00	20231646	10-4120-310-92-79-600-14
					$525.00	**Payee Vendor Total**	
CT Veach Inc							
	64798	12/09/2022	20-2543-320-00-79-600-14	Grounds Contract	19,361.11	23110157	20-2543-320-00-79-600-14
	64798	12/16/2022	20-2543-320-00-79-600-14	Grounds Contract	(19,361.11)	23110157	20-2543-320-00-79-600-14
	64929	12/16/2022	20-2543-320-00-79-600-14	Grounds Contract	19,361.11	23110157	20-2543-320-00-79-600-14
					$19,361.11	**Payee Vendor Total**	
D158 Activity							
	202211221	11/30/2022	10-158	Activity Funds	68.71		10-120
	202211301	11/30/2022	10-158	Activity Funds	65.00		10-120
	202212201	12/31/2022	10-158	Activity Funds	68.71		10-120
	202212211	12/31/2022	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	100.00		10-1500-640-00-74-210-13
	202212311	12/31/2022	10-158	Activity Funds	2,831.45		10-120
	202212612	12/31/2022	10-158	Activity Funds	124.99		10-120
					$3,258.86	**Payee Vendor Total**	
D158 Food Service							
	202211301	11/30/2022	10-121	Food Service Receivable	566.95		10-163
	202211301	11/30/2022	10-1690-305	Other Food Serv Rev HS	(566.95)		10-1690-305
	202211301	11/30/2022	10-1100-410-67-74-500-25	PLTW Supplies PK-5	41.88		10-1100-410-67-74-500-25
	202211301	11/30/2022	10-1690-125	Other Food Serv Rev Martin	(41.88)		10-1690-125
	202211301	11/30/2022	10-121	Food Service Receivable	56.58		10-163
	202211301	11/30/2022	10-1690-305	Other Food Serv Rev HS	(56.58)		10-1690-305
	202211301	11/30/2022	10-121	Food Service Receivable	50.00		10-163
	202211301	11/30/2022	10-1690-305	Other Food Serv Rev HS	(50.00)		10-1690-305
	202211301	11/30/2022	10-2213-415-00-72-220-13	Marlowe Staff Devel Supplies	1,057.90		10-2213-415-00-72-220-13
	202211301	11/30/2022	10-1690-225	Other Food Serv Rev Marlowe	(1,057.90)		10-1690-225

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202211301	11/30/2022	40-2554-410-00-79	Fleet Supplies	68.17		40-2554-410-00-79
	202211301	11/30/2022	10-1690-215	Other Food Serv Rev Heineman	(68.17)		10-1690-215
	202211301	11/30/2022	10-3100-410-97-79-605-24	All Children Parental Supplies	185.47		10-3100-410-97-79-605-24
	202211301	11/30/2022	10-1690-115	Other Food Serv Rev Chesak	(185.47)		10-1690-115
					$0.00	**Payee Vendor Total**	
Daffron, Jerry							
	64835	12/16/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee	100.00	0	10-2560-410-00-71-100-13
					$100.00	**Payee Vendor Total**	
Dalessandro, Lynn							
	64836	12/16/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	36.94	0	10-2560-410-00-71-300-13
					$36.94	**Payee Vendor Total**	
Datamation Imaging Servic							
	64799	12/09/2022	10-2660-390-00-79-600-14	Purchased Service Technology	125.00	23120397	10-2660-390-00-79-600-14
					$125.00	**Payee Vendor Total**	
DeKalb High School							
	64947	12/16/2022	10-1543-640-00-71-305-13	Activities Fees	100.00	0	10-1543-640-00-71-305-13
					$100.00	**Payee Vendor Total**	
Dekalb Huntley Middle Sch							
	64979	12/16/2022	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	300.00	20231453	10-1500-640-00-74-210-13
					$300.00	**Payee Vendor Total**	
del Castillo, Rocio							
	64880	12/16/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	306.89	0	10-2213-332-00-79-600-14
	64880	12/16/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	40.00	0	10-2213-332-00-79-600-14
	64880	12/16/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	40.00	0	10-2213-332-00-79-600-14
	64880	12/16/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	10.06	0	10-2213-332-00-79-600-14
	64880	12/16/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	26.47	0	10-2213-332-00-79-600-14
	64880	12/16/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	40.44	0	10-2213-332-00-79-600-14
	64880	12/16/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	98.04	0	10-2213-332-00-79-600-14
	64880	12/16/2022	10-2213-410-00-79-600-14	Special Svcs Supplies	46.23	0	10-2213-410-00-79-600-14
	64880	12/16/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	5.99	0	10-2213-332-00-79-600-14
					$614.12	**Payee Vendor Total**	
Delahanty, Eileen							
	64881	12/16/2022	10-2630-332-00-74-500-14	Communications Travel	33.75	0	10-2630-332-00-74-500-14

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	64837	12/16/2022	10-2630-332-00-74-500-14	Communications Travel	36.25	0	10-2630-332-00-74-500-14
					$70.00	**Payee Vendor Total**	
Delphi Glass							
	64729	12/01/2022	10-1130-410-02-71-300-13	Art Supplies HS	15.18	20231127	10-1130-410-02-71-300-13
	64729	12/01/2022	10-1130-410-02-71-300-13	Art Supplies HS	15.18	20231127	10-1130-410-02-71-300-13
	64729	12/01/2022	10-1130-410-02-71-300-13	Art Supplies HS	16.59	20231127	10-1130-410-02-71-300-13
					$46.95	**Payee Vendor Total**	
Direct Fitness Solutions							
	64980	12/16/2022	10-1130-323-00-71-300-13	Repairs HS	1,350.00	20231677	10-1130-323-00-71-300-13
					$1,350.00	**Payee Vendor Total**	
Discount School Supply							
	64730	12/01/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	53.28	20231367	10-1110-410-00-72-110-13
	64730	12/01/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	123.66	20231367	10-1110-410-00-72-110-13
	64730	12/01/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	141.29	20231367	10-1110-410-00-72-110-13
	64730	12/01/2022	10-1110-410-00-72-110-13	Inst Supplies Chesak	174.64	20231367	10-1110-410-00-72-110-13
					$492.87	**Payee Vendor Total**	
District Management Group							
	64981	12/16/2022	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	2,700.00	20231547	10-2212-310-00-79-505-25
					$2,700.00	**Payee Vendor Total**	
Doubek, Robin							
	64882	12/16/2022	10-1110-332-00-71-100-13	Teacher Travel Leggee	17.50	0	10-1110-332-00-71-100-13
	64882	12/16/2022	10-1110-332-00-71-100-13	Teacher Travel Leggee	17.50	0	10-1110-332-00-71-100-13
					$35.00	**Payee Vendor Total**	
Dramatists Play Service I							
	64982	12/16/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	300.00	20230284	10-1130-490-02-71-300-13
	64982	12/16/2022	10-1531-319-00-71-300-13	Theater Royalties	540.00	20230284	10-1531-319-00-71-300-13
					$840.00	**Payee Vendor Total**	
Dreisilker Electric Motor							
	992300117	12/16/2022	20-2542-410-00-79	Supplies B & G	44.46	20231540	20-2542-410-00-79
					$44.46	**Payee Vendor Total**	
EAB Global Inc							
	64983	12/16/2022	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	14,752.00	20231676	10-2212-310-00-79-505-14
	64983	12/16/2022	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	11,381.00	20231676	10-2212-310-00-79-505-25

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
					$26,133.00	**Payee Vendor Total**		
Easterseals								
	64753	12/05/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	1,200.00	20231309	10-2210-314-92-79-605-14	
	64753	12/05/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	4,800.00	20231309	10-2210-314-92-79-605-14	
	64753	12/05/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	4,800.00	20231309	10-2210-314-92-79-605-14	
	64753	12/05/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	4,800.00	20231309	10-2210-314-92-79-605-14	
	64753	12/05/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	4,800.00	20231309	10-2210-314-92-79-605-14	
	64753	12/05/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	2,400.00	20231309	10-2210-314-92-79-605-14	
	64753	12/05/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	2,451.59	20231309	10-2210-314-92-79-605-14	
	64753	12/05/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	6,000.00	20231309	10-2210-314-92-79-605-14	
	64753	12/05/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	6,962.74	20231309	10-2210-314-92-79-605-14	
	64753	12/05/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	1,400.00	20231309	10-2210-314-92-79-605-14	
	64753	12/05/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	5,600.00	20231309	10-2210-314-92-79-605-14	
	64754	12/05/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	14,675.76	23071557	10-4220-670-00-79-600-14	490
	64984	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	5,600.00	20231625	10-2210-314-92-79-605-14	
	65167	01/06/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	31,336.20	23111557	10-4220-670-00-79-600-14	
	65167	01/06/2023	10-4220-670-00-79-600-14	Sp Ed Private Tuition	25,068.96	23111557	10-4220-670-00-79-600-14	
					$121,895.25	**Payee Vendor Total**		
Edge Sports Apparel LLC								
	64985	12/16/2022	10-1500-490-00-71-300-13	Team Sports HHS	2,880.00	20231377	10-1500-490-00-71-300-13	
	64985	12/16/2022	10-1500-412-00-71-300-13	Uniforms HS	950.00	20231389	10-1500-412-00-71-300-13	
					$3,830.00	**Payee Vendor Total**		
Eds Automotive								
	65099	12/22/2022	40-2550-310-00-79	Prof & Tech Service Trans	475.00	23100707	40-2550-310-00-79	
					$475.00	**Payee Vendor Total**		
EMS LINQ Inc								
	64800	12/09/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	2,920.00	20231262	10-2520-310-00-74-500-14	
	64800	12/09/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	540.00	20231262	10-2520-310-00-74-500-14	
					$3,460.00	**Payee Vendor Total**		
Engler Callaway Baasten &								
	64986	12/16/2022	10-2310-318-00-74-500-14	Legal Board	4,700.00	20231655	10-2310-318-00-74-500-14	
					$4,700.00	**Payee Vendor Total**		
Enome Inc (Goalbook)								
	65168	01/06/2023	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	66,420.00	20230450	10-2210-314-92-79-605-14	

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	65168	01/06/2023	10-2210-310-72-79-600-14	ARP IDEA Impr Instruc Pur Svc	5,535.00	20230621	10-2210-310-72-79-600-14
					$71,955.00	**Payee Vendor Total**	
Environmental Group Srvs							
	64987	12/16/2022	20-2549-323-00-74-600	Insurance Claim Repair	3,135.00	20231447	20-2549-323-00-74-600
					$3,135.00	**Payee Vendor Total**	
Environmental Solutions							
	64731	12/01/2022	20-2542-410-00-79	Supplies B & G	2,592.00	20231370	20-2542-410-00-79
					$2,592.00	**Payee Vendor Total**	
Escatel, Eduardo							
	64838	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	42.50	0	10-2520-332-00-74-500-14
					$42.50	**Payee Vendor Total**	
Everdriven Technologies L							
	64732	12/01/2022	40-2552-331-00-79	Contracted Transportation	3,297.50	23110697	40-2552-331-00-79
	64732	12/01/2022	40-2552-331-00-79	Contracted Transportation	3,760.00	20231406	40-2552-331-00-79
	64801	12/09/2022	40-2552-331-00-79	Contracted Transportation	6,890.00	23120697	40-2552-331-00-79
	64988	12/16/2022	40-2552-331-00-79	Contracted Transportation	6,270.00	20231548	40-2552-331-00-79
	64988	12/16/2022	40-2552-331-00-79	Contracted Transportation	6,670.00	20231552	40-2552-331-00-79
	64988	12/16/2022	40-2552-331-00-79	Contracted Transportation	6,940.00	23120697	40-2552-331-00-79
	65169	01/06/2023	40-2552-331-00-79	Contracted Transportation	7,405.00	23120697	40-2552-331-00-79
					$41,232.50	**Payee Vendor Total**	
Fastsigns Carpentersville							
	65100	12/22/2022	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	250.80	20231027	20-2545-323-00-79-600-14
					$250.80	**Payee Vendor Total**	
Fastsigns Crystal Lake							
	64989	12/16/2022	10-1558-410-00-71-300-13	VEI Supplies HS	132.00	20231460	10-1558-410-00-71-300-13
					$132.00	**Payee Vendor Total**	
FFP Fund IV Lessee2 LLC							
	64762	12/09/2022	20-2540-466-00-79	Electric	3,533.77	0	20-2540-466-00-79
	64762	12/09/2022	20-2540-466-00-79	Electric	3,086.63	0	20-2540-466-00-79
	64762	12/09/2022	20-2540-466-00-79	Electric	4,203.19	0	20-2540-466-00-79
					$10,823.59	**Payee Vendor Total**	
Finstein, Mark							
	64763	12/09/2022	10-1500-319-00-71-300-13	Sports Officials HS	61.00	0	10-1500-319-00-71-300-13

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	64763	12/16/2022	10-1500-319-00-71-300-13	Sports Officials HS	(61.00)	0	10-1500-319-00-71-300-13
	64938	12/16/2022	10-1500-319-00-71-300-13	Sports Officials HS	61.00	0	10-1500-319-00-71-300-13
					$61.00	**Payee Vendor Total**	
Fitzgerald, Cynthia							
	64883	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	48.75	0	10-1200-310-92-79-600-14
	64883	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	82.50	0	10-1200-310-92-79-600-14
	64883	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	73.75	0	10-1200-310-92-79-600-14
					$205.00	**Payee Vendor Total**	
Flight, Amanda							
	64884	12/16/2022	10-2210-640-92-79-605-14	IDEA Other Objects	75.00	0	10-2210-640-92-79-605-14
	64884	12/16/2022	10-2210-640-92-79-605-14	IDEA Other Objects	350.00	0	10-2210-640-92-79-605-14
	64884	12/16/2022	10-2210-640-92-79-605-14	IDEA Other Objects	42.96	0	10-2210-640-92-79-605-14
					$467.96	**Payee Vendor Total**	
Flight, Sharon							
	64885	12/16/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Follett Content Solutions							
	64990	12/16/2022	10-2220-430-00-74-150-13	Media Center Conley	545.45	20231408	10-2220-430-00-74-150-13
	65137	12/29/2022	10-2220-430-00-74-150-13	Media Center Conley	1,098.04	20231408	10-2220-430-00-74-150-13
					$1,643.49	**Payee Vendor Total**	
Fox Valley Fire Safety							
	992300118	12/16/2022	20-2542-390-00-79	Other Purchased Service	801.00	23120817	20-2542-390-00-79
					$801.00	**Payee Vendor Total**	
G & J Services Inc							
	65170	01/06/2023	20-2542-323-00-79	Repairs & Maint Buildings	2,000.00	20231214	20-2542-323-00-79
	65170	01/06/2023	20-2542-323-00-79	Repairs & Maint Buildings	2,800.00	20231214	20-2542-323-00-79
					$4,800.00	**Payee Vendor Total**	
Gallagher, Dean							
	64948	12/16/2022	10-1543-310-00-71-305-13	Activities Judges/Officials	75.00	0	10-1543-310-00-71-305-13
	64839	12/16/2022	10-1543-310-00-71-305-13	Activities Judges/Officials	75.00	0	10-1543-310-00-71-305-13
					$150.00	**Payee Vendor Total**	
General Parts LLC							
	992300119	12/16/2022	20-2542-310-00-79	Custodial Contract Service	223.40	20231354	20-2542-310-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	992300128	12/22/2022	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	272.90	23111707	10-2560-323-00-74-140-13
	992300128	12/22/2022	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	1,289.93	23111707	10-2560-323-00-74-140-13
	992300128	12/22/2022	10-2560-323-00-74-150-13	Cafe Repairs Conley	272.90	23111717	10-2560-323-00-74-150-13
	992300128	12/22/2022	10-2560-323-00-74-150-13	Cafe Repairs Conley	853.14	23111717	10-2560-323-00-74-150-13
	992300128	12/22/2022	10-2560-323-00-74-210-13	Cafe Repairs Heineman	297.65	23111727	10-2560-323-00-74-210-13
	992300128	12/22/2022	10-2560-323-00-74-210-13	Cafe Repairs Heineman	322.40	23111727	10-2560-323-00-74-210-13
	992300128	12/22/2022	10-2560-323-00-72-110-13	Cafe Repairs Chesak	1,200.12	23111677	10-2560-323-00-72-110-13
	992300128	12/22/2022	10-2560-323-00-72-110-13	Cafe Repairs Chesak	499.02	23111677	10-2560-323-00-72-110-13
	992300128	12/22/2022	10-2560-323-00-72-120-13	Cafe Repairs Martin	322.40	23111687	10-2560-323-00-72-120-13
	992300128	12/22/2022	10-2560-323-00-72-120-13	Cafe Repairs Martin	706.19	23111687	10-2560-323-00-72-120-13
	992300128	12/22/2022	10-2560-323-00-71-100-13	Cafe Repairs Leggee	500.49	23111657	10-2560-323-00-71-100-13
	992300128	12/22/2022	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	866.43	23111697	10-2560-323-00-72-220-13
	992300128	12/22/2022	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	468.71	23111697	10-2560-323-00-72-220-13
	992300128	12/22/2022	10-2560-323-00-74-210-13	Cafe Repairs Heineman	928.50	23101727	10-2560-323-00-74-210-13
	992300128	12/22/2022	10-2560-323-00-71-100-13	Cafe Repairs Leggee	1,001.68	23111657	10-2560-323-00-71-100-13
	992300133	01/06/2023	10-2560-323-00-72-120-13	Cafe Repairs Martin	1,104.42	23121687	10-2560-323-00-72-120-13
	992300133	01/06/2023	10-2560-323-00-72-120-13	Cafe Repairs Martin	272.90	23121687	10-2560-323-00-72-120-13
	992300133	01/06/2023	10-2560-323-00-71-300-13	Cafe Repairs HS	297.65	23121667	10-2560-323-00-71-300-13
	992300128	12/22/2022	10-1100-211-00-79-600-14	TRS	1,200.12	2311168	10-1100-211-00-79-600-14
					$12,900.95	**Payee Vendor Total**	
GFC Leasing WI							
	992300120	12/16/2022	10-2900-325-00-79-600-14	Copier Leases	6,421.44	23120617	10-2900-325-00-79-600-14
					$6,421.44	**Payee Vendor Total**	
Gimkit							
	65171	01/06/2023	10-1120-410-00-72-220-13	Inst Supplies Marlowe	1,000.00	20230743	10-1120-410-00-72-220-13
					$1,000.00	**Payee Vendor Total**	
Gordon Flesch Co Inc							
	992300121	12/16/2022	10-2660-390-00-79-600-14	Purchased Service Technology	34,373.00	20231355	10-2660-390-00-79-600-14
	992300121	12/16/2022	10-2900-390-00-79-600-14	Copier Maintenance	4,904.86	20231472	10-2900-390-00-79-600-14
	992300121	12/16/2022	10-2900-390-00-79-600-14	Copier Maintenance	1,073.93	20231472	10-2900-390-00-79-600-14
	992300121	12/16/2022	10-2900-390-00-79-600-14	Copier Maintenance	763.33	20231472	10-2900-390-00-79-600-14
	992300121	12/16/2022	10-2900-390-00-79-600-14	Copier Maintenance	2,035.67	20231472	10-2900-390-00-79-600-14
	992300121	12/16/2022	10-2900-390-00-79-600-14	Copier Maintenance	976.15	20231472	10-2900-390-00-79-600-14
	992300121	12/16/2022	10-1200-410-66-71-300-13	STEP Supplies	1,217.50	20231185	10-1200-410-66-71-300-13
	992300121	12/16/2022	10-2660-319-61-79-600-14	Software Maintenance	1,700.00	20231306	10-2660-319-61-79-600-14

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	992300121	12/16/2022	10-2660-319-61-79-600-14	Software Maintenance	5,700.00	20231306	10-2660-319-61-79-600-14	
	992300121	12/16/2022	10-2660-319-61-79-600-14	Software Maintenance	4,150.00	20231306	10-2660-319-61-79-600-14	
					$56,894.44	**Payee Vendor Total**		
Gordon Food Service								
	64991	12/16/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	47.72	20231474	10-1120-410-09-72-220-13	
	64991	12/16/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	72.13	20231474	10-1120-410-09-72-220-13	
	64991	12/16/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	23.07	20231474	10-1120-410-09-72-220-13	
	64991	12/16/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	33.19	20231474	10-1120-410-09-72-220-13	
	64991	12/16/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	7.40	20231474	10-1120-410-09-72-220-13	
	64991	12/16/2022	10-1400-410-09-71-300-13	Home Economics Supplies	224.80	20230157	10-1400-410-09-71-300-13	
	65101	12/22/2022	10-1400-410-09-71-300-13	Home Economics Supplies	39.14	20230157	10-1400-410-09-71-300-13	
	65101	12/22/2022	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	105.38	23111207	10-2560-410-00-74-140-13	
	65101	12/22/2022	10-2560-410-00-74-150-13	Cafe Supplies Conley	136.12	23111217	10-2560-410-00-74-150-13	
	65101	12/22/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	938.89	23111227	10-2560-410-00-74-210-13	494
	65101	12/22/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	135.69	23111227	10-2560-410-00-74-210-13	
	65101	12/22/2022	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	564.47	23111197	10-2560-410-00-72-220-13	
	65101	12/22/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee	262.69	23111157	10-2560-410-00-71-100-13	
	65101	12/22/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee	105.36	23111157	10-2560-410-00-71-100-13	
	65101	12/22/2022	10-2560-410-00-71-100-13	Cafe Supplies Leggee	79.96	23111157	10-2560-410-00-71-100-13	
	65101	12/22/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	353.31	23111167	10-2560-410-00-71-300-13	
	65101	12/22/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,602.45	23111287	10-2560-415-00-74-140-13	
	65101	12/22/2022	10-2560-415-00-74-150-13	Cafe Food Conley	1,416.19	23111297	10-2560-415-00-74-150-13	
	65101	12/22/2022	10-2560-415-00-74-150-13	Cafe Food Conley	256.20	23111297	10-2560-415-00-74-150-13	
	65101	12/22/2022	10-2560-415-00-74-150-13	Cafe Food Conley	173.64	23111297	10-2560-415-00-74-150-13	
	65101	12/22/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	2,068.89	23111307	10-2560-415-00-74-210-13	
	65101	12/22/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	645.47	23111307	10-2560-415-00-74-210-13	
	65101	12/22/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	1,142.95	23111257	10-2560-415-00-72-110-13	
	65101	12/22/2022	10-2560-415-00-72-120-13	Cafe Food Martin	1,093.22	23111267	10-2560-415-00-72-120-13	
	65101	12/22/2022	10-2560-415-00-72-120-13	Cafe Food Martin	68.52	23111267	10-2560-415-00-72-120-13	
	65101	12/22/2022	10-2560-415-00-72-120-13	Cafe Food Martin	366.24	23111267	10-2560-415-00-72-120-13	
	65101	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	121.06	23111277	10-2560-415-00-72-220-13	
	65101	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	56.10	23111277	10-2560-415-00-72-220-13	
	65101	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	99.40	23111277	10-2560-415-00-72-220-13	
	65101	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	3,130.25	23111277	10-2560-415-00-72-220-13	
	65101	12/22/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	1,300.11	23111237	10-2560-415-00-71-100-13	

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	65101	12/22/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	146.60	23111237	10-2560-415-00-71-100-13
	65101	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	2,420.02	23111247	10-2560-415-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	187.92	23121167	10-2560-410-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	325.37	23121167	10-2560-410-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	97.21	23121167	10-2560-410-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	710.88	23121167	10-2560-410-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	48.54	23121167	10-2560-410-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	330.89	23121167	10-2560-410-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	444.49	23121167	10-2560-410-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	23.60	23121167	10-2560-410-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	57.80	23121167	10-2560-410-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	100.86	23121167	10-2560-410-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	60.93	23121167	10-2560-410-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-300-13	Cafe Supplies HS	60.15	23121167	10-2560-410-00-71-300-13
	65172	01/06/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	216.99	23121157	10-2560-410-00-71-100-13
	65172	01/06/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	46.63	23121157	10-2560-410-00-71-100-13
	65172	01/06/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	130.81	23121157	10-2560-410-00-71-100-13
	65172	01/06/2023	10-2560-410-00-71-100-13	Cafe Supplies Leggee	269.89	23121157	10-2560-410-00-71-100-13
	65172	01/06/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	186.75	23121197	10-2560-410-00-72-220-13
	65172	01/06/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	368.08	23121197	10-2560-410-00-72-220-13
	65172	01/06/2023	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	600.09	23121197	10-2560-410-00-72-220-13
	65172	01/06/2023	10-2560-410-00-72-120-13	Cafe Supplies Martin	236.22	23121187	10-2560-410-00-72-120-13
	65172	01/06/2023	10-2560-410-00-72-120-13	Cafe Supplies Martin	154.42	23121187	10-2560-410-00-72-120-13
	65172	01/06/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	172.16	23121177	10-2560-410-00-72-110-13
	65172	01/06/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	42.59	23121177	10-2560-410-00-72-110-13
	65172	01/06/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	82.57	23121177	10-2560-410-00-72-110-13
	65172	01/06/2023	10-2560-410-00-72-110-13	Cafe Supplies Chesak	146.00	23121177	10-2560-410-00-72-110-13
	65172	01/06/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	193.97	23121227	10-2560-410-00-74-210-13
	65172	01/06/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	310.26	23121227	10-2560-410-00-74-210-13
	65172	01/06/2023	10-2560-410-00-74-210-13	Cafe Supplies Heineman	150.52	23121227	10-2560-410-00-74-210-13
	65172	01/06/2023	10-2560-410-00-74-150-13	Cafe Supplies Conley	151.14	23121217	10-2560-410-00-74-150-13
	65172	01/06/2023	10-2560-410-00-74-150-13	Cafe Supplies Conley	172.04	23121217	10-2560-410-00-74-150-13
	65172	01/06/2023	10-2560-410-00-74-150-13	Cafe Supplies Conley	209.33	23121217	10-2560-410-00-74-150-13
	65172	01/06/2023	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	27.37	23121207	10-2560-410-00-74-140-13
	65172	01/06/2023	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	111.08	23121207	10-2560-410-00-74-140-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	65172	01/06/2023	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	56.24	23121207	10-2560-410-00-74-140-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	68.85	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	449.27	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	5,287.56	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	5,088.76	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	965.48	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	7,475.62	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	512.64	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	34.96	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	3,978.67	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	3,279.43	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	273.43	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	1,303.08	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	690.81	23121247	10-2560-415-00-71-300-13	496
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	82.14	23121247	10-2560-415-00-71-300-13	
	65172	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	1,007.97	23121237	10-2560-415-00-71-100-13	
	65172	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	1,307.46	23121237	10-2560-415-00-71-100-13	
	65172	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	1,757.30	23121237	10-2560-415-00-71-100-13	
	65172	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	167.50	23121237	10-2560-415-00-71-100-13	
	65172	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	167.50	23121237	10-2560-415-00-71-100-13	
	65172	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	76.38	23121237	10-2560-415-00-71-100-13	
	65172	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	270.04	23121237	10-2560-415-00-71-100-13	
	65172	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	203.37	23121237	10-2560-415-00-71-100-13	
	65172	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	840.12	23121237	10-2560-415-00-71-100-13	
	65172	01/06/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,458.11	23121277	10-2560-415-00-72-220-13	
	65172	01/06/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	2,440.84	23121277	10-2560-415-00-72-220-13	
	65172	01/06/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	3,107.46	23121277	10-2560-415-00-72-220-13	
	65172	01/06/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	452.39	23121277	10-2560-415-00-72-220-13	
	65172	01/06/2023	10-2560-415-00-72-120-13	Cafe Food Martin	167.50	23121267	10-2560-415-00-72-120-13	
	65172	01/06/2023	10-2560-415-00-72-120-13	Cafe Food Martin	1,048.44	23121267	10-2560-415-00-72-120-13	
	65172	01/06/2023	10-2560-415-00-72-120-13	Cafe Food Martin	1,560.52	23121267	10-2560-415-00-72-120-13	
	65172	01/06/2023	10-2560-415-00-72-120-13	Cafe Food Martin	1,966.57	23121267	10-2560-415-00-72-120-13	
	65172	01/06/2023	10-2560-415-00-72-120-13	Cafe Food Martin	214.33	23121267	10-2560-415-00-72-120-13	
	65172	01/06/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	1,384.58	23121257	10-2560-415-00-72-110-13	
	65172	01/06/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	961.31	23121257	10-2560-415-00-72-110-13	

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	65172	01/06/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	134.00	23121257	10-2560-415-00-72-110-13
	65172	01/06/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	1,915.09	23121257	10-2560-415-00-72-110-13
	65172	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	267.24	23121307	10-2560-415-00-74-210-13
	65172	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	371.36	23121307	10-2560-415-00-74-210-13
	65172	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	428.83	23121307	10-2560-415-00-74-210-13
	65172	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	2,923.72	23121307	10-2560-415-00-74-210-13
	65172	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	61.80	23121307	10-2560-415-00-74-210-13
	65172	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	111.40	23121307	10-2560-415-00-74-210-13
	65172	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	1,834.97	23121307	10-2560-415-00-74-210-13
	65172	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	223.16	23121307	10-2560-415-00-74-210-13
	65172	01/06/2023	10-2560-415-00-74-150-13	Cafe Food Conley	317.56	23121297	10-2560-415-00-74-150-13
	65172	01/06/2023	10-2560-415-00-74-150-13	Cafe Food Conley	134.00	23121297	10-2560-415-00-74-150-13
	65172	01/06/2023	10-2560-415-00-74-150-13	Cafe Food Conley	1,213.53	23121297	10-2560-415-00-74-150-13
	65172	01/06/2023	10-2560-415-00-74-150-13	Cafe Food Conley	72.18	23121297	10-2560-415-00-74-150-13
	65172	01/06/2023	10-2560-415-00-74-150-13	Cafe Food Conley	1,158.70	23121297	10-2560-415-00-74-150-13
	65172	01/06/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,391.32	23121287	10-2560-415-00-74-140-13
	65172	01/06/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,597.72	23121287	10-2560-415-00-74-140-13
	65172	01/06/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	886.11	23121287	10-2560-415-00-74-140-13
	65172	01/06/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	100.50	23121287	10-2560-415-00-74-140-13
	64733	12/01/2022	10-1400-410-09-71-300-13	Home Economics Supplies	47.86	20230157	10-1400-410-09-71-300-13
	65101	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	506.42	23101247	10-2560-415-00-71-300-13
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	(7.69)	23121247	10-2560-415-00-71-300-13
	65172	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	11.19	23121247	10-2560-415-00-71-300-13
	65172	01/06/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	(40.28)	23121277	10-2560-415-00-72-220-13
	65172	01/06/2023	10-2560-415-00-72-120-13	Cafe Food Martin	(46.46)	23121267	10-2560-415-00-72-120-13
	65172	01/06/2023	10-2560-415-00-74-150-13	Cafe Food Conley	1,424.86	23121297	10-2560-415-00-74-150-13
	65172	01/06/2023	10-1100-211-00-79-600-14	TRS	250.99	23121297	10-1100-211-00-79-600-14
					$93,060.89	**Payee Vendor Total**	
Gosser, Jeralynn							
	64886	12/16/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Gotsch, Courtney							
	64887	12/16/2022	10-1100-423-00-74-500-25	New Adoption PK-5	45.99	0	10-1100-423-00-74-500-25
	64887	12/16/2022	10-1100-423-00-74-500-25	New Adoption PK-5	19.99	0	10-1100-423-00-74-500-25
					$65.98	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Grace Educational Resourc							
	64756	11/30/2022	10-1800-410-87-79-600-14	Bilingual Ed Award Supplies	499.67	20230053	10-1800-410-87-79-600-14
	64756	11/30/2022	10-1800-410-87-79-600-14	Bilingual Ed Award Supplies	699.53	20230053	10-1800-410-87-79-600-14
	64756	11/30/2022	10-1800-410-87-79-600-14	Bilingual Ed Award Supplies	699.53	20230053	10-1800-410-87-79-600-14
	64756	11/30/2022	10-1800-410-87-79-600-14	Bilingual Ed Award Supplies	699.53	20230053	10-1800-410-87-79-600-14
	64756	11/30/2022	10-1800-410-87-79-600-14	Bilingual Ed Award Supplies	699.53	20230053	10-1800-410-87-79-600-14
	64756	11/30/2022	10-1800-410-87-79-600-14	Bilingual Ed Award Supplies	1,109.26	20230053	10-1800-410-87-79-600-14
	64756	11/30/2022	10-1800-410-87-79-600-14	Bilingual Ed Award Supplies	499.67	20230053	10-1800-410-87-79-600-14
	64756	11/30/2022	10-1800-410-87-79-600-14	Bilingual Ed Award Supplies	499.67	20230053	10-1800-410-87-79-600-14
	64756	11/30/2022	10-1800-410-87-79-600-14	Bilingual Ed Award Supplies	1,249.17	20230053	10-1800-410-87-79-600-14
	64756	11/30/2022	10-1800-410-87-79-600-14	Bilingual Ed Award Supplies	2,323.45	20230053	10-1800-410-87-79-600-14
	64756	11/30/2022	10-1800-410-87-79-600-14	Bilingual Ed Award Supplies	5,995.99	20230053	10-1800-410-87-79-600-14
					$14,975.00	**Payee Vendor Total**	
Great States Volleyball							
	64992	12/16/2022	10-1500-319-00-74-210-13	Sports Officials Heineman	237.60	20231390	10-1500-319-00-74-210-13
					$237.60	**Payee Vendor Total**	
Guiwargis, Robert							
	65127	12/22/2022	10-1811	Textbook Fees	190.00	0	10-1811
					$190.00	**Payee Vendor Total**	
Gullifor, Kateri							
	64888	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	117.06	0	10-1200-310-92-79-600-14
	64888	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	213.94	0	10-1200-310-92-79-600-14
					$331.00	**Payee Vendor Total**	
Gusciara, Marie							
	64889	12/16/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
H2I Group Inc							
	64734	12/01/2022	20-2542-323-00-79	Repairs & Maint Buildings	880.00	20230190	20-2542-323-00-79
					$880.00	**Payee Vendor Total**	
Hal Leonard							
	64802	12/09/2022	10-1110-410-12-72-100-13	Music Supplies Leggee	585.00	20230438	10-1110-410-12-72-100-13
					$585.00	**Payee Vendor Total**	
Halloran & Yauch Inc							

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	64993	12/16/2022	20-2543-323-00-79	Repairs-Grounds	485.00	20231464	20-2543-323-00-79
	64993	12/16/2022	20-2543-323-00-79	Repairs-Grounds	485.00	20231464	20-2543-323-00-79
	64993	12/16/2022	20-2543-323-00-79	Repairs-Grounds	1,475.00	20231464	20-2543-323-00-79
					$2,445.00	**Payee Vendor Total**	
Harris Bank N.A.							
	202211220	11/30/2022	10-2523-319-00-79-600-14	Banking Fees	304.04		10-2523-319-00-79-600-14
	202211907	11/30/2022	10-1999	Other Revenue	77.50		10-1999
	202212220	12/31/2022	10-2523-319-00-79-600-14	Banking Fees	106.84		10-2523-319-00-79-600-14
					$488.38	**Payee Vendor Total**	
Hedrick, Emily							
	64840	12/16/2022	10-1100-423-00-74-500-25	New Adoption PK-5	79.98	0	10-1100-423-00-74-500-25
					$79.98	**Payee Vendor Total**	
Heide, Caitlin							
	64890	12/16/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	38.04	0	10-2560-410-00-74-210-13
	64841	12/16/2022	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	155.00	0	10-2560-410-00-74-140-13
					$193.04	**Payee Vendor Total**	
Hershey Creamery Company							
	65102	12/22/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	278.66	23111817	10-2560-415-00-74-210-13
	65102	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	979.80	23111807	10-2560-415-00-72-220-13
	65175	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	327.11	23121817	10-2560-415-00-74-210-13
					$1,585.57	**Payee Vendor Total**	
HESPA							
	202211291	11/30/2022	10462	HESPA Dues	4,170.76		10-462
	202211291	11/30/2022	10462	HESPA Dues	4,337.06		10-462
	202212201	12/31/2022	10462	HESPA Dues	4,186.62		10-462
	202212221	12/31/2022	10462	HESPA Dues	4,205.75		10-462
					$16,900.19	**Payee Vendor Total**	
Heward, Chris							
	64891	12/16/2022	10-1100-211-00-79-600-14	TRS	390.00	0	10-1100-211-00-79-600-14
					$390.00	**Payee Vendor Total**	
Hoffman Estates High Scho							
	64842	12/16/2022	10-1543-640-00-71-305-13	Activities Fees	150.00	0	10-1543-640-00-71-305-13
					$150.00	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
Hoffmann, Darleen								
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	19.95	0	10-2520-332-00-74-500-14	
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	11.95	0	10-2520-332-00-74-500-14	
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	120.46	0	10-2520-332-00-74-500-14	
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	449.20	0	10-2520-332-00-74-500-14	
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	25.93	0	10-2520-332-00-74-500-14	
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	7.43	0	10-2520-332-00-74-500-14	
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	33.59	0	10-2520-332-00-74-500-14	
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	24.09	0	10-2520-332-00-74-500-14	
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	16.18	0	10-2520-332-00-74-500-14	
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	32.90	0	10-2520-332-00-74-500-14	
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	701.49	0	10-2520-332-00-74-500-14	
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	7.15	0	10-2520-332-00-74-500-14	
	64892	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	120.46	0	10-2520-332-00-74-500-14	500
	64843	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	48.00	0	10-2520-332-00-74-500-14	
					$1,618.78	**Payee Vendor Total**		
Home Depot Credit Service								
	64803	12/09/2022	20-2542-410-00-79	Supplies B & G	128.03	23090067	20-2542-410-00-79	
	64803	12/09/2022	20-2542-410-00-79	Supplies B & G	968.34	23090067	20-2542-410-00-79	
	64803	12/09/2022	20-2542-410-00-79	Supplies B & G	1,030.90	23100067	20-2542-410-00-79	
	64803	12/09/2022	40-2554-410-00-79	Fleet Supplies	529.00	20231400	40-2554-410-00-79	
	64803	12/09/2022	40-2554-410-00-79	Fleet Supplies	99.98	20231400	40-2554-410-00-79	
	64803	12/09/2022	20-2542-410-00-79	Supplies B & G	63.68	23100067	20-2542-410-00-79	
	64803	12/09/2022	20-2542-410-00-79	Supplies B & G	121.56	23100067	20-2542-410-00-79	
	64994	12/16/2022	20-2542-410-00-79	Supplies B & G	1,820.75	20231627	20-2542-410-00-79	
					$4,762.24	**Payee Vendor Total**		
Honeywell International I								
	64995	12/16/2022	10-2546-323-00-79-600-14	Security Officer Repairs	2,636.98	20231451	10-2546-323-00-79-600-14	
					$2,636.98	**Payee Vendor Total**		
HR Green								
	64735	12/01/2022	40-2552-590-00-79	EV Bus Power Station	4,328.96	20222503	40-2552-590-00-79	
					$4,328.96	**Payee Vendor Total**		
Huntley Fire Protection D								
	64996	12/16/2022	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	275.00	20231510	10-1500-410-00-71-300-13	

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Disbursements

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	64996	12/16/2022	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	203.83	20231510	10-1500-410-00-71-300-13
					$478.83	**Payee Vendor Total**	
IASA Kishwaukee Division							
	64997	12/16/2022	10-2633-360-00-74-500-14	Communications Purch Services	60.00	20231659	10-2633-360-00-74-500-14
					$60.00	**Payee Vendor Total**	
IASB							
	64998	12/16/2022	10-2310-410-00-74-500-14	Supplies Board	150.00	20231378	10-2310-410-00-74-500-14
	64998	12/16/2022	10-2310-410-00-74-500-14	Supplies Board	150.00	20231378	10-2310-410-00-74-500-14
					$300.00	**Payee Vendor Total**	
IASBO							
	64999	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	50.00	20231656	10-2520-332-00-74-500-14
					$50.00	**Payee Vendor Total**	
ID Wholesaler							
	65138	12/29/2022	10-2410-410-00-71-300-14	Copier Paper & Toner HS	406.76	20231259	10-2410-410-00-71-300-14
					$406.76	**Payee Vendor Total**	
IDES							
	202211101	11/30/2022	10-2310-383-00-74-500-14	Unemployment Insurance	736.07		10-2310-383-00-74-500-14
					$736.07	**Payee Vendor Total**	
Illinois Communications S							
	65000	12/16/2022	10-2546-490-00-79-600-14	Security Officer Supplies	70.00	20231588	10-2546-490-00-79-600-14
	65000	12/16/2022	10-2546-490-00-79-600-14	Security Officer Supplies	85.00	20231588	10-2546-490-00-79-600-14
	65000	12/16/2022	10-2546-490-00-79-600-14	Security Officer Supplies	9.00	20231588	10-2546-490-00-79-600-14
	65000	12/16/2022	10-2546-490-00-79-600-14	Security Officer Supplies	65.00	20231588	10-2546-490-00-79-600-14
					$229.00	**Payee Vendor Total**	
Illinois Tollway Violatio							
	65001	12/16/2022	40-2552-640-00-79	Dues & Fees	55.65	20231373	40-2552-640-00-79
	65001	12/16/2022	40-2552-640-00-79	Dues & Fees	69.35	20231628	40-2552-640-00-79
					$125.00	**Payee Vendor Total**	
Image 360							
	65002	12/16/2022	10-1500-411-00-71-300-13	Awards HS	123.54	20231475	10-1500-411-00-71-300-13
					$123.54	**Payee Vendor Total**	
Imagine Learning Inc							
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	55.48	20222410	10-1100-423-00-74-500-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	110.97	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	199.74	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	344.01	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	133.16	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	765.69	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	133.16	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	1,364.92	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	221.94	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	432.78	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	104.14	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	199.74	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	166.45	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	117.82	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	55.49	20222410	10-1100-423-00-74-500-14	502
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	110.97	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	199.75	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	344.00	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	133.17	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	765.69	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	133.17	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	1,364.93	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	221.94	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	432.78	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	104.14	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	199.75	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	166.46	20222410	10-1100-423-00-74-500-14	
	64736	12/01/2022	10-1100-423-00-74-500-14	New Adoption 6-12	117.76	20222410	10-1100-423-00-74-500-14	
					$8,700.00	**Payee Vendor Total**		
IMRF								
	202211306	11/30/2022	50454	IMRF & SS (Board)	889.93		50-481	
	202211306	11/30/2022	50454	IMRF & SS (Board)	1,185.20		50-481	
	202212106	12/31/2022	50454	IMRF & SS (Board)	186,096.07		50-481	
	202212150	12/31/2022	50454	IMRF & SS (Board)	205,667.39		50-481	
					$393,838.59	**Payee Vendor Total**		
Instrument Barn, The								

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	65003	12/16/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	95.00	20231391	10-1120-410-12-74-210-13
					$95.00	**Payee Vendor Total**	
Interclean Equipment Inc							
	65004	12/16/2022	40-2550-310-00-79	Prof & Tech Service Trans	121.09	20231674	40-2550-310-00-79
					$121.09	**Payee Vendor Total**	
Interstate Battery Center							
	65005	12/16/2022	20-2542-410-00-79	Supplies B & G	113.85	23100077	20-2542-410-00-79
					$113.85	**Payee Vendor Total**	
Iowa City Area Sports Com							
	65128	12/22/2022	10-1500-640-00-71-300-13	Sports Dues & Fees HS	45.00	0	10-1500-640-00-71-300-13
	65149	12/29/2022	10-1500-640-00-71-300-13	Sports Dues & Fees HS	90.00	0	10-1500-640-00-71-300-13
					$135.00	**Payee Vendor Total**	
iTouch Biometrics LLC							
	65006	12/16/2022	10-2546-323-00-79-600-14	Security Officer Repairs	495.00	20231441	10-2546-323-00-79-600-14
					$495.00	**Payee Vendor Total**	
Jacobson, Jessica							
	64844	12/16/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	50.00	0	10-2210-332-82-79-605-14
					$50.00	**Payee Vendor Total**	
James, Cynthia							
	64893	12/16/2022	10-1200-310-66-71-300-13	STEP Purchased Services	17.13	0	10-1200-310-66-71-300-13
					$17.13	**Payee Vendor Total**	
Jedraszrk, Anna							
	65129	12/22/2022	10-1811	Textbook Fees	50.00	0	10-1811
					$50.00	**Payee Vendor Total**	
Jensens Plumbing & Heatin							
	65007	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	392.57	20231357	20-2542-323-00-79
	65007	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	468.00	20231381	20-2542-323-00-79
	65007	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	2,499.49	20231629	20-2542-323-00-79
	65007	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	1,230.86	20231318	20-2542-323-00-79
					$4,590.92	**Payee Vendor Total**	
Jones, Carrie							
	64894	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	26.25	0	10-2210-314-92-79-605-14
	64894	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	125.00	0	10-2210-314-92-79-605-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
					$151.25	**Payee Vendor Total**		
Jones, Kristin								
	65008	12/16/2022	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	300.00	20231476	10-1120-410-12-72-220-13	
					$300.00	**Payee Vendor Total**		
JP Morgan Trust Company N								
	202212240	12/22/2022	60-5140-620	Interest on Bonds	11,165.50	20231650	60-5140-620	
	202212240	12/22/2022	60-5200-610	Principal on Bonds	450,000.00	20231650	60-5200-610	
					$461,165.50	**Payee Vendor Total**		
Kelley, Joan								
	64895	12/16/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14	
					$165.00	**Payee Vendor Total**		
Kelly, Jill								
	64896	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	107.13	0	10-1200-310-92-79-600-14	504
	64845	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	71.13	0	10-1200-310-92-79-600-14	
					$178.26	**Payee Vendor Total**		
Kelso Burnett Co								
	64737	12/01/2022	10-2660-390-00-79-600-14	Purchased Service Technology	1,874.00	23110557	10-2660-390-00-79-600-14	
	65009	12/16/2022	10-2546-323-00-79-600-14	Security Officer Repairs	60.00	20231452	10-2546-323-00-79-600-14	
	65009	12/16/2022	10-2546-323-00-79-600-14	Security Officer Repairs	600.00	20231452	10-2546-323-00-79-600-14	
	65009	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	396.00	20231649	20-2542-323-00-79	
	65009	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	48.00	20231307	10-2546-390-00-79-600-14	
	65009	12/16/2022	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	480.00	20231307	10-2546-390-00-79-600-14	
					$3,458.00	**Payee Vendor Total**		
Kent, Laura								
	64897	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	118.13	0	10-1200-310-92-79-600-14	
	64897	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	5.00	0	10-1200-310-92-79-600-14	
					$123.13	**Payee Vendor Total**		
Kish, Shelly								
	64898	12/16/2022	10-2410-332-00-71-300-13	Prin Travel HS	158.75	0	10-2410-332-00-71-300-13	
					$158.75	**Payee Vendor Total**		
Klein Thorpe & Jenkins Lt								
	64738	12/01/2022	10-2310-318-00-74-500-14	Legal Board	312.00	23101537	10-2310-318-00-74-500-14	
					$312.00	**Payee Vendor Total**		

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Knapheide Equipment Co							
	65103	12/22/2022	20-2552-550-00-79	O&M Vehicles	7,377.00	20230991	20-2552-550-00-79
					$7,377.00	**Payee Vendor Total**	
Knight, Amy							
	64846	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	85.00	0	10-1200-310-92-79-600-14
					$85.00	**Payee Vendor Total**	
Knotts, Heath							
	64847	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	42.50	0	10-2520-332-00-74-500-14
					$42.50	**Payee Vendor Total**	
Kobrick, Dawn							
	64899	12/16/2022	10-1200-310-66-71-300-13	STEP Purchased Services	114.12	0	10-1200-310-66-71-300-13
					$114.12	**Payee Vendor Total**	
Kopp, Ellen							
	64900	12/16/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	99.00	0	10-1120-410-00-74-210-13
					$99.00	**Payee Vendor Total**	
Kopp, Emily							
	64848	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	63.75	0	10-2520-332-00-74-500-14
	64901	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	52.50	0	10-2520-332-00-74-500-14
					$116.25	**Payee Vendor Total**	
Kostas							
	65010	12/16/2022	10-2410-491-00-74-210-13	Rebate Supplies Heineman	400.00	20231404	10-2410-491-00-74-210-13
					$400.00	**Payee Vendor Total**	
K-Tech Inc							
	65011	12/16/2022	20-2542-410-00-79	Supplies B & G	99.00	20231541	20-2542-410-00-79
	65011	12/16/2022	20-2542-410-00-79	Supplies B & G	73.00	20231490	20-2542-410-00-79
					$172.00	**Payee Vendor Total**	
Kunes C of Sycamore Inc							
	65197	01/10/2023	40-2552-540-00-79	Bus Purchases	49,256.24	20231905	40-2552-540-00-79
	65197	01/10/2023	40-2552-540-00-79	Bus Purchases	49,256.24	20231905	40-2552-540-00-79
	65197	01/10/2023	40-2552-540-00-79	Bus Purchases	49,256.24	20231905	40-2552-540-00-79
	65197	01/10/2023	40-2552-540-00-79	Bus Purchases	49,256.24	20231905	40-2552-540-00-79
	65197	01/10/2023	40-2552-540-00-79	Bus Purchases	49,256.24	20231905	40-2552-540-00-79
					$246,281.20	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Lakes Community HS							
	65130	12/22/2022	10-1500-640-00-71-300-13	Sports Dues & Fees HS	400.00	0	10-1500-640-00-71-300-13
					$400.00	**Payee Vendor Total**	
Landvick, Matthew							
	64902	12/16/2022	10-1500-335-00-71-300-13	Conference Travel HS	137.12	0	10-1500-335-00-71-300-13
	64849	12/16/2022	10-1500-335-00-71-300-13	Conference Travel HS	193.62	0	10-1500-335-00-71-300-13
					$330.74	**Payee Vendor Total**	
Leach Enterprises Inc							
	992300122	12/16/2022	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	1,490.83	20231323	20-2545-323-00-79-600-14
	992300122	12/16/2022	40-2554-410-00-79	Fleet Supplies	103.97	23110787	40-2554-410-00-79
	992300122	12/16/2022	40-2554-410-00-79	Fleet Supplies	935.73	23110787	40-2554-410-00-79
	992300122	12/16/2022	40-2554-410-00-79	Fleet Supplies	14.28	23110787	40-2554-410-00-79
	992300122	12/16/2022	40-2554-410-00-79	Fleet Supplies	2,204.47	20231553	40-2554-410-00-79
	992300129	12/22/2022	40-2554-410-00-79	Fleet Supplies	1,618.48	23120787	40-2554-410-00-79
	992300129	12/22/2022	40-2554-410-00-79	Fleet Supplies	74.97	23120787	40-2554-410-00-79
	992300129	12/22/2022	40-2554-410-00-79	Fleet Supplies	178.50	23120787	40-2554-410-00-79
	992300129	12/22/2022	40-2554-410-00-79	Fleet Supplies	1,228.92	23120787	40-2554-410-00-79
					$7,850.15	**Payee Vendor Total**	
Lebar, Jason							
	64903	12/16/2022	10-1110-410-50-74-150-13	Conley PE Supplies	291.90	0	10-1110-410-50-74-150-13
					$291.90	**Payee Vendor Total**	
Letheby, Corey							
	64850	12/16/2022	20-2540-332-00-79	Travel	20.31	0	20-2540-332-00-79
					$20.31	**Payee Vendor Total**	
Lincoln National Life							
	65139	12/29/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	18,534.29	23120447	10-2310-220-00-79-600-14
					$18,534.29	**Payee Vendor Total**	
Lindsay, Sara							
	64904	12/16/2022	10-1200-310-66-71-300-13	STEP Purchased Services	91.13	0	10-1200-310-66-71-300-13
					$91.13	**Payee Vendor Total**	
LRP Publication							
	65104	12/22/2022	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	5.50	20230625	10-2210-410-92-79-600-14
	65104	12/22/2022	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	31.70	20230625	10-2210-410-92-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	65176	01/06/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	6,234.00	20230456	10-1200-310-92-79-600-14
	65176	01/06/2023	10-2210-410-72-79-600-14	ARP IDEA Impr Instruc Supplies	6.50	20231671	10-2210-410-72-79-600-14
	65176	01/06/2023	10-2210-410-72-79-600-14	ARP IDEA Impr Instruc Supplies	71.90	20231671	10-2210-410-72-79-600-14
					$6,349.60	**Payee Vendor Total**	
MacLean Enterprises LLC							
	65105	12/22/2022	20-2543-410-00-79	Grounds Supplies	1,640.00	20231180	20-2543-410-00-79
					$1,640.00	**Payee Vendor Total**	
Marklund Children`s Home							
	64804	12/09/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,362.30	23100507	10-4220-670-00-79-600-14
	64804	12/09/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,362.30	23100507	10-4220-670-00-79-600-14
	64804	12/09/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,362.30	23100507	10-4220-670-00-79-600-14
	64804	12/09/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,362.30	23100507	10-4220-670-00-79-600-14
	65106	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,288.37	23110507	10-4220-670-00-79-600-14
	65106	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,288.37	23110507	10-4220-670-00-79-600-14
					$34,025.94	**Payee Vendor Total**	
Marsh, Ryan							
	64851	12/16/2022	10-1130-410-13-71-300-13	Science Supplies HS	50.00	0	10-1130-410-13-71-300-13
					$50.00	**Payee Vendor Total**	
Mathematics Institute of							
	65012	12/16/2022	10-2212-314-83-79-505-14	Title II Prof Development	(4,983.00)	20231663	10-2212-314-83-79-505-14
	65012	12/16/2022	10-2212-314-83-79-505-14	Title II Prof Development	627.36	20231663	10-2212-314-83-79-505-14
	65012	12/16/2022	10-2212-314-83-79-505-14	Title II Prof Development	2,452.00	20231663	10-2212-314-83-79-505-14
	65012	12/16/2022	10-2212-314-83-79-505-14	Title II Prof Development	20,471.00	20231663	10-2212-314-83-79-505-14
	65012	12/16/2022	10-2212-314-83-79-505-14	Title II Prof Development	883.13	20231664	10-2212-314-83-79-505-14
	65012	12/16/2022	10-2212-314-83-79-505-14	Title II Prof Development	10,550.00	20231664	10-2212-314-83-79-505-14
					$30,000.49	**Payee Vendor Total**	
MaxScholar LLC							
	65013	12/16/2022	10-1100-410-56-79-605-14	RtI Materials 6-12	1,750.00	20230333	10-1100-410-56-79-605-14
					$1,750.00	**Payee Vendor Total**	
McHenry County College							
	65014	12/16/2022	10-1400-310-00-74-305-13	Voc Ed Tuition	20,007.00	20231358	10-1400-310-00-74-305-13
	65014	12/16/2022	10-1400-310-00-74-305-13	Voc Ed Tuition	16,485.70	20231392	10-1400-310-00-74-305-13
					$36,492.70	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
McHenry Specialties							
	65015	12/16/2022	10-1543-410-00-71-305-13	Activities Awards	257.25	20231630	10-1543-410-00-71-305-13
					$257.25	**Payee Vendor Total**	
McMaster Carr Supply Co							
	65107	12/22/2022	20-2542-410-00-79	Supplies B & G	59.72	23080287	20-2542-410-00-79
					$59.72	**Payee Vendor Total**	
McQueen, Scot							
	64764	12/09/2022	10-1500-319-00-71-300-13	Sports Officials HS	61.00	0	10-1500-319-00-71-300-13
					$61.00	**Payee Vendor Total**	
MDC Environmental Serv							
	64805	12/09/2022	20-2542-321-00-79	Sanitation/Exterminating	3,195.10	23120117	20-2542-321-00-79
					$3,195.10	**Payee Vendor Total**	
Medco Supply Company							
	65016	12/16/2022	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	233.06	20231511	10-1500-410-00-71-300-13
					$233.06	**Payee Vendor Total**	
Medina, Berit							
	64765	12/09/2022	10-1811	Textbook Fees	35.00	0	10-1811
					$35.00	**Payee Vendor Total**	
Menards Inc							
	64806	12/09/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	58.00	20231374	10-1130-490-02-71-300-13
	64806	12/09/2022	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	560.67	20231374	10-1130-490-02-71-300-13
	64806	12/09/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	58.00	20231374	10-1120-490-02-72-220-13
	64806	12/09/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	360.76	20231374	10-1120-490-02-72-220-13
					$1,037.43	**Payee Vendor Total**	
Menards Inc							
	65017	12/16/2022	10-1120-710-00-74-210-13	Heineman Non-Capitalized Eqpt	2,158.00	20231631	10-1120-710-00-74-210-13
	65108	12/22/2022	20-2542-410-00-79	Supplies B & G	57.05	23080127	20-2542-410-00-79
	65177	01/06/2023	20-2542-410-00-79	Supplies B & G	9.19	23120127	20-2542-410-00-79
	65108	12/22/2022	20-2542-410-00-79	Supplies B & G	51.33	23080127	20-2542-410-00-79
					$2,275.57	**Payee Vendor Total**	
Mesirow Insurance Service							
	64807	12/09/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	16,500.00	23080467	10-1100-220-00-79-600-14
					$16,500.00	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Metro Prep							
	65109	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12,713.54	23101958	10-4220-670-00-79-600-14
	65109	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,556.76	23111958	10-4220-670-00-79-600-14
					$14,270.30	**Payee Vendor Total**	
Meyer, Anna							
	64905	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	48.00	0	10-2520-332-00-74-500-14
					$48.00	**Payee Vendor Total**	
Midland Paper							
	64808	12/09/2022	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	1,757.60	20231385	10-2410-410-00-74-210-14
	64808	12/16/2022	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	(1,757.60)	20231385	10-2410-410-00-74-210-14
	64939	12/16/2022	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	1,757.60	20231385	10-2410-410-00-74-210-14
	65018	12/16/2022	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	3,555.20	20231478	10-2410-410-00-72-220-14
	65140	12/29/2022	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	1,757.60	20230440	10-2410-410-00-71-100-14
	65140	12/29/2022	10-2410-410-00-71-300-14	Copier Paper & Toner HS	5,272.80	20230158	10-2410-410-00-71-300-14
	65140	12/29/2022	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	1,757.60	20230022	10-2410-410-00-74-150-14
					$14,100.80	**Payee Vendor Total**	
Midland Standard Engineer							
	992300123	12/16/2022	20-2540-310-00-79	Professional & Technical	1,212.50	20231461	20-2540-310-00-79
					$1,212.50	**Payee Vendor Total**	
Midwest Transit Equip Kan							
	65019	12/16/2022	40-2554-410-00-79	Fleet Supplies	448.15	20231469	40-2554-410-00-79
	65019	12/16/2022	40-2554-410-00-79	Fleet Supplies	248.52	20231393	40-2554-410-00-79
	65019	12/16/2022	40-2554-410-00-79	Fleet Supplies	72.88	20231632	40-2554-410-00-79
					$769.55	**Payee Vendor Total**	
Miguel, Madison							
	64906	12/16/2022	10-1500-410-00-74-210-13	Training Supplies Heineman	19.50	0	10-1500-410-00-74-210-13
					$19.50	**Payee Vendor Total**	
Miller Hall & Triggs LLC							
	65110	12/22/2022	10-2310-318-00-74-500-14	Legal Board	6,285.45	23101527	10-2310-318-00-74-500-14
					$6,285.45	**Payee Vendor Total**	
Minnesota Clay							
	64809	12/09/2022	10-1110-410-02-72-120-13	Art Supplies Martin	80.92	20231115	10-1110-410-02-72-120-13
	64809	12/09/2022	10-1110-410-02-74-150-13	Art Supplies Conley	80.92	20231115	10-1110-410-02-74-150-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	64809	12/09/2022	10-1110-410-02-74-140-13	Mackeben Art Supplies	80.92	20231115	10-1110-410-02-74-140-13	
	64809	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	80.92	20231115	10-1110-410-02-71-100-13	
	64809	12/09/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	80.92	20231115	10-1110-410-02-72-110-13	
	64809	12/09/2022	10-1110-410-02-72-120-13	Art Supplies Martin	555.00	20231115	10-1110-410-02-72-120-13	
	64809	12/09/2022	10-1110-410-02-74-150-13	Art Supplies Conley	277.50	20231115	10-1110-410-02-74-150-13	
	64809	12/09/2022	10-1110-410-02-74-140-13	Mackeben Art Supplies	388.50	20231115	10-1110-410-02-74-140-13	
	64809	12/09/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	832.50	20231115	10-1110-410-02-71-100-13	
	64809	12/09/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	555.00	20231115	10-1110-410-02-72-110-13	
	64809	12/09/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	1,821.74	20231229	10-1120-410-02-72-220-13	
	64809	12/09/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	910.86	20231229	10-1120-410-02-74-210-13	
	64809	12/16/2022	10-1110-410-02-72-120-13	Art Supplies Martin	(80.92)	20231115	10-1110-410-02-72-120-13	
	64809	12/16/2022	10-1110-410-02-74-150-13	Art Supplies Conley	(80.92)	20231115	10-1110-410-02-74-150-13	
	64809	12/16/2022	10-1110-410-02-74-140-13	Mackeben Art Supplies	(80.92)	20231115	10-1110-410-02-74-140-13	
	64809	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(80.92)	20231115	10-1110-410-02-71-100-13	510
	64809	12/16/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	(80.92)	20231115	10-1110-410-02-72-110-13	
	64809	12/16/2022	10-1110-410-02-72-120-13	Art Supplies Martin	(555.00)	20231115	10-1110-410-02-72-120-13	
	64809	12/16/2022	10-1110-410-02-74-150-13	Art Supplies Conley	(277.50)	20231115	10-1110-410-02-74-150-13	
	64809	12/16/2022	10-1110-410-02-74-140-13	Mackeben Art Supplies	(388.50)	20231115	10-1110-410-02-74-140-13	
	64809	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	(832.50)	20231115	10-1110-410-02-71-100-13	
	64809	12/16/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	(555.00)	20231115	10-1110-410-02-72-110-13	
	64809	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	(1,821.74)	20231229	10-1120-410-02-72-220-13	
	64809	12/16/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	(910.86)	20231229	10-1120-410-02-74-210-13	
	64940	12/16/2022	10-2520-640-00-74-500-14	Dues & Fees Fiscal	10.00	0	10-2520-640-00-74-500-14	
	64940	12/16/2022	10-1110-410-02-72-120-13	Art Supplies Martin	80.92	20231115	10-1110-410-02-72-120-13	
	64940	12/16/2022	10-1110-410-02-74-150-13	Art Supplies Conley	80.92	20231115	10-1110-410-02-74-150-13	
	64940	12/16/2022	10-1110-410-02-74-140-13	Mackeben Art Supplies	80.92	20231115	10-1110-410-02-74-140-13	
	64940	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	80.92	20231115	10-1110-410-02-71-100-13	
	64940	12/16/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	80.92	20231115	10-1110-410-02-72-110-13	
	64940	12/16/2022	10-1110-410-02-72-120-13	Art Supplies Martin	555.00	20231115	10-1110-410-02-72-120-13	
	64940	12/16/2022	10-1110-410-02-74-150-13	Art Supplies Conley	277.50	20231115	10-1110-410-02-74-150-13	
	64940	12/16/2022	10-1110-410-02-74-140-13	Mackeben Art Supplies	388.50	20231115	10-1110-410-02-74-140-13	
	64940	12/16/2022	10-1110-410-02-71-100-13	Art Supplies Leggee	832.50	20231115	10-1110-410-02-71-100-13	
	64940	12/16/2022	10-1110-410-02-72-110-13	Art Supplies Chesak	555.00	20231115	10-1110-410-02-72-110-13	
	64940	12/16/2022	10-1120-410-02-72-220-13	Art Supplies Marlowe	1,821.74	20231229	10-1120-410-02-72-220-13	
	64940	12/16/2022	10-1120-410-02-74-210-13	Art Supplies Heineman	910.86	20231229	10-1120-410-02-74-210-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$5,755.70	**Payee Vendor Total**	
Moore, Jeff M							
	65020	12/16/2022	10-1120-390-02-74-210-13	Heineman Fine Arts Pur Svc	300.00	20231465	10-1120-390-02-74-210-13
					$300.00	**Payee Vendor Total**	
MPS Macmillan Holdings LL							
	65141	12/29/2022	10-1130-420-00-71-300-13	HS Curriculum Textbooks	23.09	20230628	10-1130-420-00-71-300-13
	65141	12/29/2022	10-1130-420-00-71-300-13	HS Curriculum Textbooks	64.00	20230628	10-1130-420-00-71-300-13
	65141	12/29/2022	10-1130-420-00-71-300-13	HS Curriculum Textbooks	11.55	20230628	10-1130-420-00-71-300-13
	65141	12/29/2022	10-1130-420-00-71-300-13	HS Curriculum Textbooks	704.00	20230628	10-1130-420-00-71-300-13
					$802.64	**Payee Vendor Total**	
Naperville Psychiatric Ve							
	65021	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	187.20	20231495	10-1200-310-92-79-600-14
	65021	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	62.40	20231495	10-1200-310-92-79-600-14
	65021	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	62.40	20231647	10-1200-310-92-79-600-14
					$312.00	**Payee Vendor Total**	
National Cheerleaders Ass							
	65022	12/16/2022	10-1500-490-00-71-300-13	Team Sports HHS	3,200.00	20231512	10-1500-490-00-71-300-13
					$3,200.00	**Payee Vendor Total**	
NCPERS Group Life Ins							
	65142	12/29/2022	50454	IMRF & SS (Board)	16.00	0	50-481
					$16.00	**Payee Vendor Total**	
NCS Pearson Inc.							
	65023	12/16/2022	10-2230-312-00-79-600-14	Testing/Assessment 6-12	(74.49)	20231662	10-2230-312-00-79-600-14
	65023	12/16/2022	10-2230-312-00-79-600-14	Testing/Assessment 6-12	3,497.00	20231662	10-2230-312-00-79-600-14
					$3,422.51	**Payee Vendor Total**	
Neilson, Evan							
	64852	12/16/2022	10-1543-310-00-71-305-13	Activities Judges/Officials	75.00	0	10-1543-310-00-71-305-13
	64949	12/16/2022	10-1543-310-00-71-305-13	Activities Judges/Officials	75.00	0	10-1543-310-00-71-305-13
					$150.00	**Payee Vendor Total**	
Neuco							
	65178	01/06/2023	20-2542-410-00-79	Supplies B & G	77.02	23010147	20-2542-410-00-79
	64739	12/01/2022	20-2542-410-00-79	Supplies B & G	671.16	23100147	20-2542-410-00-79
	64739	12/01/2022	20-2542-410-00-79	Supplies B & G	1,000.00	23110147	20-2542-410-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	64739	12/01/2022	20-2542-410-00-79	Supplies B & G	448.50	23100147	20-2542-410-00-79
					$2,196.68	**Payee Vendor Total**	
New England Center for Ch							
	64810	12/09/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	733.95	23111057	10-1200-310-92-79-600-14
					$733.95	**Payee Vendor Total**	
Nicor							
	64715	12/01/2022	20-2540-465-00-79	Natural Gas	136.43	0	20-2540-465-00-79
	64950	12/16/2022	20-2540-465-00-79	Natural Gas	1,931.17	0	20-2540-465-00-79
	64950	12/16/2022	20-2540-465-00-79	Natural Gas	949.26	0	20-2540-465-00-79
	64950	12/16/2022	20-2540-465-00-79	Natural Gas	996.10	0	20-2540-465-00-79
	64950	12/16/2022	20-2540-465-00-79	Natural Gas	938.24	0	20-2540-465-00-79
	64950	12/16/2022	20-2540-465-00-79	Natural Gas	447.99	0	20-2540-465-00-79
	64950	12/16/2022	20-2540-465-00-79	Natural Gas	824.77	0	20-2540-465-00-79
	64950	12/16/2022	20-2540-465-00-79	Natural Gas	930.52	0	20-2540-465-00-79
	64950	12/16/2022	20-2540-465-00-79	Natural Gas	831.95	0	20-2540-465-00-79
	64950	12/16/2022	20-2540-465-00-79	Natural Gas	972.44	0	20-2540-465-00-79
	64950	12/16/2022	20-2540-465-00-79	Natural Gas	513.86	0	20-2540-465-00-79
					$9,472.73	**Payee Vendor Total**	
North American Corporatio							
	64811	12/09/2022	20-2542-410-00-79	Supplies B & G	229.56	23110017	20-2542-410-00-79
	65024	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	174.50	20231448	20-2542-323-00-79
	65024	12/16/2022	20-2542-410-00-79	Supplies B & G	8,962.62	20231462	20-2542-410-00-79
	65111	12/22/2022	20-2542-410-00-79	Supplies B & G	2,582.55	23110017	20-2542-410-00-79
	65179	01/06/2023	20-2542-410-00-79	Supplies B & G	9,855.56	23120017	20-2542-410-00-79
	65179	01/06/2023	20-2542-410-00-79	Supplies B & G	8,286.03	23010017	20-2542-410-00-79
	64740	12/01/2022	20-2542-410-00-79	Supplies B & G	1,205.19	23110017	20-2542-410-00-79
	65179	01/06/2023	20-2542-410-00-79	Supplies B & G	2,688.82	23110017	20-2542-410-00-79
					$33,984.83	**Payee Vendor Total**	
Northwestern Medicine McH							
	64812	12/09/2022	10-1130-410-33-71-305-13	Academies Supplies	177.00	20230777	10-1130-410-33-71-305-13
	64812	12/09/2022	10-1130-410-33-71-305-13	Academies Supplies	128.33	20230828	10-1130-410-33-71-305-13
	64812	12/09/2022	10-2130-410-00-79-600-14	Supplies Health	36.67	20230829	10-2130-410-00-79-600-14
					$342.00	**Payee Vendor Total**	
Northwestern Memorial Hea							

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	65025	12/16/2022	10-1120-410-09-72-220-13	Home Ec Marlowe	66.00	20231479	10-1120-410-09-72-220-13	
					$66.00	**Payee Vendor Total**		
Norton, Gina								
	64907	12/16/2022	10-1200-310-66-71-300-13	STEP Purchased Services	112.31	0	10-1200-310-66-71-300-13	
					$112.31	**Payee Vendor Total**		
Nurturing Village LLC								
	65026	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	390.00	20231492	10-2210-314-92-79-605-14	
					$390.00	**Payee Vendor Total**		
ODP Business Workspace In								
	64741	12/01/2022	10-1130-323-00-71-300-13	Repairs HS	4,665.14	20230216	10-1130-323-00-71-300-13	
					$4,665.14	**Payee Vendor Total**		
Omni Commercial Lighting								
	64813	12/09/2022	20-2542-323-00-79	Repairs & Maint Buildings	169.60	23080177	20-2542-323-00-79	513
	64813	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	(169.60)	23080177	20-2542-323-00-79	
	64941	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	169.60	23080177	20-2542-323-00-79	
	65112	12/22/2022	20-2542-323-00-79	Repairs & Maint Buildings	233.69	23080177	20-2542-323-00-79	
					$403.29	**Payee Vendor Total**		
Ondrusek, Alayna								
	64766	12/09/2022	10-1811	Textbook Fees	15.10	0	10-1811	
					$15.10	**Payee Vendor Total**		
Oticon Inc								
	65027	12/16/2022	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	599.99	20231582	10-2150-310-92-79-600-14	
					$599.99	**Payee Vendor Total**		
Ottosen DiNolfo Hasenbalg								
	64742	12/01/2022	10-2310-318-00-74-500-14	Legal Board	4,381.00	23090797	10-2310-318-00-74-500-14	
					$4,381.00	**Payee Vendor Total**		
P & M Distributors Inc								
	65028	12/16/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	428.00	20231466	10-2560-415-00-74-210-13	
	65028	12/16/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	310.44	20231401	10-2560-415-00-74-210-13	
	65028	12/16/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	409.93	20231401	10-2560-415-00-74-210-13	
	65028	12/16/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	(48.86)	20231401	10-2560-415-00-72-220-13	
	65028	12/16/2022	10-2560-415-00-71-300-13	Cafe Food HS	891.87	20231401	10-2560-415-00-71-300-13	
	65028	12/16/2022	10-2560-415-00-71-300-13	Cafe Food HS	530.43	20231401	10-2560-415-00-71-300-13	

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	65028	12/16/2022	10-2560-415-00-71-300-13	Cafe Food HS	295.96	20231589	10-2560-415-00-71-300-13
	65028	12/16/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	483.60	20231589	10-2560-415-00-72-220-13
	65028	12/16/2022	10-2560-415-00-71-300-13	Cafe Food HS	530.43	20231466	10-2560-415-00-71-300-13
	65028	12/16/2022	10-2560-415-00-71-300-13	Cafe Food HS	222.59	20231466	10-2560-415-00-71-300-13
	65028	12/16/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	3,295.16	20231401	10-2560-415-00-72-220-13
					$7,349.55	**Payee Vendor Total**	
Paddock Publications Inc							
	65029	12/16/2022	20-2540-350-00-79	Newspaper bids	140.30	20231660	20-2540-350-00-79
	65029	12/16/2022	20-2540-350-00-79	Newspaper bids	151.80	20231634	20-2540-350-00-79
					$292.10	**Payee Vendor Total**	
PAHCS II Northwestern Med							
	64743	12/01/2022	10-2642-390-00-74-500-14	Purchased Service Human Res	113.00	23111547	10-2642-390-00-74-500-14
	64743	12/01/2022	10-2642-390-00-74-500-14	Purchased Service Human Res	10.83	23111547	10-2642-390-00-74-500-14
	64743	12/01/2022	10-2130-220-00-79-600-14	Health Services Insurance	102.17	23111547	10-2130-220-00-79-600-14
	64743	12/01/2022	10-2642-390-00-74-500-14	Purchased Service Human Res	74.00	23111547	10-2642-390-00-74-500-14
	65030	12/16/2022	40-2550-310-00-79	Prof & Tech Service Trans	400.00	20231633	40-2550-310-00-79
	65030	12/16/2022	40-2550-310-00-79	Prof & Tech Service Trans	1,350.00	20231633	40-2550-310-00-79
	65180	01/06/2023	10-2642-390-00-74-500-14	Purchased Service Human Res	8.56	23121547	10-2642-390-00-74-500-14
	65180	01/06/2023	10-2130-220-00-79-600-14	Health Services Insurance	68.44	23121547	10-2130-220-00-79-600-14
	65180	01/06/2023	10-2642-390-00-74-500-14	Purchased Service Human Res	4.67	23121547	10-2642-390-00-74-500-14
	65180	01/06/2023	10-2130-220-00-79-600-14	Health Services Insurance	37.33	23121547	10-2130-220-00-79-600-14
	65180	01/06/2023	10-2642-390-00-74-500-14	Purchased Service Human Res	60.66	23121547	10-2642-390-00-74-500-14
	65180	01/06/2023	10-2130-220-00-79-600-14	Health Services Insurance	485.34	23121547	10-2130-220-00-79-600-14
					$2,715.00	**Payee Vendor Total**	
Panier, Molly							
	64908	12/16/2022	10-2210-640-92-79-605-14	IDEA Other Objects	225.00	0	10-2210-640-92-79-605-14
					$225.00	**Payee Vendor Total**	
Parkland Preparatory Acad							
	65031	12/16/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,198.24	20231635	10-4220-670-00-79-600-14
					$4,198.24	**Payee Vendor Total**	
Partnering for Prevention							
	64814	12/09/2022	10-2120-310-75-79-600-14	ESSER III Guidance Pur Svc	6,563.75	23121777	10-2120-310-75-79-600-14
	65032	12/16/2022	10-1500-390-00-71-300-13	Student Drug Testing	3,150.00	23111767	10-1500-390-00-71-300-13
	65032	12/16/2022	10-1500-390-00-71-300-13	Student Drug Testing	3,150.00	23121767	10-1500-390-00-71-300-13

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	65181	01/06/2023	10-2120-310-75-79-600-14	ESSER III Guidance Pur Svc	6,398.75	23011777	10-2120-310-75-79-600-14
	65181	01/06/2023	10-1500-390-00-71-300-13	Student Drug Testing	3,150.00	23011767	10-1500-390-00-71-300-13
					$22,412.50	**Payee Vendor Total**	
Patlin Inc							
	65033	12/16/2022	40-2552-490-00-79	Inventoriable Supplies	489.19	20231554	40-2552-490-00-79
	65033	12/16/2022	40-2554-410-00-79	Fleet Supplies	115.78	20231394	40-2554-410-00-79
					$604.97	**Payee Vendor Total**	
PEARSON Education							
	64815	12/09/2022	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11.64	20231176	10-2130-410-92-79-605-14
	64815	12/09/2022	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	194.00	20231176	10-2130-410-92-79-605-14
	64815	12/09/2022	10-2140-410-92-79-605-14	IDEA Psychological Supplies	115.00	20230462	10-2140-410-92-79-605-14
	65182	01/06/2023	10-2140-310-92-79-600-14	IDEA Psychological Services	17,065.50	20230461	10-2140-310-92-79-600-14
					$17,386.14	**Payee Vendor Total**	
Pepsi-Cola Gen Bot Inc							
	65113	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	1,061.75	23111487	10-2560-415-00-71-300-13
	65113	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	166.32	23111487	10-2560-415-00-71-300-13
	65113	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	421.80	23111487	10-2560-415-00-71-300-13
	65183	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	238.62	23121487	10-2560-415-00-71-300-13
	65183	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	2,058.44	23121487	10-2560-415-00-71-300-13
	65183	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	2,319.35	23121487	10-2560-415-00-71-300-13
					$6,266.28	**Payee Vendor Total**	
Peterson, Kristin							
	64853	12/16/2022	10-1200-310-66-71-300-13	STEP Purchased Services	100.44	0	10-1200-310-66-71-300-13
	64853	12/16/2022	10-1200-310-66-71-300-13	STEP Purchased Services	74.19	0	10-1200-310-66-71-300-13
					$174.63	**Payee Vendor Total**	
Petty Cash-HHS SpEd							
	64767	12/09/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	40.00	0	10-1200-310-92-79-600-14
	64767	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	(40.00)	0	10-1200-310-92-79-600-14
	64942	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	40.00	0	10-1200-310-92-79-600-14
					$40.00	**Payee Vendor Total**	
Pinecrest Golf and Countr							
	65034	12/16/2022	10-1515-410-00-71-300-15	Golf Boys Supplies HS	5,471.00	20231359	10-1515-410-00-71-300-15
	65034	12/16/2022	10-1515-410-00-71-300-16	Golf Girls Supplies HS	3,760.00	20231359	10-1515-410-00-71-300-16

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					$9,231.00	**Payee Vendor Total**	
Pink Oatmeal LLC							
	64816	12/09/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	935.37	20230956	10-1200-310-92-79-600-14
					$935.37	**Payee Vendor Total**	
Pioneer Manufacturing - A							
	65035	12/16/2022	20-2543-410-00-79	Grounds Supplies	392.39	20231550	20-2543-410-00-79
					$392.39	**Payee Vendor Total**	
Plerus							
	65036	12/16/2022	10-1100-421-00-74-500-14	Materials 6-12	26.55	20231498	10-1100-421-00-74-500-14
	65036	12/16/2022	10-1100-421-00-74-500-14	Materials 6-12	250.40	20231498	10-1100-421-00-74-500-14
	65036	12/16/2022	10-2633-360-00-74-500-14	Communications Purch Services	514.82	20231379	10-2633-360-00-74-500-14
					$791.77	**Payee Vendor Total**	
Pocztowski, Shaina							
	64854	12/16/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	80.44	0	10-2213-415-00-71-300-13
	64854	12/16/2022	10-1130-332-00-71-300-13	Teacher Travel HS	18.38	0	10-1130-332-00-71-300-13
	64854	12/16/2022	10-1130-332-00-71-300-13	Teacher Travel HS	73.75	0	10-1130-332-00-71-300-13
					$172.57	**Payee Vendor Total**	
Pomps Tire Service Inc							
	65114	12/22/2022	40-2554-410-00-79	Fleet Supplies	638.92	23110837	40-2554-410-00-79
					$638.92	**Payee Vendor Total**	
Poncio Jordan, Johanna							
	64909	12/16/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	93.49	0	10-2210-332-82-79-605-14
	64909	12/16/2022	10-2213-332-00-79-600-14	Special Svcs Travel & Conf	182.76	0	10-2213-332-00-79-600-14
					$276.25	**Payee Vendor Total**	
Pro Ed Inc							
	65037	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	2,958.00	20230678	10-1200-310-92-79-600-14
					$2,958.00	**Payee Vendor Total**	
Professional Plumbing Gro							
	65038	12/16/2022	20-2542-410-00-79	Supplies B & G	1,434.48	20231636	20-2542-410-00-79
					$1,434.48	**Payee Vendor Total**	
Project Lead the Way							
	992300124	12/16/2022	10-1100-410-67-74-500-25	PLTW Supplies PK-5	874.50	20230631	10-1100-410-67-74-500-25
	992300130	12/22/2022	10-1130-410-67-71-300-13	PLTW Supplies 6-12	4,060.00	20230130	10-1130-410-67-71-300-13

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	992300130	12/22/2022	10-1130-410-67-71-300-13	PLTW Supplies 6-12	291.50	20230130	10-1130-410-67-71-300-13
	992300130	12/22/2022	10-1130-410-67-71-300-13	PLTW Supplies 6-12	(4,060.00)	20230130	10-1130-410-67-71-300-13
	992300130	12/22/2022	10-1100-410-67-74-500-25	PLTW Supplies PK-5	4,060.00	20230130	10-1100-410-67-74-500-25
	992300130	12/22/2022	10-1130-410-67-71-300-13	PLTW Supplies 6-12	(291.50)	20230130	10-1130-410-67-71-300-13
	992300130	12/22/2022	10-1100-410-67-74-500-25	PLTW Supplies PK-5	291.50	20230130	10-1100-410-67-74-500-25
					$5,226.00	**Payee Vendor Total**	
Quadient Inc							
	65039	12/16/2022	10-2630-341-00-74-500-14	Postage Central Office	24.70	20231304	10-2630-341-00-74-500-14
	65039	12/16/2022	10-2630-341-00-74-500-14	Postage Central Office	215.65	20231304	10-2630-341-00-74-500-14
					$240.35	**Payee Vendor Total**	
Quantum Learning							
	65040	12/16/2022	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	4,500.00	20231555	10-2212-310-00-79-505-25
					$4,500.00	**Payee Vendor Total**	
Quest Food Management							
	65041	12/16/2022	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	1,644.61	20231450	10-2560-310-00-71-300-13
	65041	12/16/2022	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	4,327.92	20231450	10-2560-310-00-71-300-13
	65041	12/16/2022	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	3,000.00	20231450	10-2560-315-00-74-500-14
	65041	12/16/2022	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	9,050.42	20231402	10-2560-315-00-74-500-14
					$18,022.95	**Payee Vendor Total**	
R & G Consultants Inc							
	65042	12/16/2022	10-2520-310-00-74-500-14	Prof & Tech Fiscal	320.06	20231590	10-2520-310-00-74-500-14
					$320.06	**Payee Vendor Total**	
Ratkowski, Kari							
	64855	12/16/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	48.75	0	10-2210-332-82-79-605-14
	64910	12/16/2022	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	22.50	0	10-2210-332-82-79-605-14
					$71.25	**Payee Vendor Total**	
Reckamp, Margaret							
	64911	12/16/2022	10-2210-640-92-79-605-14	IDEA Other Objects	225.00	0	10-2210-640-92-79-605-14
					$225.00	**Payee Vendor Total**	
Redden, Scott							
	64912	12/16/2022	20-2540-332-00-79	Travel	22.13	0	20-2540-332-00-79
					$22.13	**Payee Vendor Total**	
Redding, Joeclyn							

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	64768	12/09/2022	10-1110	General Levy	35.00	0	10-1110
	64768	12/09/2022	10-1110	General Levy	(35.00)		10-1110
	64768	12/09/2022	10-1811	Textbook Fees	35.00		10-1811
					$35.00	**Payee Vendor Total**	
Reed, Richard							
	64856	12/16/2022	10-2561-332-00-79-605-14	Dir Food Service Travel	52.50	0	10-2561-332-00-79-605-14
	64856	12/16/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	8.49	0	10-2560-415-00-72-220-13
					$60.99	**Payee Vendor Total**	
Regan, Bridget							
	64857	12/16/2022	10-1130-410-02-71-300-13	Art Supplies HS	81.04	0	10-1130-410-02-71-300-13
					$81.04	**Payee Vendor Total**	
Renkosik, Doug							
	64913	12/16/2022	20-2540-332-00-79	Travel	213.75	0	20-2540-332-00-79
	64858	12/16/2022	20-2540-332-00-79	Travel	101.25	0	20-2540-332-00-79
	64913	12/16/2022	20-2540-332-00-79	Travel	20.00	0	20-2540-332-00-79
					$335.00	**Payee Vendor Total**	
Revtrak, Inc.							
	202211808	11/30/2022	10-2523-319-00-79-600-14	Banking Fees	2,522.29		10-2523-319-00-79-600-14
	202212708	12/31/2022	10-2523-319-00-79-600-14	Banking Fees	472.94		10-2523-319-00-79-600-14
					$2,995.23	**Payee Vendor Total**	
Rocco Z Music LLC							
	65043	12/16/2022	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	1,086.00	20231395	10-1120-410-12-74-210-13
					$1,086.00	**Payee Vendor Total**	
Rockford Christian School							
	64859	12/16/2022	10-1543-640-00-71-305-13	Activities Fees	50.00	0	10-1543-640-00-71-305-13
					$50.00	**Payee Vendor Total**	
Rockford T-shirt Company							
	65044	12/16/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	780.00	20231209	10-1120-410-00-74-210-13
					$780.00	**Payee Vendor Total**	
Rollins, Kennedy							
	64914	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	253.75	0	10-2520-332-00-74-500-14
					$253.75	**Payee Vendor Total**	
Route 47 Taxi Transportat							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	65045	12/16/2022	40-2552-331-00-79	Contracted Transportation	6,100.00	20231637	40-2552-331-00-79
	65045	12/16/2022	40-2552-331-00-79	Contracted Transportation	7,000.00	20231360	40-2552-331-00-79
					$13,100.00	**Payee Vendor Total**	
Rowe, Scott							
	64915	12/16/2022	10-2321-332-00-74-500-14	Travel Supt	900.56	0	10-2321-332-00-74-500-14
	64915	12/16/2022	10-2321-332-00-74-500-14	Travel Supt	75.00	0	10-2321-332-00-74-500-14
					$975.56	**Payee Vendor Total**	
Rush Truck Center Huntley							
	64744	12/01/2022	40-2554-410-00-79	Fleet Supplies	165.52	23110747	40-2554-410-00-79
	64744	12/01/2022	40-2554-410-00-79	Fleet Supplies	(44.16)	23110747	40-2554-410-00-79
	64744	12/01/2022	40-2554-410-00-79	Fleet Supplies	47.16	23110747	40-2554-410-00-79
	64744	12/01/2022	40-2554-410-00-79	Fleet Supplies	44.16	23110747	40-2554-410-00-79
	64744	12/01/2022	40-2554-410-00-79	Fleet Supplies	80.47	23110747	40-2554-410-00-79
	64744	12/01/2022	40-2554-410-00-79	Fleet Supplies	250.04	23110747	40-2554-410-00-79
	64744	12/01/2022	40-2554-410-00-79	Fleet Supplies	116.50	23110747	40-2554-410-00-79
	64744	12/01/2022	40-2554-410-00-79	Fleet Supplies	425.74	23110747	40-2554-410-00-79
	64744	12/01/2022	40-2554-410-00-79	Fleet Supplies	80.47	23110747	40-2554-410-00-79
	64744	12/01/2022	40-2554-410-00-79	Fleet Supplies	185.00	23090747	40-2554-410-00-79
	64744	12/01/2022	40-2554-410-00-79	Fleet Supplies	240.89	23090747	40-2554-410-00-79
	64744	12/01/2022	40-2554-410-00-79	Fleet Supplies	166.07	23090747	40-2554-410-00-79
	64744	12/01/2022	40-2550-323-00-79	Repairs and Maintenance	250.00	23080737	40-2550-323-00-79
	64744	12/01/2022	40-2550-323-00-79	Repairs and Maintenance	2,511.00	23090737	40-2550-323-00-79
	65115	12/22/2022	40-2554-410-00-79	Fleet Supplies	826.33	23110747	40-2554-410-00-79
	65115	12/22/2022	40-2554-410-00-79	Fleet Supplies	1,161.51	23120747	40-2554-410-00-79
	65115	12/22/2022	40-2554-410-00-79	Fleet Supplies	447.32	23110747	40-2554-410-00-79
	65115	12/22/2022	40-2554-410-00-79	Fleet Supplies	343.60	23110747	40-2554-410-00-79
	65115	12/22/2022	40-2554-410-00-79	Fleet Supplies	842.94	23120747	40-2554-410-00-79
	65115	12/22/2022	40-2554-410-00-79	Fleet Supplies	22.52	23120747	40-2554-410-00-79
	65115	12/22/2022	40-2554-410-00-79	Fleet Supplies	457.95	23120747	40-2554-410-00-79
	65115	12/22/2022	40-2554-410-00-79	Fleet Supplies	623.96	23120747	40-2554-410-00-79
	65115	12/22/2022	40-2554-410-00-79	Fleet Supplies	1,178.88	23120747	40-2554-410-00-79
	65184	01/06/2023	40-2554-410-00-79	Fleet Supplies	1,028.58	23010747	40-2554-410-00-79
	65184	01/06/2023	40-2554-410-00-79	Fleet Supplies	726.43	23010747	40-2554-410-00-79
	65184	01/06/2023	40-2550-323-00-79	Repairs and Maintenance	277.50	23010737	40-2550-323-00-79
	65184	01/06/2023	40-2550-323-00-79	Repairs and Maintenance	249.99	23010737	40-2550-323-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	65184	01/06/2023	40-2550-323-00-79	Repairs and Maintenance	185.00	23010737	40-2550-323-00-79	
	65184	01/06/2023	40-2554-410-00-79	Fleet Supplies	24.09	23120747	40-2554-410-00-79	
	65184	01/06/2023	40-2554-410-00-79	Fleet Supplies	81.65	23120747	40-2554-410-00-79	
	65184	01/06/2023	40-2554-410-00-79	Fleet Supplies	42.71	23120747	40-2554-410-00-79	
	65184	01/06/2023	40-2554-410-00-79	Fleet Supplies	532.38	23120747	40-2554-410-00-79	
	65184	01/06/2023	40-2554-410-00-79	Fleet Supplies	310.48	23010747	40-2554-410-00-79	
	64744	12/01/2022	40-2550-323-00-79	Repairs and Maintenance	398.30	23070737	40-2550-323-00-79	
	64744	12/01/2022	40-2550-323-00-79	Repairs and Maintenance	849.62	23080737	40-2550-323-00-79	
	64744	12/01/2022	40-2550-323-00-79	Repairs and Maintenance	185.00	23100737	40-2550-323-00-79	
					$15,315.60	**Payee Vendor Total**		
Ryan, Debra								
	64916	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	58.12	0	10-1200-310-92-79-600-14	
	64916	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	38.38	0	10-2210-314-92-79-605-14	
	64916	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	42.95	0	10-2210-314-92-79-605-14	520
	64916	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	35.00	0	10-2210-314-92-79-605-14	
	64916	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	35.00	0	10-2210-314-92-79-605-14	
	64916	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	18.00	0	10-2210-314-92-79-605-14	
	64916	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	24.89	0	10-2210-314-92-79-605-14	
	64916	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	10.15	0	10-2210-314-92-79-605-14	
	64916	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	4.70	0	10-2210-314-92-79-605-14	
	64916	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	59.92	0	10-2210-314-92-79-605-14	
	64916	12/16/2022	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	18.67	0	10-2210-314-92-79-605-14	
					$345.78	**Payee Vendor Total**		
Sabie, Haley								
	64917	12/16/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14	
					$390.00	**Payee Vendor Total**		
SASED								
	65046	12/16/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	575.12	20231638	10-4220-670-00-79-600-14	
					$575.12	**Payee Vendor Total**		
Savvas Learning Co LLC								
	65047	12/16/2022	10-1100-423-00-74-500-25	New Adoption PK-5	615.60	20230477	10-1100-423-00-74-500-25	
	65047	12/16/2022	10-1100-423-00-74-500-25	New Adoption PK-5	106.43	20230477	10-1100-423-00-74-500-25	
	65047	12/16/2022	10-1100-423-00-74-500-25	New Adoption PK-5	144.98	20230477	10-1100-423-00-74-500-25	
	65047	12/16/2022	10-1100-423-00-74-500-25	New Adoption PK-5	569.93	20230477	10-1100-423-00-74-500-25	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	65143	12/29/2022	10-1130-420-00-71-300-13	HS Curriculum Textbooks	1,498.50	20230644	10-1130-420-00-71-300-13
					$2,935.44	**Payee Vendor Total**	
Schlueter, Jennifer							
	64918	12/16/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Schmeelk, Julia							
	64860	12/16/2022	10-1130-410-59-71-300-14	HS Special Ed Supplies	37.69	0	10-1130-410-59-71-300-14
					$37.69	**Payee Vendor Total**	
Scholastic Inc							
	65048	12/16/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	13.98	20231480	10-1120-410-00-72-220-13
	65048	12/16/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	139.80	20231480	10-1120-410-00-72-220-13
	65048	12/16/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	52.20	20231481	10-1120-410-00-72-220-13
	65048	12/16/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	313.17	20231481	10-1120-410-00-72-220-13
	65048	12/16/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	131.87	20231482	10-1120-410-00-72-220-13
	65048	12/16/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	297.15	20231482	10-1120-410-00-72-220-13
	65048	12/16/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	237.25	20231482	10-1120-410-00-72-220-13
	65048	12/16/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	189.80	20231482	10-1120-410-00-72-220-13
	65048	12/16/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	297.15	20231482	10-1120-410-00-72-220-13
	65048	12/16/2022	10-1120-410-00-72-220-13	Inst Supplies Marlowe	297.15	20231482	10-1120-410-00-72-220-13
					$1,969.52	**Payee Vendor Total**	
School Health Corporation							
	64817	12/09/2022	10-2546-490-00-79-600-14	Security Officer Supplies	254.59	20230555	10-2546-490-00-79-600-14
					$254.59	**Payee Vendor Total**	
School Outfitters							
	64818	12/09/2022	10-1200-410-66-71-300-13	STEP Supplies	329.39	20230279	10-1200-410-66-71-300-13
	64818	12/09/2022	10-1200-410-66-71-300-13	STEP Supplies	1,527.39	20230279	10-1200-410-66-71-300-13
					$1,856.78	**Payee Vendor Total**	
School Specialty Curricul							
	992300131	12/29/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	48.82	20230636	10-1100-410-72-79-600-14
	992300131	12/29/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	390.56	20230636	10-1100-410-72-79-600-14
					$439.38	**Payee Vendor Total**	
Schoolbells Ltd							
	64928	12/16/2022	40-2552-331-00-79	Contracted Transportation	46,920.00	20231639	40-2552-331-00-79

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					$46,920.00	**Payee Vendor Total**	
Schoolinks Inc							
	65049	12/16/2022	10-1412-310-63-71-300-14	CTEI Purchased Service	1,150.00	20231483	10-1412-310-63-71-300-14
	65049	12/16/2022	10-1412-310-63-71-300-14	CTEI Purchased Service	1,150.00	20231483	10-1412-310-63-71-300-14
	65049	12/16/2022	10-1100-310-71-79-600-14	ARP CP Instruc Pur Svc	350.00	20231484	10-1100-310-71-79-600-14
	65049	12/16/2022	10-1100-310-71-79-600-14	ARP CP Instruc Pur Svc	350.00	20231484	10-1100-310-71-79-600-14
					$3,000.00	**Payee Vendor Total**	
Schroeder, Brian							
	64861	12/16/2022	40-2554-410-00-79	Fleet Supplies	201.65	0	40-2554-410-00-79
					$201.65	**Payee Vendor Total**	
Schubert, Elizabeth							
	64862	12/16/2022	10-2560-410-00-71-300-13	Cafe Supplies HS	100.00	0	10-2560-410-00-71-300-13
					$100.00	**Payee Vendor Total**	
Schumacher, Jennifer							
	64769	12/09/2022	10-1811	Textbook Fees	95.00	0	10-1811
					$95.00	**Payee Vendor Total**	
Schuring & Schuring Inc							
	65116	12/22/2022	10-2560-415-97-79-600-14	All Children Snacks	(22.60)	23111397	10-2560-415-97-79-600-14
	65116	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	31.29	23111327	10-2560-415-00-71-300-13
	65116	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	40.92	23111327	10-2560-415-00-71-300-13
	65116	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	219.42	23111327	10-2560-415-00-71-300-13
	65116	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	123.50	23111327	10-2560-415-00-71-300-13
	65116	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	77.48	23111327	10-2560-415-00-71-300-13
	65116	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	268.44	23111327	10-2560-415-00-71-300-13
	65116	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	123.50	23111327	10-2560-415-00-71-300-13
	65116	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	198.53	23111327	10-2560-415-00-71-300-13
	65116	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	77.48	23111327	10-2560-415-00-71-300-13
	65116	12/22/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	219.05	23111317	10-2560-415-00-71-100-13
	65116	12/22/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	277.87	23111317	10-2560-415-00-71-100-13
	65116	12/22/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	421.20	23111317	10-2560-415-00-71-100-13
	65116	12/22/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	427.29	23111317	10-2560-415-00-71-100-13
	65116	12/22/2022	10-2560-415-00-71-100-13	Cafe Food Leggee	312.26	23111317	10-2560-415-00-71-100-13
	65116	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	62.92	23111375	10-2560-415-00-72-220-13
	65116	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	61.75	23111375	10-2560-415-00-72-220-13

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	65116	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	62.92	23111375	10-2560-415-00-72-220-13
	65116	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	61.75	23111375	10-2560-415-00-72-220-13
	65116	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	77.48	23111375	10-2560-415-00-72-220-13
	65116	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	31.46	23111375	10-2560-415-00-72-220-13
	65116	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	92.04	23111375	10-2560-415-00-72-220-13
	65116	12/22/2022	10-2560-415-00-72-220-13	Cafe Food Marlowe	61.75	23111375	10-2560-415-00-72-220-13
	65116	12/22/2022	10-2560-415-00-72-120-13	Cafe Food Martin	154.96	23111374	10-2560-415-00-72-120-13
	65116	12/22/2022	10-2560-415-00-72-120-13	Cafe Food Martin	186.42	23111374	10-2560-415-00-72-120-13
	65116	12/22/2022	10-2560-415-00-72-120-13	Cafe Food Martin	186.42	23111374	10-2560-415-00-72-120-13
	65116	12/22/2022	10-2560-415-00-72-120-13	Cafe Food Martin	154.96	23111374	10-2560-415-00-72-120-13
	65116	12/22/2022	10-2560-415-00-72-120-13	Cafe Food Martin	154.96	23111374	10-2560-415-00-72-120-13
	65116	12/22/2022	10-2560-415-00-72-120-13	Cafe Food Martin	186.42	23111374	10-2560-415-00-72-120-13
	65116	12/22/2022	10-2560-415-00-72-120-13	Cafe Food Martin	154.96	23111374	10-2560-415-00-72-120-13
	65116	12/22/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	171.86	23111373	10-2560-415-00-72-110-13
	65116	12/22/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	265.07	23111373	10-2560-415-00-72-110-13
	65116	12/22/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	186.42	23111373	10-2560-415-00-72-110-13
	65116	12/22/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	249.34	23111373	10-2560-415-00-72-110-13
	65116	12/22/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	232.44	23111373	10-2560-415-00-72-110-13
	65116	12/22/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	355.94	23111387	10-2560-415-00-74-210-13
	65116	12/22/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	265.07	23111387	10-2560-415-00-74-210-13
	65116	12/22/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	186.42	23111387	10-2560-415-00-74-210-13
	65116	12/22/2022	10-2560-415-00-74-150-13	Cafe Food Conley	248.17	23111377	10-2560-415-00-74-150-13
	65116	12/22/2022	10-2560-415-00-74-150-13	Cafe Food Conley	186.42	23111377	10-2560-415-00-74-150-13
	65116	12/22/2022	10-2560-415-00-74-150-13	Cafe Food Conley	186.42	23111377	10-2560-415-00-74-150-13
	65116	12/22/2022	10-2560-415-00-74-150-13	Cafe Food Conley	279.63	23111377	10-2560-415-00-74-150-13
	65116	12/22/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	154.96	23111367	10-2560-415-00-74-140-13
	65116	12/22/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	232.44	23111367	10-2560-415-00-74-140-13
	65116	12/22/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	232.44	23111367	10-2560-415-00-74-140-13
	65116	12/22/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	261.56	23111367	10-2560-415-00-74-140-13
	65116	12/22/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	215.54	23111367	10-2560-415-00-74-140-13
	65116	12/22/2022	10-2560-415-00-74-140-13	Cafe Food Mackeben	232.44	23111367	10-2560-415-00-74-140-13
	65185	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	198.28	23121327	10-2560-415-00-71-300-13
	65185	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	123.50	23121327	10-2560-415-00-71-300-13
	65185	01/06/2023	10-2560-415-00-71-300-13	Cafe Food HS	254.04	23121327	10-2560-415-00-71-300-13
	65185	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	374.01	23121317	10-2560-415-00-71-100-13

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Disbursements

Check Date: 11/28/2022 to 1/13/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	65185	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	143.54	23121317	10-2560-415-00-71-100-13
	65185	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	374.01	23121317	10-2560-415-00-71-100-13
	65185	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	124.67	23121317	10-2560-415-00-71-100-13
	65185	01/06/2023	10-2560-415-00-71-100-13	Cafe Food Leggee	406.64	23121317	10-2560-415-00-71-100-13
	65185	01/06/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	207.35	23121375	10-2560-415-00-72-220-13
	65185	01/06/2023	10-2560-415-00-72-120-13	Cafe Food Martin	154.96	23121374	10-2560-415-00-72-120-13
	65185	01/06/2023	10-2560-415-00-72-120-13	Cafe Food Martin	154.96	23121374	10-2560-415-00-72-120-13
	65185	01/06/2023	10-2560-415-00-72-120-13	Cafe Food Martin	140.40	23121374	10-2560-415-00-72-120-13
	65185	01/06/2023	10-2560-415-00-72-120-13	Cafe Food Martin	309.92	23121374	10-2560-415-00-72-120-13
	65185	01/06/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	203.32	23121373	10-2560-415-00-72-110-13
	65185	01/06/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	186.42	23121373	10-2560-415-00-72-110-13
	65185	01/06/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	233.61	23121373	10-2560-415-00-72-110-13
	65185	01/06/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	186.42	23121373	10-2560-415-00-72-110-13
	65185	01/06/2023	10-2560-415-00-72-110-13	Cafe Food Chesak	219.05	23121373	10-2560-415-00-72-110-13
	65185	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	232.44	23121387	10-2560-415-00-74-210-13
	65185	01/06/2023	10-2560-415-00-74-210-13	Cafe Food Heineman	262.73	23121387	10-2560-415-00-74-210-13
	65185	01/06/2023	10-2560-415-00-74-150-13	Cafe Food Conley	265.07	23121377	10-2560-415-00-74-150-13
	65185	01/06/2023	10-2560-415-00-74-150-13	Cafe Food Conley	249.34	23121377	10-2560-415-00-74-150-13
	65185	01/06/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	277.29	23121367	10-2560-415-00-74-140-13
	65185	01/06/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	108.94	23121367	10-2560-415-00-74-140-13
	65185	01/06/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	262.73	23121367	10-2560-415-00-74-140-13
	65185	01/06/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	31.46	23121367	10-2560-415-00-74-140-13
	65185	01/06/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	262.73	23121367	10-2560-415-00-74-140-13
	65185	01/06/2023	10-2560-415-00-74-140-13	Cafe Food Mackeben	123.50	23121367	10-2560-415-00-74-140-13
	65116	12/22/2022	10-2560-415-97-79-600-14	All Children Snacks	28.89	23111397	10-2560-415-97-79-600-14
	65116	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	248.15	23111327	10-2560-415-00-71-300-13
	65116	12/22/2022	10-2560-415-00-72-110-13	Cafe Food Chesak	249.34	23111373	10-2560-415-00-72-110-13
					$15,227.09	**Payee Vendor Total**	
Schwerzler, Therese							
	64919	12/16/2022	10-2410-332-00-71-300-13	Prin Travel HS	12.38	0	10-2410-332-00-71-300-13
					$12.38	**Payee Vendor Total**	
Seal of Illinois							
	65050	12/16/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	16,193.13	20231640	10-4220-670-00-79-600-14
					$16,193.13	**Payee Vendor Total**	
Sebastian, Jeanne							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	64770	12/09/2022	10-1811	Textbook Fees	155.00	0	10-1811
					$155.00	**Payee Vendor Total**	
Sedgwick Claims Managemen							
	65051	12/16/2022	10-2310-383-00-74-500-14	Unemployment Insurance	2,362.50	20231485	10-2310-383-00-74-500-14
					$2,362.50	**Payee Vendor Total**	
SEDOM of McHenry County							
	65052	12/16/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	160.00	20231396	10-4210-670-00-79-600-14
	65052	12/16/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	760.00	20231396	10-4210-670-00-79-600-14
	65052	12/16/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	760.00	20231396	10-4210-670-00-79-600-14
	65052	12/16/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	760.00	20231396	10-4210-670-00-79-600-14
	65052	12/16/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	760.00	20231396	10-4210-670-00-79-600-14
					$3,200.00	**Payee Vendor Total**	
Simmons, Kimberly							
	64863	12/16/2022	10-1130-410-59-71-300-14	HS Special Ed Supplies	75.83	0	10-1130-410-59-71-300-14
	64863	12/16/2022	10-1130-410-59-71-300-14	HS Special Ed Supplies	99.24	0	10-1130-410-59-71-300-14
					$175.07	**Payee Vendor Total**	
Simons, Allison							
	64771	12/16/2022	10-2630-410-00-74-500-14	Communications Supplies	(300.00)	20231380	10-2630-410-00-74-500-14
	64943	12/16/2022	10-2630-410-00-74-500-14	Communications Supplies	300.00	20231380	10-2630-410-00-74-500-14
	64771	12/09/2022	10-2630-410-00-74-500-14	Communications Supplies	300.00	20231380	10-2630-410-00-74-500-14
					$300.00	**Payee Vendor Total**	
SiteOne Landscape Supply							
	65053	12/16/2022	20-2543-410-00-79	Grounds Supplies	116.36	20231445	20-2543-410-00-79
	65053	12/16/2022	20-2543-410-00-79	Grounds Supplies	650.05	20231641	20-2543-410-00-79
					$766.41	**Payee Vendor Total**	
Smith, Carly							
	64920	12/16/2022	10-1200-310-92-79-600-14	IDEA General Purchased Service	9.63	0	10-1200-310-92-79-600-14
					$9.63	**Payee Vendor Total**	
Soliant Health Inc							
	64745	12/01/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,260.00	23110527	10-1101-310-00-79-605-14
	64745	12/01/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	125.00	23110527	10-1101-310-00-79-605-14
	64745	12/01/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,887.50	23110527	10-1101-310-00-79-605-14
	64745	12/01/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,550.00	23110527	10-1101-310-00-79-605-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	64745	12/01/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,900.00	23110527	10-1101-310-00-79-605-14	
	64745	12/01/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,875.00	23110527	10-1101-310-00-79-605-14	
	64745	12/01/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,200.00	23110527	10-1101-310-00-79-605-14	
	64819	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,812.50	23120527	10-1101-310-00-79-605-14	
	64819	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,562.50	23120527	10-1101-310-00-79-605-14	
	64819	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,031.25	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,125.00	23110527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,500.00	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,640.00	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,912.50	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,320.00	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,537.50	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,631.25	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,620.00	23120527	10-1101-310-00-79-605-14	526
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,268.75	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,756.25	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,512.50	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	750.00	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,320.00	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,230.00	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,937.50	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,775.00	23120527	10-1101-310-00-79-605-14	
	65118	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,487.50	23120527	10-1101-310-00-79-605-14	
					$55,527.50	**Payee Vendor Total**		
South Campus								
	64820	12/09/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,494.42	23101961	10-4220-670-00-79-600-14	
	64820	12/09/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,494.42	23101961	10-4220-670-00-79-600-14	
	65119	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	200.00	23111961	10-4220-670-00-79-600-14	
	65119	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,205.24	23111961	10-4220-670-00-79-600-14	
	65119	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,205.24	23111961	10-4220-670-00-79-600-14	
					$21,599.32	**Payee Vendor Total**		
Specialty Floors Inc.								
	65186	01/06/2023	20-2540-390-00-79	SEDOM Operations & Maintenance	1,947.00	20231493	20-2540-390-00-79	
					$1,947.00	**Payee Vendor Total**		
Spoeth, Holly								

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	64921	12/16/2022	10-1200-310-66-71-300-13	STEP Purchased Services	74.06	0	10-1200-310-66-71-300-13
					$74.06	**Payee Vendor Total**	
Spotter Staffing LLC							
	65054	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,812.50	20231324	10-1101-310-00-79-605-14
	65054	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,812.50	20231496	10-1101-310-00-79-605-14
	65054	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,812.50	20231648	10-1101-310-00-79-605-14
	65054	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,250.00	20231648	10-1101-310-00-79-605-14
	65054	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,987.50	20231648	10-1101-310-00-79-605-14
	65054	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,200.00	20231648	10-1101-310-00-79-605-14
	65054	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,988.61	20231667	10-1101-310-00-79-605-14
					$17,863.61	**Payee Vendor Total**	
Stagg High School							
	65150	12/29/2022	10-1500-640-00-71-300-13	Sports Dues & Fees HS	200.00	0	10-1500-640-00-71-300-13
	65150	12/29/2022	10-1500-640-00-71-300-13	Sports Dues & Fees HS	200.00	0	10-1500-640-00-71-300-13
					$400.00	**Payee Vendor Total**	
Standifer, Amanda							
	64772	12/09/2022	10-1811	Textbook Fees	77.50	0	10-1811
	64772	12/09/2022	10-1811	Textbook Fees	77.50	0	10-1811
					$155.00	**Payee Vendor Total**	
Starfall Education Founda							
	65187	01/06/2023	10-1200-310-92-79-600-14	IDEA General Purchased Service	70.00	20231187	10-1200-310-92-79-600-14
					$70.00	**Payee Vendor Total**	
Stark & Son Trenching Inc							
	65055	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	2,778.76	20231642	20-2542-323-00-79
					$2,778.76	**Payee Vendor Total**	
Steiner Electric Company							
	64746	12/01/2022	20-2542-410-00-79	Supplies B & G	85.63	23091637	20-2542-410-00-79
	65120	12/22/2022	20-2542-410-00-79	Supplies B & G	1,044.00	23111637	20-2542-410-00-79
	65120	12/22/2022	20-2542-410-00-79	Supplies B & G	1,296.95	20231023	20-2542-410-00-79
	65144	12/29/2022	20-2542-410-00-79	Supplies B & G	6.95	23101637	20-2542-410-00-79
	65144	12/29/2022	20-2542-410-00-79	Supplies B & G	215.30	23101637	20-2542-410-00-79
	65188	01/06/2023	20-2542-410-00-79	Supplies B & G	1,622.33	20231722	20-2542-410-00-79
					$4,271.16	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Steiner, Dawn N							
	64922	12/16/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	390.00	0	10-2310-230-00-74-500-14
					$390.00	**Payee Vendor Total**	
Stempfle, Dana							
	64951	12/16/2022	10-1543-310-00-71-305-13	Activities Judges/Officials	75.00	0	10-1543-310-00-71-305-13
					$75.00	**Payee Vendor Total**	
Stepping Stones Group							
	64821	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	6,925.50	23111960	10-1101-310-00-79-605-14
	64821	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	4,522.00	23111960	10-1101-310-00-79-605-14
	65056	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,192.00	23121960	10-1101-310-00-79-605-14
	65189	01/06/2023	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	7,676.00	23121960	10-1101-310-00-79-605-14
					$22,315.50	**Payee Vendor Total**	
Sterling High School							
	64864	12/16/2022	10-1543-640-00-71-305-13	Activities Fees	80.00	0	10-1543-640-00-71-305-13
	64864	12/16/2022	10-1543-640-00-71-305-13	Activities Fees	15.00	0	10-1543-640-00-71-305-13
					$95.00	**Payee Vendor Total**	
Streamwood Behavioral Hea							
	65057	12/16/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	210.00	20231322	10-4210-670-00-79-600-14
	65057	12/16/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	175.00	20231499	10-4210-670-00-79-600-14
	65057	12/16/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	140.00	20231500	10-4210-670-00-79-600-14
	65057	12/16/2022	10-4210-670-00-79-600-14	Reg Ed Out of District	210.00	20231591	10-4210-670-00-79-600-14
					$735.00	**Payee Vendor Total**	
Summit School Inc							
	65058	12/16/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,163.63	20231643	10-4220-670-00-79-600-14
	65058	12/16/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,804.78	20231668	10-4220-670-00-79-600-14
					$8,968.41	**Payee Vendor Total**	
Sunbelt Staffing LLC							
	64822	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,398.44	23110537	10-1101-310-00-79-605-14
	64822	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,718.75	23110537	10-1101-310-00-79-605-14
	64822	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,546.88	23100537	10-1101-310-00-79-605-14
	64822	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,398.44	23100537	10-1101-310-00-79-605-14
	65059	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,398.44	20231442	10-1101-310-00-79-605-14
	65059	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,398.44	23120537	10-1101-310-00-79-605-14
	65121	12/22/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,398.44	23120537	10-1101-310-00-79-605-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$21,257.83	**Payee Vendor Total**	
Sunderlage, Jean							
	64923	12/16/2022	10-3100-332-97-79-605-14	All Children Community Travel	17.00	0	10-3100-332-97-79-605-14
					$17.00	**Payee Vendor Total**	
Sunrise Southwest LLC							
	65060	12/16/2022	40-2552-331-00-79	Contracted Transportation	3,817.40	20231397	40-2552-331-00-79
					$3,817.40	**Payee Vendor Total**	
Symmetry Energy Solutions							
	64952	12/16/2022	20-2540-465-00-79	Natural Gas	29,745.70	0	20-2540-465-00-79
					$29,745.70	**Payee Vendor Total**	
Talerico Martin Corp							
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	52.11	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	84.90	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	84.90	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	74.46	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	100.14	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	100.14	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	100.14	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	100.14	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	92.94	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	92.94	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	92.94	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	92.94	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	79.26	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	79.26	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	79.26	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	79.26	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	72.06	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	72.06	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	72.06	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	64.02	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	61.68	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	59.28	23110378	10-2560-415-00-71-300-13
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	496.44	23110378	10-2560-415-00-71-300-13

Huntley Community School District 158
Disbursements

Check Date: 11/28/2022 to 1/13/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.96	23110378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.96	23110378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.96	23110378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.96	23110378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.96	23100378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.96	23100378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.96	23100378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.96	23100378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.96	23100378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.96	23100378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.96	23120378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	469.52	23120378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	469.52	23120378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	438.24	23120378	10-2560-415-00-71-300-13	530
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	433.30	23120378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	433.30	23120378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	433.30	23120378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	433.30	23120378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	431.06	23120378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	431.06	23120378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	431.06	23120378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	431.06	23120378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	378.02	22110378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	378.02	23110378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	279.22	23110378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	74.46	23080378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-74-210-13	Cafe Food Heineman	59.98	23110377	10-2560-415-00-74-210-13	
	65190	01/06/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	197.04	23120387	10-2560-415-00-72-220-13	
	65190	01/06/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	209.76	23120387	10-2560-415-00-72-220-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	470.96	23100378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	378.02	22110378	10-2560-415-00-71-300-13	
	65122	12/22/2022	10-2560-415-00-71-300-13	Cafe Food HS	279.22	2309037	10-2560-415-00-71-300-13	
	65190	01/06/2023	10-2560-415-00-72-220-13	Cafe Food Marlowe	209.76	23120387	10-2560-415-00-72-220-13	
					$15,213.07	**Payee Vendor Total**		

Teachers Retirement Syste

Huntley Community School District 158
Disbursements

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202211150	11/30/2022	10451	TRS Payable	255,094.21		10-481
	202211150	11/30/2022	10459	TRS SSP	483.00		10-481
	202211150	11/30/2022	10468	TRS Health Ins	41,071.59		10-468
	202212190	12/31/2022	10451	TRS Payable	246,753.43		10-481
	202212190	12/31/2022	10468	TRS Health Ins	40,353.56		10-468
	202212200	12/31/2022	10459	TRS SSP	833.00		10-481
	202212505	12/31/2022	10459	TRS SSP	483.00		10-481
	202212705	12/31/2022	10451	TRS Payable	247,622.43		10-481
	202212705	12/31/2022	10468	TRS Health Ins	40,496.03		10-468
					$873,190.25	**Payee Vendor Total**	
The Huntley Education Ass							
	202211221	11/30/2022	10460	IEA Dues Payable	27,594.60		10-460
	202211291	11/30/2022	10460	IEA Dues Payable	27,594.60		10-460
	202212201	12/31/2022	10460	IEA Dues Payable	27,612.04		10-460
	202212221	12/31/2022	10460	IEA Dues Payable	27,612.04		10-460
					$110,413.28	**Payee Vendor Total**	
Therapy Staff Aequor Heal							
	64747	12/01/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,206.00	23100547	10-1101-310-00-79-605-14
	64823	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,282.50	23110547	10-1101-310-00-79-605-14
	64823	12/09/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	5,355.50	23110547	10-1101-310-00-79-605-14
	65061	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,430.00	20231497	10-1101-310-00-79-605-14
	65061	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,840.00	20231497	10-1101-310-00-79-605-14
	65061	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,100.00	20231497	10-1101-310-00-79-605-14
	65061	12/16/2022	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,620.50	23120547	10-1101-310-00-79-605-14
					$19,834.50	**Payee Vendor Total**	
Thermosystems Building Sy							
	992300125	12/16/2022	20-2542-390-00-79	Other Purchased Service	938.00	20231382	20-2542-390-00-79
	992300125	12/16/2022	20-2542-390-00-79	Other Purchased Service	1,723.25	20231382	20-2542-390-00-79
	992300125	12/16/2022	20-2542-390-00-79	Other Purchased Service	2,696.00	20231382	20-2542-390-00-79
	992300125	12/16/2022	20-2542-390-00-79	Other Purchased Service	750.50	20231382	20-2542-390-00-79
					$6,107.75	**Payee Vendor Total**	
Thomson Reuters							
	64824	12/09/2022	10-2660-470-00-79-600-14	Software Technology	1,066.12	23120307	10-2660-470-00-79-600-14
	65191	01/06/2023	10-2660-470-00-79-600-14	Software Technology	1,036.40	23010307	10-2660-470-00-79-600-14

Huntley Community School District 158
Disbursements

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$2,102.52	**Payee Vendor Total**	
Throw, Bethany							
	64773	12/09/2022	10-1811	Textbook Fees	190.00	0	10-1811
					$190.00	**Payee Vendor Total**	
T-Mobile							
	65062	12/16/2022	20-2540-340-00-79	Telephone - Districtwide	2,550.00	23120357	20-2540-340-00-79
	65192	01/06/2023	20-2540-340-00-79	Telephone - Districtwide	2,001.00	23010357	20-2540-340-00-79
					$4,551.00	**Payee Vendor Total**	
Tountas, Alma							
	64774	12/09/2022	10-1811	Textbook Fees	380.00	0	10-1811
	64774	12/16/2022	10-1811	Textbook Fees	(380.00)	0	10-1811
	64930	12/16/2022	10-1811	Textbook Fees	380.00	0	10-1811
	64865	12/16/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	36.99	0	10-2560-410-00-74-210-13
	64865	12/16/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	19.99	0	10-2560-410-00-74-210-13
	64865	12/16/2022	10-2560-410-00-74-210-13	Cafe Supplies Heineman	22.49	0	10-2560-410-00-74-210-13
	64930	12/16/2022	10-2520-640-00-74-500-14	Dues & Fees Fiscal	10.00	0	10-2520-640-00-74-500-14
					$469.47	**Payee Vendor Total**	
TPI Tyler Press Inc							
	65063	12/16/2022	10-1120-410-00-74-210-13	Inst Supplies Heineman	156.85	20231398	10-1120-410-00-74-210-13
					$156.85	**Payee Vendor Total**	
Trane							
	992300126	12/16/2022	20-2542-410-00-79	Supplies B & G	114.78	20231504	20-2542-410-00-79
	992300126	12/16/2022	20-2542-410-00-79	Supplies B & G	865.80	20231539	20-2542-410-00-79
	992300126	12/16/2022	20-2542-410-00-79	Supplies B & G	543.82	20231506	20-2542-410-00-79
	992300126	12/16/2022	20-2542-323-00-79	Repairs & Maint Buildings	8,404.00	20222744	20-2542-323-00-79
					$9,928.40	**Payee Vendor Total**	
Trickster Art Gallery							
	65064	12/16/2022	10-1100-310-76-79-600-14	CURES Instruc Pur Svcs	900.00	20231592	10-1100-310-76-79-600-14
	65064	12/16/2022	10-1100-310-76-79-600-14	CURES Instruc Pur Svcs	300.00	20231592	10-1100-310-76-79-600-14
					$1,200.00	**Payee Vendor Total**	
Tri-Dim Filter Corp							
	64748	12/01/2022	20-2542-410-00-79	Supplies B & G	354.90	20230963	20-2542-410-00-79
	64825	12/09/2022	20-2542-410-00-79	Supplies B & G	90.40	20230963	20-2542-410-00-79

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Disbursements

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	64825	12/09/2022	20-2542-410-00-79	Supplies B & G	92.63	20230963	20-2542-410-00-79
	65065	12/16/2022	20-2542-410-00-79	Supplies B & G	1,458.40	20230963	20-2542-410-00-79
	65065	12/16/2022	20-2542-410-00-79	Supplies B & G	1,579.05	20230963	20-2542-410-00-79
	65065	12/16/2022	20-2542-410-00-79	Supplies B & G	1,053.52	20230963	20-2542-410-00-79
	65065	12/16/2022	20-2542-410-00-79	Supplies B & G	75.40	20230963	20-2542-410-00-79
	65065	12/16/2022	20-2542-410-00-79	Supplies B & G	2,051.72	20230963	20-2542-410-00-79
	65065	12/16/2022	20-2542-410-00-79	Supplies B & G	1,610.85	20230963	20-2542-410-00-79
	65065	12/16/2022	20-2542-410-00-79	Supplies B & G	92.14	20230963	20-2542-410-00-79
	65065	12/16/2022	20-2542-410-00-79	Supplies B & G	686.84	20230963	20-2542-410-00-79
	65065	12/16/2022	20-2542-410-00-79	Supplies B & G	90.40	20230963	20-2542-410-00-79
	65065	12/16/2022	20-2542-410-00-79	Supplies B & G	2,458.36	20230963	20-2542-410-00-79
	65065	12/16/2022	20-2542-410-00-79	Supplies B & G	290.66	20230963	20-2542-410-00-79
	65065	12/16/2022	20-2542-410-00-79	Supplies B & G	1,496.53	20230963	20-2542-410-00-79
	65124	12/22/2022	20-2542-410-00-79	Supplies B & G	997.12	20230963	20-2542-410-00-79
	65124	12/22/2022	20-2542-410-00-79	Supplies B & G	215.66	20230963	20-2542-410-00-79
	65145	12/29/2022	20-2542-410-00-79	Supplies B & G	100.20	20230963	20-2542-410-00-79
	65145	12/29/2022	20-2542-410-00-79	Supplies B & G	188.50	20230963	20-2542-410-00-79
					$14,983.28	**Payee Vendor Total**	
Trimark Marlinn LLC							
	65066	12/16/2022	10-2560-540-00-72-120-13	Cafe Equipment Martin	18,122.31	20231403	10-2560-540-00-72-120-13
					$18,122.31	**Payee Vendor Total**	
Truax, Brian							
	64866	12/16/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	45.15	0	10-2213-415-00-71-300-13
	64866	12/16/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	40.16	0	10-2213-415-00-71-300-13
	64866	12/16/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	30.83	0	10-2213-415-00-71-300-13
	64866	12/16/2022	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	24.63	0	10-2213-415-00-71-300-13
	64866	12/16/2022	10-1130-332-00-71-300-13	Teacher Travel HS	64.38	0	10-1130-332-00-71-300-13
	64866	12/16/2022	10-1130-332-00-71-300-13	Teacher Travel HS	18.37	0	10-1130-332-00-71-300-13
	64866	12/16/2022	10-2213-415-00-79-600-14	Staff Dev Supplies Spec Svcs	73.50	0	10-2213-415-00-79-600-14
					$297.02	**Payee Vendor Total**	
Trubitt, Randy							
	64867	12/16/2022	10-1543-310-00-71-305-13	Activities Judges/Officials	75.00	0	10-1543-310-00-71-305-13
					$75.00	**Payee Vendor Total**	
TSA Consulting Group Inc							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202211220	11/30/2022	10455	Annuities Payable	74,649.67		10-481
	202211290	11/30/2022	10455	Annuities Payable	74,799.67		10-481
	202212200	12/31/2022	10455	Annuities Payable	74,194.67		10-481
	202212220	12/31/2022	10455	Annuities Payable	75,094.67		10-481
					$298,738.68	**Payee Vendor Total**	
Tyler Technologies Inc							
	65067	12/16/2022	40-2550-310-00-79	Prof & Tech Service Trans	3,623.36	20231675	40-2550-310-00-79
					$3,623.36	**Payee Vendor Total**	
UCP Seguin of Greater Chi							
	65068	12/16/2022	10-2130-310-92-79-600-14	IDEA Health Services	6,051.50	20231356	10-2130-310-92-79-600-14
					$6,051.50	**Payee Vendor Total**	
UMB Bank NA							
	202212230	12/22/2022	30-5220-620	Interest on Bonds	141,600.00	20231651	30-5220-620
	202212230	12/22/2022	30-5220-620	Interest on Bonds	183,137.50	20231651	30-5220-620
	202212230	12/22/2022	30-5220-620	Interest on Bonds	122,600.00	20231651	30-5220-620
	65069	12/16/2022	30-5900-690	Bond Service Charge	318.00	20231467	30-5900-690
	65069	12/16/2022	30-5900-690	Bond Service Charge	300.00	20231467	30-5900-690
					$447,955.50	**Payee Vendor Total**	
United States Postal Serv							
	64716	12/01/2022	10-1130-341-00-71-300-13	Postage HS	10.55	20231551	10-1130-341-00-71-300-13
	65154	01/06/2023	10-1130-341-00-71-300-13	Postage HS	15.38	20231765	10-1130-341-00-71-300-13
	65154	01/06/2023	10-1130-341-00-71-300-13	Postage HS	15.38	20231765	10-1130-341-00-71-300-13
					$41.31	**Payee Vendor Total**	
United Way of McHenry Co							
	64749	12/01/2022	10461	United Way Payable	11.43	0	10-498
	65146	12/29/2022	10461	United Way Payable	11.43	0	10-498
	65146	12/29/2022	10461	United Way Payable	11.43	0	10-498
					$34.29	**Payee Vendor Total**	
Unity School Bus Parts, I							
	65070	12/16/2022	40-2554-410-00-79	Fleet Supplies	833.75	20231644	40-2554-410-00-79
	65070	12/16/2022	40-2554-410-00-79	Fleet Supplies	384.10	20231644	40-2554-410-00-79
					$1,217.85	**Payee Vendor Total**	
UPS Store #2361, The							

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Huntley Community School District 158
Disbursements

Check Date: 11/28/2022 to 1/13/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	65071	12/16/2022	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	272.02	20231593	10-1120-490-02-72-220-13
					$272.02	**Payee Vendor Total**	
US Bank							
	202212220	12/22/2022	30-5220-620	Interest on Bonds	1,198,734.80	20231652	30-5220-620
	202212220	12/22/2022	30-5320-610	Principal on Bonds	291,265.20	20231652	30-5320-610
	202212220	12/22/2022	30-5220-620	Interest on Bonds	5,266,323.75	20231652	30-5220-620
	202212220	12/22/2022	30-5320-610	Principal on Bonds	1,108,676.25	20231652	30-5320-610
					$7,865,000.00	**Payee Vendor Total**	
USA Fire Protection Inc							
	64750	12/01/2022	20-2542-323-00-79	Repairs & Maint Buildings	1,280.00	20230865	20-2542-323-00-79
					$1,280.00	**Payee Vendor Total**	
Vardalos, Karen							
	64775	12/09/2022	10-1811	Textbook Fees	267.00	0	10-1811
	64775	12/16/2022	10-1811	Textbook Fees	(267.00)	0	10-1811
	64944	12/16/2022	10-1811	Textbook Fees	267.00	0	10-1811
					$267.00	**Payee Vendor Total**	
Veregy							
	65072	12/16/2022	20-2542-390-00-79	Other Purchased Service	14,515.00	20231491	20-2542-390-00-79
	65193	01/06/2023	40-2552-590-00-79	EV Bus Power Station	128,152.88	20230331	40-2552-590-00-79
					$142,667.88	**Payee Vendor Total**	
Verizon Wireless							
	64826	12/09/2022	20-2540-340-00-79	Telephone - Districtwide	126.44	23121607	20-2540-340-00-79
	65194	01/06/2023	20-2540-340-00-79	Telephone - Districtwide	5,412.18	23011607	20-2540-340-00-79
	65194	01/06/2023	20-2540-340-00-79	Telephone - Districtwide	5,229.57	23101607	20-2540-340-00-79
					$10,768.19	**Payee Vendor Total**	
VILLAGE OF ALGONQUIN							
	64717	12/01/2022	20-2540-370-00-79	Water/Sewer	1,178.86	0	20-2540-370-00-79
	64717	12/01/2022	20-2540-370-00-79	Water/Sewer	10.00	0	20-2540-370-00-79
	64717	12/01/2022	20-2540-370-00-79	Water/Sewer	941.70	0	20-2540-370-00-79
	64717	12/01/2022	20-2540-370-00-79	Water/Sewer	1,382.14	0	20-2540-370-00-79
	64776	12/09/2022	20-2542-390-00-79	Other Purchased Service	365.74	20231463	20-2542-390-00-79
	65073	12/16/2022	20-2542-390-00-79	Other Purchased Service	260.00	20231463	20-2542-390-00-79
	65155	01/06/2023	20-2540-370-00-79	Water/Sewer	10.00	0	20-2540-370-00-79
	65155	01/06/2023	20-2540-370-00-79	Water/Sewer	1,229.68	0	20-2540-370-00-79

Huntley Community School District 158
Disbursements

Check Date: 11/28/2022 to 1/13/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	65155	01/06/2023	20-2540-370-00-79	Water/Sewer	823.12	0	20-2540-370-00-79
	65155	01/06/2023	20-2540-370-00-79	Water/Sewer	1,026.40	0	20-2540-370-00-79
	65155	01/06/2023	20-2540-370-00-79	Water/Sewer	314.92	0	20-2540-370-00-79
					$7,542.56	**Payee Vendor Total**	
Village of Huntley							
	65131	12/22/2022	20-2540-370-00-79	Water/Sewer	900.00	0	20-2540-370-00-79
	65131	12/22/2022	20-2540-370-00-79	Water/Sewer	176.20	0	20-2540-370-00-79
	65131	12/22/2022	20-2540-370-00-79	Water/Sewer	534.25	0	20-2540-370-00-79
	65131	12/22/2022	20-2540-370-00-79	Water/Sewer	934.65	0	20-2540-370-00-79
	65131	12/22/2022	20-2540-370-00-79	Water/Sewer	3,729.10	0	20-2540-370-00-79
	65131	12/22/2022	20-2540-370-00-79	Water/Sewer	117.34	0	20-2540-370-00-79
	65131	12/22/2022	20-2540-370-00-79	Water/Sewer	1,064.98	0	20-2540-370-00-79
					$7,456.52	**Payee Vendor Total**	
Village of Huntley							
	64718	12/01/2022	20-2540-370-00-79	Water/Sewer	36.32	0	20-2540-370-00-79
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	292.50	20231594	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	227.50	20231594	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	162.50	20231594	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	357.50	20231595	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	487.50	20231595	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	292.50	20231595	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	487.50	20231595	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	260.00	20231595	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	292.50	20231595	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	292.50	20231595	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	487.50	20231595	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	325.00	20231596	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	325.00	20231596	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	325.00	20231596	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	406.25	20231596	20-2546-310-00-71-305
	65074	12/16/2022	20-2546-310-00-71-305	Resource Officer	6,201.67	23121517	20-2546-310-00-71-305
	65156	01/06/2023	20-2540-370-00-79	Water/Sewer	36.32	0	20-2540-370-00-79
					$11,295.56	**Payee Vendor Total**	
Village of Lake in the Hi							
	65075	12/16/2022	20-2546-310-00-71-305	Resource Officer	376.15	20231443	20-2546-310-00-71-305

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Huntley Community School District 158
Disbursements

Check Date: 11/28/2022 to 1/13/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	65075	12/16/2022	20-2546-310-00-71-305	Resource Officer	6,527.00	23120687	20-2546-310-00-71-305
					$6,903.15	**Payee Vendor Total**	
Virtual Connections Acade							
	64827	12/09/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,659.88	23101757	10-4220-670-00-79-600-14
	64827	12/09/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,659.88	23101757	10-4220-670-00-79-600-14
					$13,319.76	**Payee Vendor Total**	
VSP of Illinois NFP							
	64828	12/09/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	9.28	23110457	10-2310-220-00-79-600-14
	64953	12/16/2022	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	7,301.14	23120457	10-2310-220-00-79-600-14
					$7,310.42	**Payee Vendor Total**	
Wallingford Sales Company							
	65076	12/16/2022	20-2542-410-00-79	Supplies B & G	8,165.87	20230652	20-2542-410-00-79
					$8,165.87	**Payee Vendor Total**	
WEPA Libros LLC							
	65077	12/16/2022	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	450.00	20231486	10-1800-410-82-79-605-14
	65077	12/16/2022	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	1,125.00	20231486	10-1800-410-82-79-605-14
					$1,575.00	**Payee Vendor Total**	
West Music Company							
	64829	12/09/2022	10-1110-410-12-72-100-13	Music Supplies Leggee	14.69	20230556	10-1110-410-12-72-100-13
	64829	12/09/2022	10-1110-410-12-72-100-13	Music Supplies Leggee	10.81	20230556	10-1110-410-12-72-100-13
	64829	12/09/2022	10-1110-410-12-72-100-13	Music Supplies Leggee	10.81	20230556	10-1110-410-12-72-100-13
	64829	12/09/2022	10-1110-410-12-72-100-13	Music Supplies Leggee	24.56	20230556	10-1110-410-12-72-100-13
	64829	12/09/2022	10-1110-410-12-72-100-13	Music Supplies Leggee	23.57	20230556	10-1110-410-12-72-100-13
					$84.44	**Payee Vendor Total**	
WEX BANK							
	64752	12/02/2022	10-1700-464-21-71-300-13	Driver Education Gasoline	378.82	23110777	10-1700-464-21-71-300-13
	64752	12/02/2022	10-1500-332-00-71-300-13	Athletic Trips HS	167.73	23110777	10-1500-332-00-71-300-13
	65196	01/06/2023	10-1700-464-21-71-300-13	Driver Education Gasoline	65.94	23120777	10-1700-464-21-71-300-13
	65196	01/06/2023	10-1500-332-00-71-300-13	Athletic Trips HS	450.11	23120777	10-1500-332-00-71-300-13
					$1,062.60	**Payee Vendor Total**	
Wheaton North HS							
	64868	12/16/2022	10-1543-640-00-71-305-13	Activities Fees	175.00	0	10-1543-640-00-71-305-13
					$175.00	**Payee Vendor Total**	

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Huntley Community School District 158
Disbursements

Check Date: 11/28/2022 to 1/13/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Wheaton Warrenville South							
	64719	12/01/2022	10-1500-640-00-71-300-13	Sports Dues & Fees HS	350.00	0	10-1500-640-00-71-300-13
					$350.00	**Payee Vendor Total**	
Wieser Educational							
	65147	12/29/2022	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	724.63	20230928	10-1100-410-72-79-600-14
					$724.63	**Payee Vendor Total**	
Wille, Sarah							
	64924	12/16/2022	10-2210-640-92-79-605-14	IDEA Other Objects	225.00	0	10-2210-640-92-79-605-14
					$225.00	**Payee Vendor Total**	
Wilson, Glen							
	64925	12/16/2022	10-1500-335-00-71-300-13	Conference Travel HS	362.50	0	10-1500-335-00-71-300-13
	64869	12/16/2022	10-1500-332-00-71-300-13	Athletic Trips HS	255.00	0	10-1500-332-00-71-300-13
					$617.50	**Payee Vendor Total**	
Winston Knolls Education							
	64830	12/09/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,233.80	23101747	10-4220-670-00-79-600-14
	65125	12/22/2022	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,922.11	23111747	10-4220-670-00-79-600-14
					$12,155.91	**Payee Vendor Total**	
Wold Architects and Engin							
	65195	01/06/2023	20-2540-310-00-79	Professional & Technical	294.05	20230493	20-2540-310-00-79
	65078	12/16/2022	20-2540-310-00-79	Professional & Technical	3,920.00	20231308	20-2540-310-00-79
					$4,214.05	**Payee Vendor Total**	
Worlds Oldest Sport							
	65079	12/16/2022	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	1,575.00	20231407	10-1120-710-00-72-220-13
					$1,575.00	**Payee Vendor Total**	
York Community High Schoo							
	64329	11/29/2022	10-1543-640-00-71-305-13	Activities Fees	(125.00)	0	10-1543-640-00-71-305-13
	64714	11/29/2022	10-1543-640-00-71-305-13	Activities Fees	125.00	0	10-1543-640-00-71-305-13
					$0.00	**Payee Vendor Total**	
Younan-Shawil, Silvana							
	64926	12/16/2022	10-2310-230-00-74-500-14	Tuition Reimbursement	381.65	0	10-2310-230-00-74-500-14
					$381.65	**Payee Vendor Total**	
Zendesk Inc							
	65080	12/16/2022	10-2660-319-61-79-600-14	Software Maintenance	14,700.00	20231362	10-2660-319-61-79-600-14

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Huntley Community School District 158
Disbursements

Check Date: 11/28/2022 to 1/13/2023

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$14,700.00	Payee Vendor Total	
Zero Card							
	202201121	11/30/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	241.50		10-1100-220-00-79-600-14
	202211140	11/30/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	770.50		10-1100-220-00-79-600-14
	202211280	11/30/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	46.07		10-1100-220-00-79-600-14
	202211709	11/30/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	120.75		10-1100-220-00-79-600-14
	202212200	12/31/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	292.24		10-1100-220-00-79-600-14
	202212509	12/31/2022	10-1100-220-00-79-600-14	Regular Programs Insurance	171.42		10-1100-220-00-79-600-14
					$1,642.48	Payee Vendor Total	
Zhao, Tianya							
	64927	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	67.50	0	10-2520-332-00-74-500-14
	64870	12/16/2022	10-2520-332-00-74-500-14	Travel Fiscal	83.75	0	10-2520-332-00-74-500-14
					$151.25	Payee Vendor Total	
Zieglers Ace Hardware							
	64751	12/01/2022	40-2554-410-00-79	Fleet Supplies	43.94	23071047	40-2554-410-00-79
	64831	12/09/2022	20-2542-410-00-79	Supplies B & G	19.98	23110267	20-2542-410-00-79
	64831	12/09/2022	20-2542-410-00-79	Supplies B & G	1.59	23110267	20-2542-410-00-79
	64831	12/16/2022	20-2542-410-00-79	Supplies B & G	(19.98)	23110267	20-2542-410-00-79
	64831	12/16/2022	20-2542-410-00-79	Supplies B & G	(1.59)	23110267	20-2542-410-00-79
	64945	12/16/2022	20-2542-410-00-79	Supplies B & G	19.98	23110267	20-2542-410-00-79
	64945	12/16/2022	20-2542-410-00-79	Supplies B & G	1.59	23110267	20-2542-410-00-79
	65081	12/16/2022	20-2542-410-00-79	Supplies B & G	39.93	23110267	20-2542-410-00-79
	65081	12/16/2022	20-2542-410-00-79	Supplies B & G	15.38	23110267	20-2542-410-00-79
	65126	12/22/2022	40-2554-410-00-79	Fleet Supplies	18.36	23071047	40-2554-410-00-79
	65126	12/22/2022	20-2542-410-00-79	Supplies B & G	35.57	23110267	20-2542-410-00-79
	64751	12/01/2022	20-2542-410-00-79	Supplies B & G	35.57	23110267	20-2542-410-00-79
					$210.32	Payee Vendor Total	
				Report Total	$20,720,294.44		

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HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: January 19, 2023

Subject: **Establishing the Fiscal Year**
Board of Education Meeting, January 19, 2023
Finance Committee

Section 17 of the Illinois School Code requires School Boards to establish their fiscal year. The following recommendation proposes an action item to fulfill this obligation. Establishment of the fiscal year is a prerequisite to appointing a person to prepare the next tentative budget.

RECOMMENDATION

The Finance Committee recommends the Board of Education move to establish a fiscal year for Huntley Community School District 158 under the provisions of Section 17-1 of the Illinois School Code (105 ILCS 5/17-1) for a period commencing July 1, 2023 and extending through June 30, 2024 at the January 19, 2023 Regular Board Meeting.

Resolution to Establish the Fiscal Year for Huntley Community School District 158, McHenry and Kane Counties, Illinois

* * *

BE IT RESOLVED by the Board of Education of Huntley Community School District 158 of McHenry and Kane Counties, State of Illinois, shall establish a fiscal year for the school district under the provisions of Section 17-1 of the *Illinois School Code (105 ILCS 5/17-1)* beginning on July 1, 2023 and extending through June 30, 2024.

Signed this 19th day of January 2023.

_____
President, Board of Education

_____
Secretary, Board of Education

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer / Treasurer

Date: January 19, 2023

Subject: **Designation of Person to Prepare Tentative Budget**
Board of Education Meeting, January 19, 2023
Finance Committee

School Boards in Illinois are required to officially begin an annual budgeting process by establishing a fiscal year and appointing a person or persons to prepare a tentative budget. The proposed resolution would fulfill the second of these two requirements.

RECOMMENDATION

The Finance Committee recommends the Board of Education approve the attached resolution at the January 19, 2023 Regular Board Meeting.

Resolution to Appoint a Preparer for the Tentative Budget of Huntley Community School District 158, McHenry and Kane Counties, Illinois

* * *

BE IT RESOLVED by the Board of Education of Huntley Community School District 158 of McHenry and Kane Counties, State of Illinois, that Mark Altmayer, Chief Financial Officer / Treasurer, is hereby appointed to prepare a tentative budget for said School District for the fiscal year beginning July 1, 2023 and extending through June 30, 2024, which tentative budget shall be filed with the Secretary of this Board.

Signed this 19th day of January 2023.

_____
President, Board of Education

_____
Secretary, Board of Education

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer / Treasurer

Date: January 19, 2023

Subject: **Series 2016 Debt Abatement Resolution**
Board of Education Meeting, January 19, 2023

This abatement resolution is for the initial Marlowe Series 2006a Bonds.

As you may recall, in 2009, the Marlowe 2006A Bonds were refunded with Series 2009 Bonds. As part of the Series 2009 Bonds refunding, there was an associated resolution that included language noting that the amount will be abated on an annual basis. Subsequently, the Series 2009 Bonds were refunded with the Series 2016 Bonds. The portion of the Series 2016 Debt that is from the Series 2006a/2009 Debt will need to be abated on an annual basis. This portion of the Series 2016 Debt will be paid from the Capital Projects Fund utilizing collected Impact Fees.

I have attached a resolution for the abatement of $474,996.00 for the Series 2016 Debt for the 2022 Levy. Please note, next year will be the final year of abatement of the Series 2016 Bonds as the bonds mature in 2025 with the final payment being January 1st, 2025.

RECOMMENDATION
Administration requests the Board of Education approve the recommended abatement above at the January 19, 2023 Board of Education Meeting.

MINUTES of a regular public meeting of the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, held in the Board Room at the District Office, 650 Dr. John Burkey Drive, Algonquin, Illinois, in said School District at 6:00 o'clock P.M., on the 19th day of January, 2023.

* * *

Upon the roll being called, Anthony Quagliano, the President, and the following members were physically present at said location:_____

_____

_____

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

_____

The President announced that the next item of business before the Board of Education was the consideration of a resolution providing for the payment of debt service on the District's outstanding General Obligation Refunding School Bonds, Series 2016, dated March 1, 2016, and abating a portion of the taxes heretofore levied for the year 2022 for such payment.

Whereupon Member _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, and abating a portion of the taxes heretofore levied for the year 2022 for said bonds.

* * *

WHEREAS, the Board of Education (the *"Board"*) of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois (the *"District"*), by resolution adopted on the 4th day of February, 2016, as supplemented by a Notification of Sale and Direction for Abatement of Taxes dated the 12th day of February, 2016 (together, the *"Resolution"*), did provide for the issue of $5,225,000 General Obligation Refunding School Bonds, Series 2016, dated March 1, 2016 (the *"Bonds"*), and the levy of a direct annual tax sufficient to pay debt service on the Bonds; and

WHEREAS, a duly certified copy of the Resolution was filed in the offices of the County Clerks of McHenry and Kane Counties, Illinois (the *"County Clerks"*); and

WHEREAS, the Board has determined and does hereby determine that the District has funds on hand and lawfully available to pay principal and interest on the Bonds (the *"Available Funds"*); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District to apply the Available Funds to the payment of the Bonds and abate a portion of the taxes heretofore levied to pay the principal of and interest on the Bonds to the amount of the Available Funds; and

WHEREAS, it is necessary and in the best interests of the District that all of the taxes heretofore levied for the year 2022 to pay the Bonds be abated:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Deposit to the Bond Fund. Available Funds in the amount of $474,996.00 are hereby ordered to be deposited into the Bond Fund (as defined in the Bond Resolution) and be used to pay the principal of and interest on the Bonds.

Section 3. Abatement of Taxes. The tax heretofore levied for the year 2022 in the Resolution shall be abated by that amount of Available Funds to be irrevocably set aside in the Bond Fund, and a portion of the amount of the tax levied in the Resolution to pay debt service on the Bonds, the amount of the tax to be abated for said year, and the remainder of the tax levied which is to be extended for said year to pay debt service on the Bonds are as follows:

Year	Amount Levied in Bond Resolution	Amount Previously Abated	Amount to be Abated by this Resolution	Remainder of Tax to be Extended
2022	$1,165,000.00	$690,004.00	$474,996.00	$0.00

Section 4. Certificate of Reduction of Taxes. The President and Secretary of the Board and the School Treasurer be and the same are hereby directed to prepare and file with the County Clerks, a Certificate of Reduction of Taxes Heretofore Levied for the Payment of Bonds showing the Refunded Bonds and directing the abatement of the tax heretofore levied to pay the Refunded Bonds as described in Section 3 hereof, all as provided by Section 19-23 of the School Code of the State of Illinois, as amended.

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted January 19, 2023.

_____
President, Board of Education

_____
Secretary, Board of Education

Member _____ moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE:_____

_____

NAY: _____

Whereupon the President declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

_____
Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education (the *"Board"*) of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois (the *"District"*), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 19th day of January, 2023, insofar as the same relates to the adoption of a resolution entitled:

> RESOLUTION providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, and abating a portion of the taxes heretofore levied for the year 2022 for said bonds.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A,* that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 19th day of January, 2023.

_____
Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting School Treasurer who receives the taxes of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois (the *"District"*), and as such official I do further certify that on the 19th day of January, 2023, there was filed in my office a duly certified copy of a resolution entitled:

> RESOLUTION providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, and abating a portion of the taxes heretofore levied for the year 2022 for said bonds.

duly adopted by the Board of Education of the District on the 19th day of January, 2023, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 19th day of January, 2023.

_____
School Treasurer

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer / Treasurer

Date: January 19, 2023

Subject: **Resolution to Escrow District Funds for Future Abatement**
Board of Education Meeting, January 19, 2023

This Resolution is related to the current Series 2023 refunding. Currently, our debt structure outlines that Bond and Interest due with the 2022 Levy is $23.86M.

This resolution will allow for the restricting of $12.330M to an escrow account and allow for the future abatement of taxes via a Certificate of Reduction of Taxes in connection with the issuance of the Series 2023 Bonds, for the 2022 Levy, so that our community does not experience this increase.

The Resolution notes:

> RESOLUTION providing for the deposit of certain lawfully available funds of the District into an escrow account and abating certain taxes levied by the District to pay certain outstanding bonds of the District, and authorizing the execution of an escrow agreement in connection therewith.
>
> The Board hereby restricts moneys in the Educational Fund of the District in the amount of $12,330,000 (the *"Restricted Funds"*) until the earlier of (i) the date on which the proceeds derived from the issuance of the Series 2023 Bonds are deposited with an escrow agent to provide for the payment of the Refunded Bonds or (ii) such time as the payments on the Refunded Bonds which would have otherwise been paid from the Refunded Bonds Tax Levy have been paid by the District (the *"Restriction Release Date"*).

Furthermore, this resolution approves the future abatement via a "Certificate of Reduction of Taxes". This Certificate of Reduction will be part of the Series 2023 Debt Refunding, and once completed and signed by the Board President and Secretary, will be forwarded to the County Clerk to abate taxes as appropriate and as outlined above. The Certificate of Reduction of Taxes within the attached Resolution is noted below.

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

Certificate of Reduction of Taxes. The President and Secretary of the Board and the School Treasurer be and the same are hereby directed to prepare and file with the County Clerks, a Certificate of Reduction of Taxes Heretofore Levied for the Payment of Bonds showing the Refunded Bonds and directing the abatement of the Refunded Bonds Tax Levy heretofore levied to pay the Refunded Bonds, all as provided by Section 19-23 of the School Code of the State of Illinois, as amended.

The Resolution is attached.

RECOMMENDATION

Administration requests the Board of Education approve the attached resolution at the January 19, 2023 Board of Education Meeting.

MINUTES of a regular public meeting of the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, held in the Board Room at the District Office, 650 Dr. John Burkey Drive, Algonquin, Illinois, in said School District at 6:00 o'clock P.M., on the 19th day of January, 2023.

* * *

Upon the roll being called, Anthony Quagliano, the President, and the following members were physically present at said location: _____

_____

_____

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

_____

The President announced that the next item for consideration was a resolution authorizing the deposit of certain lawfully available funds of the District into an escrow account and abating certain taxes levied by the District to pay certain outstanding bonds of the District, and authorizing the execution of an escrow agreement in connection therewith.

Whereupon Member _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION providing for the deposit of certain lawfully available funds of the District into an escrow account and abating certain taxes levied by the District to pay certain outstanding bonds of the District, and authorizing the execution of an escrow agreement in connection therewith.

* * *

WHEREAS, Huntley Community School District 158, McHenry and Kane Counties, Illinois (the *"District"*), is a duly organized and existing school district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the School Code of the State of Illinois (the *"School Code"*), and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended (the *"Debt Reform Act"*); and

WHEREAS, by a resolution adopted by the Board of Education of the District (the *"Board"*) on the 15th day of September, 2022 (the *"Prior Resolution"*), the District has sold its General Obligation Refunding School Bonds, Series 2023 (the *"Series 2023 Bonds"*), to be issued on October 6, 2023 (the *"Closing Date"*), for the purpose of refunding (the *"Refunding"*) a portion of the District's outstanding General Obligation Capital Appreciation School Building Bonds, Series 2004, dated June 16, 2004, due on January 1, 2024 (the *"Refunded Bonds"*); and

WHEREAS, the Closing is scheduled to occur following the date by which abatements of the taxes levied to pay the Refunded Bonds (the *"Refunded Bonds Tax Levy"*), must be filed with the County Clerks of McHenry and Kane, Illinois (the *"County Clerks"*) to effect such abatements; and

WHEREAS, in accordance with the District's covenants under the resolution adopted by the Board authorizing the issuance of the Refunded Bonds, the District must ensure, prior to the abatement of the Refunded Bonds Tax Levy, sufficient funds of the District are available and set aside to make payments on the Refunded Bonds payable from the Refunded Bonds Tax Levy should the Series 2023 Bonds not be issued; and

WHEREAS, it is therefore necessary and in the best interest of the District to restrict certain funds of the District on hand and available in the Educational Fund of the District (the *"Restricted Funds"*) by the amount of the Refunded Bonds Tax Levy, as set forth in Section 2 hereof; and

WHEREAS, the Restricted Funds shall be held in an escrow account established with the Escrow Agent (as hereinafter defined) pursuant to an escrow agreement as described in Section 2 hereof for the purpose of segregating and investing such funds; and

WHEREAS, it is necessary that the Board authorize the form of escrow agreement with the Escrow Agent and direct the execution of such escrow agreement by officers of the District:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Restricted Funds Escrow. The Board hereby restricts moneys in the Educational Fund of the District, the same being the Restricted Funds, in the amount of $12,330,000 until the earlier of (i) the date on which the proceeds derived from the issuance of the Series 2023 Bonds are deposited with an escrow agent to provide for the payment of the Refunded Bonds or (ii) such time as the payments on the Refunded Bonds which would have otherwise been paid from the Refunded Bonds Tax Levy have been paid by the District (the *"Restriction Release Date"*). The Restricted Funds shall be deposited in trust in an escrow account (the *"Restricted Funds Escrow Account"*) to be established with the Escrow Agent pursuant to an escrow agreement (the *"Restricted Funds Escrow Agreement"*) by and between the District and UMB Bank, National Association, Kansas City, Missouri (the *"Escrow Agent"*). The Agreement and all the terms thereof, in the form provided hereby, are hereby approved, and the President and

Secretary of the Board are hereby authorized and directed to execute the Agreement in the name of the District. The Agreement shall be in substantially the form attached hereto as *Exhibit A* with such additions, deletions and modifications as shall be approved by the President and Secretary of the Board as evidenced by the execution thereof. The monies held in the Restricted Funds Escrow Account shall be invested by the Escrow Agent as directed by the District in the Restricted Funds Escrow Agreement. Any such investments shall be lawful investments authorized by the Illinois Public Funds Investment Acts, as amended. The Escrow Agent is hereby authorized to act as agent for the District in the purchase of the investments described and set forth in the Restricted Funds Escrow Agreement.

Section 3. Certificate of Reduction of Taxes. The President and Secretary of the Board and the School Treasurer be and the same are hereby directed to prepare and file with the County Clerks, a Certificate of Reduction of Taxes Heretofore Levied for the Payment of Bonds showing the Refunded Bonds and directing the abatement of the Refunded Bonds Tax Levy heretofore levied to pay the Refunded Bonds, all as provided by Section 19-23 of the School Code of the State of Illinois, as amended.

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted January 19, 2023.

_____
President, Board of Education

_____
Secretary, Board of Education

EXHIBIT A

RESTRICTED FUNDS ESCROW AGREEMENT

_____, 2023

UMB Bank, National Association
Kansas City, Missouri

Re: Huntley Community School District 158
McHenry and Kane Counties, Illinois
Escrow Account for Deposited Funds

Ladies and Gentlemen:

Huntley Community School District 158, McHenry and Kane Counties, Illinois (the *"District"*), by a resolution adopted by the Board of Education of the District (the *"Board"*) on the 19th day of January, 2023 (the *"Resolution"*), has authorized the deposit of certain funds on hand in the Educational Fund of the District (the *"Funds"*) with you for the purpose of restricting and investing such funds pending the payment, or the future issuance of general obligation refunding bonds of the District (the *"Refunding Bonds"*) for the payment, of a portion of the compound accreted value of the District's outstanding General Obligation Capital Appreciation School Building Bonds, Series 2004 (the *"Prior Bonds"*) due on January 1, 2024 in the amount of $12,330,000.00 (the *"Bond Payments"*).

The District hereby deposits with you the Funds in the amount of $12,330,000.00 and you are hereby instructed as follows with respect thereto:

1. Upon deposit, you are directed to purchase the securities described in *Exhibit A* hereto (the *"Securities"*), the same being lawful investments of the District's moneys pursuant to the Illinois Public Funds Investment Act, as amended.

2. You shall hold the Securities and any interest income or profit derived therefrom and any uninvested cash in an irrevocable trust fund account (the *"Trust Account"*) of the District for the sole and exclusive benefit of the holders of the Prior Bonds until the Release Date (as hereinafter defined).

3. Unless a Letter of Direction (as hereinafter defined) has been submitted to you as described in paragraph 5 hereof, on the Release Date, you shall liquidate the Securities and remit any amounts in the Trust Account on such date to the District, and such remittance shall fully release and discharge you from any further duty or obligation thereto under this Agreement.

4. The *"Release Date"* shall be the earlier of (i) the date on which the proceeds derived from the issuance of the Refunding Bonds are deposited with you as escrow agent for the Prior Bonds in an amount sufficient to pay the Bond Payments and (ii) January 1, 2024, *provided, however,* that if such proceeds of the Refunding Bonds have not been deposited with you by January 1, 2024, the Release Date will not occur until such time as the District has provided you with evidence that the Bond Payments have been made. The evidence referred to in the previous sentence shall consist of a letter, statement or electronic transmission from U.S. Bank National Association as paying agent for the Prior Bonds, or any successor thereto (the *"Prior Paying Agent"*), indicating that the Bond Payments have been made.

5. If at any time prior to the Release Date, the District shall determine that the Funds will be necessary to provide for the payment of the Bond Payments, the District will submit a letter (the *"Letter of Direction"*) to you directing you to (i) liquidate the Securities and (ii) remit any amounts on hand in the Trust Account following such liquidation to the Prior Paying Agent. The Letter of Direction shall also include any instructions necessary for you to remit such funds to the Prior Paying Agent and shall provide the date on which such remittance shall occur. Such remittance pursuant to the Letter of Direction shall fully release and discharge you from any further duty or obligation thereto under this Agreement

5. Upon final disbursement of funds as described in either paragraph 3 or 5 hereof, this Agreement shall terminate.

Very truly yours,

HUNTLEY COMMUNITY SCHOOL DISTRICT 158,
MCHENRY AND KANE COUNTIES, ILLINOIS

By _____
President, Board of Education

By _____
Secretary, Board of Education

Accepted this ___ day of _____, 20__.

UMB BANK, NATIONAL ASSOCIATION
Kansas City, Missouri

By _____
Its_____

EXHIBIT A

SECURITIES

Member _____ moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE:_____

_____

_____

The following members voted NAY:_____

Whereupon the President declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

_____
Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois (the *"Board"*), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 19th day of January, 2023, insofar as same relates to the adoption of a resolution entitled:

> RESOLUTION providing for the deposit of certain lawfully available funds of the District into an escrow account and abating certain taxes levied by the District to pay certain outstanding bonds of the District, and authorizing the execution of an escrow agreement in connection therewith.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A,* that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 19th day of January, 2023.

_____
Secretary, Board of Education

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

To: Board of Education and Administration

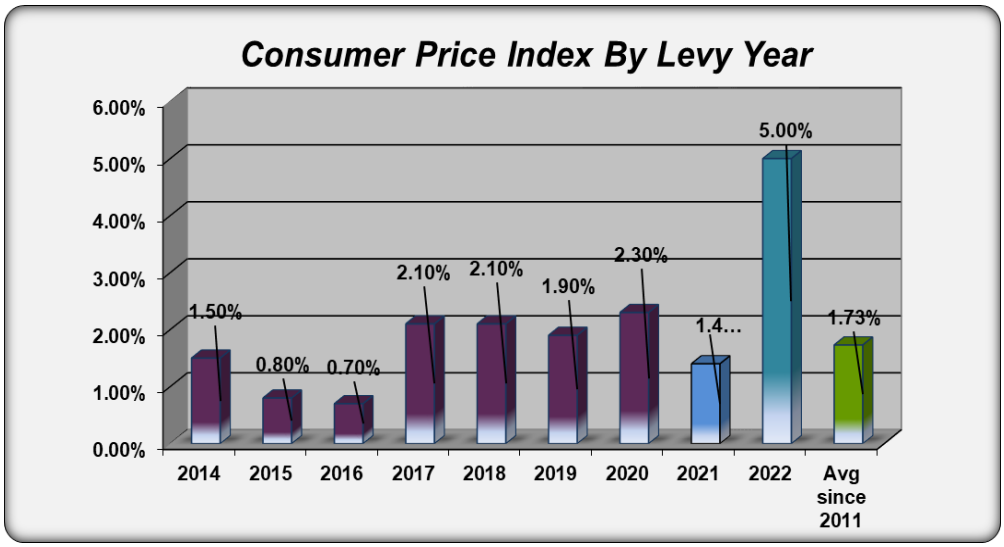
From: Mark Altmayer, Chief Financial Officer

Date: January 19, 2023

Subject: **General Fund Abatement Resolution $750,000**
Board of Education Meeting, January 19, 2023

As discussed in previous Board meetings, as a result of the Fiscal Year 2021 Operating Surplus as of June 30, 2021***, in an effort to minimize tax impact to the community, the Board agreed to utilize $750k of the District's June 30, 2021 operating surplus to abate future property taxes associated with Levy Year 2022.***

Below, is the Consumer Price Index (CPI) by Levy Year as well as next year's increase in accordance with the Property Tax Extension Limitation Law (PTELL). Property taxes to the community are driven by the annual increase in CPI/PTELL as well as the annual increase in the District's Bond & Interest payments due.



By decreasing the 2022 levy Bond & Interest by $750k, the abatement would provide for an approximate .88% decrease in property taxes, resulting in an approximate $45 decrease for someone with a $300,000 market value home.

Currently, with a 5% increase in the operating tax rate, combined with the approximate 3.5% increase in Bond & Interest, excluding new construction, the overall increase to the extension for Levy Year 2022 approximates 4.81%. After the $750k abatement, the rate decreases to approximately 3.90%.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

I have attached a resolution for the abatement of $750,000 for the Series 2004 Capital Appreciation School Bonds for the 2022 Levy.

RECOMMENDATION
Administration requests the Board of Education approve the recommended abatement above at the January 19, 2023 Board of Education Meeting.

MINUTES of a regular public meeting of the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, held in the Board Room at the District Office, 650 Dr. John Burkey Drive, Algonquin, Illinois, in said School District at 6:00 o'clock P.M., on the 19th day of January, 2023.

* * *

Upon the roll being called, Anthony Quagliano, the President, and the following members were physically present at said location:_____

_____

_____

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

_____

The President announced that the next item of business before the Board of Education was the consideration of a resolution providing for the payment of debt service on the District's outstanding General Obligation Capital Appreciation School Building Bonds, Series 2004, dated June 16, 2004, and abating a portion of the taxes heretofore levied for the year 2022 for such payment.

Whereupon Member _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION providing for the payment of debt service on the outstanding General Obligation Capital Appreciation School Building Bonds, Series 2004, of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, and abating a portion of the taxes heretofore levied for the year 2022 for said bonds.

* * *

WHEREAS, the Board of Education (the *"Board"*) of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois (the *"District"*), by a resolution (the *"Resolution"*) adopted by the Board providing for the issuance of the District's General Obligation Capital Appreciation School Building Bonds, Series 2004, dated June 16, 2004 (the *"Bonds"*), and the levy of a direct annual tax sufficient to pay debt service on the Bonds; and

WHEREAS, a duly certified copy of the Resolution was filed in the offices of the County Clerks of McHenry and Kane Counties, Illinois (the *"County Clerks"*); and

WHEREAS, the Board has determined and does hereby determine that the District has funds on hand and lawfully available to pay principal and interest on the Bonds (the *"Available Funds"*); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District to apply the Available Funds to the payment of the Bonds and abate a portion of the taxes heretofore levied to pay the principal of and interest on the Bonds to the amount of the Available Funds; and

WHEREAS, it is necessary and in the best interests of the District that all of the taxes heretofore levied for the year 2022 to pay the Bonds be abated:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, as follows:

Section 1. *Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. *Deposit to the Bond Fund.* Available Funds in the amount of $750,000.00 are hereby ordered to be deposited into the Bond Fund (as defined in the Bond Resolution) and be used to pay the principal of and interest on the Bonds.

Section 3. *Abatement of Taxes*. The tax heretofore levied for the year 2022 in the Resolution shall be abated by that amount of Available Funds to be irrevocably set aside in the Bond Fund, the same being $750,000.00.

Section 4. *Certificate of Reduction of Taxes.* The President and Secretary of the Board and the School Treasurer be and the same are hereby directed to prepare and file with the County Clerks, a Certificate of Reduction of Taxes Heretofore Levied for the Payment of Bonds showing the Bonds and directing the abatement of a portion of the tax heretofore levied to pay the Bonds in the amount of $750,000.00 as described in Section 3 hereof.

Section 5. *Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. *Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted January 19, 2023.

_____
President, Board of Education

_____
Secretary, Board of Education

Member _____ moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE:_____

_____

NAY: _____

Whereupon the President declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Education of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

_____
Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education (the *"Board"*) of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois (the *"District"*), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 19th day of January, 2023, insofar as the same relates to the adoption of a resolution entitled:

> RESOLUTION providing for the payment of debt service on the outstanding General Obligation Capital Appreciation School Building Bonds, Series 2004, of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, and abating a portion of the taxes heretofore levied for the year 2022 for said bonds.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A,* that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 19th day of January, 2023.

_____
Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting School Treasurer who receives the taxes of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois (the *"District"*), and as such official I do further certify that on the 19th day of January, 2023, there was filed in my office a duly certified copy of a resolution entitled:

> RESOLUTION providing for the payment of debt service on the outstanding General Obligation Capital Appreciation School Building Bonds, Series 2004, of Huntley Community School District Number 158, McHenry and Kane Counties, Illinois, and abating a portion of the taxes heretofore levied for the year 2022 for said bonds.

duly adopted by the Board of Education of the District on the 19th day of January, 2023, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 19th day of January, 2023.

_____
School Treasurer

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: January 19, 2023

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Bus Lot Expansion Bid 2022-19A (**A**)
Board of Education, January 19, 2023
Action item

Background:

In January 2022, Huntley Community School District 158 was notified of the award of a grant for funding assistance for 4 EV buses and chargers.

Soon after, the Operations and Maintenance Department 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.

On March 17, 2022, the Board of Education approved engagement with HR Green requesting for civil engineering services related to design, bid administration, and construction administration related to the proposed bus parking lot expansion.

The plans and specifications for this pavement improvement project were delayed to coordinate with the electrical project for the bus lot chargers and site light project which was not awarded until later in the year. It was determined that the project could not break ground in time for summer 2022 work so it was delayed.

On November 11, 2022 Plans and specifications were released for the Pavement Improvements Bid 2022-19A Bus Lot Expansion.

On December 15, 2022 bids were received and opened. A tally of those bids is attached along with HR Green's recommendation.

Recommendation:

The Administration recommends the Board of Education approve the award of the base Bid and Alternate #1 for the Bus Lot Expansion Bid 2022-19A to Schroeder Asphalt Services, Inc. In the total amount of $1,122,000.00 at their January 19, 2022, Regular Board Meeting.

DR/jk

HRGreen

1391 Corporate Drive | Suite 203 | McHenry, IL 60050
Main 815.385.1778 + Fax 815.385.1781

HRGREEN.COM

December 19, 2022

Mr. Doug Renkosik
Director of Operations and Maintenance
Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, Illinois 60102

RE: Bid No. 2022-19A – Bus Lot Expansion
Recommendation for Award
HR Green Job No. 220412

Dear Mr. Renkosik:

Huntley Community School District 158 received nine (9) bid proposals for the construction of the Bus Lot Expansion Improvements at the bid opening on December 15, 2022. The bid package consisted of the addition of new electric bus parking stalls, and an alternate bid for asphalt resurfacing of the existing bus parking lot.

The nine (9) bids have been analyzed for completeness and checked for accuracy, and we have found Schroeder Asphalt Services, Inc. of Huntley, Illinois to be the lowest responsible bidder.

HR Green recommends award of the contract to Schroeder Asphalt Services, Inc. at the base bid amount of $642,500.00, or at the combined base bid and alternate bid total of $1,122,000.00 depending upon the School District's budgetary constraints. See the attached as-read bid tabulations for further information.

Please contact me at jstrzalka@hrgreen.com or 815.759.8359 with any questions or concerns.

Sincerely,
HR GREEN, INC.

Jeffrey J. Strzalka, PE
Senior Project Manager

JJS/

Attachment

AS-READ BID TABULATION

Project Name: Huntley Community School District 158
Bus Lot Expansion Improvements
Bid #2022-19A

Letting Date/ Time: December 15, 2022 9:00 am

Location: D158 Administration Building
650 Dr. John Burkey Drive, Algonquin, IL 60102

Contractor	Base Bid	Alt Bid	Total (Base bid + Alt bid)
Everlast Blacktop	-	-	-
DK Contractors	$724,803.00	$482,553.00	$1,207,356.00
Chicagoland Paving	$645,000.00	$665,000.00	$1,310,000.00
Maneval Construction	$742,308.00	$670,396.00	$1,412,704.00
Arrow Road	$769,000.00	$600,000.00	$1,369,000.00
A Lamp	$707,000.00	$669,000.00	$1,376,000.00
Schroeder Asphalt	**$642,500.00**	**$479,500.00**	**$1,122,000.00**
Abbey Paving	$691,315.00	$547,180.00	$1,238,495.00
Geske	$789,034.10	$648,585.84	$1,437,619.94
Alliance Contractors	-	-	-
Troch McNeil Paving	-	-	-
Martam Construction	-	-	-
Champion Paving	$918,000.00	$842,000.00	$1,760,000.00
Engineer's Estimate	$599,272.25	$681,780.25	$1,281,052.50

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: January 19, 2023

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Johnson Controls, Inc. Planned Service Proposal (**A**)
Board of Education, January 19, 2023
Action item

Background:

Since the chiller at Mackeben Elementary School was replaced in 2012, the School District has contracted with the manufacturer's service department to provide preventative maintenance services for this premium efficiency chiller.

The present contract with JCI (Johnson Controls, Inc.) expires on 2-28-23.

The Administration has requested JCI submit a new proposal for the same preventative maintenance services.

Attached is JCI's proposed service agreement for a new 2-year period for preventative maintenance services.

Recommendation:

The Administration recommends the Board of Education approve JCI's proposed Assure Maintenance Agreement (Estimate No. 1-1J4ROTYG) dated 12-16-22 as attached at their January 19, 2022, Regular Board Meeting.

DR/jk

Johnson Controls planned service proposal

Prepared for CONSOLIDATED SCHOOL HUNTLEY HIGH

Customer
CONSOLIDATED SCHOOL HUNTLEY HIGH

Local Johnson Controls Office
3007 MALMO DR
ARLINGTON HEIGHTS, IL 600054727

Agreement Start Date:
02/01/2023

Proposal Date
12/16/2022

Estimate No:
1-1J4ROTYG

Partnering with you to deliver value-driven solutions

Every day, we transform the environments where people live, work, learn and play. From optimizing building performance to improving safety and enhancing comfort, we are here to power your mission.

A Planned Service Agreement with Johnson Controls provides you with a customized service strategy designed around the needs of your facility. Our approach features a combination of scheduled, predictive and preventative maintenance services that focus on your goals.

As your building technology services partner, Johnson Controls delivers an unmatched service experience delivered by factory-trained, highly skilled technicians who optimize operations of the buildings we work with, creating productive and safe environments for the people within.

By integrating our service expertise with innovative processes and technologies, our value-driven planned service solutions deliver sustainable results, minimize equipment downtime and maximize occupant comfort.

With more than a century of healthy buildings expertise, Johnson Controls leverages technologies to successfully deliver smart solutions to facilities worldwide.

FROST & SULLIVAN

2020 Award | North American Company of the Year for Innovation in Smart Connected Chillers

Johnson Controls was recognized by Frost & Sullivan as the 2020 North American Company of the Year for innovation in the Smart connected Chillers market

Executive summary

Planned service proposal for CONSOLIDATED SCHOOL HUNTLEY HIGH

We value and appreciate your interest in Johnson Controls as a service provider for your building systems and are pleased to provide a value-driven maintenance solution for your facility. The enclosed proposal outlines the Planned Service Agreement we have developed on your facility.

Details are included in the Planned Service Agreement summary (Schedule A), but highlights are as follows:

- In this proposal we are offering a service agreement for 2 Years starting 02/01/2023 and ending 01/31/2025.
- The agreement price for first year is $7,936.00; see Schedule A, Supplemental Price and Payment Terms, for pricing in subsequent years.
- The equipment options and number of visits being provided for each piece of equipment are described in Schedule A, Equipment list.

As a manufacturer of both mechanical and controls systems, Johnson Controls has the expertise and resources to provide proper maintenance and repair services for your facility.

Again, thank you for your interest in Johnson Controls and we look forward to becoming your building technology services partner.

Please contact me if you have any questions.

Sincerely,

Matthew Szydlowski
Service Manager
(866) 854-4768

The power behind **your mission**

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Benefits of planned service

A Planned Service Agreement with Johnson Controls will allow you to optimize your building's facility performance, providing dependability, sustainability and energy efficiency. You'll get a value-driven solution that fits your specific goals, delivered with the attention of a local service company backed by the resources of a global organization.

With this Planned Service Agreement, Johnson Controls can help you achieve the following five objectives:

1. **Identify energy savings Opportunities**
   Since HVAC equipment accounts for a major portion of a building's energy usage, keeping your system performing at optimum levels may lead to a significant reduction in energy costs.
2. **Reduce future repair costs**
   Routine maintenance may maximize the life of your equipment and may reduce equipment breakdowns.
3. **Extend asset life**
   Through proactive, factory-recommended maintenance, the life of your HVAC assets may be extended, maximizing the return on your investment.
4. **Ensure productive environments**
   Whether creating a comfortable place where employees can be productive or controlling a space to meet specialized needs, maintenance can help you achieve an optimal environment for the work that is being accomplished
5. **Promote environmental health and safety**
   When proper indoor conditions and plant requirements are maintained, business outcomes may be improved by minimizing sick leave, reducing accidents, minimizing greenhouse gas emissions and managing refrigerant requirements.

All of the services we perform on your equipment are aligned with "The 5 Values of Planned Maintenance" and our technicians understand how the work they perform can help you accomplish your business objectives.

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Our partnership

Personalized account management

A Planned Service Agreement also provides you with the support of an entire team that knows your site and can closely work with you on budget planning and asset management. Your local Johnson Controls account management team can help guide planned replacement, energy retrofits and other building improvement projects. You'll have peace of mind that an entire team of skilled professionals will be looking out for what is best for your facility and budget.

A culture of safety

Johnson Controls technicians take safety seriously and personally, and integrate it into everything they do. All of our technicians participate in regular and thorough safety training. Because of their personal commitment, we are a leader in the HVAC service industry for workplace safety performance. This means that you do not have to worry about us when we are on your site.

Commitment to customer satisfaction

Throughout the term of your Planned Service Agreement, we will periodically survey you and use your feedback to continue to make improvements to our service processes and products. Our goal is to deliver the most consistent and complete service experience possible. To meet this goal, we've developed and implemented standards and procedures to ensure you receive the ultimate service experience – every time.

Energy & sustainability

A more sustainable world one building at a time – Johnson Controls is a company that started more than 125 years ago with a product that reduced energy use in buildings. We've been saving energy for customers ever since. Today, Johnson Controls is a global leader in creating smart environments where people live, work and play, helping to create a more comfortable, safe and sustainable world.

The value of integrity

Johnson Controls has a long, proud history of integrity. We do what we say we will do and stand behind our commitments. Our good reputation builds trust and loyalty. In recognition for our commitment to ethics across our global operations, we are honored to be named one of the World's Most Ethical Companies by Ethisphere Institute, a leading think tank dedicated to business ethics and corporate social responsibility. In addition, Corporate Responsibility Magazine recognizes Johnson Controls as one of the top companies in its annual "100 Best Corporate Citizens" list.

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Service delivery

As part of the delivery of this Planned Service Agreement, Johnson Controls will dedicate a local customer service agent responsible for having a clear understanding of the agreement scope, and your facility procedures and protocols.

A high-level overview around our service delivery process is outlined below including scheduling, emergency service, on-site paperwork, communication and performing repairs outside of the agreement scope.

Scheduling

Preventative maintenance service will be scheduled using our automated service management system. In advance of the scheduled service visit, our technician is sent a notice of service to a smartphone. Once the technician acknowledges the request, your customer service agent will call or e-mail your on-site contact to let you know the start date and type of service scheduled.

The technician checks in, wears personal protective equipment, performs the task(s) as assigned, checks out with you and asks for a screen capture signature on the smartphone device. A work order is then e-mailed, faxed or printed for your records.

Emergency services

Emergency service can be provided 7 days a week, 24 hours a day, 365 days a year. During normal business hours, emergency service will be coordinated by the customer service agent. After hours, weekends and holidays, the emergency service number transfers to the Johnson Controls after-hours call center and on-call technicians are dispatched as needed.

Johnson Controls is committed to dispatching a technician within hours of receiving your call through the service line. A work order is e-mailed, faxed or printed for your records. Depending on the terms of your agreement, you may incur charges for after hour services.

Communication

A detailed communication plan will be provided to you so you know how often we will provide information to you regarding your Planned Service Agreement. The communication plan will also provide you with your main contacts at Johnson Controls.

Approval process for non-covered items

Johnson Controls will adhere to your procurement process. No work will be performed outside of the agreement scope without prior approval. Johnson Controls will work with you closely to ensure your procurement process is followed before any non-covered item work is started.

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Summary of services and options

Comprehensive and operational inspections

During comprehensive and operational inspections, Johnson Controls will perform routine checks of the equipment for common issues caused by normal wear and tear on the equipment. Additional tests can be run to confirm the equipment's performance.

Routine maintenance, such as lubrication, cleaning and tightening connections, can be performed depending on the type of equipment being serviced. Routine maintenance is one of the keys to the five values of maintenance – it can help identify energy saving opportunities, reduce future repair costs, extend asset life, ensure productive environments, and promote health and safety.

Chiller Shutdown (Air Cooled)

Preparing an operating unit for seasonal shutdown ensures smooth start-up when the unit is returned to operation and helps prevent damage during the downtime. Johnson Controls technicians will check for water left in heat exchangers that can freeze, damaging tubes. Contaminants in the water may also cause corrosion. They will also look for refrigerant leaks to prevent loss of refrigerant and initiate pump down cycles to properly store refrigerant within the unit. Where appropriate, steps may also be taken to protect critical components from the elements.

Oil Analysis

By examining the oil, we can determine what part of the chiller is experiencing the most significant and harmful wear. Johnson Controls has been collecting data to statistically derive acceptable limits. We can also determine if there is a breakdown in the oil or if contaminants are affecting chiller operation.

Refrigerant Sample

Refrigerant samples are carefully collected from the applicable HVAC equipment in accordance with Johnson Controls controlled documents to ensure accurate, uncontaminated sampling. Our qualified refrigerant testing laboratory uses Air Conditioning and Refrigeration Institute (ARI) and our own statistically generated standards to accurately and completely assess the condition of your refrigerant. Acidity, moisture, oxides and percent oil are monitored.

Customer Portal / Service Information Access

The Johnson Controls customer portal is the online gateway to easily access various elements of your service information. This real-time, self-service mechanism is just one more way for you to stay in touch with our service within your facilities. Using the internet, you can view service call history by location, monitor agreements, as well as view asset and invoice information.

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Summary

Thank you for considering Johnson Controls as your building technology services partner. The following agreement document includes all the details surrounding your Planned Service Agreement.

With planned service from Johnson Controls, you'll get a value-driven solution that can help optimize your building controls and equipment performance, providing dependability, sustainability and energy efficiency. You'll get a solution that fits your specific goals, delivered with the attention of a local service company backed by the resources of a global organization.

The power behind **your mission**

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Planned Service Agreement

Customer Name :	CONSOLIDATED SCHOOL HUNTLEY HIGH
Address:	13719 HARMONY RD HUNTLEY,IL 60142-9792
Proposal Date:	12/16/2022
Estimate #:	1-1J4ROTYG

Scope of Service

Johnson Controls, Inc. ("JCI") and the Customer (collectively the "Parties") agree Preventative Maintenance Services, as defined in Schedule A ("Services"), will be provided by JCI at the Customer's facility. This Planned Service Agreement, the Equipment List, Supplemental Price and Payment Terms, Terms and Conditions, and Schedules attached hereto and incorporated by this reference as if set forth fully herein (collectively the "Agreement"), cover the rights and obligations of both the Customer and JCI.

Extended Service Options for Premium Coverage

If Premium Coverage is selected, on-site repair services to the equipment will be provided as specified in this Agreement for the equipment listed in the attached Equipment List.

Equipment List

Only the equipment listed in the Equipment List will be covered as part of this Agreement. Any changes to the Equipment List must be agreed upon in writing by both Parties.

Term / Automatic Renewal

This Agreement takes effect on 02/01/2023 and will continue until 01/31/2025 ("Original Term"). The Agreement will automatically renew and extend for successive terms equal to the Original Term unless the Customer or JCI gives the other written notice it does not want to renew prior to the end of the then-current term (each a "Renewal Term"). The notice must be delivered at least (90) days prior to the end of the Original Term or of any Renewal Term. The Original Term and any Renewal Term may be referred to herein as the "Term". Renewal price adjustments are discussed in the Terms and Conditions.

Refrigerant Charges

Refrigerant is not included under this Agreement and will be billed separately to the Customer by JCI.

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Price and Payment Terms

The total Contract Price for JCI's Services during the first year of the Original Term is $7,936.00. This amount will be paid to JCI in advance in Annual installments. Pricing for each subsequent year of a multiyear Original Term is set forth in the Supplemental Price and Payment Terms. Unless otherwise agreed to by the parties, All payments will be due upon receipt. Renewal price adjustments are set forth in the Terms and Conditions.

Invoices will be sent to the following location: HUNTLEY COMMUNITY SCHOOL DISTRICT 158
650 DR JOHN BURKEY DRIVE
ALGONQUIN,IL 60102

To ensure that JCI is compliant with your company's billing requirements, please provide the following information:

PO is required to facilitate billing:

[] No: This signed contract satisfies requirement

[] YES: Please reference this PO number :

AR Invoices are accepted via e-mail:

[] YES: E-mail address to be used :
[] No: Please submit invoices via mail
[] No: Please submit via :

This proposal is valid for thirty days from the proposal date.

JOHNSON CONTROLS Inc.

JCI Manager:	**Customer Manager:**
JCI Manager Signature:	**Customer Manager Signature:**
Title: **Date:**	**Title:** **Date:**

JCI Branch: JOHNSON CONTROLS CHICAGO ROCKFORD IL CB - 0N01
Address: 3007 MALMO DR
ARLINGTON HEIGHTS,IL 600054727
Branch Phone: (866) 854-4768
Branch Email:

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Schedule A - Equipment List

CONSOLIDATED SCHOOL HUNTLEY HIGH	13719 HARMONY RD HUNTLEY, IL 60142-9792

Product: Variable Refrigerant Flow (VRF), Outdoor Unit, Heat Pump, 6.0 - 8.0 Ton

Quantity: 1
Coverage Level: Basic

Services Provided
1 Operational
1 Comprehensive

Customer Tag	Manufacturer	Model #	Serial #
OUTDOOR UNIT	JCI_YORK	TVAHP096B42S	J1M90312

Product: Variable Refrigerant Flow (VRF), Indoor Unit, 2-Way Cassette Indoor Unit, 1 - 2.0 Ton

Quantity: 3
Coverage Level: Basic

Services Provided
1 Operational
1 Comprehensive

Customer Tag	Manufacturer	Model #	Serial #
UNIT 01-01	JCI_YORK	TICM018B21S	S1L90108
UNIT 01-02	JCI_YORK	TICM018B21S	S1M90197
UNIT 01-03	JCI_YORK	TICM018B21S	S1L90106

Product: Variable Refrigerant Flow (VRF), Indoor Unit, 2-Way Cassette Indoor Unit, 1 - 2.0 Ton

Quantity: 3
Coverage Level: Basic

Services Provided
1 Operational
1 Comprehensive

Customer Tag	Manufacturer	Model #	Serial #
UNIT 01-04	JCI_YORK	TICM018B21S	S1L90107
UNIT 01-05	JCI_YORK	TICM018B21S	S1M90194
UNIT 01-06	JCI_YORK	TICM018B21S	S1M90206

Please note: the operational visits will be a separate annual visit than the comprehensive visits. Total of 2 visits per year.

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MACKEBEN ELEMENTARY	800 ACADEMIC DR ALGONQUIN, IL 60102-4421

Product: Chiller, Air Cooled, Screw, 150-250 Tons

Quantity: 1
Coverage Level: Basic

Services Provided

3	Operational
1	Seasonal Start-up
1	Refrigerant Analysis (2 Circuits)
1	Comprehensive
1	Seasonal Shut-down
1	Oil Analysis (2 Circuits)

Customer Tag	Manufacturer	Model #	Serial #
Air cooled chiller	York	YCIV0227PA46VAB	2CYM015501

1) General 3 Total Independent Visits:
   a. All 3 inspections and work must be coordinated with Dir of Maintenance School District 158
   b. Spring Comprehensive with Start –up (Visit #1)
      i. Tasks:
         1. Open refrigerant valves that were closed at shut down
         2. Reconnect flow proving device
         3. Full Leak check chiller –report to customer of any issues that need addressing
         4. Check electrical connections.
         5. Perform Catastrophic checks on drive.
         6. Check fans, exv, and vsd pump.
         7. Pull oil samples for lab test now or at Midsummer Inspection
         8. Pull refrigerant samples for test now or at Midsummer Inspection
         9. Perform running inspection.
         10. Check Drive coolant level
   c. Midsummer Inspection (Visit #2)
      i. Tasks:
         1. Schedule with Customer when there is a load
            a. Typically should be July August Time Frame
            b. Check Coolant on drive
            c. Check Condenser coils
            d. Test condenser fan motors
            e. JCI to spot leak test units for signs of oil or any leaks (full leak check at Spring Comprehensive)
            f. Pull oil samples for lab test now or at Start-up previously
            g. Pull refrigerant samples now or at Start-up previously
            h. Check Oil levels

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i. Check Crank case heaters
j. Test differential flow switch.

d. Winter Prep and Shutdown (October Time frame) (Visit #3)
   i. Tasks
      1. School district will drain water from chiller and prep for freeze protection. (JCI does not assume any responsibility for freeze-ups or associated damage
      2. School District will apply locks to appropriate LOTO (Lock out tag out) Points
      3. JCI to spot leak test units for signs of oil or any leaks (full leak check at Spring Comprehensive)
      4. JCI will disassemble flow differential switch
      5. JCI will properly position drain and feed valves, liquid valves and compressor valves
      6. JCI will check coolant level in drive and temperature fitness

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Equipment tasking

	Chiller, Air Cooled, Screw, 150-250 Tons
Oil Analysis (2 Circuits)	All work must be performed in accordance with Johnson Controls safety policies Check with appropriate customer representative for operational deficiencies Remove sample in approved container Drop off for analysis Label and complete paperwork indicating present operating conditions Document tasks performed during visit and report any observations to appropriate customer representative
Operational	All work must be performed in accordance with Johnson Controls safety policies Check with appropriate customer representative for operational deficiencies Review control panel for proper operation and recorded fault histories Check for proper chilled water flow Check system pressures and temperatures Check refrigerant charge (sight glass) Check oil separator level Check for proper capacity control operation Check for proper oil temperature and pressure Check for visual signs of refrigerant/oil leak(s) Check for unusual noise and vibration Check for proper condenser fan operation Check overall condition of unit Record and log all operating parameters Document tasks performed during visit and report any observations to appropriate customer representative
Refrigerant Analysis (2 Circuits)	All work must be performed in accordance with Johnson Controls safety policies Check with appropriate customer representative for operational deficiencies Remove sample in approved container Drop off for analysis Label and complete paperwork indicating present operating conditions Document tasks performed during visit and report any observations to appropriate customer representative
Comprehensive	All work must be performed in accordance with Johnson Controls safety policies Check with appropriate customer representative for operational deficiencies Review control panel for proper operation and recorded fault histories Check for visual signs of refrigerant/oil leak(s) Conduct refrigerant leak check Check oil separator level Verify oil heater operation Perform lock-out and tag-out procedure Inspect condenser fan and compressor contactors for wear Check and tighten electrical connections Perform preventative procedures to flow proving devices Check for unusual noise and vibration Check overall condition of unit Remove and dispose any debris from any maintenance activity Document tasks performed during visit and report any observations to

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	appropriate customer representative
Seasonal Shut-down	All work must be performed in accordance with Johnson Controls safety policies Check with appropriate customer representative for operational deficiencies Verify oil heater operation Review control panel for proper operation and recorded fault histories Check refrigerant charge (sight glass) Check oil separator level Record and log all operating parameters Shut down chiller Check for visual signs of refrigerant/oil leak(s) Conduct refrigerant leak check Tag chiller out of service Remove and dispose any debris from any maintenance activity Document tasks performed during visit and report any observations to appropriate customer representative
Seasonal Start-up	All work must be performed in accordance with Johnson Controls safety policies Check with appropriate customer representative to coordinate the startup of the system Remove shutdown tag from unit Verify the chilled water valves are in their proper operating position Check for proper chilled water flow Start the chiller Review control panel for proper operation and recorded fault histories Check system pressures and temperatures Check refrigerant charge (sight glass) Check oil separator level Check for proper capacity control operation Check for proper oil temperature and pressure Check for visual signs of refrigerant/oil leak(s) Check for unusual noise and vibration Check overall condition of unit Check for proper condenser fan operation Record and log all operating parameters Document tasks performed during visit and report any observations to appropriate customer representative
	Variable Refrigerant Flow (VRF), Indoor Unit, 2-Way Cassette Indoor Unit, 1.5 - 2.0 Ton
Comprehensive	All work must be performed in accordance with Johnson Controls safety policies Check that the fan rotates counterclockwise and inspect the rotating speed Check for unusual noise and vibration Inspect for activation of float switch (if applicable) Inspect for activation of drain-up mechanism if applicable Check condition of air filter and clean or replace as needed Check condition of evaporator coil Inspect for electrical insulation resistance Clean air inlet grille Visually inspect for refrigerant leaks Clean condensate pan and clear drain line
Operational	All work must be performed in accordance with Johnson Controls safety

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	policies Check that the fan rotates counterclockwise and inspect the rotating speed Check for unusual noise and vibration Inspect for activation of float switch (if applicable) Inspect for activation of drain-up mechanism if applicable Check condition of air filter and clean or replace as needed Check condition of evaporator coil Inspect for electrical insulation resistance Clean air inlet grille Visually inspect for refrigerant leaks

Variable Refrigerant Flow (VRF), Outdoor Unit, Heat Pump, 6.0 - 8.0 Ton

Comprehensive	All work must be performed in accordance with Johnson Controls safety policies Check that the fan rotates counterclockwise and inspect the rotating speed Check for unusual noise and vibration Inspect condenser coil for any accumulated dirt and dust Inspect for loose or missing screws and secure or replace as required Inspect for peeling thermal insulation material on the cabinet and repair it Inspect for abnormal activation of the magnetic contactor, auxiliary relay, or printed circuit board (PCB) Inspect for faulty contact caused by loosened terminal connections, oxidized contacts, foreign matter, and other items Inspect for abnormal sounds or vibration of compressor Inspect for any abnormal activating sound of reversing valve Check crankcase heater Check that there is no temperature difference between the ends of strainer Inspect for electrical insulation resistance Spray coil(s) with chemical solution Rinse coil(s) thoroughly with water Clean area around equipment
Operational	All work must be performed in accordance with Johnson Controls safety policies Check that the fan rotates counterclockwise and inspect the rotating speed Check for unusual noise and vibration Inspect condenser coil for any accumulated dirt and dust Inspect for loose or missing screws and secure or replace as required Inspect for peeling thermal insulation material on the cabinet and repair it Inspect for abnormal activation of the magnetic contactor, auxiliary relay, or printed circuit board (PCB) Inspect for faulty contact caused by loosened terminal connections, oxidized contacts, foreign matter, and other items Inspect for abnormal sounds or vibration of compressor Inspect for any abnormal activating sound of reversing valve Check that there is no temperature difference between the ends of strainer Check crankcase heater Inspect for electrical insulation resistance

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Supplemental Price & Payment Terms (Applies to Multi-Year Contracts Only)

Year	Total Annual Dollar Amount	Payment Frequency
Year1	$7,936.00	Annually
Year2	$8,333.00	Annually

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Special Additions and Exceptions

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TERMS AND CONDITIONS
DEFINITIONS (REV 4/22)

DIGITAL ENABLED SERVICES mean services provided hereunder that employ JCI software and cloud-hosted software offerings and tools to improve and enable such services. Digital Enabled Service may include, but are not limited to, (a) remote inspection, (b) advanced equipment fault detection and diagnostics, and (c) data dashboarding and health reporting.

CONTRACT PRICE means the price that Customer shall pay to JCI for the Services.

COVERED EQUIPMENT means the equipment for which Services are to be provided under this Agreement. Covered Equipment is set forth in Schedule A - Equipment List.

EQUIPMENT FAILURE means the failure, under normal and expected working conditions, of moving parts or electric or electronic components of the Covered Equipment that are necessary for its operation.

PREMISES means those Customer premises where the Covered Equipment is located or Services performed pursuant to this Agreement.

REMOTE MONITORING SERVICES means remote monitoring of Covered Equipment and/or systems including building automation, HVAC equipment, and fire alarm, intrusion, and/or other life safety systems for alarm and event notifications using a UL Certified Central Station.

REMOTE OPERATIONS CENTER (ROC) is the department at JCI that remotely monitors alarm and industrial (HVAC) process signals.

REMOTE OPERATING SERVICES means remote interrogation, modification and/or operation of building automation, HVAC equipment, and/or other Covered Equipment.

REPAIR LABOR is the labor necessary to restore Covered Equipment to working condition following an Equipment Failure, but does not include services relating to total equipment replacement due to obsolescence or unavailability of parts.

REPAIR MATERIALS are the parts and materials necessary to restore Covered Equipment to working condition following an Equipment Failure, but excludes total equipment replacement due to obsolescence or unavailability of parts, unless excluded from the Agreement. At JCI's option, Repair Materials may be new, used, or reconditioned.

SCHEDULED SERVICE MATERIALS are the materials required to perform Scheduled Service Visits on Covered Equipment, unless excluded from the Agreement.

SCHEDULED SERVICE VISITS are the on-site labor visits required to perform JCI recommended inspections and preventive maintenance on Covered Equipment.

SERVICES are the work, materials, labor, service visits, and repairs to be provided by JCI pursuant to this Agreement except that the Services do not include the Connected Equipment Services or the provision of other software products or digital or cloud services, which are provided under separate terms and conditions referenced in Section P.

A. JCI'S SERVICES FOR COVERED EQUIPMENT

1. BASIC COVERAGE means Scheduled Service Visits, plus Scheduled Service Materials (unless excluded from this Agreement). No parts, equipment, Repair Labor or Repair Materials are provided for under BASIC COVERAGE.

2. PREMIUM COVERAGE means BASIC COVERAGE plus Repair Labor, plus Repair Materials (unless excluded from the Agreement). If Customer has ordered PREMIUM COVERAGE, JCI will inspect the Covered Equipment within forty-five (45) days of the date of this Agreement, or as seasonal or operational conditions permit. JCI will then advise Customer if JCI finds any Covered Equipment not in working order or in need of repair. With Customer's approval, JCI will perform the work necessary to put the Covered Equipment in proper working condition, subject to the terms of this Agreement. Customer will pay for such work at JCI's standard rates for parts and labor in effect at the time that the work is performed. If Customer does not want JCI to perform the work identified as necessary by JCI, any equipment thereby affected will be removed from the list of Covered Equipment, and the Contract Price will be adjusted accordingly. Should Customer not make JCI's recommended repairs or proceed with the modified PREMIUM COVERAGE, JCI reserves the right to invoice Customer for the cost of the initial equipment inspection.

3. EXTENDED SERVICE means Services performed outside JCI's normal business hours and is available only if Customer has PREMIUM COVERAGE. Extended Service is available either 24/5 or 24/7, at Customer's election. The price for Extended Service, if chosen by Customer, is part of the total Contract Price.

4. REMOTE MONITORING SERVICES OR REMOTE OPERATING SERVICES. If Remote Monitoring Services or Remote Operating Services are provided, Customer agrees to furnish JCI with a list of the names, titles, addresses, email addresses, and phone numbers of all persons authorized to be contacted by, or be able to contact the ROC to perform specific agreed upon actions with the appropriate authority. If JCI's Services include "Remote Monitoring Services with Open and Close," Customer also agrees to furnish JCI with Customer's daily and holiday opening and closing schedules. Customer agrees to maintain and update the call lists with accurate information. Customer further agrees to notify JCI of such changes as soon as possible. JCI/ROC is not responsible to find new contacts/numbers if the contacts on the call lists cannot be reached. A maximum of three contacts are allowed for any time of the day. If none of those contacts can be reached, then neither JCI nor the ROC are responsible for damages. Customer is responsible for any and all costs and expenses arising from Customer's failure to provide timely updates for any of the contact information submitted to the ROC.

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remedies under this Agreement. JCI shall not be liable for any damages, claims, expenses, or liabilities arising from or relating to suspension of services for non-payment. In the event that there are exigent circumstances requiring services or the JCI otherwise performs services at the premises following suspension, those services shall be governed by the terms of this Agreement unless a separate contract is executed. If Customer disputes any late payment notice or JCI's efforts to collect payment. Customer shall immediately notify JCI in writing and explain the basis of the dispute. Customer will pay all of JCI's reasonable collection costs (including legal fees and expenses). In the event of Customer's default, the balance of any outstanding amounts will be immediately due and payable.

CONTRACT WILL NOT RENEW AFTER 3RD YEAR WITHOUT MUTUAL AGREEMENT TO UPDATED COST

JCI may increase prices upon notice to the Customer to reflect increases in material and labor costs. All stated prices are exclusive of and Customer agrees to pay any taxes, fees, duties, tariffs, false alarm assessments, installation or alarm permits and levies or other similar charges imposed and/or enacted by a government, however designated or imposed, including but not limited to value-added and withholding taxes that are levied or based upon the amounts paid under this Agreement. If this Agreement is renewed, JCI will provide Customer with notice of any adjustments in the Contract Price applicable to any Renewal Term. Unless Customer terminates this Agreement in writing at least ninety (90) days prior to the end of the then-current Term, the adjusted Contract Price shall be the price for the Renewal Term. Prices for products covered by this Agreement may be adjusted by Company, upon notice to Customer at any time prior to shipment and regardless of Customer's acceptance of the Company's proposal or quotation, to reflect any increase in Company's cost of raw materials (e.g., steel, aluminum) inability to secure Products, changes or increases in law, labor, taxes, duties, tariffs or quotas, acts of government, any similar charges, or to cover any extra, unforeseen and unusual cost elements.

1-11-23

E. WARRANTIES

JCI warrants its Services will be provided in a good and workmanlike manner for 90 days from the date of Services. If JCI receives written notice of a breach of this warranty prior to the end of this warranty period, JCI will re-perform any non-conforming Services at no additional charge within a commercially reasonable time of the notification.

JCI warrants that equipment manufactured or labeled by Johnson Controls, Inc. shall be free from defects in material and workmanship arising from normal usage for a period of 90 days. No warranty is provided for third-party products and equipment installed or furnished by JCI. Such products and equipment are provided with the third party manufacturer's warranty to the extent available, and JCI will transfer the benefits, together with all limitations, of that manufacturer's warranty to Customer. All transportation charges incurred in connection with the warranty for equipment and/or materials not covered under this Agreement shall be borne by Customer. Except as provided herein, if JCI receives written notice of a breach of this warranty prior to the end of this warranty period, JCI will repair or replace (at JCI's option) the defective equipment.

These warranties do not extend to any Services or equipment that have been misused, altered, or repaired by Customer or third parties without the supervision of and prior written approval of JCI, or if JCI serial numbers or warranty decals have been removed or altered. All replaced parts or equipment shall become JCI's property. This warranty is not assignable. Warranty service will be provided during normal business hours, excluding holidays. The remedies set forth herein shall be Customer's sole and exclusive remedy with regards to any warranty claim under this Agreement. Any lawsuit based upon the warranty must be brought no later than one (1) year after the expiration of the applicable warranty period. This limitation is in lieu of any other applicable statute of limitations. **CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT THESE WARRANTIES ARE JCI'S SOLE WARRANTIES AND TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.** JCI makes no and specifically disclaims all representations or warranties that the services, products, software or third party product or software will be secure from cyber threats, hacking or other similar malicious activity, or will detect the presence of, or eliminate, prevent, treat, or mitigate the spread, transmission, or outbreak of any pathogen, disease, virus or other contagion, including but not limited to COVID 19.

F. CUSTOMER OBLIGATIONS AND COMMITMENTS TO JCI

1. Customer warrants it has given JCI all information concerning the condition of the Covered Equipment. The Customer agrees and warrants that, during the Term of this Agreement, Customer will:

(1) operate the Covered Equipment according to the manufacturer's and/or JCI's recommendations;

(2) keep accurate and current work logs and information about the Covered Equipment as recommended by the manufacturer and/or JCI;

(3) provide an adequate environment for Covered Equipment as recommended by the manufacturer and/or JCI, including, but not limited to adequate space, electrical power, water supply, air conditioning, and humidity control;

(4) notify JCI immediately of any Covered Equipment malfunction, breakdown, or other condition affecting the operation of the Covered Equipment;

(5) provide JCI with safe access to its Premises and Covered Equipment at all reasonable and necessary times for the performance of the Services;

(6) allow JCI to start and stop, periodically turn off, or otherwise change or temporarily suspend equipment operations so that JCI can perform the Services required under this Agreement;

(7) as applicable, provide proper condenser, cooling tower and boiler water treatment for the proper functioning of Covered Equipment and protect against any environmental issues and instances of biohazards such as but not limited to Legionella;

(8) carefully and properly set and test the intrusion alarm system each night or at such other time as Customer shall close the Premises;

(9) obtain all necessary licenses and permits required for and pay all taxes associated with the Services;

(10) notify JCI immediately of any claimed inadequacy in, or failure of, the Covered Equipment or other condition affecting the operation of the Covered Equipment;

(11) furnish any necessary 110 volt A/C power and electrical outlets at its expense;

(12) properly maintain, repair, service, and assure the proper operation of any other property, system, equipment, or device of Customer or others to which the Covered Equipment may be attached or connected, in accordance with manufacturer recommendations, insurance carrier requirements, or the requirements of any fire rating bureau, agency, or other authorities having jurisdiction thereof;

(13) not tamper with, alter, adjust, disturb, injure, remove, or otherwise interfere with any Covered Equipment (including any related software) and not permit the same to be done;

(14) refrain from causing false alarms, and reimburse JCI for any fine, penalty, or fee paid by or assessed against JCI by any governmental or

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5. CUSTOMER SERVICE INFORMATION PORTAL. Customer may be able to utilize JCI's Customer Service Information Portal during the term of the Agreement, pursuant to the then applicable Terms of Use Agreement.

B. OUT OF SCOPE SERVICES

If, during any Service Visit, JCI detects a defect in any of Customer's equipment that is not Covered Equipment under this Agreement (an "Out of Scope Defect"), JCI may (but shall have no obligation to) notify Customer of such Out of Scope Defect. If Customer elects for JCI to repair such Out of Scope Defect, or if JCI otherwise performs any Services or provides any materials, parts, or equipment outside the scope of the Services (collectively, "Out of Scope Services"), Customer shall direct JCI to perform such Out of Scope Services in writing, and Customer shall pay for such Out of Scope Services at JCI's standard fees or hourly rates. If, after receiving notice of an Out of Scope Defect, Customer elects not to engage JCI to repair such Out of Scope Defect, Customer shall defend and indemnify JCI from and against any and all losses, damages, claims, costs and expenses arising directly or indirectly out of such Out of Scope Defect. Any Out of Scope Services performed by JCI at the direction of Customer pursuant to this Section shall be subject to the Customer Terms in effect as of the Effective Date (the "**Customer Terms**"), which Customer Terms are incorporated into this Agreement by this reference. A copy of the Customer Terms currently in effect is found at www.johnsoncontrols.com/customerterms.

C. EXCLUSIONS

JCI's Services and warranty obligations expressly exclude:

(a) the repair or replacement of ductwork, casings, cabinets, structural supports, tower fill/slats/basin, hydronic and pneumatic piping, and vessels, gaskets, and piping not normally replaced or maintained on a scheduled basis, and removal of oil from pneumatic piping;

(b) disposal of hazardous wastes (except as otherwise expressly provided herein);

(c) disinfecting of chiller condenser water systems and other components for biohazards, such as but not limited to, Legionella unless explicitly set forth in the scope of services between the parties. Unless explicitly provide for within the scope of services, this is Out of Scope Services and the Customer's exclusive responsibility to make arrangements for such services with a provider other than JCI. Mentions of chiller tube cleaning, condenser cleaning, cooling tower cleaning or boiler tube cleaning in any scope of services, only involve work to remove normal buildup of debris and scale using tube brush cleaning, pressure washing or acid flushing. Reference to such cleaning does not include chemical cleaning, disinfection or chemical water treatment required to eliminate, control or disinfect against biohazards such as but not limited to Legionella;

(d) refrigerant; supplies, accessories, or any items normally consumed during the use of Covered Equipment, such as ribbons, bulbs and paper;

(e) the furnishing of materials and supplies for painting or refinishing equipment;

(f) the repair or replacement of wire in conduit, buried cable/transmission lines, or the like, if not normally replaced or maintained on a scheduled basis;

(g) replacement of obsolete parts; and

(h) damages of any kind, including but not limited to personal injury, death, property damage, and the costs of repairs or service resulting from:

- abuse, misuse, alterations, adjustments, attachments, combinations, modifications, or repairs to Covered Equipment not performed, provided, or approved in writing by JCI;
- equipment not covered by this Agreement or attachments made to Covered Equipment;
- acts or omissions of the Customer, including but not limited to the failure of the Customer to fulfill the Customer Obligations and Commitments to JCI as described in Section F of this Agreement, operator error, Customer's failure to conduct preventive maintenance, issues resulting from Customer's previous denial of JCI access to the Covered Equipment, and Customer's failure to keep the site clean and free of dust, sand, or other particles or debris, unless such conditions are previously expressly acknowledged by JCI in writing;
- use of the Covered Equipment in a manner or environment, or for any purpose, for which it was not designed by the manufacturer;
- site-related and environmental conditions, including but not limited to power failures and fluctuations in electrical current (or "power surges") and biohazards such as but not limited to Legionella associated with condenser water, cooling tower systems and subcomponent systems;
- the effects of erosion, corrosion, acid cleaning, or damage from unexpected or especially severe freezing weather;
- issues or failures not specifically covered by this Agreement; or
- occurrences beyond JCI's reasonable control and without JCI's fault or negligence.

D. PAYMENT TERMS; PRICE ADJUSTMENTS

Unless otherwise agreed by the parties in writing, fees for Services to be performed shall be paid annually in advance. Fees and other amounts due hereunder are due upon receipt of the invoice, which shall be paid by Customer via electronic delivery via EFT/ACH . Such payment is a condition precedent to JCI's obligation to perform Services under the Agreement. Any invoice disputes must be identified in writing by Customer within 21 days of the date of invoice. Payments of any disputed amounts are due and payable upon resolution. Customer acknowledges and agrees that timely payments of the full amounts listed on invoices is an essential term of this Agreement and that failure by Customer to make payment in full when due is a material breach of this Agreement. Customer further acknowledges that if there is any amount outstanding on an invoice, it is material to company and will give JCI, without prejudice to any other right or remedy, the right to, without notice: (i) suspend, discontinue or terminate performing any services and/or withhold further deliveries of equipment and other materials, terminate or suspend any unpaid software licenses, and/or suspend JCI's obligations under or terminate this Agreement; and (ii) charge Customer interest on the amounts unpaid at a rate equal to the lesser of one and one half (1.5) percent per month or the maximum rate permitted under applicable law, until payment is made in full. JCI's election to continue providing future services does not, in any way diminish JCI's right to terminate or suspend services or exercise any or all rights or

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municipal agency as a result thereof;

(15) be solely responsible for the establishment, operation, maintenance, access, security and other aspects of its computer network ("Network") and shall supply JCI secure Network access for providing its services. Products networked, connected to the internet, or otherwise connected to computers or other devices must be appropriately protected by Customer and/or end user against unauthorized access; and

(16) take appropriate measures, including performing back-ups, to protect information, including without limit data, software, or files (collectively "Data") prior to receiving the service or products.

2. Customer acknowledges and understands that unless water treatment for biohazards (such as Legionella) is explicitly included in the services JCI is providing, it is Customer's responsibility to provide such treatment. Customer also acknowledges that its failure to meet the above obligations will relieve JCI of any responsibility for any Covered Equipment breakdown, or any necessary repair or replacement of any Covered Equipment. If Customer breaches any of these obligations, JCI shall have the right, upon written notice to Customer, to suspend its Services until Customer cures such breach. In addition, Customer shall be responsible for paying or reimbursing JCI for any costs associated with corrective work required as a result of Customer's breach of these obligations.

G. INSURANCE

Customer is responsible for obtaining all insurance coverage that Customer believes is necessary to protect Customer, Customer's property, and persons in or on the Premises, including coverage for personal injury and property damage. THE PAYMENTS CUSTOMER MAKES UNDER THIS AGREEMENT ARE NOT RELATED TO THE VALUE OF THE PREMISES, CUSTOMER'S PROPERTY OR POSSESSIONS, OR THE PERSONS OCCUPYING OR AT ANY TIME PRESENT IN OR ON THE PREMISES, BUT RATHER ARE BASED ON THE COST OF THE SYSTEM AND THE SERVICES, AND TAKE INTO CONSIDERATION THE PROTECTION AFFORDED TO JCI UNDER THIS AGREEMENT. Customer hereby releases JCI from any liability for any event or condition customarily covered by commercial liability insurance. Customer understands that neither the Services nor the Covered Equipment are designed to reduce, but not eliminate, certain risks. JCI does not guaranty that neither the Services nor Covered Equipment will prevent personal injury, unauthorized entrances or fire and smoke damage to the Premises. Customer further agrees that Customer has read and understands the terms and conditions of this Agreement.

H. INDEMNITY

JCI and Customer shall each indemnify the other party and its officers, agents, directors, and employees, from any and all damages, losses, costs and expenses (including reasonable attorneys' fees) arising out of third party claims, demands, or suits for bodily injury (including death) or damage to tangible property to the extent arising out of the negligence or intentional misconduct of the indemnifying party or its employees or agents. Customer expressly agrees that JCI shall be responsible for injury, damage, or loss only to the extent caused directly by JCI's negligence or intentional misconduct. The obligations of JCI and Customer under this section are further subject to sections I and K below.

I. LIMITATION OF LIABILITY

TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT SHALL JCI AND ITS AFFILIATES AND THEIR RESPECTIVE PERSONNEL, SUPPLIERS AND VENDORS ("JCI PARTIES") BE LIABLE TO YOU OR ANY THIRD PARTY UNDER ANY CAUSE OF ACTION OR THEORY OF LIABILITY EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, FOR ANY: (1) SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR INDIRECT DAMAGES; (2) LOST PROFITS, REVENUES, DATA, CUSTOMER OPPORTUNITIES, BUSINESS, ANTICIPATED SAVINGS, OR GOODWILL; (3) BUSINESS INTERRUPTION; OR (4) DATA LOSS OR OTHER LOSSES ARISING FROM VIRUSES, RANSOMWARE, CYBER ATTACKS OR FAILURES OR INTERRUPTIONS TO NETWORK SYSTEMS. IN ANY CASE, THE ENTIRE AGGREGATE LIABILITY OF THE JCI PARTIES UNDER THIS AGREEMENT FOR ALL DAMAGES, LOSSES, AND CAUSES OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE SHALL BE LIMITED TO $250,000. CUSTOMER UNDERSTANDS THAT JCI IS NOT AN INSURER REGARDING THE WORK OR THE SERVICES. JCI SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE OR LOSS THAT MAY RESULT FROM FIRE SAFETY OR SECURITY EQUIPMENT THAT FAILS TO PERFORM PROPERLY OR FAILS TO PREVENT A CASUALTY OR LOSS.

J. FORCE MAJEURE

JCI shall not be liable, nor in breach or default of its obligations under this Agreement, for delays, interruption, failure to render services, or any other failure by JCI to perform an obligation under this Agreement, where such delay, interruption or failure is caused, in whole or in part, directly or indirectly, by a Force Majeure Event. A "Force Majeure Event" is a condition or event that is beyond the reasonable control of JCI, whether foreseeable or unforeseeable, including, without limitation, acts of God, severe weather (including but not limited to hurricanes, tornados, severe snowstorms or severe rainstorms), wildfires, floods, earthquakes, seismic disturbances, or other natural disasters, acts or omissions of any governmental authority (including change of any applicable law or regulation), epidemics, pandemics, disease, viruses, quarantines, or other public health risks and/or responses thereto, condemnation, strikes, lock-outs, labor disputes, an increase of 5% or more in tariffs or other excise taxes for materials to be used on the project, fires, explosions or other casualties, thefts, vandalism, civil disturbances, insurrection, mob violence, riots, war or other armed conflict (or the serious threat of same), acts of terrorism, electrical power outages, interruptions or degradations in telecommunications, computer, network, or electronic communications systems, data breach, cyber-attacks, ransomware, unavailability or shortage of parts, materials, supplies, or transportation, or any other cause or casualty beyond the reasonable control of JCI. If JCI's performance of the work is delayed, impacted, or prevented by a Force Majeure Event or its continued effects, JCI shall be excused from performance under the Agreement. Without limiting the generality of the foregoing, if JCI is delayed in achieving one or more of the scheduled milestones set forth in the Agreement due to a Force Majeure Event, JCI will be entitled to extend the relevant completion date by the amount of time that JCI was delayed as a result of the Force Majeure Event, plus such additional time as may be reasonably necessary to overcome the effect of the delay. To the extent that the Force Majeure Event directly or indirectly increases JCI's cost to perform the services, Customer is obligated to reimburse JCI for such increased costs, including, without limitation, costs incurred by JCI for additional labor, inventory storage, expedited shipping fees, trailer and equipment rental fees, subcontractor fees or other costs and expenses incurred by JCI in connection with the Force Majeure Event.

K. RESOLUTION OF DISPUTES

If a dispute arises under this Agreement, the parties shall promptly attempt in good faith to resolve such dispute by negotiation. In the event the dispute is unable to be resolved, either party shall have the right to initiate arbitration by filing with the American Arbitration Association provided no other legal action has been previously filed. Upon filing of the arbitration, the AAA shall have the exclusive jurisdiction over the Dispute. Thus, either party may decide to file an action in a court of competent jurisdiction. If that court filing is the first legal proceeding filed, that court shall have jurisdiction over the Dispute to the exclusion of any arbitration. Arbitration shall be conducted in accordance with the then current arbitration

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rules of the American Arbitration Association or other arbitration service mutually agreed to by the parties. Arbitration must be completed within sixty (60) days after the Dispute is submitted to arbitration unless the parties mutually agree otherwise. The award rendered by the arbitrator shall be final, and judgment issued by the Arbitrator may be entered in accordance with applicable law in any court having competent jurisdiction. The party prevailing in the arbitration or court proceeding shall be entitled to an award of its reasonable costs, including reasonable attorneys' fees, incurred as a result of the Dispute. CUSTOMER MUST BRING ANY CLAIM AGAINST JCI WITHIN ONE (1) YEAR AFTER THE CLAIM AROSE. IF CUSTOMER DOES NOT, CUSTOMER WILL HAVE IRREVOCABLY WAIVED ITS RIGHT TO SUE JCI AND/OR INSTITUTE OTHER PROCEEDINGS, AND JCI SHALL HAVE NO LIABILITY TO CUSTOMER FOR SUCH CLAIM. TIME IS OF THE ESSENCE RELATIVE TO CUSTOMER PURSUING ANY SUCH CLAIM. THE PROVISIONS OF THIS AGREEMENT WHICH APPLY TO ANY CLAIM SHALL REMAIN IN EFFECT EVEN AFTER THE AGREEMENT IS TERMINATED. JCI AND CUSTOMER EACH WAIVE THEIR RIGHT TO A JURY TRIAL.

L. TERM AND TERMINATION

1. The Original Term is as set forth herein. At the conclusion of the Original Term, this Agreement shall automatically renew and extend for successive terms equal to the Original Term unless the Customer or JCI gives the other written notice it does not want to renew prior to the end of the then-current term (each a "Renewal Term"). The notice must be delivered at least ninety (90) days prior to the end of the Original Term or any Renewal Term. The Original Term and any Renewal Term may be referred to herein as the "Term." Customer agrees to issue and send a Purchase Order to JCI at least thirty (30) days prior to expiration of the Original Term or any Renewal Term if necessary for payments to be processed, but failure to do so is not a pre-condition to Renewal Term payments being due to JCI

2. Remote Monitoring Services and Remote Operating Services may be immediately canceled by either party if JCI's Remote Operations Center, connecting wires, or monitoring systems are destroyed by fire or other catastrophe, or where the Premises are so substantially damaged that it is impractical to continue Services.

3. If either party fails to perform any of its material obligations under this Agreement, the other party shall provide written notice thereof to the party alleged to be in default. Should the party alleged to be in default fail to respond in writing or take action to cure the alleged default within ten (10) days of receiving such written notice, the notifying party may terminate this Agreement by providing written notice of such termination.

4. JCI may terminate this Agreement and discontinue any Services if JCI is unable to obtain or continue to support technologies, equipment or component parts that are discontinued, become obsolete or are otherwise not commercially available, or for convenience upon forty-five (45) days written notice. JCI will not be liable for any damages or subject to any penalty as a result of any such termination.

5. Upon termination of this Agreement for any reason, Customer shall pay to JCI all undisputed amounts owed through the date of termination within thirty (30) days of such termination. If Customer terminates this Agreement, other than in accordance with this Section L, Customer shall also pay Johnson Controls 35% of the charges for Services remaining to be paid for the unexpired Term of this Agreement as liquidated damages and not as a penalty. Customer shall provide JCI with reasonable access to the Premises to remove the Gateway Device and any other JCI property and to un-program any controls, intrusion, fire, or life safety system, as applicable. Customer shall be liable for all fees, costs, and expenses that JCI may incur in connection with the enforcement of this Agreement, including without limitation, reasonable attorney fees, collection agency fees, and court costs.

M. ASBESTOS, MOLD, BIOAHAZARDS, AND HAZARDOUS MATERIALS

"Hazardous Materials" means any material or substance that, whether by its nature or use, is now or hereafter defined or regulated as a hazardous waste, hazardous substance, pollutant, or contaminant under any local, state, or federal law, regulation, or ordinance relating to or addressing public and employee health and safety and protection of the environment, or which is toxic, explosive, corrosive, flammable, radioactive, carcinogenic or otherwise hazardous or which is or contains petroleum, gasoline, diesel, fuel, another petroleum hydrocarbon product or polychlorinated biphenyls. "Hazardous Materials" specifically includes mold, lead-based paints, biohazards such as but not limited to Legionella and asbestos-containing materials ("ACM"). Neither Customer nor JCI desires to or is licensed to undertake direct obligations relating to the identification, abatement, cleanup, control, removal or disposal of ACM.

JCI will be responsible for removing or disposing of any Hazardous Materials that it uses in providing the Services ("JCI Hazardous Materials") and for the remediation of any areas affected by the release of JCI Hazardous Materials. For other Hazardous Materials that may be present at its facilities ("Non-JCI Hazardous Materials"), Customer shall supply JCI with any information in its possession relating to the presence of Hazardous Materials if their presence may affect JCI's performance of the Services. If either Customer or JCI becomes aware of or suspects the presence of Non-JCI Hazardous Materials that may interfere with JCI's Services, it shall immediately stop the Services in the affected area and notify the other party. As between Customer and JCI, Customer shall be responsible at its sole expense for removing and disposing of Non-JCI Hazardous Materials from its facilities and for the remediation of any areas impacted by the release of the Non-JCI Hazardous Materials and must provide a certificate of abatement before JCI will be obligated to perform or continue its Services, unless JCI had actual knowledge that Non-JCI Hazardous Materials were present and acted in disregard of that knowledge, in which case (i) JCI shall be responsible at its sole expense for the remediation of any areas impacted by its release of such Hazardous Materials, and (ii) Customer shall remain responsible at its sole expense for the removal of Hazardous Materials that have not been released and for releases not resulting from JCI's performance of the Services. Customer shall defend and indemnify JCI against any losses, costs, damages, expenses, and claims arising out of its failure to comply with this Section M.

N. CUSTOMER DATA

Customer data obtained from the Services is owned by and shall belong to Customer. JCI will access and use Customer data to provide Services to Customer. Except as set forth herein, JCI will not disclose to any third party any individual Customer data acquired through performance of the Services without Customer's consent. Customer agrees that JCI and its subsidiaries, affiliates and approved third party contractors and developers may collect and use Customer data for any reason, as long as any external use of the data is on a de-identified basis that does not personally identify Customer or any individual. Customer hereby grants JCI a perpetual, worldwide, irrevocable, royalty free license to use, modify, manipulate, sublicense, and create derivative works from such data. JCI shall retain all rights to any intellectual property, data, materials and products created as a result of its performance of Services.

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O. JCI'S INTELLECTUAL PROPERTY

JCI shall retain all right, title and interest in any (a) work provided to Customer, including without limitation, all software source and object code, documentation, technical information or data, specifications and designs and any changes, improvements or modifications thereto ("Deliverables"), and (b) Know-How (defined below) employed by JCI in the creation of the Deliverables or performance of the Services, whether known to JCI prior to, or developed or discovered or acquired in connection with, the performance of its obligations under this agreement. Ownership of all Deliverables and Know-How shall vest solely in JCI and no Deliverables shall be deemed "works made for hire." Without limiting the generality of the foregoing, ownership of all source files used in the course of performing the Services shall remain the exclusive property of JCI. For purposes of this Agreement, "Know-How" means any know-how, processes, techniques, concepts, methodologies, tools, analytical approaches, database models and designs, discoveries, and ideas furnished, produced by, developed, or used by JCI in the creation or provision of the Deliverables or in the performance of the Services, and any changes, improvements, or modifications thereto or derivatives thereof.

P. DIGITAL ENABLED SERVICES

If JCI provides Digital Enabled Services under this Agreement, these Digital Enabled Services require the installation and deployment of site assessment tools and the collection, transfer and ingestion of building, equipment, system time series, and other data to JCI's cloud-hosted software applications. **Customer consents to the installation and deployment of site assessment tools and the collection, transfer and ingestion and use of such data by JCI to enable JCI to provide, maintain, protect and improve the Digital Enabled Services and JCI's products and services. Customer acknowledges that, while Digital Enabled Services generally improve equipment performance and services, Digital Enabled Services do not prevent all potential malfunction, insure against all loss, or guarantee a certain level of performance and that JCI shall not be liable for any injury, loss or damage caused by any act of omission of JCI related to or arising from the monitoring of the equipment under the Digital Enabled Services.** Certain equipment sold hereunder includes by default JCI's Connected Equipment Services. **Digital Enabled Services may be on by default and the remote connection will continue to connect to Customer's Equipment through the full equipment lifecycle, unless Customer specifically requests in writing that JCI disable the remote connection or JCI discontinues or removes such remote connection.** If Customer's equipment includes Digital Enabled Services, JCI will provide a cellular modem or other gateway device ("Gateway Device") owned by JCI or Customer will supply a network connection suitable to establish a remote connection with Customer's applicable equipment to permit JCI to perform Digital Enabled Services. For certain subscriptions, Customer will be able to access equipment information from a mobile or smart device using Digital Enabled Service's mobile or web application. Any Gateway Devices provided hereunder shall remain JCI's property, and JCI may upon reasonable notice access and remove such Gateway Device and discontinue services in accordance with the Software Terms. If Customer does not permit JCI to connect via a connection validated by JCI for the equipment or the connection is disconnected by Customer, and a service representative must therefore be dispatched to the Customer site, then the Customer shall pay JCI at JCI's then-current standard applicable contract regular time and/or overtime rate for services performed by the service representative.

Q. JCI DIGITAL SOLUTIONS

JCI Digital Solutions. Use, implementation, and deployment of the software and hosted software products ("Software") offered under these terms shall be subject to, and governed by, JCI's standard terms for such Software and Software related professional services in effect from time to time at https://www.johnsoncontrols.com/techterms (collectively, the "Software Terms"). Applicable Software Terms are incorporated herein by this reference. Other than the right to use the Software as set forth in the Software Terms, JCI and its licensors reserve all right, title, and interest (including all intellectual property rights) in and to the Software and improvements to the Software. The Software that is licensed hereunder is licensed subject to the Software Terms and not sold. If there is a conflict between the other terms herein and the Software Terms, the Software Terms shall take precedence and govern with respect to rights and responsibilities relating to the Software, its implementation and deployment and any improvements thereto. Notwithstanding any other provisions of this Agreement, unless otherwise set forth in the applicable order, quote, proposal or purchase documentation, the following terms apply to Software that is provided to Customer on a subscription basis (i.e., a time limited license or use right), (each a "Software Subscription"):

Each Software Subscription provided hereunder will commence on the date the initial credentials for the Software are made available (the "Subscription Start Date") and will continue in effect until the expiration of the subscription term noted in the applicable order, quote, proposal or purchase documentation. At the expiration of the Software Subscription, such Software Subscription will automatically renew for consecutive one (1) year terms (each a "Renewal Subscription Term"), unless either party provides the other party with a notice of non-renewal at least ninety (90) days prior to the expiration of the then-current term. To the extent permitted by applicable law, Software Subscriptions purchases are non-cancelable and the sums paid nonrefundable. Fees for Software Subscriptions shall be paid annually in advance, invoiced on the Subscription Start Date and each subsequent anniversary thereof. Customer shall pay all invoiced amounts within thirty calendar days after the date of invoice. Payments not made within such time period shall be subject to late charges as set forth in the Software Terms. Unless otherwise agreed by the parties in writing, the subscription fee for each Renewal Subscription Term will be priced at Johnson Controls' then-applicable list price for that Software offering. Any use of Software that exceeds the scope, metrics or volume set forth in this Agreement and applicable SOW will be subject to additional fees based on the date such excess use began.

R. Privacy.

1. JCI as Processor: Where JCI factually acts as Processor of Personal Data on behalf of Customer (as such terms are defined in the DPA) the terms at www.johnsoncontrols.com/dpa ("DPA") shall apply.

2. JCI as Controller: JCI will collect, process and transfer certain personal data of Customer and its personnel related to the business relationship between it and Customer (for example names, email addresses, telephone numbers) as controller and in accordance with JCI's Privacy Notice at https://www.johnsoncontrols.com/privacy. Customer acknowledges JCI's Privacy Notice and strictly to the extent consent is mandatorily required under applicable law, Customer consents to such collection, processing and transfer. To the extent consent to such collection, processing and transfer by JCI is mandatorily required from Customer's personnel under applicable law, Customer warrants and represents that it has obtained such consent

S. MISCELLANEOUS PROVISIONS

1. All notices required to be given hereunder shall be in writing and shall be considered properly given if: (a) delivered in person, (b) sent via

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the United States Postal Service, postage prepaid, registered or certified with return receipt requested, (c) sent by overnight delivery service (e.g., FedEx, UPS), or (d) sent by facsimile, email or other electronic means and confirmed by facsimile, return email or telephone.

2. This Agreement may not be assigned by Customer without JCI's prior written consent. JCI shall have the right to assign this Agreement to any other person, firm, or corporation without Customer's consent. JCI shall also have the right, in its sole discretion, to subcontract any portion of the Services. This Agreement inures to the benefit of and is applicable to any assignees or subcontractors of JCI, and is binding upon Customer with respect to said assignees or subcontractors with the same force and effect as it binds Customer to JCI.

3. This Agreement shall be subject to and governed by the laws of the State where the Services are performed.

4. If any provision of this Agreement is found to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

5. This Agreement is the entire contract between JCI and Customer and supersedes any prior oral understandings, written agreements, proposals, or other communications between the parties.

6. Customer acknowledges and agrees that any purchase order issued by Customer in connection with this Agreement is intended only to establish payment authority for Customer's internal accounting purposes and shall not be considered to be a counteroffer, amendment, modification, or other revision to the terms of this Agreement. No term or condition included or referenced in Customer's purchase order will have any force or effect and these terms and conditions shall control. Customer's acceptance of any Services shall constitute an acceptance of these terms and conditions. Any proposal for additional or different terms, whether in Customer's purchase order or any other document, unless expressly accepted in writing by JCI, is hereby objected to and rejected.

7. JCI expressly disclaims any requirement, understanding or agreement, express or implied, included directly or incorporated by reference, in any Customer purchase order, solicitation, notice or otherwise, that any of JCI's personnel be vaccinated against Covid-19 under any federal, state/provincial or local law, regulation or order applicable to government contracts or subcontracts, including, without limitation, Presidential Executive Order 14042 ("Ensuring Adequate COVID Safety Protocols for Federal Contractors") and Federal Acquisition Regulation (FAR) 52.223-99 ("Ensuring Adequate COVID Safety Protocols for Federal Contractors"). Any such requirement shall only apply to JCI's personnel if and only to the extent contained in a written agreement physically signed by an authorized officer of JCI.

8. If there are any changes to Customer's facilities or operations, or to applicable regulations, laws, codes, taxes, or utility charges, that materially affect JCI's performance of the Services or its pricing thereof, JCI shall have the right to an equitable and appropriate adjustment to the scope, pricing, and other affected terms of this Agreement.

9. No claim or cause of action, whether known or unknown, shall be brought against JCI more than one year after the claim first arose. Except as provided for herein, JCI's claims must also be brought within one year. Claims for unpaid contract amounts are not subject to the one-year limitation.

ADDENDUM TO PSA TERMS AND CONDITIONS FOR MONITORING OF INTRUSION, FIRE AND OTHER SAFETY SYSTEMS

If Remote Monitoring Services explicitly includes remote fire alarm monitoring, security alarm monitoring or video monitoring in the scope of work or customer charges, the Agreement is hereby modified and amended to include the terms and provisions of this Addendum to the PSA for Monitoring of Intrusion, Fire and Safety Systems (the "Addendum"). Capitalized terms that are not defined herein, shall have the meaning given to them in the Agreement. In the event of a conflict between the terms and conditions of this Addendum and those appearing in the Agreement, the terms and conditions of this Addendum shall prevail.

1. Remote Monitoring of Alarm Signals. If JCI receives an emergency alarm signal at JCI's ROC, JCI shall endeavor to notify the appropriate police or fire department, or other emergency response agency having jurisdiction and JCI shall endeavor to notify Customer or its designated representative by email unless instructed to do otherwise by Customer in writing and/or based on standard operating procedures for the ROC. JCI, upon receipt of a non-emergency signal from the Premises, shall endeavor to notify Customer's representative pursuant to Customer's written instructions, defaulting to email or text notification. Customer acknowledges that if the signals transmitted from the Premises will be monitored in a monitoring facility not operated by JCI, the personnel in such monitoring facilities are not the agents of JCI, nor does JCI assume any responsibility for the manner in which such signals are monitored or the response to such signal.

2. Remote Monitoring Services Pricing. Remote Monitoring Services shall be provided by JCI if the Agreement includes a charge for such Service. If such Service is purchased, JCI will monitor the number of alarms for the Premises and the initial charge is based on the pricing agreed to by the parties, subject to the terms and conditions of this Addendum. If the number of alarms produced at the Premises goes beyond the contracted number of alarms in a month, Customer will be billed an overage fee.

3. Communications Media. Customer acknowledges that monitoring of Covered Equipment requires transmission of signals over standard telephone lines and/or the Internet and that these modes of transmission may be interrupted, circumvented, or compromised, in which case no signal can be transmitted from the Premises to the monitoring facility. Customer understands that to allow the monitoring facility to be aware of such a condition, additional or alternative protection can be installed, such as line security devices, at Customer's cost and expense and for transmission via telephone line only. Customer acknowledges it is aware that line security devices are available and, unless expressly identified in Schedule A - Equipment List, has declined to purchase such devices. Customer further acknowledges that such additional protection is not available for Internet transmission under this Agreement.

4. False/Unnecessary Alarms; Service Calls. At JCI's option, an additional fee may be charged for any false alarm or unnecessary Service Visit

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caused or necessitated by Customer. In addition, Customer shall be fully responsible and liable for fines, penalties, assessments, taxes, fees or charges imposed by a governmental body, telephone, communication, or signal transmission company as the result of any false alarm and shall reimburse JCI for any costs incurred by JCI in connection therewith. Customer shall operate the system carefully so as to avoid causing false alarms. False alarms can be caused by severe weather or other forces beyond the control of JCI. If an undue number of false alarms are received by JCI, in addition to any other available remedies available to JCI, JCI may terminate this Agreement and discontinue any Service(s) and seek to recover damages. If an agent is dispatched, by a governmental authority or otherwise, to respond to a false alarm, where the Customer, or any other party has intentionally, accidentally or negligently activated the alarm signal, Customer shall be responsible for and pay any and all fees and/or fines assessed with respect to the false alarms and pay to JCI the additional charges and costs incurred by it from a false alarm. If the Customer's system has a local audible device, Customer authorizes JCI to enter the Premises to turn off the audible device if JCI is requested or ordered to do so by governmental authorities, neighbors or anyone else and Customer will pay JCI its standard service call charge for each such visit. Police agencies require repair of systems which cause false dispatches. Customer shall maintain the equipment necessary for JCI to supply the Services and Customer shall pay all costs for such maintenance. At least monthly, Customer will test the system's protective devices and send test signals to the ROC for all monitoring equipment in accordance with instructions from JCI or the ROC. Customer agrees to test the monitoring systems, including testing any ultrasonic, microwave, infrared, capacitance or other electronic equipment prior to the end of each month and will immediately report to JCI if the equipment fails to respond to the test. Customer shall make any necessary repairs as soon after receipt of notice as is reasonably practical. Customer shall at all times be solely responsible for maintaining any sprinkler system in good working order and provide adequate heat to the Premises.

5. **Remote Monitoring of Video Monitoring Services.** During the Term, JCI's sole and only obligation arising from the inclusion of Video Monitoring Services in any Service offering shall be to monitor the digital signals actually received by JCI at its ROC from means of the Video System and upon receipt of a digital signal indicating that an alarm condition exists, to endeavor, as permitted by law, to notify the police or other municipal authority deemed appropriate in JCI's absolute discretion and to such persons Customer has designated in writing to JCI to receive notification of such alarm condition as set forth herein. . No alarm installation, repair, maintenance or guard responses will be provided under this Video Monitoring Services option. JCI may, without prior notice to Customer, in response to applicable law or insurance requirements, revise, replace, discontinue and/or rescind its response policies and procedures.

a. Inception and conclusion of service. Video Monitoring shall be provided by JCI if this Agreement includes a charge for Video Monitoring Services. If such Video Monitoring Service is purchased, Video Monitoring Services will begin when the Video System is installed and operational, and when the necessary communications connection is completed. No obligation for the provision of this Video Monitoring Service will commence until these requirements are met.

b. Customer Equipment. Customer shall obtain, at its own cost and expense: (a) the equipment necessary to connect to JCI's ROC; and (b) whatever permission, permits or licenses that may be necessary from all persons, governmental authorities, utility, and any other related service providers in connection with the Services. The video system to be used by the Customer is intended to produce and transmit video images (the "Video System Images") of the Premises to the ROC (the "Video System"). JCI makes no promise, warranty or representation that the video system will operate as intended. Customer further agrees that, notwithstanding any role or participation by JCI in Video System and Video System Images, JCI shall have no responsibility or obligation with regard to Customer, the Video System or any other Customer equipment.

c. System Location. The Video System related cameras shall be located and positioned by Customer along with attendant burglary digital alarm signal(s). Customer shall ensure that the Video System related cameras will be positioned and located such that it will only produce or capture Video System Images of areas of the Premises. Customer will provide adequate illumination under all operating conditions for the proper viewing of the cameras. Customer acknowledges and agrees that JCI has exercised no control over, or participated in locating or positioning the Video System related camera including, but not limited to selecting what areas, locations, things or persons that the Video System Images may depict or capture.

d. Images. Customer shall be solely responsible for the Video System Images produced or captured by the Video System and Customer shall defend, indemnify and hold harmless JCI and its officers, agents, directors, and employees, from any and all damages, losses, costs and expenses (including reasonable attorneys' fees) arising out of third party claims, demands, or suits in connection with the use, operation, location and position of the Video System, and the Video System Images resulting there from, including, but not limited to, any claims of any person depicted in a Video System image, including but not limited to, any claim by such person that his or her privacy has been invaded or intruded upon or his or her likeness has been misappropriated. Any duty to obtain the consent or permission of any person depicted in a Video System Image to have his or her likeness to be depicted, received, transmitted or otherwise used, and the duty to determine and comply with any and all applicable laws, regulations, standards and other obligations that govern the legal, proper and ethical use of video capturing devices, such as the Video System, including, but not limited to, notification that the Video System is in use at the Premises, shall be the sole responsibility of the Customer. JCI agrees to make Video System Images available to Customer and upon their respective request. JCI makes no promise, warranty or representation as to the length of time that it retains Video Images, or the quality thereof.

e. Video System Signals. When a signal from the Video System is received, JCI reserves the right to verify all alarm signals before notifying emergency personnel, and may choose not to notify emergency personnel if it has reason to believe, in its sole discretion, that an emergency condition does not exist. JCI will first attempt to verify the nature of the emergency by using visual verification and/or the two-way voice system (if applicable) of the Video System included in Customer's system. If JCI determines that an emergency condition exists, JCI will endeavor to notify the proper police or emergency contact on a notification call list provided in writing by Customer to JCI, or its designee. When a non-emergency signal is received, JCI will attempt to contact the first available Customer representative on the notification call list but will not notify emergency authorities, this notification will be in the form of email or text and follow ROC processes. If the customer requires phone calls to the call list for any emergency or non-emergency situation, the customer will need to make this request in writing. Customer authorizes and directs JCI, as its agent, to use its full discretion in causing the arrest or detention of any person or persons on or around the premises who are not authorized by Customer. **JCI WILL NOT ARREST OR DETAIN ANY PERSON**.

f. Recordings. Customer consents to the tape recording of all telephonic communications between the Premises and JCI. JCI will have

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no liability arising from recording (or failure to record) or publication of any two-way voice communications, other video recordings or their quality. JCI shall have no liability in connection with Video System or the Video System Images, including, but not limited to, any failure, omission, negligence or other act by JCI, or any of its officers, employees, representatives, agents, contractors, or any other third party in connection with the receipt (or failure of receipt), transmission, reading, interpreting, or response to any Video Image.

6. Risk of Loss is Customer's. JCI does not represent or warrant that the Services will prevent any loss by burglary, holdup, fire or otherwise, or that the Services will in all cases provide the protection for which it is installed or intended, or that the Services will be uninterrupted or error-free. Customer assumes all risk of loss or damage to the Premises being monitored and to its contents, whether belonging to Customer or others; and has not relied on any representations and warranties of JCI, express or implied, except as specifically set forth in this Agreement. Further, expressly excluded from this Agreement are the warranties of merchantability or fitness or suitability for a particular purpose.

7. JCI'S RECEIPT OF ALARM SIGNALS, ELECTRONIC DATA, VOICE DATA OR IMAGES (COLLECTIVELY, "ALARM SIGNALS") FROM THE EQUIPMENT OR SYSTEM INSTALLED IN THE PREMISES IS DEPENDENT UPON PROPER TRANSMISSION OF SUCH ALARM SIGNALS. JCI'S ROC CANNOT RECEIVE ALARM SIGNALS WHEN THE CUSTOMER'S TELCO SERVICE OR OTHER TRANSMISSION MODE IS NOT OPERATING OR HAS BEEN CUT, INTERFERED WITH, OR IS OTHERWISE DAMAGED, OR IF THE ALARM SYSTEM IS UNABLE TO ACQUIRE, TRANSMIT OR MAINTAIN AN ALARM SIGNAL OVER CUSTOMER'S TELCO SERVICE OR TRANSMISSION MODE FOR ANY REASON INCLUDING BUT NOT LIMITED TO NETWORK OUTAGE OR OTHER NETWORK PROBLEMS SUCH AS CONGESTION OR DOWNTIME, ROUTING PROBLEMS, OR INSTABILITY OF SIGNAL QUALITY. CUSTOMER UNDERSTANDS THAT SIGNAL TRANSMISSION FAILURE MAY OCCUR OVER CERTAIN TYPES OF TELCO SERVICES SUCH AS SOME TYPES OF DSL, ADSL, VOIP, DIGITAL PHONE, INTERNET PROTOCOL BASED PHONE OR OTHER INTERNET INTERFACE-TYPE SERVICE OR RADIO SERVICE, INCLUDING CELLULAR, WIRELESS OR PRIVATE RADIO, OR CUSTOMER'S PROPRIETARY TELCOMMUNICATION NETWORK, INTRANET OR IP-PBX, OR OTHER THIRD-PARTY EQUIPMENT OR VOICE/DATA TRANSMISSION NETWORKS OR SYSTEMS OWNED, MAINTAINED OR SERVICED BY CUSTOMER OR THIRD PARTIES, IF: (1) THERE IS A LOSS OF NORMAL ELECTRIC POWER TO THE MONITORED PREMISES OCCURS (THE BATTERY BACK-UP FOR JCI'S ALARM PANEL DOES NOT POWER CUSTOMER'S COMMUNICATION FACILITIES OR TELCO SERVICE); OR (2) ELECTRONIC COMPONENTS SUCH AS MODEMS MALFUNCTION OR FAIL. CUSTOMER UNDERSTANDS THAT JCI WILL ONLY REVIEW THE INITIAL COMPATIBILITY OF THE ALARM SYSTEM WITH CUSTOMER'S TELCO SERVICE AT THE TIME OF INITIAL INSTALLATION OF THE ALARM SYSTEM AND THAT CHANGES IN THE TELCO SERVICE'S DATA FORMAT AFTER JCI'S INITIAL REVIEW OF COMPATIBILITY COULD MAKE THE TELCO SERVICE UNABLE TO TRANSMIT ALARM SIGNALS TO JCI'S ROC. IF JCI DETERMINES IN ITS SOLE DISCRETION THAT CUSTOMER'S TELCO SERVICE IS COMPATIBLE, JCI WILL PERMIT CUSTOMER TO USE ITS TELCO SERVICE AS THE PRIMARY METHOD OF TRANSMITTING ALARM SIGNALS, ALTHOUGH CUSTOMER UNDERSTANDS THAT JCI RECOMMENDS THAT CUSTOMER ALSO USE AN ADDITIONAL BACK-UP METHOD OF COMMUNICATION TO CONNECT CUSTOMER'S ALARM SYSTEM TO JCI'S ROC REGARDLESS OF THE TYPE OF TELCO SERVICE USED. CUSTOMER ALSO UNDERSTANDS THAT IF JCI DETERMINES IN ITS SOLE DISCRETION THAT CUSTOMER'S TELCO SERVICE IS, OR LATER BECOMES, NON-COMPATIBLE, OR IF CUSTOMER CHANGES TO ANOTHER TELCO SERVICE THAT IS NOT COMPATIBLE, THEN JCI WILL REQUIRE THAT CUSTOMER USE AN ALTERNATE METHOD OF COMMUNICATION ACCEPTABLE TO JCI AS THE PRIMARY METHOD TO CONNECT CUSTOMER'S ALARM SYSTEM TO JCI'S ROC. JCI WILL NOT PROVIDE FIRE OR SMOKE ALARM MONITORING FOR CUSTOMER BY MEANS OTHER THAN AN APPROVED TELCO SERVICE AND CUSTOMER UNDERSTANDS THAT IT IS SOLELY RESPONSIBLE FOR ASSURING THAT IT USES APPROVED TELCO SERVICE FOR ANY SUCH MONITORING AND THAT IT COMPLIES WITH NATIONAL FIRE ALARM STANDARDS AND LOCAL FIRE CODES. CUSTOMER ALSO UNDERSTANDS THAT IF CUSTOMER'S ALARM SYSTEM HAS A LINE CUT FEATURE, IT MAY NOT BE ABLE TO DETECT ALARM SIGNALS IF THE TELCO SERVICE IS INTERRUPTED, AND THAT JCI MAY NOT BE ABLE TO DOWNLOAD SYSTEM CHANGES REMOTELY OR PROVIDE CERTAIN AUXILIARY MONITORING SERVICES THROUGH A NON-APPROVED TELCO SERVICE. CUSTOMER ACKNOWLEDGES THAT ANY DECISION TO USE A NON-APPROVED TELCO SERVICE AS THE METHOD FOR TRANSMITTING ALARM SIGNALS IS BASED ON CUSTOMER'S OWN INDEPENDENT BUSINESS JUDGMENT AND THAT ANY SUCH DECISION IS MADE WITHOUT ANY ASSISTANCE, INVOLVEMENT, INPUT, RECOMMENDATION, OR ENDORSEMENT ON THE PART OF JCI. CUSTOMER ASSUMES SOLE AND COMPLETE RESPONSIBILITY FOR ESTABLISHING AND MAINTAINING ACCESS TO AND USE OF THE NON-APPROVED TELCO SERVICE FOR CONNECTION TO THE ALARM MONITORING EQUIPMENT. CUSTOMER FURTHER UNDERSTANDS THAT THE ALARM SYSTEM MAY BE UNABLE TO SEIZE THE TELCO SERVICE TO TRANSMIT AN ALARM SIGNAL IF ANOTHER CONNECTION HAS DISABLED, IS INTERFERING WITH, OR BLOCKING THE CONNECTION.

CUSTOMER ACCEPTANCE

In accepting this Agreement, Customer agrees to the terms and conditions contained herein including those on the following page(s) of this Agreement and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that Customer may issue. Any changes requested by Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS CONTAINED IN THIS AGREEMENT.**

Pricing is based upon the following billing and payment terms: Invoices will be delivered via email, payment due date of NET 30, and invoices are to be paid via ACH bank transfer. Johnson Controls ACH/EFT bank transfer details will be forth coming upon contractual agreement.

This offer shall be void if not accepted in writing within thirty (30) days from the date first set forth above.

[END OF DOCUMENT]

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Huntley Community School District 158

650 Dr John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: January 19, 2023

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Pavement Improvements Bid 2023-19 (**A**)
Board of Education, January 19, 2023
Action Item

Background:
At the August 4, 2023 Committee of the Whole meeting of the District 158 Board of Education, the Administration presented the Board with an updated O&M Life Cycle Deferred Maintenance capital projects report which included a budget of $538, 922.00 for pavement improvements for restoration of the Martin /Marlowe connecting drive, the Martin bus lot and the Martin receiving asphalt area.

A Bid Specification and Drawings were released to bid on December 20, 2022. The Administration chose to include an Alternate Bid for the modification/replacement of the old pavement from Haligus Road to the Receiving Area at Marlowe as designed by the traffic engineer a couple of years ago. (The Board received a presentation of this new design at that time). This new design included revised traffic flow patterns at the three-way stop off the SE corner of the Marlowe staff parking lot.

Bids were opened on January 11, 2023.

A summary of the bids and HR Green's recommendation is attached.

Recommendation:

The Administration recommends the Board of Education approve the award of the Base Bid and Alternate 1 to Abbey Paving Co., Inc. for Pavement Improvements Bid 2023-19 at a total cost of $1,210,730.00 at their January 19, 2023, Regular Board Meeting.

DR/jk

HRGreen

1391 Corporate Drive | Suite 203 | McHenry, IL 60050
Main 815.385.1778 + Fax 815.385.1781

HRGREEN.COM

January 13, 2023

Mr. Doug Renkosik
Director of Operations and Maintenance
Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, Illinois 60102

RE: Bid No. 2023-19 – 2023 Pavement Improvements
Recommendation for Award
HR Green Job No. 2202246

Dear Mr. Renkosik:

Huntley Community School District 158 received six (6) bid proposals for the construction of the 2023 Pavement Improvements at the bid opening on January 11, 2023. The bid package consisted of asphalt pavement improvements north of Martin Elementary School, and an alternate bid for asphalt pavement south of Marlowe Middle School.

The six (6) bids have been analyzed for completeness and checked for accuracy, and we have found Abbey Paving Company, Inc. of Aurora, Illinois to be the lowest responsible bidder.

HR Green recommends award of the contract to Abbey Paving Company, Inc. at the base bid amount of $750,030.00, or at the combined base bid and alternate bid total of $1,210,730.00 depending upon the School District's budgetary constraints. See the attached as-read bid tabulations for further information.

Please contact me at jstrzalka@hrgreen.com or 815.759.8359 with any questions or concerns.

Sincerely,
HR GREEN, INC.

Jeffrey J. Strzalka, PE
Senior Project Manager

JJS/

Attachment

AS-READ BID TABULATION

Project Name: Huntley Community School District 158
2023 Pavement Improvements
Bid #2023-19

Letting Date/ Time: January 11, 2023 9:30 am

Location: D158 Administration Building
650 Dr. John Burkey Drive, Algonquin, IL 60102

Contractor	Base Bid	Alt Bid	Total (Base bid + Alt bid)
Chicagoland Paving	$860,000.00	$550,000.00	$1,410,000.00
Maneval Construction	$978,900.00	$691,705.00	$1,670,605.00
Arrow Road	$785,265.00	$504,635.00	$1,289,900.00
A Lamp	$770,000.00	$488,000.00	$1,258,000.00
Abbey Paving	**$750,030.00**	**$460,700.00**	**$1,210,730.00**
Geske	$840,607.82	$558,080.28	$1,398,688.10
Accu-Paving	-	-	-
Engineer's Estimate	$925,000.00	$600,000.00	$1,525,000.00