

Regular Agenda

Date: Thursday, December 5, 2024

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

Time: 6:00 PM

Location: District Office
650 Dr. John Burkey Drive
Door 2
Algonquin, IL 60102

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

Board of Education Members: President, Mr. Paul Troy; Vice President, Mr. Sean Cratty; Secretary, Mrs. Melissa Maiorino; Mr. Andy Bittman; Mr. Rich Bobby; Mr. Andy Fekete; Mrs. Laura Murray

Agenda

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

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

Call to Order the Committee of the Whole meeting for Thursday, 2024 at __ p.m.

A quorum must be met.

Roll Call: Ayes / Absent / Motion _____

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Wiley, Mr. Thompson

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

The following December Huntley High Five winners will lead us in the Pledge of Allegiance:

Sophie Heward - Kindergarten Chesak, Azul Avitia - 5th grade Conley, Finley Madigan - 1st grade Mackeben, Matteo Luna - 5th grade Martin, Zarsha Saleem - 2nd grade Leggee, Lena Owczarek - 7th grade Heineman, Adelyn Rahman - 6th grade Marlowe, Trentin Johnson - 9th grade Huntley High School, Bryan Wirth Light Program

3. **Student Recognition by the Board of Education** (Mr. Bittman)

The Board will recognize **Tommy Nitz**. Tommy earned 11th overall in the 3A State IHSA Cross Country Meet.

4

4. **Public Comment** (Mr. Bittman)

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

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

Motion to adopt the agenda as presented or with changes.

Recommendation: Seeking approval of the agenda.

Voice Call: Ayes / Nays / Motion _____

6. **Curriculum & Instruction (C&I) Committee** (Mr. Thompson-Chair, Mr. Troy, Mrs. Wiley)

1. **HHS Course Proposals for 2025-26 (A)** (Dr. MacCrindle)

Dr. MacCrindle will present proposed HHS courses for implementation in the 2025-26 school year.

Recommendation: Seeking approval as presented.

5

2. **Math Action Plan (R)** (Dr. MacCrindle)

Dr. MacCrindle will present the Math Action Plan aimed at supporting student Math achievement and to support strategic plan KPI 1.7 from the 24-25 strategic plan.

Recommendation: This report is for informational purposes.

40

7. **Finance Committee** (Mr. Quagliano-Chair, Mr. Bittman, Mr. Cratty)

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

The Finance Committee is submitting the purchase orders at \$2,758,015.77; imprest checks at \$100,583.23; and disbursements issued at \$3,342,976.27; for review and seeking approval to move forward.

Recommendation: Seeking approval of the Board as presented.

41

2. **Monthly Fiscal Updates (R)** (Mr. Altmayer) **145**
Mr. Altmayer will provide the monthly fiscal updates and the Activity Fund Balance Report.
Recommendation: For informational purposes only.
3. **Revenue & Expenditures Report (R)** (Mr. Altmayer) **162**
Monthly report for review and comment.
Recommendation: For informational purposes only.
4. **Revenue Contract (A)** (Mr. Altmayer) **181**
Mr. Altmayer will seek approval of the fundraising contracts as presented.
Recommendation: Seeking approval of the Board as presented.
8. **Building and Grounds (B&G) Committee** (Mr. Troy-Chair, Mr. Quagliano, Mr. Thompson)
 1. **O&M Updates (R)** (Mr. Lindquist) **190**
Mr. Lindquist will report on O&M project updates.
Recommendation: For informational purposes only.
 1. **Authorized Agent of the Board of Education for Energy Procurement (A)** (Lindquist) **191**
Mr. Lindquist will review the Energy Procurement Contract for the BOE.
Recommendation: Seeking approval of the Board at their next regular meeting.
 2. **Consolidated Flooring proposal for floor finish replacement in parts of Martin, Conley, and Mackeben Elementary Schools (A)** (Lindquist) **192**
Mr. Lindquist is recommending approval of the contract with Consolidated flooring for the replacement of a portion of carpeted flooring in Martin, Conley, and Mackeben Elementary Schools.
Recommendation: Seeking approval of the Board at their next regular meeting.
9. **Legislation/Policy Committee** (Mr. Bittman-Chair, Mr. Quagliano, Mrs. Murray)
 1. **Legislation Updates (R)** (Mr. Bittman)
Legislative updates will be provided.
 2. **Policy Updates (A)** (Ms. Lombard) **205**
Recommended changes to Board policy. PRESS Updates August 2024, Issue 116; October 2024, Issue 117.
Recommendation: Seeking approval of the Board of Education at their next regular meeting.
10. **Board of Education** (Mr. Bittman)
 1. **Triple I Conference (D)** (Mr. Bittman)
Discussion: Board Members share information received at the Triple I Conference.
 2. **Minutes (A)** (Mr. Bittman) **461**
The following meeting minutes have been prepared for review and approval at the next regular Board of Education meeting.
October 3, 2024, BOE Regular Meeting
October 3, 2024, Executive Closed Session Meeting
October 17, 2024, BOE Regular Meeting
October 17, 2024, Executive Closed Session Meeting
November 14, 2024, BOE Regular Meeting
November 14, 2024, Executive Closed Session Meeting
Recommendation: Seeking approval of the minutes as presented.
11. **Public Comment** (Mr. Bittman)
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.
12. **Closed Session / Roll Call (A)** (Mr. Bittman)
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; (9) Student Disciplinary; (11) Litigation; (14) Discussion of minutes of meetings lawfully closed under this Act.
Roll Call: Ayes / Nays / Absent / Motion __
1. **Exit Closed Session / Voice Call (A)** (Mr. Bittman)
13. **Resume in Public Session / Roll Call (A)** (Mr. Bittman)
Resume the Committee of the Whole meeting at __ p.m.

Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Wiley, Mr. Thompson

Roll Call: Ayes / Absent / Motion _____

14. **Adjournment (A)** (Mr. Bittman)

Motion to adjourn the meeting at __ p.m.

Voice Call: Ayes / Nays / Motion __



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

Student Recognition by the Board of Education

School(s) Represented:

☐ ALOP	☐ Chesak Elementary School	☐ Conley Elementary School
☐ Early Childhood Education	☐ Heineman Middle School	☒ Huntley High School
☐ Leggee Elementary School	☐ LIGHT Program	☐ Mackeben Elementary School
☐ Marlowe Middle School	☐ Martin Elementary School	

Student(s) Being Recognized:

Tommy Nitz

Student Achievement:

Tommy achieved All State recognition in cross country. He finished 11th overall in the 3A state cross country meet.

Principal:

Marcus Belin

Presenter(s):

Matt Kaplan

Date: December 5, 2024
To: Curriculum Committee
From: Dr. Amy MacCrindle, Assistant Superintendent for Learning and Innovation
Cc: Ms. Jessica Lombard, Superintendent
Subject: HHS New Course Proposals for 2025-2026 School Year

Executive Summary

The following courses have been proposed by Huntley High School for implementation during the 2025-2026 school year. The proposals have been reviewed through a process including HHS department chair recommendation, HHS administrative recommendation, and District administrative approval.

The following courses are now submitted for discussion by the Curriculum and Instruction Committee. A detailed proposal for each course is attached to this memo.

Course	Replacement Course	Notes
Culinary Arts II	x	Replacing Culinary Arts II Dual Credit due to change in MCC requirements
Foundations of Education Dual Credit	No	Last step in the Education pathway
AP Pre-Calculus	x	Replacing Pre-Calculus Honors
Financial Algebra & Applications	x	Real World Math elective (1 semester each) replacing Discrete Algebra (year long)
Data Science & Analytics	x	
Military History and Modern Conflicts	x	Replacing Modern World History - a part of the Global Academy
Media/Entertainment Law	x	Replacing Service in Action due to lack of student interest- a part of the Global Academy
Dual Credit French III	x	Provides those interested in French 3 a Dual Credit option



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The following existing course titles will change, but not the actual course description or materials used at this time:

Current Course Title	Proposed Course Title
Design, Publications, and Print	Design and Marketing

Recommendation

Administration requests that the Curriculum Committee move the HHS Course Proposals for 2025-2026 forward for approval at the next regular Board of Education meeting on December 19, 2024.

Foundations of Education (DC) COURSE PROPOSAL FORM

DATE	September 20, 2024
NAME OF COURSE	Foundations of Education Dual Credit
DEPARTMENT	CTE
GRADE IN WHICH COURSE IS OFFERED	11-12
COURSE DESCRIPTION	Introduction to Education studies the U.S. education system from historical and modern perspectives. It explores the philosophical and socioeconomic factors that influence education in a multicultural society. Prospective teachers learn about career options, current issues, policies, trends, and future directions in education. The course requires 15 clock hours of observation in local elementary, middle, and secondary schools. SCANS skills included. (1.1-Articulated).
PREREQUISITES	None - But priority given to students who have taken Human Development and/or Education Pre-Internship.
PROPOSED CREDIT	The proposed course is a (right click on the box to choose your option): ☒ Semester Course ☐ Full Year Course Credit Will Apply to (Subject Area): Elective
STAFFING IMPLICATIONS (Required certifications, whether educational or vocational; potential impact on overall FTE)	Endorsement Required: Teaching Certificate and masters in education Additional Certifications Required: Potential Impact on FTE: ☐ The balance of FTE would be adjusted through the allocation of Personal Finance and Consumer Education courses
TEXTBOOK OR ONLINE MATERIAL NEEDED	Check all options that apply (right click on the box to check yes): This course will require online materials for students ☒ Yes ☐ No

	Recurring/Consumable Costs (link any available websites, quotes, etc.)	
	Item	Total Approximate Cost (Per Year)
	Bulletin Board materials for student projects and deliverables - Consumable	\$200
	Field Trip Transportation 1x to Middle School per class.	
	Membership Fees (i.e. - PLTW, Geometry in Construction, etc.)	
	Initial Cost:	0
	Included Services:	0
	Reocuring Cost:	0
	Included Services:	0
FACILITY NEEDS	Check the box that applies (right click on the box to check): ☒ Class will run in existing facility space - no facility upgrades are needed ☐ Class will require facility upgrades If facility upgrades are needed, explain necessary upgrades. Provide cost estimates if available (link any available websites, quotes, etc.).	
TEACHER TRAINING	Check the box that applies (right click on the box to check): ☒ Training is not required ☐ Training is required If teacher training is needed, provide explanation and cost estimates (link any available websites, quotes, etc.).	

RUBRIC FOR EVALUATION OF NEW COURSE REQUESTS:

Each course will be evaluated according to the following criteria. It will be evaluated through three levels: the department chair, the associate principal, and the curriculum department. It must pass through each filter to progress toward approval.

CRITERIA	DEPARTMENT CHAIR	ASSOCIATE PRINCIPAL	CURRICULUM DEPARTMENT
The proposed course is part of an existing Academy roll-out plan.	No	No	No
The proposed course is related to an existing Academy.	No	No	No
The proposed course is PLTW, AP or Dual Credit.	yes	Yes	Yes
The proposed course fills an identified learning need or gap in the course sequence.	Yes	Yes	Yes
The proposed course addresses identified student interests to provide additional opportunities (provide rational and data).	We have a consistent request from students who want to continue on in the education pathway of classes. We are also being told by colleges to "Grow our own student teachers" as they do not have enough to go around.	Yes	Yes
RECOMMENDED (Yes/No)	Yes	Yes	Yes
NOTES:			

Foundations of Education (DC) COURSE PROPOSAL FORM

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PREREQUISITES	None - But priority given to students who have taken Human Development and/or Education Pre-Internship.
PROPOSED CREDIT	The proposed course is a (right click on the box to choose your option): ☒ Semester Course ☐ Full Year Course Credit Will Apply to (Subject Area): Elective
STAFFING IMPLICATIONS (Required certifications, whether educational or vocational; potential impact on overall FTE)	Endorsement Required: Teaching Certificate and masters in education Additional Certifications Required: Potential Impact on FTE: ☐ The balance of FTE would be adjusted through the allocation of Personal Finance and Consumer Education courses
TEXTBOOK OR ONLINE MATERIAL NEEDED	Check all options that apply (right click on the box to check yes): This course will require online materials for students ☒ Yes ☐ No

	This course will require a classroom set of materials for students ☐ Yes ☒ No This course will require each individual student to have a textbook ☒ Yes ☐ No																		
	For all items with a “yes” check mark, provide the following (link any available websites, quotes, etc.): Title of Book/Online Resource: Teach: Introduction to Education Edition 5 The Excellent 11 ISBN of Book/Online Resource: 978-1-0718-2580-8 978-0306831829 If the previous two questions were left blank: There are no answers to the two previous questions, but textbook and/or online material is needed. Resources will be selected and approved by February 28th (right click on the box to check).																		
ANTICIPATED TECHNOLOGY NEEDS (hardware, software, lab needs, other)	none																		
COST OF COURSE (include materials and technology needs listed in previous boxes)	Start Up Costs (link any available websites, quotes, etc.) <table border="1"> <thead> <tr> <th>Item</th><th>Total Approximate Cost</th></tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Item	Total Approximate Cost																
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	Recurring/Consumable Costs (link any available websites, quotes, etc.)	
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	Bulletin Board materials for student projects and deliverables - Consumable	\$200
	Field Trip Transportation 1x to Middle School per class.	
	Membership Fees (i.e. - PLTW, Geometry in Construction, etc.)	
	Initial Cost:	0
	Included Services:	0
	Reocuring Cost:	0
	Included Services:	0
FACILITY NEEDS	Check the box that applies (right click on the box to check): ☒ Class will run in existing facility space - no facility upgrades are needed ☐ Class will require facility upgrades If facility upgrades are needed, explain necessary upgrades. Provide cost estimates if available (link any available websites, quotes, etc.).	
TEACHER TRAINING	Check the box that applies (right click on the box to check): ☒ Training is not required ☐ Training is required If teacher training is needed, provide explanation and cost estimates (link any available websites, quotes, etc.).	

RUBRIC FOR EVALUATION OF NEW COURSE REQUESTS:

Each course will be evaluated according to the following criteria. It will be evaluated through three levels: the department chair, the associate principal, and the curriculum department. It must pass through each filter to progress toward approval.

CRITERIA	DEPARTMENT CHAIR	ASSOCIATE PRINCIPAL	CURRICULUM DEPARTMENT
The proposed course is part of an existing Academy roll-out plan.	No	No	No
The proposed course is related to an existing Academy.	No	No	No
The proposed course is PLTW, AP or Dual Credit.	yes	Yes	Yes
The proposed course fills an identified learning need or gap in the course sequence.	Yes	Yes	Yes
The proposed course addresses identified student interests to provide additional opportunities (provide rational and data).	We have a consistent request from students who want to continue on in the education pathway of classes. We are also being told by colleges to "Grow our own student teachers" as they do not have enough to go around.	Yes	Yes
RECOMMENDED (Yes/No)	Yes	Yes	Yes
NOTES:			

COURSE PROPOSAL FORM

DATE	9/23/24
NAME OF COURSE	AP Pre-Calculus
DEPARTMENT	Math
GRADE IN WHICH COURSE IS OFFERED	10, 11, 12
COURSE DESCRIPTION	This course is designed for students who have a good foundation in Algebra II topics and are preparing for college. This course begins with a brief overview of Algebra II topics including linear and quadratic functions, polynomial functions, inequalities, exponents and logarithms, and analytic geometry. The students will then be prepared for calculus by covering trigonometry, analytic geometry, polar coordinates, discrete mathematics, and data analysis. Successful completion of this class would prepare a student for AP Calculus. All HHS students enrolled in AP courses 2nd semester are highly encouraged to take the AP exam in May. This course is replacing Pre Calculus Honors as a result of College Board offering Pre Calculus as an AP option.
PREREQUISITES	Successful completion of Algebra 2 or Algebra 2 Honors and teacher recommendation
PROPOSED CREDIT	The proposed course is a (right-click on the box to choose your option): ☐ Semester Course ☒ Full Year Course Credit Will Apply to (Subject Area): Math/elective
STAFFING IMPLICATIONS (Required certifications, whether educational or vocational; potential impact on overall FTE)	Endorsement Required: Math Additional Certifications Required: NA Potential Impact on FTE: None
TEXTBOOK OR ONLINE MATERIAL NEEDED	Check all options that apply (right-click on the box to check yes): This course will require online materials for students ☐ Yes ☒ No

	This course will require a classroom set of materials for students ☐ Yes ☒ No This course will require each individual student to have a textbook ☒ Yes ☐ No								
	For all items with a “yes” check mark, provide the following (link any available websites, quotes, etc.): Title of Book/Online Resource: Pre-Calculus with Limits, 5e (Larson & Battaglia (Book currently in use - no need to purchase) ISBN of Book/Online Resource: 978-0-357-54073-2 If the previous two questions were left blank: ☐ There are no answers to the two previous questions, but textbook and/or online material is needed. Resources will be selected and approved by February 28th (right click on the box to check).								
ANTICIPATED TECHNOLOGY NEEDS (hardware, software, lab needs, other)	Nothing beyond what we already have.								
COST OF COURSE (include materials and technology needs listed in previous boxes)	Start Up Costs (link any available websites, quotes, etc.) <table border="1"> <thead> <tr> <th>Item</th><th>Total Approximate Cost</th></tr> </thead> <tbody> <tr> <td>NA - this course uses the same resources as standard Pre-Calculus so no additional purchasing of materials is needed</td><td></td></tr> </tbody> </table> Recurring/Consumable Costs (link any available websites, quotes, etc.) <table border="1"> <thead> <tr> <th>Item</th><th>Total Approximate Cost (Per Year)</th></tr> </thead> <tbody> <tr> <td>NA</td><td></td></tr> </tbody> </table> Membership Fees (i.e. - PLTW, Geometry in Construction, etc.) Initial Cost: NA Included Services: NA	Item	Total Approximate Cost	NA - this course uses the same resources as standard Pre-Calculus so no additional purchasing of materials is needed		Item	Total Approximate Cost (Per Year)	NA	
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Item	Total Approximate Cost (Per Year)								
NA									

	Reocuring Cost: NA Included Services: NA
FACILITY NEEDS	Check the box that applies (right click on the box to check): ☒ Class will run in existing facility space - no facility upgrades are needed ☐ Class will require facility upgrades If facility upgrades are needed, explain necessary upgrades. Provide cost estimates if available (link any available websites, quotes, etc.).
TEACHER TRAINING	Check the box that applies (right click on the box to check): ☒ Training is not required ☐ Training is required If teacher training is needed, provide explanation and cost estimates (link any available websites, quotes, etc.). Summer work would be requested for additional development.

RUBRIC FOR EVALUATION OF NEW COURSE REQUESTS:

Each course will be evaluated according to the following criteria. It will be evaluated through three levels: the department chair, the associate principal, and the curriculum department. It must pass through each filter to progress toward approval.

CRITERIA	DEPARTMENT CHAIR	ASSOCIATE PRINCIPAL	CURRICULUM DEPARTMENT
The proposed course is part of an existing Academy roll-out plan.	No	No	No
The proposed course is related to an existing Academy.	No	No	No
The proposed course is PLTW, AP or Dual Credit.	Yes - AP	Yes	Yes
The proposed course fills an identified learning need or gap in the course sequence.	No	No (replacing current course)	No (replacing current course)
The proposed course addresses identified student interests to provide additional opportunities (provide rational and data).	No	No	No
RECOMMENDED (Yes/No)	Yes!	Yes	Yes
NOTES:	This course would be replacing Honors Pre-Calculus. Moving forward we would offer standard Pre-Calculus and AP Pre-Calculus. This course would use the same resources as		

	Honors Pre-Calculus; however, the scope and sequence will be adjusted to include all appropriate topics per College Board. Last year was the first year that College Board offered AP Pre-Calculus. We offered students the opportunity to take the exam. We had 81/226 take the exam with 97.5% of them passing the exam (21% earned a 5!).

COURSE PROPOSAL FORM

DATE	9/19/24
NAME OF COURSE	Financial Algebra & Applications
DEPARTMENT	Math
GRADE IN WHICH COURSE IS OFFERED	11,12
COURSE DESCRIPTION	The course is designed to develop a strong foundation in logical thinking and problem-solving that will enable students to make informed decisions regarding money and finance in their daily lives. This course furthers the development of functions, which include linear, exponential, piece-wise, quadratics, and step functions. Other topics studied include measures of center and spread, graphical representations of data, principles of finance economics, amortization, supply and demand, revenue and profit functions, loans, compound interest and continuous interest, credit card debt, car ownership, and budgets.
PREREQUISITES	Successful completion of Algebra 2
PROPOSED CREDIT	The proposed course is a (right click on the box to choose your option): ☒ Semester Course ☒ Full Year Course Credit Will Apply to (Subject Area): Elective (not fulfilling math graduation requirement) **See notes at the end for why both are checked above
STAFFING IMPLICATIONS (Required certifications, whether educational or vocational; potential impact on overall FTE)	Endorsement Required: Math Additional Certifications Required: NA Potential Impact on FTE: None
TEXTBOOK OR ONLINE MATERIAL NEEDED	Check all options that apply (right-click on the box to check yes): This course will require online materials for students ☐ Yes ☒ No This course will require a classroom set of materials for students ☐ Yes ☒ No

	This course will require each individual student to have a textbook ☒ Yes ☐ No								
	For all items with a “yes” check mark, provide the following (link any available websites, quotes, etc.): Title of Book/Online Resource: Financial Algebra: Advanced Algebra with Financial Applications LINK ISBN of Book/Online Resource: ISBN-13: 9780357423509 If the previous two questions were left blank: ☐ There are no answers to the two previous questions, but textbook and/or online material is needed. Resources will be selected and approved by February 28th (right click on the box to check).								
ANTICIPATED TECHNOLOGY NEEDS (hardware, software, lab needs, other)	Platform access to eBook is included in the price of a textbook.								
COST OF COURSE (include materials and technology needs listed in previous boxes)	Start Up Costs (link any available websites, quotes, etc.) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Item</th><th style="width: 50%;">Total Approximate Cost</th></tr> </thead> <tbody> <tr> <td>Textbook - Website Link</td><td></td></tr> </tbody> </table> Recurring/Consumable Costs (link any available websites, quotes, etc.) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Item</th><th style="width: 50%;">Total Approximate Cost (Per Year)</th></tr> </thead> <tbody> <tr> <td>NA</td><td></td></tr> </tbody> </table> Membership Fees (i.e. - PLTW, Geometry in Construction, etc.) Initial Cost: NA Included Services: NA Recurring Cost: NA Included Services: NA	Item	Total Approximate Cost	Textbook - Website Link		Item	Total Approximate Cost (Per Year)	NA	
Item	Total Approximate Cost								
Textbook - Website Link									
Item	Total Approximate Cost (Per Year)								
NA									

FACILITY NEEDS	Check the box that applies (right-click on the box to check): ☒ Class will run in existing facility space - no facility upgrades are needed ☐ Class will require facility upgrades If facility upgrades are needed, explain necessary upgrades. Provide cost estimates if available (link any available websites, quotes, etc.).
TEACHER TRAINING	Check the box that applies (right-click on the box to check): ☒ Training is not required ☐ Training is required If teacher training is needed, provide explanation and cost estimates (link any available websites, quotes, etc.).

RUBRIC FOR EVALUATION OF NEW COURSE REQUESTS:

Each course will be evaluated according to the following criteria. It will be evaluated through three levels: the department chair, the associate principal, and the curriculum department. It must pass through each filter to progress toward approval.

CRITERIA	DEPARTMENT CHAIR	ASSOCIATE PRINCIPAL	CURRICULUM DEPARTMENT
The proposed course is part of an existing Academy roll-out plan.	No	No	No
The proposed course is related to an existing Academy.	No	No	No
The proposed course is PLTW, AP or Dual Credit.	No	No	No
The proposed course fills an identified learning need or gap in the course sequence.	No	Yes	Yes
The proposed course addresses identified student interests to provide additional opportunities (provide rationale and data).	No	No	No
RECOMMENDED (Yes/No)	Yes!	Yes	Yes
NOTES:	This course will be offered both semesters. Students can take the entire year or just one semester as different topics will be taught each semester. This course can be taken as a stand-alone OR as a second math course (think fun elective!). We currently do not have fun math electives that focus on the applications of math (we only offer technical electives) or electives that give students options after the required		

	graduation requirements. This course would also be an elective that would be great for students who are interested in pursuing careers in Business.

COURSE PROPOSAL FORM

DATE	9/19/2024
NAME OF COURSE	Data Science & Analytics
DEPARTMENT	Math
GRADE IN WHICH COURSE IS OFFERED	11, 12
COURSE DESCRIPTION	In this course, students will learn to understand, ask questions of, and represent data through project-based units. The units will give students opportunities to be data explorers through active engagement, developing their understanding of data analysis, sampling, correlation/causation, bias, and uncertainty, modeling with data, making and evaluating data-based arguments, and the importance of data in society. At the end of the course, students will have a portfolio of their data science work to showcase their newly developed knowledge and understanding. The course will be adaptable so that teachers can either use the data sets provided or bring in data sets most relevant to their own students. This data science course will provide students with opportunities to understand the data science process of asking questions, gathering and organizing data, modeling, analyzing and synthesizing, and communicating. Communication at every stage of the data science process is key in making sense of a context, its data, interpretation, and story.
PREREQUISITES	Successful completion of Algebra 2
PROPOSED CREDIT	The proposed course is a (right-click on the box to choose your option): ☒ Semester Course ☐ Full Year Course Credit Will Apply to (Subject Area): Elective
STAFFING IMPLICATIONS (Required certifications, whether educational or vocational; potential impact on overall FTE)	Endorsement Required: Math Additional Certifications Required: NA Potential Impact on FTE: NA
TEXTBOOK OR ONLINE MATERIAL NEEDED	Check all options that apply (right-click on the box to check yes): This course will require online materials for students ☐ Yes ☒ No

	This course will require a classroom set of materials for students ☐ Yes ☒ No This course will require each individual student to have a textbook ☐ Yes ☒ No																
	For all items with a “yes” check mark, provide the following (link any available websites, quotes, etc.): Title of Book/Online Resource: HS Data Science ISBN of Book/Online Resource: If the previous two questions were left blank: ☐ There are no answers to the two previous questions, but textbook and/or online material is needed. Resources will be selected and approved by February 28th (right click on the box to check).																
ANTICIPATED TECHNOLOGY NEEDS (hardware, software, lab needs, other)	Web-based software. All technology needs listed in THIS DOCUMENT																
COST OF COURSE (include materials and technology needs listed in previous boxes)	Start Up Costs (link any available websites, quotes, etc.) <table border="1"> <thead> <tr> <th>Item</th><th>Total Approximate Cost</th></tr> </thead> <tbody> <tr> <td>NA - all materials are free - see link above</td><td></td></tr> </tbody> </table> Recurring/Consumable Costs (link any available websites, quotes, etc.) <table border="1"> <thead> <tr> <th>Item</th><th>Total Approximate Cost (Per Year)</th></tr> </thead> <tbody> <tr> <td>NA</td><td></td></tr> </tbody> </table> Membership Fees (i.e. - PLTW, Geometry in Construction, etc.) <table border="1"> <tbody> <tr> <td>Initial Cost:</td><td>NA</td></tr> <tr> <td>Included Services:</td><td>NA</td></tr> <tr> <td>Recurring Cost:</td><td>NA</td></tr> <tr> <td>Included Services:</td><td>NA</td></tr> </tbody> </table>	Item	Total Approximate Cost	NA - all materials are free - see link above		Item	Total Approximate Cost (Per Year)	NA		Initial Cost:	NA	Included Services:	NA	Recurring Cost:	NA	Included Services:	NA
Item	Total Approximate Cost																
NA - all materials are free - see link above																	
Item	Total Approximate Cost (Per Year)																
NA																	
Initial Cost:	NA																
Included Services:	NA																
Recurring Cost:	NA																
Included Services:	NA																

FACILITY NEEDS	Check the box that applies (right-click on the box to check): ☒ Class will run in existing facility space - no facility upgrades are needed ☐ Class will require facility upgrades If facility upgrades are needed, explain necessary upgrades. Provide cost estimates if available (link any available websites, quotes, etc.).
TEACHER TRAINING	Check the box that applies (right-click on the box to check): ☒ Training is not required ☐ Training is required If teacher training is needed, provide explanation and cost estimates (link any available websites, quotes, etc.). <i>Training is available, but not required. There is a summer institute and also virtual training that runs from March-May, 2025. Link to training opportunities HERE.</i>

RUBRIC FOR EVALUATION OF NEW COURSE REQUESTS:

Each course will be evaluated according to the following criteria. It will be evaluated through three levels: the department chair, the associate principal, and the curriculum department. It must pass through each filter to progress toward approval.

CRITERIA	DEPARTMENT CHAIR	ASSOCIATE PRINCIPAL	CURRICULUM DEPARTMENT
The proposed course is part of an existing Academy roll-out plan.	No	No	No
The proposed course is related to an existing Academy.	No	No	No
The proposed course is PLTW, AP or Dual Credit.	No	No	No
The proposed course fills an identified learning need or gap in the course sequence.	No	Yes	Yes
The proposed course addresses identified student interests to provide additional opportunities (provide rational and data).	No	No	No
RECOMMENDED (Yes/No)	Yes!	Yes	Yes
NOTES:	This course will be offered both semesters. This course can be taken as a stand-alone OR as a second math course (think fun elective!). We currently do not have fun math electives that focus on the applications of math (we only offer technical electives) or electives that give students options after the required graduation requirements. This course would also be an elective that would be		

	great for students who are interested in pursuing careers in Business or any other career that requires them to organize and make sense of data and then communicate it to others. The assessments for this course are different as the summatives are presentations that the students create. The final exam is a portfolio that students build throughout the semester. These presentations and the portfolio are graded with a rubric.

COURSE PROPOSAL FORM

DATE	9/13/24
NAME OF COURSE	Military History and Modern Conflicts
DEPARTMENT	Social Studies
GRADE IN WHICH COURSE IS OFFERED	9, 10, 11, 12
COURSE DESCRIPTION	This course provides an in-depth study of military history, examining the evolution of warfare from ancient times to modern conflicts. Students will explore key battles, military strategies, and the political, social, and economic impacts of war. The course will also focus on contemporary conflicts, examining their causes, consequences, and ethical considerations. Students will be encouraged to think critically about the role of military force in global politics, national defense, and international relations.
PREREQUISITES	None
PROPOSED CREDIT	The proposed course is a (right click on the box to choose your option): ☒ Semester Course ☐ Full Year Course Credit Will Apply to (Subject Area): Electives - Social Studies
STAFFING IMPLICATIONS (Required certifications, whether educational or vocational; potential impact on overall FTE)	Endorsement Required: None Additional Certifications Required: None Potential Impact on FTE: None - It is Replacing an Existing Course
TEXTBOOK OR ONLINE MATERIAL NEEDED	Check all options that apply (right click on the box to check yes): This course will require online materials for students ☐ Yes ☒ No 27 This course will require a classroom set of materials for students

	☐ Yes ☒ No This course will require each individual student to have a textbook ☐ Yes ☒ No												
	For all items with a “yes” check mark, provide the following (link any available websites, quotes, etc.): Title of Book/Online Resource: ISBN of Book/Online Resource: If the previous two questions were left blank: ☐ There are no answers to the two previous questions, but textbook and/or online material is needed. Resources will be selected and approved by February 28th (right click on the box to check).												
ANTICIPATED TECHNOLOGY NEEDS (hardware, software, lab needs, other)	None												
COST OF COURSE (include materials and technology needs listed in previous boxes)	Start Up Costs (link any available websites, quotes, etc.) <table border="1"> <thead> <tr> <th>Item</th><th>Total Approximate Cost</th></tr> </thead> <tbody> <tr> <td>None</td><td>\$0</td></tr> <tr> <td></td><td></td></tr> </tbody> </table> Recurring/Consumable Costs (link any available websites, quotes, etc.) <table border="1"> <thead> <tr> <th>Item</th><th>Total Approximate Cost (Per Year)</th></tr> </thead> <tbody> <tr> <td>None</td><td>\$0</td></tr> <tr> <td></td><td></td></tr> </tbody> </table>	Item	Total Approximate Cost	None	\$0			Item	Total Approximate Cost (Per Year)	None	\$0		
Item	Total Approximate Cost												
None	\$0												
Item	Total Approximate Cost (Per Year)												
None	\$0												

	Membership Fees (i.e. - PLTW, Geometry in Construction, etc.) Initial Cost: \$0 Included Services: \$0 Reocuring Cost: \$0 Included Services: \$0
FACILITY NEEDS	Check the box that applies (right click on the box to check): ☒ Class will run in existing facility space - no facility upgrades are needed ☐ Class will require facility upgrades If facility upgrades are needed, explain necessary upgrades. Provide cost estimates if available (link any available websites, quotes, etc.).
TEACHER TRAINING	Check the box that applies (right click on the box to check): ☒ Training is not required ☐ Training is required If teacher training is needed, provide explanation and cost estimates (link any available websites, quotes, etc.).

RUBRIC FOR EVALUATION OF NEW COURSE REQUESTS:

Each course will be evaluated according to the following criteria. It will be evaluated through three levels: the department chair, the associate principal, and the curriculum department. It must pass through each filter to progress toward approval.

CRITERIA	DEPARTMENT CHAIR	ASSOCIATE PRINCIPAL	CURRICULUM DEPARTMENT
The proposed course is part of an existing Academy roll-out plan.	Yes	No	No
The proposed course is related to an existing Academy.	Yes	Yes - class is part of Global Academy	Yes (Global Academy)

The proposed course is PLTW, AP or Dual Credit.	No	No	No
The proposed course fills an identified learning need or gap in the course sequence.	International Relations, Government & Law, and Journalism Pathways within the Global Academy	No	No
The proposed course addresses identified student interests to provide additional opportunities (provide rational and data).	This would replace the current opportunity in the global academy	Update to Modern World Conflicts	Updates Modern World Conflicts
RECOMMENDED (Yes/No)	Yes	Yes	Yes
NOTES:	This would replace the Modern World Conflicts course. Though there would be a unit on contemporary conflicts, this redesign takes more of a historical societal approach to major military conflicts and key battles. This course fits within the Global Academy pathways of International Relations, Government & Law, and Journalism. Students who are interested in careers in the military or other fields of criminal justice, political science, journalism, and so on, would benefit from this course.		

COURSE PROPOSAL FORM

DATE	9/13/24
NAME OF COURSE	Media/Entertainment Law
DEPARTMENT	Social Studies
GRADE IN WHICH COURSE IS OFFERED	10,11,12
COURSE DESCRIPTION	Do you like television, music, movies, social media, and artificial intelligence? If so, this course will provide you with an introduction to the legal principles governing media, entertainment, and intellectual property. Students will explore the intersection of law, media, and entertainment industries, focusing on copyright, trademark, contracts, defamation, privacy, and freedom of expression. The course will also examine current world issues such as digital media, social media platforms, and the ethical challenges that arise in the rapidly evolving worldwide entertainment landscape. Through case studies, discussions, and projects, students will develop a deeper understanding of the legal framework that protects creators, consumers, and corporations in the entertainment world.
PREREQUISITES	Global Studies
PROPOSED CREDIT	The proposed course is a (right click on the box to choose your option): ☒ Semester Course ☐ Full Year Course Credit Will Apply to (Subject Area): Elective - Social Studies
STAFFING IMPLICATIONS (Required certifications, whether educational or vocational; potential impact on overall FTE)	Endorsement Required: None Additional Certifications Required: None Potential Impact on FTE: None - Replacing Course
TEXTBOOK OR ONLINE MATERIAL NEEDED	Check all options that apply (right click on the box to check yes): This course will require online materials for students ☐ Yes ☒ No

	This course will require a classroom set of materials for students ☐ Yes ☒ No This course will require each individual student to have a textbook ☐ Yes ☒ No												
	For all items with a “yes” check mark, provide the following (link any available websites, quotes, etc.): Title of Book/Online Resource: ISBN of Book/Online Resource: If the previous two questions were left blank: ☐ There are no answers to the two previous questions, but textbook and/or online material is needed. Resources will be selected and approved by February 28th (right click on the box to check).												
ANTICIPATED TECHNOLOGY NEEDS (hardware, software, lab needs, other)	None												
COST OF COURSE (include materials and technology needs listed in previous boxes)	Start Up Costs (link any available websites, quotes, etc.) <table border="1"> <thead> <tr> <th>Item</th><th>Total Approximate Cost</th></tr> </thead> <tbody> <tr> <td>None</td><td>\$0.00</td></tr> <tr> <td></td><td></td></tr> </tbody> </table> Recurring/Consumable Costs (link any available websites, quotes, etc.) <table border="1"> <thead> <tr> <th>Item</th><th>Total Approximate Cost (Per Year)</th></tr> </thead> <tbody> <tr> <td>None</td><td>\$0.00</td></tr> <tr> <td></td><td></td></tr> </tbody> </table>	Item	Total Approximate Cost	None	\$0.00			Item	Total Approximate Cost (Per Year)	None	\$0.00		
Item	Total Approximate Cost												
None	\$0.00												
Item	Total Approximate Cost (Per Year)												
None	\$0.00												

	Membership Fees (i.e. - PLTW, Geometry in Construction, etc.) <table border="1" style="margin-top: 10px;"> <tr> <td>Initial Cost:</td><td>\$0</td></tr> <tr> <td>Included Services:</td><td>\$0</td></tr> </table> <table border="1" style="margin-top: 10px;"> <tr> <td>Reocuring Cost:</td><td>\$0</td></tr> <tr> <td>Included Services:</td><td>\$0</td></tr> </table>	Initial Cost:	\$0	Included Services:	\$0	Reocuring Cost:	\$0	Included Services:	\$0
Initial Cost:	\$0								
Included Services:	\$0								
Reocuring Cost:	\$0								
Included Services:	\$0								
FACILITY NEEDS	Check the box that applies (right click on the box to check): ☒ Class will run in existing facility space - no facility upgrades are needed ☐ Class will require facility upgrades If facility upgrades are needed, explain necessary upgrades. Provide cost estimates if available (link any available websites, quotes, etc.).								
TEACHER TRAINING	Check the box that applies (right click on the box to check): ☒ Training is not required ☐ Training is required If teacher training is needed, provide explanation and cost estimates (link any available websites, quotes, etc.).								

RUBRIC FOR EVALUATION OF NEW COURSE REQUESTS:

Each course will be evaluated according to the following criteria. It will be evaluated through three levels: the department chair, the associate principal, and the curriculum department. It must pass through each filter to progress toward approval.

CRITERIA	DEPARTMENT CHAIR	ASSOCIATE PRINCIPAL	CURRICULUM DEPARTMENT
The proposed course is part of an existing Academy roll-out plan.	Yes	No	No
The proposed course is related to an existing Academy.	Yes	Can potentially be added to the Global Academy pathway	Yes - global academy?

The proposed course is PLTW, AP or Dual Credit.	No	No	No
The proposed course fills an identified learning need or gap in the course sequence.	Government & Law and Journalism Pathways within the Global Academy	Potentially developing more law classes	Could be part of Law and Journalism in the Global Academy
The proposed course addresses identified student interests to provide additional opportunities (provide rational and data).	An additional opportunity in law, criminal justice, journalism, and the global academy.	Yes	Yes
RECOMMENDED (Yes/No)	Yes	Yes	Yes
NOTES:	This is another component within the realm of law that can aid students as they look to learn more about the topic and more about current topics that affect their world and the digital landscape. This is an ever-evolving area of law that students who are interested in careers in the fields of law, criminal justice, political science, journalism, entertainment, and so on, would benefit from.		

COURSE PROPOSAL FORM

DATE	September 16, 2024
NAME OF COURSE	Dual Credit French III
DEPARTMENT	World Languages
GRADE IN WHICH COURSE IS OFFERED	12
COURSE DESCRIPTION	Dual Credit French III builds on French II, with an even stronger focus on understanding and speaking French. The course involves more advanced reading, composition and language skills activities. Discussions of literature, cinema and music continue, giving students further insight into French culture. (Aligned with MCC FRE 155–Communication I and FRE 251–Intermediate I)
PREREQUISITES	French II with a C or higher
PROPOSED CREDIT	The proposed course is a (right click on the box to choose your option): ☐ Semester Course ☒ Full Year Course Credit Will Apply to (Subject Area): Electives
STAFFING IMPLICATIONS (Required certifications, whether educational or vocational; potential impact on overall FTE)	Endorsement Required: Type 09 (World Languages 6-12) Additional Certifications Required: Masters in French or French Literature (or Native Speaker) Potential Impact on FTE: none
TEXTBOOK OR ONLINE MATERIAL NEEDED	Check all options that apply: This course will require online materials for students

	☒ Yes ☐ No This course will require a classroom set of materials for students ☐ Yes ☒ No This course will require each individual student to have a textbook ☐ Yes ☒ No										
	For all items with a "yes" check mark, provide the following (link any available websites, quotes, etc.): Title of Book/Online Resource: ISBN of Book/Online Resource: If the previous two questions were left blank: ☒ There are no answers to the two previous questions, but textbook and/or online material is needed. Resources will be selected and approved by February 28th (right click on the box to check).										
ANTICIPATED TECHNOLOGY NEEDS (hardware, software, lab needs, other)	None.										
COST OF COURSE (include materials and technology needs listed in previous boxes)	<table border="1"> <tr> <th colspan="2">Start Up Costs (link any available websites, quotes, etc.)</th> </tr> <tr> <th>Item</th><th>Total Approximate Cost</th></tr> <tr> <td>Online Textbook (per MCC)</td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> </table>	Start Up Costs (link any available websites, quotes, etc.)		Item	Total Approximate Cost	Online Textbook (per MCC)					
Start Up Costs (link any available websites, quotes, etc.)											
Item	Total Approximate Cost										
Online Textbook (per MCC)											

	Recurring/Consumable Costs (link any available websites, quotes, etc.)	
	Item	Total Approximate Cost (Per Year)
	Annual license renewal for online textbook and resources	
	Membership Fees (i.e. - PLTW, Geometry in Construction, etc.)	
Initial Cost:	\$0	
Included Services:		
Reocuring Cost:	\$0	
Included Services:		
FACILITY NEEDS	Check the box that applies (right click on the box to check): ☒ Class will run in existing facility space - no facility upgrades are needed ☐ Class will require ³⁷ facility upgrades	

	If facility upgrades are needed, explain necessary upgrades. Provide cost estimates if available (link any available websites, quotes, etc.).
TEACHER TRAINING	Check the box that applies (right click on the box to check): ☒ Training is not required ☐ Training is required If teacher training is needed, provide explanation and cost estimates (link any available websites, quotes, etc.). - We want to schedule time for Ms. Kostova and the current teaching professor at MCC to discuss the course and best teaching practices.

RUBRIC FOR EVALUATION OF NEW COURSE REQUESTS:

Each course will be evaluated according to the following criteria. It will be evaluated through three levels: the department chair, the associate principal, and the curriculum department. It must pass through each filter to progress toward approval.

CRITERIA	DEPARTMENT CHAIR	ASSOCIATE PRINCIPAL	CURRICULUM DEPARTMENT
The proposed course is part of an existing Academy roll-out plan.	No.	No	No
The proposed course is related to an existing Academy.	Yes. (Global Academy)	Currently Global Academy has a language requirement	Currently in Global academy
The proposed course is PLTW, AP or Dual Credit.	Yes. (Dual Credit)	Yes	Yes
The proposed course fills an identified learning need or gap in the course sequence.	Yes. (Currently, there is no course offering college credit for French students.)	Yes	Yes
The proposed course addresses identified student interests to provide additional opportunities (provide rationale and data).	Yes. Without the draw of potential college credit, many students do not complete a fourth year of French study.	Yes	Yes
RECOMMENDED (Yes/No)	Yes.	Yes	Yes
NOTES:			

Date: December 5, 2024
To: Curriculum Committee
From: Dr. Amy MacCrindle
Cc: Ms. Jessica Lombard, Superintendent
Subject: Math Action Plan

Executive Summary

Huntley 158's [K-12 Math Action Plan](#) aims to empower all students to think and act like mathematicians by solving problems critically, creatively, and with perseverance. This multi-year initiative reflects our dedication to high-quality instruction, equity, and collaboration, aligned with our mission of all students always.

This plan is in support of KPI 1.7- By December 2024, create a comprehensive K-12 Math Action Plan aimed at enhancing math achievement by leveraging data-driven instruction to inform teaching practices, identify student needs, and deliver targeted interventions. The Learning and Innovation team will present an implementation progress update at a board meeting before the conclusion of the 2024-25 school year.

Guiding Principles for School Mathematics Focus Areas

This plan is built around the following guiding principles for math from the National Council of Teachers or Mathematics [Principles to Action](#) book.

- **Teaching and Learning:** Deliver rigorous, meaningful math instruction to develop critical thinking, problem-solving, and real-world application skills.
- **Access and Equitable Learning for All:** Ensure every student has access to high-quality mathematics instruction, high expectations, and necessary supports.
- **Curricular Materials:** Provide balanced resources that emphasize procedural fluency, conceptual understanding, and real-world applications through coherent progressions.
- **Tools and Technology:** Integrate innovative technology to enhance instruction, promote mathematical reasoning, and support student engagement.
- **Assessment and System of Support:** Utilize data-driven practices and aligned assessments to identify needs, guide instruction, and implement targeted interventions.
- **Professional Collaboration:** Foster teacher growth and student success through focused PLCs, shared best practices, and leadership opportunities.
- **Community Engagement:** Partner with families and community members to support math learning through two-way communication, activities, and resources.

2024-2025 Action Steps

The plan includes the action steps for the 24-25 school year. At the end of the year, this plan will be revisited and adjusted to add steps for the following year. ISBE recently announced that they are developing a Math Plan similar to the Literacy Plan over the next year. This work will be incorporated into our plan as we learn.

Recommendation

This report is for information only.



Huntley Community School District 158

650 Dr. John Burkey Drive (formerly Academic Drive)
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 5, 2024

Subject: **Purchase Order Summary**
Committee of the Whole Meeting, December 5, 2024
Finance Committee

The following is an executive summary of the attached report titled "Purchase Orders" which is a listing of purchase orders issued from November 7, 2024 to November 25, 2024 for which administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by \$100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval.

Education Fund	\$	1,065,792.53
Operations & Maintenance Fund		86,976.28
Debt Service Fund		183,755.50
Transportation Fund		1,421,491.46
Municipal Retirement and Social Security Fund		
Capital Projects Fund		
Working Cash Fund		
Fire Prevention and Safety Fund		
Total	\$	2,758,015.77

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 recommend the Board of Education approve the Purchase Order Report at the December 19, 2024 Regular Board of Education meeting.



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/7/2024 to 11/25/2024

Printed: 11/25/2024 7:02 AM

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Advantage Mechanical Inc					
20251376	20-2542-323-00-79	Repairs & Maint Buildings	11/20/2024	2,914.00	20-2542-323-00-79
Total				\$2,914.00	
Advocate Sherman Occ Health-					
20251277	10-2642-390-00-74-500-14	Purchased Service Human Res	11/11/2024	101.00	10-2642-390-00-74-500-14
Total				\$101.00	
AHW LLC - Hampshire					
20251263	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	11/07/2024	953.94	20-2545-323-00-79-600-14
20251367	20-2542-410-00-79	Supplies B & G	11/20/2024	1,475.33	20-2542-410-00-79
Total				\$2,429.27	42
All Dressed Up Costumes					
20251365	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	11/20/2024	320.00	10-1130-490-02-71-300-13
Total				\$320.00	
Aramark Refreshment Services					
20251341	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	11/19/2024	102.92	10-1120-323-00-74-210-13
Total				\$102.92	
Auto Tech Centers Inc					
20251345			11/20/2024	0.00	
20251345	40-2550-323-00-79	Repairs and Maintenance	11/20/2024	270.39	40-2550-323-00-79
20251344			11/20/2024	0.00	
20251344	40-2550-323-00-79	Repairs and Maintenance	11/20/2024	224.49	40-2550-323-00-79
Total				\$494.88	
Barr Mechanical Sales Inc					
20251368	20-2542-410-00-79	Supplies B & G	11/20/2024	969.00	20-2542-410-00-79
Total				\$969.00	



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/7/2024 to 11/25/2024

Printed: 11/25/2024 7:02 AM

Page 2 of 23

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Benchmark Education Company					
20251331	10-1100-423-00-74-500-14	New Adoption 6-12	11/15/2024	27,547.44	10-1100-423-00-74-500-14
20251331	10-1100-423-00-74-500-14	New Adoption 6-12	11/15/2024	(28,936.26)	10-1100-423-00-74-500-14
20251331	10-1100-423-00-74-500-14	New Adoption 6-12	11/15/2024	579,885.00	10-1100-423-00-74-500-14
20251330	10-1100-423-00-74-500-14	New Adoption 6-12	11/15/2024	8,021.53	10-1100-423-00-74-500-14
20251330	10-1100-423-00-74-500-14	New Adoption 6-12	11/15/2024	(116,944.47)	10-1100-423-00-74-500-14
20251330	10-1100-423-00-74-500-14	New Adoption 6-12	11/15/2024	369,025.00	10-1100-423-00-74-500-14
Total				\$838,598.24	
Benefitfocus.com Inc					
20251333	10-1100-220-00-79-600-14	Regular Programs Insurance	11/15/2024	52,371.34	10-1100-220-00-79-600-14
Total				\$52,371.34	43
Bilingual Educational Specialists Inc					
20251260	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	11/07/2024	950.00	10-2150-310-92-79-600-14
20251259	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	11/07/2024	950.00	10-2150-310-92-79-600-14
Total				\$1,900.00	
BMO Mastercard					
20251315	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/08/2024	71.55	10-1120-410-00-72-220-13
20251314	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/08/2024	44.06	10-2210-410-92-79-600-14
20251314	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/08/2024	(59.51)	10-2210-410-92-79-600-14
20251313	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/08/2024	79.99	10-1120-410-00-74-210-13
20251315	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/08/2024	65.94	10-1120-410-00-72-220-13
20251315	10-158	Activity Funds	11/08/2024	8.60	10-120
20251314	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/08/2024	59.51	10-2210-410-92-79-600-14
20251311	10-1200-410-66-71-300-13	STEP Supplies	11/08/2024	23.81	10-1200-410-66-71-300-13
20251312	10-2633-360-00-74-500-14	Communications Purch Services	11/08/2024	(712.40)	10-2633-360-00-74-500-14
20251312	10-2633-360-00-74-500-14	Communications Purch Services	11/08/2024	209.04	10-2633-360-00-74-500-14
20251311	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/08/2024	24.45	10-1200-410-92-79-600-14
20251311	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/08/2024	25.49	10-1200-410-92-79-600-14
20251311	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/08/2024	33.49	10-1200-410-92-79-600-14
20251318	10-1130-410-00-71-300-13	Inst Supplies HS	11/08/2024	451.81	10-1130-410-00-71-300-13

Specialized Data Systems, Inc.

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20251315	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	11/08/2024	190.00	10-1120-410-12-72-220-13
20251311	10-1200-410-66-71-300-13	STEP Supplies	11/08/2024	72.96	10-1200-410-66-71-300-13
20251311	10-1200-410-66-71-300-13	STEP Supplies	11/08/2024	18.12	10-1200-410-66-71-300-13
20251313	10-2410-410-00-74-210-13	Office Supplies Heineman	11/08/2024	7.91	10-2410-410-00-74-210-13
20251311	10-1200-410-66-71-300-13	STEP Supplies	11/08/2024	37.90	10-1200-410-66-71-300-13
20251313	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	11/08/2024	98.00	10-2410-410-00-74-210-14
20251311	10-3000-310-92-79-600-14	IDEA Comm Engage PS	11/08/2024	508.28	10-3000-310-92-79-600-14
20251313	10-2410-410-00-74-210-13	Office Supplies Heineman	11/08/2024	69.33	10-2410-410-00-74-210-13
20251311	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/08/2024	226.85	10-1200-410-92-79-600-14
20251313	10-2410-410-00-74-210-13	Office Supplies Heineman	11/08/2024	10.63	10-2410-410-00-74-210-13
20251313	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	11/08/2024	79.79	10-2410-410-00-74-210-14
20251393	10-2520-332-00-74-500-14	Travel Fiscal	11/20/2024	73.87	10-2520-332-00-74-500-14
20251313	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/08/2024	47.98	10-1120-410-00-74-210-13
20251313	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/08/2024	149.55	10-1120-410-00-74-210-13
20251313	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/08/2024	12.50	10-1120-410-00-74-210-13
20251313	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/08/2024	7.55	10-1120-410-00-74-210-13
20251311	10-1200-410-66-71-300-13	STEP Supplies	11/08/2024	192.95	10-1200-410-66-71-300-13
20251327	10-1110-410-00-74-150-13	Inst Supplies Conley	11/08/2024	3.00	10-1110-410-00-74-150-13
20251322	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	11/08/2024	83.86	10-2213-415-00-74-140-13
20251323	10-1200-410-66-71-300-13	STEP Supplies	11/08/2024	154.38	10-1200-410-66-71-300-13
20251323	10-1200-410-66-71-300-13	STEP Supplies	11/08/2024	223.43	10-1200-410-66-71-300-13
20251324	10-1125-410-97-79-600-14	All Children Supplies	11/08/2024	36.79	10-1125-410-97-79-600-14
20251311	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/08/2024	115.00	10-4220-670-00-79-600-14
20251311	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/08/2024	115.00	10-4220-670-00-79-600-14
20251318	10-1130-410-13-71-300-13	Science Supplies HS	11/08/2024	60.59	10-1130-410-13-71-300-13
20251311	10-1200-310-66-71-300-13	STEP Purchased Services	11/08/2024	39.19	10-1200-310-66-71-300-13
20251321	20-2542-410-00-79	Supplies B & G	11/08/2024	512.68	20-2542-410-00-79
20251328	10-2660-410-00-79-600-14	Supplies Tech	11/08/2024	173.97	10-2660-410-00-79-600-14
20251328	10-2660-319-61-79-600-14	Software Maintenance	11/08/2024	8.66	10-2660-319-61-79-600-14
20251306	10-1130-323-00-71-300-13	Repairs HS	11/08/2024	18.80	10-1130-323-00-71-300-13
20251328	10-2660-319-61-79-600-14	Software Maintenance	11/08/2024	199.98	10-2660-319-61-79-600-14
20251329	10-2642-410-00-74-500-14	Supplies Human Res	11/08/2024	30.48	10-2642-410-00-74-500-14
20251329	10-2642-350-00-74-500-14	Advertising Human Res	11/08/2024	250.00	10-2642-350-00-74-500-14
20251329	10-2642-350-00-74-500-14	Advertising Human Res	11/08/2024	350.00	10-2642-350-00-74-500-14



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20251327	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	11/08/2024	55.69	10-2213-415-00-74-150-13
20251318	10-1130-410-05-71-300-13	English Supplies HS	11/08/2024	85.98	10-1130-410-05-71-300-13
20251315	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	11/08/2024	210.00	10-1120-490-02-72-220-13
20251315	10-158	Activity Funds	11/08/2024	(42.19)	10-120
20251315	10-1120-360-00-72-220-13	Printing Marlowe	11/08/2024	225.00	10-1120-360-00-72-220-13
20251317	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	11/08/2024	51.30	10-2213-415-00-72-110-13
20251317	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	11/08/2024	86.88	10-2213-415-00-72-110-13
20251317	10-1110-410-00-72-110-13	Inst Supplies Chesak	11/08/2024	13.85	10-1110-410-00-72-110-13
20251313	10-2220-430-00-74-210-13	Media Center Heineman	11/08/2024	5.54	10-2220-430-00-74-210-13
20251322	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	11/08/2024	19.80	10-2410-410-00-74-140-14
20251308	10-1100-423-00-74-500-14	New Adoption 6-12	11/08/2024	73.34	10-1100-423-00-74-500-14
20251322	10-1110-323-00-74-140-13	Repairs & Maintenance Mackeben	11/08/2024	40.33	10-1110-323-00-74-140-13
20251318	10-1130-410-50-71-300-13	Wellness Supplies HS	11/08/2024	86.40	10-1130-410-50-71-300-13
20251318	10-1130-410-50-71-300-13	Wellness Supplies HS	11/08/2024	115.65	10-1130-410-50-71-300-13
20251318	10-1400-410-03-71-300-13	Business Supplies	11/08/2024	85.51	10-1400-410-03-71-300-13
20251321	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	11/08/2024	65.97	10-1110-323-00-71-100-13
20251321	20-2542-410-00-79	Supplies B & G	11/08/2024	159.50	20-2542-410-00-79
20251321	20-2540-410-00-79	Office Supplies B & G	11/08/2024	19.99	20-2540-410-00-79
20251391	10-158	Activity Funds	11/20/2024	181.39	10-120
20251318	10-1130-410-00-71-300-13	Inst Supplies HS	11/08/2024	353.49	10-1130-410-00-71-300-13
20251319	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/08/2024	152.07	10-1110-410-00-71-100-13
20251320	10-158	Activity Funds	11/08/2024	171.00	10-120
20251320	10-158	Activity Funds	11/08/2024	52.37	10-120
20251320	10-158	Activity Funds	11/08/2024	48.29	10-120
20251320	10-158	Activity Funds	11/08/2024	67.47	10-120
20251320	10-158	Activity Funds	11/08/2024	92.78	10-120
20251319	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/08/2024	323.00	10-1110-410-00-71-100-13
20251319	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/08/2024	175.00	10-2210-314-92-79-605-14
20251319	10-1110-410-02-71-100-13	Art Supplies Leggee	11/08/2024	51.32	10-1110-410-02-71-100-13
20251317	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	11/08/2024	125.65	10-2213-415-00-72-110-13
20251319	10-2410-410-00-71-100-13	Office Supplies Leggee	11/08/2024	15.29	10-2410-410-00-71-100-13
20251324	10-1125-410-97-79-600-14	All Children Supplies	11/08/2024	12.99	10-1125-410-97-79-600-14
20251318	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/08/2024	62.68	10-2213-415-00-71-300-13
20251318	10-1130-410-13-71-300-13	Science Supplies HS	11/08/2024	30.38	10-1130-410-13-71-300-13



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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20251318	10-1400-410-10-71-300-13	Ind Arts Supplies	11/08/2024	509.97	10-1400-410-10-71-300-13
20251318	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/08/2024	27.34	10-2213-415-00-71-300-13
20251308	10-3000-410-84-79-605-14	Title III Comm Svcs Supplies	11/08/2024	44.95	10-3000-410-84-79-605-14
20251318	10-1130-314-06-71-305-13	Alternative School	11/08/2024	55.74	10-1130-314-06-71-305-13
20251313	10-2220-430-00-74-210-13	Media Center Heineman	11/08/2024	8.48	10-2220-430-00-74-210-13
20251318	10-1400-490-64-71-305-13	Perkins Grant Supplies	11/08/2024	144.35	10-1400-490-64-71-305-13
20251319	10-2410-410-00-71-100-13	Office Supplies Leggee	11/08/2024	18.98	10-2410-410-00-71-100-13
20251326	10-158	Activity Funds	11/08/2024	116.78	10-120
20251308	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	11/08/2024	0.00	10-2213-415-00-74-500-14
20251327	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	11/08/2024	53.30	10-2213-415-00-74-150-13
20251327	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	11/08/2024	214.00	10-2410-410-00-74-150-14
20251327	10-158	Activity Funds	11/08/2024	13.69	10-120
20251327	10-1110-410-12-74-150-13	Conley Music Supplies	11/08/2024	65.71	10-1110-410-12-74-150-13
20251327	10-1110-410-00-74-150-13	Inst Supplies Conley	11/08/2024	6.99	10-1110-410-00-74-150-13
20251327	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	11/08/2024	40.93	10-2213-415-00-74-150-13
20251327	10-1110-410-02-74-150-13	Art Supplies Conley	11/08/2024	28.24	10-1110-410-02-74-150-13
20251320	10-158	Activity Funds	11/08/2024	204.30	10-120
20251326	10-158	Activity Funds	11/08/2024	1.17	10-120
20251324	10-1125-410-97-79-600-14	All Children Supplies	11/08/2024	48.43	10-1125-410-97-79-600-14
20251326	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	11/08/2024	24.35	10-2410-410-00-74-210-14
20251325	10-2560-410-00-71-300-13	Cafe Supplies HS	11/08/2024	118.52	10-2560-410-00-71-300-13
20251325	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	11/08/2024	77.22	10-2560-410-00-72-220-13
20251325	10-2560-410-00-74-210-13	Cafe Supplies Heineman	11/08/2024	32.49	10-2560-410-00-74-210-13
20251325	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	11/08/2024	99.91	10-2560-323-00-74-140-13
20251324	10-1125-410-97-79-600-14	All Children Supplies	11/08/2024	66.40	10-1125-410-97-79-600-14
20251324	10-1125-410-97-79-600-14	All Children Supplies	11/08/2024	56.85	10-1125-410-97-79-600-14
20251324	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	11/08/2024	40.92	10-2213-415-00-72-165-13
20251318	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/08/2024	400.00	10-2213-415-00-71-300-13
20251326	10-158	Activity Funds	11/08/2024	143.22	10-120
20251307	10-158	Activity Funds	11/08/2024	59.00	10-120
20251307	10-158	Activity Funds	11/08/2024	(279.99)	10-120
20251307	10-158	Activity Funds	11/08/2024	(18.90)	10-120
20251398	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/20/2024	29.61	10-2210-314-92-79-605-14
20251317	10-1110-410-12-74-110-13	Music Supplies	11/08/2024	58.98	10-1110-410-12-74-110-13

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20251398	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/20/2024	47.59	10-2210-314-92-79-605-14
20251318	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/08/2024	34.86	10-2213-415-00-71-300-13
20251398	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/20/2024	56.16	10-2210-314-92-79-605-14
20251307	10-158	Activity Funds	11/08/2024	10.06	10-120
20251313	10-2220-430-00-74-210-13	Media Center Heineman	11/08/2024	321.84	10-2220-430-00-74-210-13
20251307	10-158	Activity Funds	11/08/2024	186.99	10-120
20251398	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/20/2024	73.87	10-2210-314-92-79-605-14
20251308	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	11/08/2024	142.99	10-2210-490-00-74-500-14
20251308	10-1100-423-00-74-500-14	New Adoption 6-12	11/08/2024	175.37	10-1100-423-00-74-500-14
20251309	10-2520-410-00-74-500-14	Supplies Fiscal	11/08/2024	30.39	10-2520-410-00-74-500-14
20251310	10-2546-490-00-79-600-14	Security Officer Supplies	11/08/2024	50.51	10-2546-490-00-79-600-14
20251310	10-2310-640-00-74-500-14	Dues & Fees Board	11/08/2024	525.45	10-2310-640-00-74-500-14
20251310	10-2310-640-00-74-500-14	Dues & Fees Board	11/08/2024	(741.60)	10-2310-640-00-74-500-14
20251310	10-2630-410-00-74-500-14	Communications Supplies	11/08/2024	(150.00)	10-2630-410-00-74-500-14
20251311	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/08/2024	13.99	10-1200-410-92-79-600-14
20251307	10-158	Activity Funds	11/08/2024	(499.00)	10-120
20251314	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/08/2024	79.47	10-2210-314-92-79-605-14
20251317	10-1110-410-00-72-110-13	Inst Supplies Chesak	11/08/2024	16.98	10-1110-410-00-72-110-13
20251315	10-1120-410-09-72-220-13	Home Ec Marlowe	11/08/2024	35.26	10-1120-410-09-72-220-13
20251315	10-1120-410-09-72-220-13	Home Ec Marlowe	11/08/2024	109.54	10-1120-410-09-72-220-13
20251398	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/20/2024	54.10	10-2210-314-92-79-605-14
20251315	10-158	Activity Funds	11/08/2024	104.09	10-120
20251313	10-2220-430-00-74-210-13	Media Center Heineman	11/08/2024	13.75	10-2220-430-00-74-210-13
20251314	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/08/2024	55.29	10-2210-314-92-79-605-14
20251314	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/08/2024	61.15	10-2210-314-92-79-605-14
20251313	10-1120-410-02-74-210-13	Art Supplies Heineman	11/08/2024	112.80	10-1120-410-02-74-210-13
20251315	10-1120-410-09-72-220-13	Home Ec Marlowe	11/08/2024	100.55	10-1120-410-09-72-220-13
20251313	10-1120-410-02-74-210-13	Art Supplies Heineman	11/08/2024	101.60	10-1120-410-02-74-210-13
20251314	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/08/2024	180.50	10-2210-314-92-79-605-14
20251313	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	11/08/2024	212.50	10-1120-410-12-74-210-13
20251313	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	11/08/2024	219.00	10-1120-410-12-74-210-13
20251313	10-1120-410-09-74-210-13	Home Ec Heineman	11/08/2024	7.00	10-1120-410-09-74-210-13
20251313	10-1120-410-09-74-210-13	Home Ec Heineman	11/08/2024	259.47	10-1120-410-09-74-210-13
20251313	10-2410-410-00-74-210-13	Office Supplies Heineman	11/08/2024	13.87	10-2410-410-00-74-210-13

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Total				\$12,307.84	
Boelter Companies					
20251381	10-2560-410-00-71-100-13	Cafe Supplies Leggee	11/21/2024	289.28	10-2560-410-00-71-100-13
20251381	10-2560-410-00-72-120-13	Cafe Supplies Martin	11/21/2024	289.28	10-2560-410-00-72-120-13
20251282	10-2560-410-00-71-300-13	Cafe Supplies HS	11/13/2024	547.80	10-2560-410-00-71-300-13
20251381	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	11/21/2024	289.28	10-2560-410-00-72-220-13
20251381	10-2560-410-00-72-110-13	Cafe Supplies Chesak	11/21/2024	289.28	10-2560-410-00-72-110-13
20251381	10-2560-410-00-74-210-13	Cafe Supplies Heineman	11/21/2024	289.28	10-2560-410-00-74-210-13
20251381	10-2560-410-00-74-150-13	Cafe Supplies Conley	11/21/2024	289.28	10-2560-410-00-74-150-13
20251381	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	11/21/2024	289.28	10-2560-410-00-74-140-13
20251381	10-2560-410-00-71-300-13	Cafe Supplies HS	11/21/2024	289.29	10-2560-410-00-71-300-13
Total				\$2,862.05	
Bornquist Inc					
20251299			11/15/2024	0.00	
20251299	20-2542-410-00-79	Supplies B & G	11/15/2024	674.03	20-2542-410-00-79
Total				\$674.03	
Build Capacity Consulting LLC					
20251342	10-2212-314-83-79-505-14	Title II Prof Development	11/19/2024	120.22	10-2212-314-83-79-505-14
20251342	10-2212-314-83-79-505-14	Title II Prof Development	11/19/2024	7.07	10-2212-314-83-79-505-14
20251342	10-2212-314-83-79-505-14	Title II Prof Development	11/19/2024	21.06	10-2212-314-83-79-505-14
20251342	10-2212-314-83-79-505-14	Title II Prof Development	11/19/2024	119.93	10-2212-314-83-79-505-14
Total				\$268.28	
Canteen Refreshments					
20251382	10-2560-415-00-71-300-13	Cafe Food HS	11/21/2024	938.58	10-2560-415-00-71-300-13
Total				\$938.58	
CDW Government Inc					
20251336	10-2660-410-00-79-600-14	Supplies Tech	11/18/2024	84.99	10-2660-410-00-79-600-14
20251370	10-2660-410-00-79-600-14	Supplies Tech	11/20/2024	182.00	10-2660-410-00-79-600-14

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20251336	10-2660-410-00-79-600-14	Supplies Tech	11/18/2024	299.00	10-2660-410-00-79-600-14
Total				\$565.99	
Ceisel, Donna					
20251261	10-2130-310-92-79-600-14	IDEA Health Services	11/07/2024	956.25	10-2130-310-92-79-600-14
Total				\$956.25	
Cintas Corporation No 2					
20251300	10-2560-410-00-71-300-13	Cafe Supplies HS	11/15/2024	98.74	10-2560-410-00-71-300-13
20251300	10-2560-410-00-71-100-13	Cafe Supplies Leggee	11/15/2024	75.11	10-2560-410-00-71-100-13
20251300	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	11/15/2024	122.49	10-2560-410-00-72-220-13
20251300	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	11/15/2024	51.63	10-2560-410-00-74-140-13
20251300	10-2560-410-00-72-110-13	Cafe Supplies Chesak	11/15/2024	96.94	10-2560-410-00-72-110-13
20251300	10-2560-410-00-74-150-13	Cafe Supplies Conley	11/15/2024	76.52	10-2560-410-00-74-150-13
20251300	10-2560-410-00-74-210-13	Cafe Supplies Heineman	11/15/2024	94.59	10-2560-410-00-74-210-13
20251300	10-2560-410-00-72-120-13	Cafe Supplies Martin	11/15/2024	61.49	10-2560-410-00-72-120-13
Total				\$677.51	
Clarity Assessments LLC					
20251354	10-2140-310-92-79-600-14	IDEA Psychological Services	11/20/2024	3,600.00	10-2140-310-92-79-600-14
Total				\$3,600.00	
Common Market Great Lakes					
20251383	10-2560-415-00-74-150-13	Cafe Food Conley	11/21/2024	169.40	10-2560-415-00-74-150-13
20251383	10-2560-415-00-74-140-13	Cafe Food Mackeben	11/21/2024	169.40	10-2560-415-00-74-140-13
20251383	10-2560-415-00-74-210-13	Cafe Food Heineman	11/21/2024	214.90	10-2560-415-00-74-210-13
20251383	10-2560-415-00-72-110-13	Cafe Food Chesak	11/21/2024	169.40	10-2560-415-00-72-110-13
20251383	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/21/2024	214.90	10-2560-415-00-72-220-13
20251383	10-2560-415-00-71-100-13	Cafe Food Leggee	11/21/2024	238.70	10-2560-415-00-71-100-13
20251301	10-2560-415-00-71-300-13	Cafe Food HS	11/15/2024	353.50	10-2560-415-00-71-300-13
Total				\$1,530.20	

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Conserv FS Inc



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20251283	20-2542-390-00-79	Other Purchased Service	11/13/2024	135.00	20-2542-390-00-79
20251283			11/13/2024	0.00	
Total				\$135.00	
CPI (Crisis Prevention Institute, Inc.)					
20251415	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/22/2024	2,384.25	10-2210-410-92-79-600-14
Total				\$2,384.25	
Crystal Lake School District 47					
20251355	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	11/20/2024	225.00	10-4120-310-92-79-600-14
Total				\$225.00	
CT Veach Inc					50
20251289	20-2543-530-00-79	Improvements not Buildings	11/13/2024	1,280.00	20-2543-530-00-79
20251289	20-2543-530-00-79	Improvements not Buildings	11/13/2024	3,200.00	20-2543-530-00-79
Total				\$4,480.00	
Digital Promise Global					
20251417	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	11/22/2024	3,000.00	10-2212-310-00-79-505-14
20251417			11/22/2024	0.00	
Total				\$3,000.00	
Done Deal Promotions LLC					
20251386	10-1120-410-50-72-220-13	PE Supplies Marlowe	11/21/2024	20.68	10-1120-410-50-72-220-13
20251386	10-1120-410-50-72-220-13	PE Supplies Marlowe	11/21/2024	285.60	10-1120-410-50-72-220-13
Total				\$306.28	
DuPage Federation on Human Services					
20251334	10-1200-310-92-79-600-14	IDEA General Purchased Service	11/15/2024	192.40	10-1200-310-92-79-600-14
Total				\$192.40	
Educational Environments					



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20251422	10-1200-410-00-79-600-14	Supplies Sp Ed	11/22/2024	2,148.00	10-1200-410-00-79-600-14
Total				\$2,148.00	
Engler Callaway Baasten & Sraga LLC					
20251377	10-2310-318-00-74-500-14	Legal Board	11/20/2024	1,722.50	10-2310-318-00-74-500-14
Total				\$1,722.50	
Evans Marshall & Pease PC					
20251278	10-2310-317-00-74-500-14	CPA Audit	11/11/2024	41,000.00	10-2310-317-00-74-500-14
Total				\$41,000.00	
Expanding Expression					
20251371	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2024	25.00	10-2130-410-92-79-605-14
20251371	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2024	30.00	10-2130-410-92-79-605-14
20251371	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2024	35.00	10-2130-410-92-79-605-14
20251371	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2024	42.00	10-2130-410-92-79-605-14
20251371	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2024	108.00	10-2130-410-92-79-605-14
20251371	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2024	35.00	10-2130-410-92-79-605-14
Total				\$275.00	
Facilities Management Express LLC					
20251335			11/15/2024	0.00	
20251335	20-2542-390-00-79	Other Purchased Service	11/15/2024	989.70	20-2542-390-00-79
Total				\$989.70	
FedEx					
20251421	10-2642-410-00-74-500-14	Supplies Human Res	11/22/2024	39.31	10-2642-410-00-74-500-14
Total				\$39.31	
Fun and Function					
20251372	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2024	10.95	10-2130-410-92-79-605-14
20251372	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2024	82.99	10-2130-410-92-79-605-14

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Total				\$93.94	
Gopher Performance					
20251290	10-1110-410-50-74-100-14	PE Supplies Leggee	11/13/2024	35.90	10-1110-410-50-74-100-14
20251290	10-1110-410-50-74-100-14	PE Supplies Leggee	11/13/2024	84.95	10-1110-410-50-74-100-14
20251290	10-1110-410-50-74-100-14	PE Supplies Leggee	11/13/2024	89.90	10-1110-410-50-74-100-14
20251290	10-1110-410-50-74-100-14	PE Supplies Leggee	11/13/2024	23.85	10-1110-410-50-74-100-14
20251290	10-1110-410-50-74-100-14	PE Supplies Leggee	11/13/2024	60.34	10-1110-410-50-74-100-14
20251290	10-1110-410-50-74-100-14	PE Supplies Leggee	11/13/2024	218.00	10-1110-410-50-74-100-14
20251290	10-1110-410-50-74-100-14	PE Supplies Leggee	11/13/2024	(21.55)	10-1110-410-50-74-100-14
Total				\$491.39	
Gordon Flesch Co Inc					
					52
20251353	10-2900-390-00-79-600-14	Copier Maintenance	11/20/2024	252.84	10-2900-390-00-79-600-14
20251353	10-2900-390-00-79-600-14	Copier Maintenance	11/20/2024	1,922.58	10-2900-390-00-79-600-14
20251353	10-2900-390-00-79-600-14	Copier Maintenance	11/20/2024	6,966.41	10-2900-390-00-79-600-14
20251353	10-2900-390-00-79-600-14	Copier Maintenance	11/20/2024	91.31	10-2900-390-00-79-600-14
20251353	10-2900-390-00-79-600-14	Copier Maintenance	11/20/2024	1,394.79	10-2900-390-00-79-600-14
20251353	10-2900-390-00-79-600-14	Copier Maintenance	11/20/2024	1,995.20	10-2900-390-00-79-600-14
20251353	10-2900-390-00-79-600-14	Copier Maintenance	11/20/2024	1,093.32	10-2900-390-00-79-600-14
20251353	10-2900-390-00-79-600-14	Copier Maintenance	11/20/2024	780.02	10-2900-390-00-79-600-14
Total				\$14,496.47	
Grainger					
20251279			11/11/2024	0.00	
20251279	20-2542-410-00-79	Supplies B & G	11/11/2024	202.58	20-2542-410-00-79
Total				\$202.58	
Hayden Construction and Service Co					
20251284			11/13/2024	0.00	
20251284	20-2543-323-00-79	Repairs-Grounds	11/13/2024	19,712.00	20-2543-323-00-79
20251284			11/13/2024	0.00	
20251294	20-2542-323-00-79	Repairs & Maint Buildings	11/14/2024	300.00	20-2542-323-00-79



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20251294	20-2542-323-00-79	Repairs & Maint Buildings	11/14/2024	335.00	20-2542-323-00-79
20251380			11/20/2024	0.00	
20251380	20-2542-323-00-79	Repairs & Maint Buildings	11/20/2024	1,780.00	20-2542-323-00-79
Total				\$22,127.00	
Hi-Line Utility Supply Company LLC					
20251276	20-2542-410-00-79	Supplies B & G	11/08/2024	504.65	20-2542-410-00-79
Total				\$504.65	
Huntley Park District					
20251241	10-1200-310-66-71-300-13	STEP Purchased Services	11/07/2024	999.00	10-1200-310-66-71-300-13
20251241	10-1200-310-66-71-300-13	STEP Purchased Services	11/07/2024	432.00	10-1200-310-66-71-300-13
Total				\$1,431.00	53
IASBO					
20251378	10-2520-332-00-74-500-14	Travel Fiscal	11/20/2024	500.00	10-2520-332-00-74-500-14
Total				\$500.00	
Illinois School For The Deaf					
20251250			11/07/2024	0.00	
20251250	40-2552-331-00-79	Contracted Transportation	11/07/2024	267.00	40-2552-331-00-79
Total				\$267.00	
Illinois Tollway Violation					
20251255	40-2552-640-00-79	Dues & Fees	11/07/2024	26.35	40-2552-640-00-79
20251254	40-2552-640-00-79	Dues & Fees	11/07/2024	31.95	40-2552-640-00-79
20251253	40-2552-640-00-79	Dues & Fees	11/07/2024	176.40	40-2552-640-00-79
20251252	40-2552-640-00-79	Dues & Fees	11/07/2024	72.65	40-2552-640-00-79
20251251	40-2552-640-00-79	Dues & Fees	11/07/2024	12.10	40-2552-640-00-79
Total				\$319.45	
Interstate Battery Center					



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20251337	20-2542-410-00-79	Supplies B & G	11/18/2024	2,047.20	20-2542-410-00-79
20251337			11/18/2024	0.00	
Total				\$2,047.20	
Jablonski Concessions					
20251285	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	11/13/2024	1,505.00	10-2213-415-00-72-110-13
Total				\$1,505.00	
Johnsburg High School					
20251258	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	11/07/2024	355.00	10-1500-640-00-74-210-13
Total				\$355.00	
Johnson Controls Fire Protection LP					54
20251302	20-2542-323-00-79	Repairs & Maint Buildings	11/15/2024	1,369.09	20-2542-323-00-79
20251302			11/15/2024	0.00	
Total				\$1,369.09	
Johnson Controls Inc					
20251293	20-2542-390-00-79	Other Purchased Service	11/14/2024	8,916.00	20-2542-390-00-79
20251293			11/14/2024	0.00	
20251293			11/14/2024	0.00	
Total				\$8,916.00	
Johnson, Emily					
20251297	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	11/14/2024	300.00	10-1120-410-12-74-210-13
Total				\$300.00	
JRLX Inc					
20251418	10-2223-490-00-79-600-14	PAC Invent Supplies	11/22/2024	21,457.00	10-2223-490-00-79-600-14
Total				\$21,457.00	
Keyguard AT % Marblesoft					



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20251373	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/20/2024	89.45	10-1200-410-92-79-600-14
20251373	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11/20/2024	6.42	10-1200-410-92-79-600-14
Total				\$95.87	
Kiefer USA					
20251239	20-2542-323-00-79	Repairs & Maint Buildings	11/07/2024	15,980.00	20-2542-323-00-79
20251239			11/07/2024	0.00	
Total				\$15,980.00	
Knox Company					
20251268			11/07/2024	0.00	
20251268	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	11/07/2024	5,509.00	10-2546-390-00-79-600-14
Total				\$5,509.00	55
Lion Electric Co USA					
20251332	40-2552-540-00-79	Bus Purchases	11/15/2024	1,410,416.28	40-2552-540-00-79
Total				\$1,410,416.28	
LMC					
20251369	20-2542-410-00-79	Supplies B & G	11/20/2024	350.00	20-2542-410-00-79
Total				\$350.00	
McHenry County Sheriffs Office					
20251240	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	11/07/2024	280.00	10-2546-390-00-79-600-14
Total				\$280.00	
Menards Inc					
20251273	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	11/07/2024	324.63	10-1110-323-00-71-100-13
Total				\$324.63	
Midland Paper					
20251246	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	11/07/2024	1,757.60	10-2410-410-00-72-220-14



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Total				\$1,757.60	
Minnesota Clay					
20251423	10-1110-410-02-71-100-13	Art Supplies Leggee	11/22/2024	499.50	10-1110-410-02-71-100-13
20251423	10-1110-410-02-72-110-13	Art Supplies Chesak	11/22/2024	194.25	10-1110-410-02-72-110-13
20251423	10-1110-410-02-72-110-13	Art Supplies Chesak	11/22/2024	42.00	10-1110-410-02-72-110-13
20251423	10-1110-410-02-74-140-13	Mackeben Art Supplies	11/22/2024	138.75	10-1110-410-02-74-140-13
20251423	10-1110-410-02-74-140-13	Mackeben Art Supplies	11/22/2024	42.00	10-1110-410-02-74-140-13
20251423	10-1110-410-02-72-120-13	Art Supplies Martin	11/22/2024	42.00	10-1110-410-02-72-120-13
20251423	10-1110-410-02-71-100-13	Art Supplies Leggee	11/22/2024	42.00	10-1110-410-02-71-100-13
20251423	10-1110-410-02-72-120-13	Art Supplies Martin	11/22/2024	166.50	10-1110-410-02-72-120-13
20251423	10-1110-410-02-72-120-13	Art Supplies Martin	11/22/2024	42.00	10-1110-410-02-72-120-13
20251423	10-1110-410-02-72-120-13	Art Supplies Martin	11/22/2024	333.00	10-1110-410-02-72-120-13
Total				\$1,542.00	
Moore, Jeff M					
20251298	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	11/14/2024	300.00	10-1120-410-12-74-210-13
Total				\$300.00	
National Autism Resources					
20251375	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2024	119.98	10-2130-410-92-79-605-14
20251375	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2024	45.99	10-2130-410-92-79-605-14
Total				\$165.97	
NCS Pearson Inc.					
20251420	10-2230-312-00-79-600-14	Testing/Assessment 6-12	11/22/2024	2,674.00	10-2230-312-00-79-600-14
Total				\$2,674.00	
Neuro Educational Specialist					
20251264	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/07/2024	3,000.00	10-2210-314-92-79-605-14
Total				\$3,000.00	
North Shore Transit Inc					



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20251256	40-2552-331-00-79	Contracted Transportation	11/07/2024	1,496.04	40-2552-331-00-79
20251256			11/07/2024	0.00	
Total				\$1,496.04	
Northwestern Medicine Occupational Health					
20251347	40-2550-310-00-79	Prof & Tech Service Trans	11/20/2024	1,700.00	40-2550-310-00-79
20251346	40-2550-310-00-79	Prof & Tech Service Trans	11/20/2024	35.00	40-2550-310-00-79
20251346			11/20/2024	0.00	
20251347			11/20/2024	0.00	
Total				\$1,735.00	
NuMotion					
20251266	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/07/2024	316.00	10-2130-410-92-79-605-14
Total				\$316.00	
OT Toolbox					
20251356	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/20/2024	700.00	10-2210-314-92-79-605-14
Total				\$700.00	
P & M Distributors Inc					
20251247	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/07/2024	590.54	10-2560-415-00-72-220-13
20251384	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/21/2024	901.02	10-2560-415-00-72-220-13
20251247	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/07/2024	236.86	10-2560-415-00-72-220-13
20251384	10-2560-415-00-74-210-13	Cafe Food Heineman	11/21/2024	256.11	10-2560-415-00-74-210-13
20251274	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/08/2024	287.00	10-2560-415-00-72-220-13
20251384	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/21/2024	200.20	10-2560-415-00-72-220-13
Total				\$2,471.73	
Pearson Clinical Assessments					
20251267	10-2130-310-92-79-600-14	IDEA Health Services	11/07/2024	27.11	10-2130-310-92-79-600-14
20251267	10-2130-310-92-79-600-14	IDEA Health Services	11/07/2024	542.10	10-2130-310-92-79-600-14
Total				\$569.21	



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Porter Pipe & Supply					
20251280			11/11/2024	0.00	
20251303	20-2542-410-00-79	Supplies B & G	11/15/2024	161.48	20-2542-410-00-79
20251303			11/15/2024	0.00	
20251280	20-2542-410-00-79	Supplies B & G	11/11/2024	705.97	20-2542-410-00-79
Total				\$867.45	
PowerSchool Group LLC					
20251343	10-2660-390-00-79-600-14	Purchased Service Technology	11/19/2024	2,700.00	10-2660-390-00-79-600-14
20251339	10-2660-390-00-79-600-14	Purchased Service Technology	11/18/2024	2,700.00	10-2660-390-00-79-600-14
Total				\$5,400.00	
					58
Pro-Tuff Decals					
20251286	10-1120-410-80-72-220-13	PBIS	11/13/2024	39.95	10-1120-410-80-72-220-13
20251286	10-1120-410-80-72-220-13	PBIS	11/13/2024	20.00	10-1120-410-80-72-220-13
20251286	10-1120-410-80-72-220-13	PBIS	11/13/2024	79.80	10-1120-410-80-72-220-13
20251286	10-1120-410-80-72-220-13	PBIS	11/13/2024	30.00	10-1120-410-80-72-220-13
Total				\$169.75	
R & G Consultants Inc					
20251419	10-2520-310-00-74-500-14	Prof & Tech Fiscal	11/22/2024	206.36	10-2520-310-00-74-500-14
Total				\$206.36	
Regional Office of Education					
20251242	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/07/2024	945.00	10-4210-670-00-79-600-14
Total				\$945.00	
Safety Kleen Systems Inc					
20251257	40-2550-310-00-79	Prof & Tech Service Trans	11/07/2024	422.50	40-2550-310-00-79
Total				\$422.50	
Safeway Tuckpointing Co					



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20251287			11/13/2024	0.00	
20251287	20-2542-323-00-79	Repairs & Maint Buildings	11/13/2024	2,300.00	20-2542-323-00-79
Total				\$2,300.00	
Schocks Towing					
20251348	40-2550-323-00-79	Repairs and Maintenance	11/20/2024	225.00	40-2550-323-00-79
20251348			11/20/2024	0.00	
Total				\$225.00	
Scholastic Inc					
20251295	10-1100-421-00-74-500-14	Materials 6-12	11/14/2024	209.91	10-1100-421-00-74-500-14
Total				\$209.91	59
Scholastic Inc					
20251338	10-1100-421-00-74-500-14	Materials 6-12	11/18/2024	152.70	10-1100-421-00-74-500-14
20251338			11/18/2024	0.00	
20251338	10-1100-421-00-74-500-14	Materials 6-12	11/18/2024	45.81	10-1100-421-00-74-500-14
20251338	10-1100-421-00-74-500-14	Materials 6-12	11/18/2024	152.70	10-1100-421-00-74-500-14
20251338	10-1100-421-00-74-500-14	Materials 6-12	11/18/2024	152.70	10-1100-421-00-74-500-14
Total				\$503.91	
School Specialty LLC					
20251272	10-1110-410-50-74-100-14	PE Supplies Leggee	11/07/2024	139.48	10-1110-410-50-74-100-14
20251374	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/20/2024	331.75	10-2130-410-92-79-605-14
Total				\$471.23	
Sedgwick Claims Management Services					
20251361	10-2310-383-00-74-500-14	Unemployment Insurance	11/20/2024	2,480.63	10-2310-383-00-74-500-14
Total				\$2,480.63	
Select Savvy LLC					
20251304	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	11/15/2024	1,581.00	10-1101-310-00-79-605-14



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20251243	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	11/07/2024	1,581.00	10-1101-310-00-79-605-14
Total				\$3,162.00	
Senase, Judith					
20251357	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	11/20/2024	925.00	10-2150-310-92-79-600-14
20251358	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	11/20/2024	925.00	10-2150-310-92-79-600-14
Total				\$1,850.00	
Service Printing Corporation					
20251366	10-1520-410-30-71-305-13	HS Newspaper Supplies	11/20/2024	2,827.20	10-1520-410-30-71-305-13
Total				\$2,827.20	
Service Sanitation Inc					60
20251340	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	11/18/2024	934.66	10-1500-320-00-71-300-13
Total				\$934.66	
SNA Depository					
20251248	10-2561-640-00-79-600-14	Dir Food Service Dues & Fees	11/07/2024	20.00	10-2561-640-00-79-600-14
Total				\$20.00	
Special Education Services					
20251244	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/07/2024	9,981.40	10-4220-670-00-79-600-14
Total				\$9,981.40	
Special Education Systems Inc					
20251245	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/07/2024	1,608.64	10-4220-670-00-79-600-14
Total				\$1,608.64	
Stats Medic					
20251416	10-1200-310-92-79-600-14	IDEA General Purchased Service	11/22/2024	395.00	10-1200-310-92-79-600-14
Total				\$395.00	



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Sunrise Southwest LLC					
20251349	40-2552-331-00-79	Contracted Transportation	11/20/2024	4,736.60	40-2552-331-00-79
20251349			11/20/2024	0.00	
Total				\$4,736.60	
Tennant Sales and Service					
20251288	20-2542-323-00-79	Repairs & Maint Buildings	11/13/2024	1,781.66	20-2542-323-00-79
20251288			11/13/2024	0.00	
Total				\$1,781.66	
The Center / Resources for					
20251296	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	11/14/2024	760.00	10-2210-332-82-79-605-14
Total				\$760.00	61
Trane					
20251265	20-2542-410-00-79	Supplies B & G	11/07/2024	145.26	20-2542-410-00-79
20251387	20-2542-410-00-79	Supplies B & G	11/21/2024	557.94	20-2542-410-00-79
20251362	20-2542-410-00-79	Supplies B & G	11/20/2024	900.73	20-2542-410-00-79
20251387			11/21/2024	0.00	
20251291	20-2542-410-00-79	Supplies B & G	11/13/2024	447.99	20-2542-410-00-79
20251291			11/13/2024	0.00	
Total				\$2,051.92	
Transition Curriculum Inc					
20251359	10-1200-310-66-71-300-13	STEP Purchased Services	11/20/2024	3,000.00	10-1200-310-66-71-300-13
Total				\$3,000.00	
Tribe Country Farms Inc					
20251385	10-2560-415-00-74-210-13	Cafe Food Heineman	11/21/2024	60.75	10-2560-415-00-74-210-13
20251305	10-2560-415-00-71-300-13	Cafe Food HS	11/15/2024	108.00	10-2560-415-00-71-300-13
20251281	10-2560-415-00-74-210-13	Cafe Food Heineman	11/11/2024	60.75	10-2560-415-00-74-210-13
20251305	10-2560-415-00-74-210-13	Cafe Food Heineman	11/15/2024	60.75	10-2560-415-00-74-210-13



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20251249	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/07/2024	74.25	10-2560-415-00-72-220-13
20251275	10-2560-415-00-71-300-13	Cafe Food HS	11/08/2024	108.00	10-2560-415-00-71-300-13
20251249	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/07/2024	135.00	10-2560-415-00-72-220-13
20251281	10-2560-415-00-71-300-13	Cafe Food HS	11/11/2024	108.00	10-2560-415-00-71-300-13
20251385	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/21/2024	74.25	10-2560-415-00-72-220-13
20251275	10-2560-415-00-74-210-13	Cafe Food Heineman	11/08/2024	60.75	10-2560-415-00-74-210-13
20251275	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/08/2024	171.00	10-2560-415-00-72-220-13
Total				\$1,021.50	
UMB Bank NA					
20251379	30-5900-690	Bond Service Charge	11/20/2024	300.00	30-5900-690
20251364	30-5220-620	Interest on Bonds	11/20/2024	183,137.50	30-5220-620
20251363	30-5900-690	Bond Service Charge	11/20/2024	318.00	30-5900-690
Total				\$183,755.50	
Unity School Bus Parts, Inc					
20251350	40-2554-410-00-79	Fleet Supplies	11/20/2024	458.21	40-2554-410-00-79
20251350			11/20/2024	0.00	
20251350	40-2554-410-00-79	Fleet Supplies	11/20/2024	(75.00)	40-2554-410-00-79
20251350			11/20/2024	0.00	
Total				\$383.21	
Veregy Central LLC					
20251292	20-2542-390-00-79	Other Purchased Service	11/13/2024	5,750.00	20-2542-390-00-79
20251292	20-2542-390-00-79	Other Purchased Service	11/13/2024	6,457.50	20-2542-390-00-79
Total				\$12,207.50	
Village of Huntley					
20251270	20-2546-310-00-71-305	Resource Officer	11/07/2024	438.75	20-2546-310-00-71-305
20251270	20-2546-310-00-71-305	Resource Officer	11/07/2024	292.50	20-2546-310-00-71-305
20251270	20-2546-310-00-71-305	Resource Officer	11/07/2024	292.50	20-2546-310-00-71-305
20251270	20-2546-310-00-71-305	Resource Officer	11/07/2024	292.50	20-2546-310-00-71-305
20251270	20-2546-310-00-71-305	Resource Officer	11/07/2024	471.25	20-2546-310-00-71-305



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20251270	20-2546-310-00-71-305	Resource Officer	11/07/2024	276.25	20-2546-310-00-71-305
20251269			11/07/2024	0.00	
20251269	20-2546-310-00-71-305	Resource Officer	11/07/2024	585.00	20-2546-310-00-71-305
Total				\$2,648.75	
Village of Lake in the Hills					
20251271	20-2546-310-00-71-305	Resource Officer	11/07/2024	339.31	20-2546-310-00-71-305
20251271			11/07/2024	0.00	
Total				\$339.31	
Visions LLC					
20251360	10-2130-310-92-79-600-14	IDEA Health Services	11/20/2024	1,808.76	10-2130-310-92-79-600-14
Total				\$1,808.76	63
Woodstock Chevrolet					
20251351	40-2554-410-00-79	Fleet Supplies	11/20/2024	681.18	40-2554-410-00-79
20251351			11/20/2024	0.00	
20251351	40-2554-410-00-79	Fleet Supplies	11/20/2024	(120.00)	40-2554-410-00-79
20251351			11/20/2024	0.00	
20251352	40-2554-410-00-79	Fleet Supplies	11/20/2024	434.32	40-2554-410-00-79
20251352			11/20/2024	0.00	
Total				\$995.50	
Total				<u>\$2,758,015.77</u>	



Huntley Community School District 158

650 Dr. John Burkey Drive (formerly Academic Drive)
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 5, 2024

Subject: **Imprest Checks Issued**
Committee of the Whole Meeting, December 5, 2024
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 November 25, 2024 for which the Board had not previously approved purchase orders. Therefore, Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	\$	4,711.25
Operations & Maintenance Fund		95,871.98
Debt Service Fund		0.00
Transportation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>100,583.23</u>

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Imprest Checks Issued Report at the December 19, 2024 Regular Board meeting.



Huntley Community School District 158

Imprest Checks Issued As of: 11/25/2024

Printed: 11/25/2024

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
Chapman, Matthew			
	Student Food Svc - Heineman	20.50	10-1611-215
		<u>\$20.50</u>	
ComEd			
	Electric	21,150.22	20-2540-466-00-79
	Electric	206.79	20-2540-466-00-79
	Electric	11,531.26	20-2540-466-00-79
	Electric	14,063.54	20-2540-466-00-79
		<u>\$46,951.81</u>	
DeKalb High School			
	Sports Dues & Fees HS	450.00	10-1500-640-00-71-300-13
		<u>\$450.00</u>	
FFP Fund IV Lessee2 LLC			
	Electric	5,969.18	20-2540-466-00-79
	Electric	2,380.21	20-2540-466-00-79
	Electric	4,742.26	20-2540-466-00-79
	Electric	5,755.70	20-2540-466-00-79
	Electric	1,651.23	20-2540-466-00-79
	Electric	1,450.38	20-2540-466-00-79
		<u>\$21,948.96</u>	
Fremd High School			
	Activities Fees	75.00	10-1543-640-00-71-305-13
		<u>\$75.00</u>	
Gallagher, Dean			
	Activities Judges/Officials	100.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	100.00	10-1543-310-00-71-305-13
	Activities Fees	100.00	10-1543-640-00-71-305-13
		<u>\$300.00</u>	
Geneva Comm Unit School District 304			
	Sports Dues & Fees HS	300.00	10-1500-640-00-71-300-13
		<u>\$300.00</u>	
Great States Volleyball			
	Sports Officials HS	472.32	10-1500-319-00-71-300-13
		<u>\$472.32</u>	
Green, Toby			
	Activities Fees	100.00	10-1543-640-00-71-305-13
		<u>\$100.00</u>	
Hampshire High School c/o Athletics			
	Sports Dues & Fees HS	25.00	10-1500-640-00-71-300-13
		<u>\$25.00</u>	
Hoffman Estates High School			
	Activities Fees	150.00	10-1543-640-00-71-305-13
		<u>\$150.00</u>	
Kaneland High School			
	Sports Dues & Fees HS	225.00	10-1500-640-00-71-300-13
		<u>\$225.00</u>	
Libertyville High School			
	Sports Dues & Fees HS	200.00	10-1500-640-00-71-300-13
		<u>\$200.00</u>	



Huntley Community School District 158

Imprest Checks Issued

As of: 11/25/2024

Printed: 11/25/2024

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Vendor Name		Amount	State Account Number
P.O. Number	Description		
MDC Environmental Serv			
0025110117	Sanitation/Exterminating	3,522.51	20-2542-321-00-79
		<u>\$3,522.51</u>	
Metea Valley HS			
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
	Sports Dues & Fees HS	250.00	10-1500-640-00-71-300-13
		<u>\$500.00</u>	
Nicor Gas			
	Natural Gas	770.40	20-2540-465-00-79
	Natural Gas	879.43	20-2540-465-00-79
	Natural Gas	806.08	20-2540-465-00-79
	Natural Gas	395.20	20-2540-465-00-79
	Natural Gas	1,802.37	20-2540-465-00-79
	Natural Gas	657.85	20-2540-465-00-79
	Natural Gas	804.81	20-2540-465-00-79
	Natural Gas	754.02	20-2540-465-00-79
	Natural Gas	802.12	20-2540-465-00-79
		<u>\$7,672.28</u>	
Petty Cash - Leggee SNAP			
	STEP Supplies	38.18	10-1200-410-66-71-300-13
	STEP Supplies	65.00	10-1200-410-66-71-300-13
		<u>\$103.18</u>	
Petty Cash-HHS SpEd			
	IDEA Comm Engage PS	127.68	10-3000-310-92-79-600-14
	IDEA Comm Engage PS	187.00	10-3000-310-92-79-600-14
		<u>\$314.68</u>	
Petty Cash-LIGHT			
	STEP Purchased Services	50.00	10-1200-310-66-71-300-13
		<u>\$50.00</u>	
Plainfield North HS c/o Athletics			
	Sports Dues & Fees HS	325.00	10-1500-640-00-71-300-13
		<u>\$325.00</u>	
Schlotman, Paige			
	AP Payroll Net Checks	725.57	10-475
		<u>\$725.57</u>	
Symmetry Energy Solutions			
	Natural Gas	15,733.46	20-2540-465-00-79
		<u>\$15,733.46</u>	
Trubitt, Randy			
	Activities Judges/Officials	100.00	10-1543-310-00-71-305-13
	Activities Judges/Officials	100.00	10-1543-310-00-71-305-13
		<u>\$200.00</u>	
Village of Huntley			
	Water/Sewer	42.96	20-2540-370-00-79
		<u>\$42.96</u>	
Wheaton North HS			
	Activities Fees	175.00	10-1543-640-00-71-305-13
		<u>\$175.00</u>	
		<u><u>\$100,583.23</u></u>	



Huntley Community School District 158

650 Dr. John Burkey Drive (formerly Academic Drive)
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 5, 2024

Subject: **Disbursements Issued**
Committee of the Whole Meeting, December 5, 2024
Finance Committee

The following is an executive summary of the attached report titled "Disbursements Issued" which is a listing of disbursements issued from November 7, 2024 to November 25, 2024.

Education Fund	\$ 2,481,195.93
Operations & Maintenance Fund	554,400.43
Debt Service Fund	184,709.50
Transporation Fund	122,654.41
Municipal Retirement and Social Security Fund	16.00
Capital Projects Fund	0.00
Working Cash Fund	0.00
Fire Prevention and Safety Fund	0.00
Total	<u>\$ 3,342,976.27</u>

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Disbursements Issued Report at the December 19, 2024 Regular Board meeting.



Huntley Community School District 158

Disbursements

Check Date: 11/7/2024 to 11/25/2024

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
1ST Ayd Corporation								
	73987	11/15/2024	40-2554-410-00-79	Fleet Supplies	39.91	20251120	40-2554-410-00-79	
	73987	11/15/2024	40-2554-410-00-79	Fleet Supplies	75.80	20251120	40-2554-410-00-79	
	73987	11/15/2024	40-2554-410-00-79	Fleet Supplies	167.68	20251120	40-2554-410-00-79	
	73987	11/15/2024	40-2554-410-00-79	Fleet Supplies	790.56	20251120	40-2554-410-00-79	
					\$1,073.95	Payee Vendor Total		
4 Imprint Inc								
	73840	11/08/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	211.94	20250888	10-2560-410-00-71-300-13	
	73840	11/08/2024	10-2560-410-00-71-100-13	Cafe Supplies Leggee	211.87	20250888	10-2560-410-00-71-100-13	
	73840	11/08/2024	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	211.87	20250888	10-2560-410-00-72-220-13	
	73840	11/08/2024	10-2560-410-00-72-120-13	Cafe Supplies Martin	211.87	20250888	10-2560-410-00-72-120-13	
	73840	11/08/2024	10-2560-410-00-72-110-13	Cafe Supplies Chesak	211.87	20250888	10-2560-410-00-72-110-13	
	73840	11/08/2024	10-2560-410-00-74-210-13	Cafe Supplies Heineman	211.87	20250888	10-2560-410-00-74-210-13	
	73840	11/08/2024	10-2560-410-00-74-150-13	Cafe Supplies Conley	211.87	20250888	10-2560-410-00-74-150-13	68
	73840	11/08/2024	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	211.87	20250888	10-2560-410-00-74-140-13	
					\$1,695.03	Payee Vendor Total		
A Parts Warehouse								
	73988	11/15/2024	40-2554-410-00-79	Fleet Supplies	60.00	20251121	40-2554-410-00-79	
	73988	11/15/2024	40-2554-410-00-79	Fleet Supplies	150.00	20251177	40-2554-410-00-79	
					\$210.00	Payee Vendor Total		
ABB Inc								
	73989	11/15/2024	20-2542-390-00-79	Other Purchased Service	1,880.00	20250040	20-2542-390-00-79	
	73989	11/15/2024	20-2542-390-00-79	Other Purchased Service	1,880.00	20250040	20-2542-390-00-79	
	73989	11/15/2024	20-2542-390-00-79	Other Purchased Service	1,880.00	20250040	20-2542-390-00-79	
					\$5,640.00	Payee Vendor Total		
Accountable Healthcare St								
	73841	11/08/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,581.20	25100637	10-1101-310-00-79-605-14	
	74117	11/22/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,581.20	25110637	10-1101-310-00-79-605-14	
	74117	11/22/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,240.90	25100637	10-1101-310-00-79-605-14	
	74117	11/22/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,226.50	25110637	10-1101-310-00-79-605-14	
	73841	11/08/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,581.20	25100637	10-1101-310-00-79-605-14	
					\$14,211.00	Payee Vendor Total		
Accurate Translation Bure								
	73990	11/15/2024	10-1200-310-92-79-600-14	IDEA General Purchased Service	390.00	20251194	10-1200-310-92-79-600-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					\$390.00	Payee Vendor Total	
ACIA CL LLC (DBA CL Chrys	73991	11/15/2024	40-2554-410-00-79	Fleet Supplies	998.21	20251051	40-2554-410-00-79
					\$998.21	Payee Vendor Total	
Action Fence Contractors	74118	11/22/2024	20-2543-323-00-79	Repairs-Grounds	1,500.00	20250773	20-2543-323-00-79
					\$1,500.00	Payee Vendor Total	
Adam, Anita	73891	11/15/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	92.91	0	10-2210-314-92-79-605-14
					\$92.91	Payee Vendor Total	
ADP LLC	73992	11/15/2024	10-2520-310-00-74-500-14	Prof & Tech Fiscal	8,678.20	25110437	10-2520-310-00-74-500-14
	73992	11/15/2024	10-2520-310-00-74-500-14	Prof & Tech Fiscal	4,262.88	25110437	10-2520-310-00-74-500-14
	73992	11/15/2024	10-1100-220-00-79-600-14	Regular Programs Insurance	2,000.01	25110337	10-1100-220-00-79-600-14
					\$14,941.09	Payee Vendor Total	
Adulting Made Easy	73993	11/15/2024	10-2140-410-92-79-605-14	IDEA Psychological Supplies	30.50	20251178	10-2140-410-92-79-605-14
					\$30.50	Payee Vendor Total	
Advantage Mechanical Inc	73842	11/08/2024	20-2542-390-00-79	Other Purchased Service	5,121.77	25100317	20-2542-390-00-79
	73842	11/08/2024	20-2542-390-00-79	Other Purchased Service	5,121.77	25110317	20-2542-390-00-79
	74119	11/22/2024	20-2542-323-00-79	Repairs & Maint Buildings	10,240.00	20250459	20-2542-323-00-79
	74119	11/22/2024	20-2542-323-00-79	Repairs & Maint Buildings	725.00	25110027	20-2542-323-00-79
	74119	11/22/2024	20-2542-323-00-79	Repairs & Maint Buildings	1,122.50	25110027	20-2542-323-00-79
	74119	11/22/2024	20-2542-323-00-79	Repairs & Maint Buildings	854.50	25110027	20-2542-323-00-79
					\$23,185.54	Payee Vendor Total	
AHW LLC - Hampshire	73994	11/15/2024	20-2542-410-00-79	Supplies B & G	67.14	20251052	20-2542-410-00-79
	73994	11/15/2024	20-2542-410-00-79	Supplies B & G	111.00	20251052	20-2542-410-00-79
	73994	11/15/2024	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	953.94	20251263	20-2545-323-00-79-600-14
	74120	11/22/2024	20-2543-410-00-79	Grounds Supplies	2,045.90	20251192	20-2543-410-00-79
					\$3,177.98	Payee Vendor Total	
Air Products Equipment Co							

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	73995	11/15/2024	20-2542-410-00-79	Supplies B & G	500.00	20251053	20-2542-410-00-79
					<u>\$500.00</u>	Payee Vendor Total	
Alarcon, Herbert							
	73892	11/15/2024	10-2520-332-00-74-500-14	Travel Fiscal	43.55	0	10-2520-332-00-74-500-14
	73892	11/15/2024	10-2520-332-00-74-500-14	Travel Fiscal	67.00	0	10-2520-332-00-74-500-14
					<u>\$110.55</u>	Payee Vendor Total	
Alexander Leigh Center fo							
	73843	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,582.34	25091617	10-4220-670-00-79-600-14
	73843	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,492.60	25101617	10-4220-670-00-79-600-14
	73843	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,492.60	25101617	10-4220-670-00-79-600-14
	74121	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	21,925.08	25111617	10-4220-670-00-79-600-14
	74121	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,688.00	25101617	10-4220-670-00-79-600-14
	74121	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,688.00	25101617	10-4220-670-00-79-600-14
	74121	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,553.60	25091617	10-4220-670-00-79-600-14
	74121	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,553.60	25091617	10-4220-670-00-79-600-14
	74121	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,016.00	25081617	10-4220-670-00-79-600-14
	74121	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,016.00	25081617	10-4220-670-00-79-600-14
					<u>\$57,007.82</u>	Payee Vendor Total	
Allen, Jackelyn							
	73893	11/15/2024	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	55.92	0	10-2210-410-92-79-600-14
	73893	11/15/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	3,881.66	0	10-2210-314-92-79-605-14
					<u>\$3,937.58</u>	Payee Vendor Total	
Allen, James							
	73894	11/15/2024	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	193.75	0	10-2213-415-00-71-300-13
					<u>\$193.75</u>	Payee Vendor Total	
Allen, Michele							
	73895	11/15/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	160.00	0	10-2210-314-92-79-605-14
					<u>\$160.00</u>	Payee Vendor Total	
Allendale Association							
	73996	11/15/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,900.00	20251161	10-4220-670-00-79-600-14
					<u>\$6,900.00</u>	Payee Vendor Total	
Alpha Baking Company Inc							
	73997	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	547.52	25101087	10-2560-415-00-71-300-13

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	73997	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	784.09	25101087	10-2560-415-00-71-300-13
	73997	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	97.26	25101087	10-2560-415-00-71-300-13
	73997	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	(348.67)	25101087	10-2560-415-00-71-300-13
	73997	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	600.28	25101087	10-2560-415-00-71-300-13
	73997	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	85.28	25101077	10-2560-415-00-71-100-13
	73997	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	53.80	25101077	10-2560-415-00-71-100-13
	73997	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	56.41	25101077	10-2560-415-00-71-100-13
	73997	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	41.93	25101077	10-2560-415-00-71-100-13
	73997	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	158.01	25101117	10-2560-415-00-72-220-13
	73997	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	129.53	25101117	10-2560-415-00-72-220-13
	73997	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	177.69	25101117	10-2560-415-00-72-220-13
	73997	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	100.78	25101097	10-2560-415-00-72-110-13
	73997	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	25.18	25101097	10-2560-415-00-72-110-13
	73997	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	92.04	25101097	10-2560-415-00-72-110-13
	73997	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	211.55	25101147	10-2560-415-00-74-210-13
	73997	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	222.07	25101147	10-2560-415-00-74-210-13
	73997	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	84.28	25101127	10-2560-415-00-74-140-13
	73997	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	88.13	25101127	10-2560-415-00-74-140-13
	73997	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	36.12	25101137	10-2560-415-00-74-150-13
	73997	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	54.27	25101137	10-2560-415-00-74-150-13
	73997	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	36.12	25101137	10-2560-415-00-74-150-13
	73997	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	37.77	25101137	10-2560-415-00-74-150-13
	73997	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	647.24	25101087	10-2560-415-00-71-300-13
					\$4,018.68	Payee Vendor Total	
Altmayer, Mark	73896	11/15/2024	10-2520-332-00-74-500-14	Travel Fiscal	241.04	0	10-2520-332-00-74-500-14
					\$241.04	Payee Vendor Total	
American Bottling Company	73998	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,368.00	25101497	10-2560-415-00-72-220-13
	73998	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,282.00	25101497	10-2560-415-00-72-220-13
	73998	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	889.50	25101497	10-2560-415-00-72-220-13
	73998	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	968.00	25100407	10-2560-415-00-72-220-13
	73998	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	938.00	25100407	10-2560-415-00-72-220-13
	73998	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	229.00	25101507	10-2560-415-00-74-210-13
	73998	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	345.00	25101507	10-2560-415-00-74-210-13



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	73998	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	334.00	25101507	10-2560-415-00-74-210-13
					<u>\$6,353.50</u>	Payee Vendor Total	
AmeriGas							
	73844	11/08/2024	40-2552-461-00-79	Propane	680.54	25100567	40-2552-461-00-79
	73844	11/08/2024	40-2552-461-00-79	Propane	528.80	25100567	40-2552-461-00-79
	73844	11/08/2024	40-2552-461-00-79	Propane	1,020.13	25100567	40-2552-461-00-79
	73844	11/08/2024	40-2552-461-00-79	Propane	906.78	25100567	40-2552-461-00-79
	73844	11/08/2024	40-2552-461-00-79	Propane	1,850.63	25110567	40-2552-461-00-79
	74122	11/22/2024	40-2552-461-00-79	Propane	301.92	25110567	40-2552-461-00-79
	74122	11/22/2024	40-2552-461-00-79	Propane	1,471.56	25110567	40-2552-461-00-79
	74122	11/22/2024	40-2552-461-00-79	Propane	1,208.90	25110567	40-2552-461-00-79
	74122	11/22/2024	40-2552-461-00-79	Propane	754.81	25110567	40-2552-461-00-79
	73844	11/08/2024	40-2552-461-00-79	Propane	1,549.24	25100567	40-2552-461-00-79
	73844	11/08/2024	40-2552-461-00-79	Propane	2,305.48	25100567	40-2552-461-00-79
	73844	11/08/2024	40-2552-461-00-79	Propane	1,926.91	25100567	40-2552-461-00-79
					<u>\$14,505.70</u>	Payee Vendor Total	
Amita GlenOaks School							
	74123	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11,261.36	25100497	10-4220-670-00-79-600-14
	74123	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,727.92	25100497	10-4220-670-00-79-600-14
					<u>\$16,989.28</u>	Payee Vendor Total	
Anderson Lock Co Inc							
	992300647	11/12/2024	20-2542-329-00-79	Buildings - Small Projects	3,518.74	20250928	20-2542-329-00-79
					<u>\$3,518.74</u>	Payee Vendor Total	
Anderson Pest Solutions							
	74124	11/22/2024	20-2542-321-00-79	Sanitation/Exterminating	582.19	25110037	20-2542-321-00-79
					<u>\$582.19</u>	Payee Vendor Total	
Anderson, Allison							
	73897	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	75.71	0	10-1200-332-00-79-600-14
					<u>\$75.71</u>	Payee Vendor Total	
Apple Inc							
	74125	11/22/2024	10-2410-491-00-71-300-13	Rebate Supplies High School	1,645.00	20251210	10-2410-491-00-71-300-13
					<u>\$1,645.00</u>	Payee Vendor Total	
Applied Maintenance							

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	73999	11/15/2024	40-2554-410-00-79	Fleet Supplies	1,013.33	20251054	40-2554-410-00-79
	73999	11/15/2024	40-2554-410-00-79	Fleet Supplies	36.63	20251055	40-2554-410-00-79
	73999	11/15/2024	40-2554-410-00-79	Fleet Supplies	99.57	20251056	40-2554-410-00-79
					<u>\$1,149.53</u>	Payee Vendor Total	
Aramark Refreshment Servi							
	74000	11/15/2024	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	97.09	20251057	10-1120-323-00-74-210-13
	74126	11/22/2024	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	99.95	20250475	10-1110-323-00-71-100-13
					<u>\$197.04</u>	Payee Vendor Total	
AT&T 5080							
	73846	11/08/2024	20-2540-340-00-79	Telephone - Districtwide	169.37	25110347	20-2540-340-00-79
					<u>\$169.37</u>	Payee Vendor Total	
AT&T							
	73845	11/08/2024	20-2540-340-00-79	Telephone - Districtwide	2,732.38	25110327	20-2540-340-00-79
					<u>\$2,732.38</u>	Payee Vendor Total	
Badger Sporting Goods							
	74001	11/15/2024	10-2410-491-00-71-100-13	Rebate Supplies Leggee	(500.00)	20251187	10-2410-491-00-71-100-13
	74001	11/15/2024	10-2410-491-00-71-100-13	Rebate Supplies Leggee	125.00	20251187	10-2410-491-00-71-100-13
	74001	11/15/2024	10-2410-491-00-71-100-13	Rebate Supplies Leggee	1,250.00	20251187	10-2410-491-00-71-100-13
					<u>\$875.00</u>	Payee Vendor Total	
Baran, Kailey							
	73898	11/15/2024	10-3000-310-92-79-600-14	IDEA Comm Engage PS	75.00	0	10-3000-310-92-79-600-14
					<u>\$75.00</u>	Payee Vendor Total	
Belin, Marcus							
	73899	11/15/2024	10-2410-332-00-71-300-13	Prin Travel HS	15.14	0	10-2410-332-00-71-300-13
	73899	11/15/2024	10-2410-332-00-71-300-13	Prin Travel HS	83.08	0	10-2410-332-00-71-300-13
	73899	11/15/2024	10-1130-410-00-71-300-13	Inst Supplies HS	44.40	0	10-1130-410-00-71-300-13
					<u>\$142.62</u>	Payee Vendor Total	
Benchmark Education Compa							
	73847	11/08/2024	10-1600-410-89-79-605-14	Title I Supplies	149.50	20250200	10-1600-410-89-79-605-14
	73847	11/08/2024	10-1600-410-89-79-605-14	Title I Supplies	1,495.00	20250200	10-1600-410-89-79-605-14
					<u>\$1,644.50</u>	Payee Vendor Total	
Benefitfocus.com Inc							
	74127	11/22/2024	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	2,076.96	25110197	10-2310-220-00-79-600-14

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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
					\$2,076.96	Payee Vendor Total	
Bilingual Educational Spe							
	74002	11/15/2024	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	950.00	20251139	10-2150-310-92-79-600-14
	74002	11/15/2024	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	950.00	20251260	10-2150-310-92-79-600-14
	74002	11/15/2024	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	950.00	20251259	10-2150-310-92-79-600-14
					\$2,850.00	Payee Vendor Total	
Blick Art Materials							
	74128	11/22/2024	10-1130-410-02-71-300-13	Art Supplies HS	363.38	20250158	10-1130-410-02-71-300-13
	74128	11/22/2024	10-1130-410-02-71-300-13	Art Supplies HS	56.18	20250158	10-1130-410-02-71-300-13
					\$419.56	Payee Vendor Total	
Blu Petroleum							
	73848	11/08/2024	40-2552-464-00-79	Diesel/Gasoline	5,628.94	25100827	40-2552-464-00-79
	73848	11/08/2024	40-2552-464-00-79	Diesel/Gasoline	816.89	25101647	40-2552-464-00-79
	73848	11/08/2024	40-2552-464-00-79	Diesel/Gasoline	2,751.36	25100827	40-2552-464-00-79
	73848	11/08/2024	40-2552-464-00-79	Diesel/Gasoline	608.34	25100827	40-2552-464-00-79
	74129	11/22/2024	40-2552-464-00-79	Diesel/Gasoline	4,192.02	25110827	40-2552-464-00-79
					\$13,997.55	Payee Vendor Total	
Blue Cross Blue Shield							
	202411070	11/07/2024	10-1100-220-00-79-600-14	Regular Programs Insurance	722,741.40	25110417	10-1100-220-00-79-600-14
	202411220	11/22/2024	10-1100-220-00-79-600-14	Regular Programs Insurance	504,967.36	25110417	10-1100-220-00-79-600-14
					\$1,227,708.76	Payee Vendor Total	
BMO Mastercard							
	202411031	11/12/2024	10-158	Activity Funds	20.49	20250963	10-120
	202411031	11/12/2024	10-158	Activity Funds	80.42	20250963	10-120
	202411031	11/12/2024	10-158	Activity Funds	150.00	20250963	10-120
	202411031	11/12/2024	10-158	Activity Funds	198.00	20250963	10-120
	202411031	11/12/2024	10-158	Activity Funds	49.22	20250963	10-120
	202411031	11/12/2024	10-158	Activity Funds	200.00	20250963	10-120
	202411031	11/12/2024	10-158	Activity Funds	126.32	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	76.24	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	134.42	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	81.22	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	840.00	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	499.00	20250964	10-120

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	202411031	11/12/2024	10-158	Activity Funds	340.20	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	2,704.00	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	276.00	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	79.92	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	196.00	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	192.00	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	192.00	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	172.00	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	138.70	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	196.25	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	228.00	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	88.66	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	45.03	20250964	10-120
	202411031	11/12/2024	10-158	Activity Funds	68.78	20250965	10-120
	202411031	11/12/2024	10-158	Activity Funds	189.24	20250965	10-120
	202411031	11/12/2024	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	24.78	20250966	10-2213-415-00-74-500-14
	202411031	11/12/2024	10-1100-410-56-79-605-14	Rtl Materials 6-12	160.00	20250966	10-1100-410-56-79-605-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	107.96	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	111.98	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	98.40	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-410-56-79-605-14	Rtl Materials 6-12	334.80	20250966	10-1100-410-56-79-605-14
	202411031	11/12/2024	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	18.98	20250966	10-2213-415-00-74-500-14
	202411031	11/12/2024	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	344.33	20250966	10-2212-332-00-74-500-14
	202411031	11/12/2024	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	85.89	20250966	10-2213-415-00-74-500-14
	202411031	11/12/2024	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	24.51	20250966	10-2213-415-00-74-500-14
	202411031	11/12/2024	10-2212-314-83-79-505-14	Title II Prof Development	120.00	20250966	10-2212-314-83-79-505-14
	202411031	11/12/2024	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	270.00	20250966	10-2212-310-00-79-505-14
	202411031	11/12/2024	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	270.00	20250966	10-2212-310-00-79-505-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	97.96	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	150.00	20250966	10-2210-310-84-79-605-14
	202411031	11/12/2024	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	270.00	20250966	10-2212-310-00-79-505-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	29.24	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	93.96	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	9.98	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	17.58	20250966	10-2213-415-00-74-500-14

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	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	12.99	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	34.99	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	41.79	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	47.98	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	51.99	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	58.66	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	91.96	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	62.95	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	9.97	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	63.97	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	86.96	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	53.98	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	9.99	20250966	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	41.76	20250967	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-332-00-74-500-14	Travel Fiscal	129.25	20250967	10-2520-332-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	150.15	20250967	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	37.95	20250967	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	57.81	20250967	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-332-00-74-500-14	Travel Fiscal	1,688.69	20250967	10-2520-332-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	182.99	20250967	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	17.98	20250967	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	862.85	20250967	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2546-490-00-79-600-14	Security Officer Supplies	9.69	20250968	10-2546-490-00-79-600-14
	202411031	11/12/2024	10-2310-410-00-74-500-14	Supplies Board	186.20	20250968	10-2310-410-00-74-500-14
	202411031	11/12/2024	10-2310-640-00-74-500-14	Dues & Fees Board	360.50	20250968	10-2310-640-00-74-500-14
	202411031	11/12/2024	10-2310-640-00-74-500-14	Dues & Fees Board	32.00	20250968	10-2310-640-00-74-500-14
	202411031	11/12/2024	10-2310-640-00-74-500-14	Dues & Fees Board	360.50	20250968	10-2310-640-00-74-500-14
	202411031	11/12/2024	10-2310-640-00-74-500-14	Dues & Fees Board	64.00	20250968	10-2310-640-00-74-500-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	16.09	20250969	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-2210-640-92-79-605-14	IDEA Other Objects	250.00	20250969	10-2210-640-92-79-605-14
	202411031	11/12/2024	10-2210-640-92-79-605-14	IDEA Other Objects	250.00	20250969	10-2210-640-92-79-605-14
	202411031	11/12/2024	10-2210-640-92-79-605-14	IDEA Other Objects	250.00	20250969	10-2210-640-92-79-605-14
	202411031	11/12/2024	10-2210-640-92-79-605-14	IDEA Other Objects	250.00	20250969	10-2210-640-92-79-605-14
	202411031	11/12/2024	10-2210-640-92-79-605-14	IDEA Other Objects	250.00	20250969	10-2210-640-92-79-605-14
	202411031	11/12/2024	10-2210-640-92-79-605-14	IDEA Other Objects	445.00	20250969	10-2210-640-92-79-605-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202411031	11/12/2024	10-2210-640-92-79-605-14	IDEA Other Objects	445.00	20250969	10-2210-640-92-79-605-14
	202411031	11/12/2024	10-2210-640-92-79-605-14	IDEA Other Objects	445.00	20250969	10-2210-640-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	100.00	20250969	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	77.00	20250969	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	650.00	20250969	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	17.91	20250969	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	71.43	20250969	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	29.95	20250969	10-3000-410-92-79-600-14
	202411031	11/12/2024	10-2130-310-92-79-600-14	IDEA Health Services	80.00	20250969	10-2130-310-92-79-600-14
	202411031	11/12/2024	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	47.95	20250969	10-3000-410-92-79-600-14
	202411031	11/12/2024	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	71.48	20250969	10-3000-410-92-79-600-14
	202411031	11/12/2024	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	145.02	20250969	10-3000-410-92-79-600-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	314.00	20250969	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2210-640-92-79-605-14	IDEA Other Objects	250.00	20250969	10-2210-640-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	299.00	20250969	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2210-640-92-79-605-14	IDEA Other Objects	250.00	20250969	10-2210-640-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	220.00	20250969	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	16.58	20250969	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-2110-410-92-79-605-14	IDEA Social Work Supplies	22.47	20250969	10-2110-410-92-79-605-14
	202411031	11/12/2024	10-2110-410-92-79-605-14	IDEA Social Work Supplies	22.98	20250969	10-2110-410-92-79-605-14
	202411031	11/12/2024	10-2110-410-92-79-605-14	IDEA Social Work Supplies	24.55	20250969	10-2110-410-92-79-605-14
	202411031	11/12/2024	10-2110-310-92-79-600-14	IDEA Social Work Pur Svc	39.00	20250969	10-2110-310-92-79-600-14
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	48.87	20250969	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	57.98	20250969	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	71.12	20250969	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	96.84	20250969	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	120.96	20250969	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	153.14	20250969	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-3000-310-92-79-600-14	IDEA Comm Engage PS	50.00	20250969	10-3000-310-92-79-600-14
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	160.42	20250969	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	181.53	20250969	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	529.42	20250969	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	129.48	20250969	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	283.95	20250969	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	1,250.00	20250969	10-2210-314-92-79-605-14



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	202411031	11/12/2024	10-2210-640-92-79-605-14	IDEA Other Objects	250.00	20250969	10-2210-640-92-79-605-14
	202411031	11/12/2024	10-2210-640-92-79-605-14	IDEA Other Objects	250.00	20250969	10-2210-640-92-79-605-14
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	100.27	20250969	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-2633-360-00-74-500-14	Communications Purch Services	608.00	20250970	10-2633-360-00-74-500-14
	202411031	11/12/2024	10-2633-360-00-74-500-14	Communications Purch Services	1,475.00	20250970	10-2633-360-00-74-500-14
	202411031	11/12/2024	10-2633-360-00-74-500-14	Communications Purch Services	501.92	20250970	10-2633-360-00-74-500-14
	202411031	11/12/2024	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	377.88	20250971	10-1120-410-12-74-210-13
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	179.87	20250971	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-410-13-74-210-08	Heineman Science Supplies 8	188.57	20250971	10-1120-410-13-74-210-08
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	197.24	20250971	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	203.97	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-09-74-210-13	Home Ec Heineman	142.06	20250971	10-1120-410-09-74-210-13
	202411031	11/12/2024	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	822.76	20250971	10-2410-410-00-74-210-14
	202411031	11/12/2024	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	100.00	20250971	10-2213-415-00-74-210-13
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	138.45	20250971	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	85.00	20250971	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-158	Activity Funds	70.76	20250971	10-120
	202411031	11/12/2024	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	135.00	20250971	10-1120-410-12-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	293.47	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	266.67	20250971	10-1120-410-12-74-210-13
	202411031	11/12/2024	10-2220-430-00-74-210-13	Media Center Heineman	285.22	20250971	10-2220-430-00-74-210-13
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	495.00	20250971	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	29.95	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	144.97	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	90.00	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-13-74-210-07	Heineman Science Supplies 7	60.48	20250971	10-1120-410-13-74-210-07
	202411031	11/12/2024	10-1120-410-09-74-210-13	Home Ec Heineman	98.00	20250971	10-1120-410-09-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	3.48	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	18.23	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-13-74-210-08	Heineman Science Supplies 8	155.40	20250971	10-1120-410-13-74-210-08
	202411031	11/12/2024	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	410.00	20250971	10-1120-410-12-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	24.30	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	(14.99)	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	123.68	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	5.96	20250971	10-1120-410-00-74-210-13



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	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	6.99	20250971	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	9.79	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	21.45	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	26.34	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-13-74-210-08	Heineman Science Supplies 8	28.79	20250971	10-1120-410-13-74-210-08
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	29.00	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	35.95	20250971	10-1120-410-12-74-210-13
	202411031	11/12/2024	10-1120-410-13-74-210-08	Heineman Science Supplies 8	38.83	20250971	10-1120-410-13-74-210-08
	202411031	11/12/2024	10-2410-410-00-74-210-13	Office Supplies Heineman	44.47	20250971	10-2410-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	122.50	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	49.48	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	107.76	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-13-74-210-08	Heineman Science Supplies 8	94.99	20250971	10-1120-410-13-74-210-08
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	81.42	20250971	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	19.69	20250971	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-2410-410-00-74-210-13	Office Supplies Heineman	78.12	20250971	10-2410-410-00-74-210-13
	202411031	11/12/2024	10-2410-410-00-74-210-13	Office Supplies Heineman	68.37	20250971	10-2410-410-00-74-210-13
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	67.12	20250971	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	61.47	20250971	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	61.28	20250971	10-1120-410-12-74-210-13
	202411031	11/12/2024	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	54.02	20250971	10-1120-410-12-74-210-13
	202411031	11/12/2024	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	51.80	20250971	10-1120-410-12-74-210-13
	202411031	11/12/2024	10-2410-410-00-74-210-13	Office Supplies Heineman	107.80	20250971	10-2410-410-00-74-210-13
	202411031	11/12/2024	10-1200-410-00-79-600-14	Supplies Sp Ed	32.55	20250972	10-1200-410-00-79-600-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	228.50	20250972	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	150.00	20250972	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	17.00	20250972	10-2210-410-92-79-600-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	150.00	20250972	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-1120-410-09-72-220-13	Home Ec Marlowe	112.94	20250973	10-1120-410-09-72-220-13
	202411031	11/12/2024	10-2410-410-00-72-220-13	Office Supplies Marlowe	322.90	20250973	10-2410-410-00-72-220-13
	202411031	11/12/2024	10-158	Activity Funds	102.08	20250973	10-120
	202411031	11/12/2024	10-158	Activity Funds	9.99	20250973	10-120
	202411031	11/12/2024	10-1120-410-09-72-220-13	Home Ec Marlowe	87.66	20250973	10-1120-410-09-72-220-13
	202411031	11/12/2024	10-1120-410-09-72-220-13	Home Ec Marlowe	70.06	20250973	10-1120-410-09-72-220-13
	202411031	11/12/2024	10-1120-410-09-72-220-13	Home Ec Marlowe	52.71	20250973	10-1120-410-09-72-220-13



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	202411031	11/12/2024	10-158	Activity Funds	39.84	20250973	10-120
	202411031	11/12/2024	10-2220-490-00-72-220-13	Media Center Tech Marlowe	70.95	20250973	10-2220-490-00-72-220-13
	202411031	11/12/2024	10-1120-410-02-72-220-13	Art Supplies Marlowe	18.22	20250973	10-1120-410-02-72-220-13
	202411031	11/12/2024	10-2120-410-00-72-220-13	Supplies Guidance Marlowe	388.08	20250973	10-2120-410-00-72-220-13
	202411031	11/12/2024	10-1120-410-00-72-220-13	Inst Supplies Marlowe	18.98	20250973	10-1120-410-00-72-220-13
	202411031	11/12/2024	10-158	Activity Funds	13.71	20250973	10-120
	202411031	11/12/2024	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	179.91	20250973	10-1120-410-13-72-220-06
	202411031	11/12/2024	10-1120-410-09-72-220-13	Home Ec Marlowe	11.98	20250973	10-1120-410-09-72-220-13
	202411031	11/12/2024	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	28.58	20250973	10-1120-490-00-72-220-13
	202411031	11/12/2024	10-1120-323-00-72-220-13	Repairs Marlowe	47.98	20250973	10-1120-323-00-72-220-13
	202411031	11/12/2024	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	81.99	20250973	10-1120-410-13-72-220-08
	202411031	11/12/2024	10-2410-410-00-72-220-13	Office Supplies Marlowe	107.16	20250973	10-2410-410-00-72-220-13
	202411031	11/12/2024	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	128.97	20250973	10-1120-410-13-72-220-08
	202411031	11/12/2024	10-1120-410-80-72-220-13	PBIS	134.41	20250973	10-1120-410-80-72-220-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	19.98	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-158	Activity Funds	202.57	20250974	10-120
	202411031	11/12/2024	10-1110-410-12-72-120-13	Music SuppliesMartin	117.84	20250974	10-1110-410-12-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	139.68	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-12-72-120-13	Music SuppliesMartin	159.58	20250974	10-1110-410-12-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	87.70	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-2410-640-00-72-120-13	Office Dues & Fees Martin	339.00	20250974	10-2410-640-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	332.93	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	336.58	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-332-00-72-120-13	Teacher Travel Martin	230.60	20250974	10-1110-332-00-72-120-13
	202411031	11/12/2024	10-2410-410-00-72-120-14	Copier Paper & Toner Martin	49.50	20250974	10-2410-410-00-72-120-14
	202411031	11/12/2024	10-158	Activity Funds	45.60	20250974	10-120
	202411031	11/12/2024	10-2410-410-00-72-120-14	Copier Paper & Toner Martin	23.78	20250974	10-2410-410-00-72-120-14
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	44.97	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	39.60	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-2410-410-00-72-120-13	Office Supplies Martin	37.88	20250974	10-2410-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	36.50	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	27.78	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	24.97	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-12-72-120-13	Music SuppliesMartin	24.30	20250974	10-1110-410-12-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	23.61	20250974	10-1110-410-00-72-120-13

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	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	16.99	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	21.66	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	22.59	20250974	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-323-00-72-120-13	Repairs Martin	44.99	20250974	10-1110-323-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-110-13	Inst Supplies Chesak	150.60	20250975	10-1110-410-00-72-110-13
	202411031	11/12/2024	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	170.30	20250975	10-2213-415-00-72-110-13
	202411031	11/12/2024	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	104.90	20250975	10-2213-415-00-72-110-13
	202411031	11/12/2024	10-1110-323-00-72-110-13	Repairs & Maintenance Chesak	57.99	20250975	10-1110-323-00-72-110-13
	202411031	11/12/2024	10-1110-410-00-72-110-13	Inst Supplies Chesak	30.99	20250975	10-1110-410-00-72-110-13
	202411031	11/12/2024	10-1110-410-02-72-110-13	Art Supplies Chesak	85.24	20250975	10-1110-410-02-72-110-13
	202411031	11/12/2024	10-2410-640-00-72-110-13	Office Dues & Fees Chesak	425.00	20250975	10-2410-640-00-72-110-13
	202411031	11/12/2024	10-1130-410-50-71-300-13	Wellness Supplies HS	318.03	20250976	10-1130-410-50-71-300-13
	202411031	11/12/2024	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	150.96	20250976	10-2213-415-00-71-300-13
	202411031	11/12/2024	10-1130-332-00-71-300-13	Teacher Travel HS	250.00	20250976	10-1130-332-00-71-300-13
	202411031	11/12/2024	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	306.45	20250976	10-2213-415-00-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	72.34	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	400.00	20250976	10-2213-415-00-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	322.92	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	203.40	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	191.13	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	94.70	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1400-410-10-71-300-13	Ind Arts Supplies	10.99	20250976	10-1400-410-10-71-300-13
	202411031	11/12/2024	10-1400-410-09-71-300-13	Family Consumer Science HS	(169.52)	20250976	10-1400-410-09-71-300-13
	202411031	11/12/2024	10-1400-410-10-71-300-13	Ind Arts Supplies	33.96	20250976	10-1400-410-10-71-300-13
	202411031	11/12/2024	10-1400-410-10-71-300-13	Ind Arts Supplies	153.95	20250976	10-1400-410-10-71-300-13
	202411031	11/12/2024	10-1130-410-15-71-300-13	Social Studies Supplies HS	39.36	20250976	10-1130-410-15-71-300-13
	202411031	11/12/2024	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	58.81	20250976	10-2213-415-00-71-300-13
	202411031	11/12/2024	10-2520-332-00-74-500-14	Travel Fiscal	45.37	20250976	10-2520-332-00-74-500-14
	202411031	11/12/2024	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	359.00	20250976	10-2213-415-00-71-300-13
	202411031	11/12/2024	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	135.60	20250976	10-2213-415-00-71-300-13
	202411031	11/12/2024	10-2223-410-00-79-600-14	Supplies PAC	92.41	20250976	10-2223-410-00-79-600-14
	202411031	11/12/2024	10-1130-410-00-71-300-13	Inst Supplies HS	152.07	20250976	10-1130-410-00-71-300-13
	202411031	11/12/2024	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	56.01	20250976	10-2213-415-00-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	366.49	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1400-410-09-71-300-13	Family Consumer Science HS	12.36	20250976	10-1400-410-09-71-300-13



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	202411031	11/12/2024	10-1400-410-03-71-300-13	Business Supplies	37.51	20250976	10-1400-410-03-71-300-13
	202411031	11/12/2024	10-1130-410-00-71-300-13	Inst Supplies HS	28.85	20250976	10-1130-410-00-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	148.96	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-2410-410-00-71-300-13	Office Supplies HS	1.57	20250976	10-2410-410-00-71-300-13
	202411031	11/12/2024	10-1400-410-03-71-300-13	Business Supplies	15.30	20250976	10-1400-410-03-71-300-13
	202411031	11/12/2024	10-1400-410-03-71-300-13	Business Supplies	17.86	20250976	10-1400-410-03-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	18.39	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1400-410-10-71-300-13	Ind Arts Supplies	20.79	20250976	10-1400-410-10-71-300-13
	202411031	11/12/2024	10-1130-323-00-71-300-13	Repairs HS	23.99	20250976	10-1130-323-00-71-300-13
	202411031	11/12/2024	10-1130-410-59-71-300-14	HS Special Ed Supplies	27.99	20250976	10-1130-410-59-71-300-14
	202411031	11/12/2024	10-1130-410-50-71-300-13	Wellness Supplies HS	49.98	20250976	10-1130-410-50-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	52.11	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1130-323-00-71-300-13	Repairs HS	53.99	20250976	10-1130-323-00-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	96.91	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	147.91	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1558-410-00-71-300-13	VEI Supplies HS	132.59	20250976	10-1558-410-00-71-300-13
	202411031	11/12/2024	10-1130-410-59-71-300-14	HS Special Ed Supplies	25.75	20250976	10-1130-410-59-71-300-14
	202411031	11/12/2024	10-1558-410-00-71-300-13	VEI Supplies HS	132.59	20250976	10-1558-410-00-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	56.97	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1130-410-11-71-300-13	Math Supplies HS	96.85	20250976	10-1130-410-11-71-300-13
	202411031	11/12/2024	10-1130-410-59-71-300-14	HS Special Ed Supplies	(25.75)	20250976	10-1130-410-59-71-300-14
	202411031	11/12/2024	10-1130-314-06-71-305-13	Alternative School	73.98	20250976	10-1130-314-06-71-305-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	68.97	20250976	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1130-410-00-71-300-13	Inst Supplies HS	91.82	20250976	10-1130-410-00-71-300-13
	202411031	11/12/2024	10-1130-410-59-71-300-14	HS Special Ed Supplies	85.21	20250976	10-1130-410-59-71-300-14
	202411031	11/12/2024	10-1130-323-00-71-300-13	Repairs HS	88.99	20250976	10-1130-323-00-71-300-13
	202411031	11/12/2024	10-158	Activity Funds	11.99	20250977	10-120
	202411031	11/12/2024	10-2220-430-00-71-100-13	Media Center Leggee	270.21	20250977	10-2220-430-00-71-100-13
	202411031	11/12/2024	10-2220-430-00-71-100-13	Media Center Leggee	31.38	20250977	10-2220-430-00-71-100-13
	202411031	11/12/2024	10-1110-410-50-74-100-14	PE Supplies Leggee	148.80	20250977	10-1110-410-50-74-100-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	200.00	20250977	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-1110-410-35-71-100-13	Band Supplies Leggee	89.77	20250977	10-1110-410-35-71-100-13
	202411031	11/12/2024	10-1110-410-12-72-100-13	Music Supplies Leggee	58.47	20250977	10-1110-410-12-72-100-13
	202411031	11/12/2024	10-2213-415-00-71-100-13	Leggee Staff Devel Supplies	36.62	20250977	10-2213-415-00-71-100-13
	202411031	11/12/2024	10-2220-430-00-71-100-13	Media Center Leggee	34.51	20250977	10-2220-430-00-71-100-13

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	202411031	11/12/2024	10-2410-410-00-71-100-13	Office Supplies Leggee	33.58	20250977	10-2410-410-00-71-100-13
	202411031	11/12/2024	10-1110-410-02-71-100-13	Art Supplies Leggee	240.41	20250977	10-1110-410-02-71-100-13
	202411031	11/12/2024	10-2220-430-00-71-100-13	Media Center Leggee	8.99	20250977	10-2220-430-00-71-100-13
	202411031	11/12/2024	10-1110-410-00-71-100-13	Inst Supplies Leggee	28.57	20250977	10-1110-410-00-71-100-13
	202411031	11/12/2024	10-2220-490-00-71-100-13	Media Center Tech Leggee	24.00	20250977	10-2220-490-00-71-100-13
	202411031	11/12/2024	10-2410-410-00-71-100-13	Office Supplies Leggee	23.99	20250977	10-2410-410-00-71-100-13
	202411031	11/12/2024	10-2220-430-00-71-100-13	Media Center Leggee	23.67	20250977	10-2220-430-00-71-100-13
	202411031	11/12/2024	10-1110-410-12-72-100-13	Music Supplies Leggee	19.77	20250977	10-1110-410-12-72-100-13
	202411031	11/12/2024	10-1110-410-50-74-100-14	PE Supplies Leggee	17.98	20250977	10-1110-410-50-74-100-14
	202411031	11/12/2024	10-2220-430-00-71-100-13	Media Center Leggee	15.49	20250977	10-2220-430-00-71-100-13
	202411031	11/12/2024	10-2410-410-00-71-100-13	Office Supplies Leggee	11.52	20250977	10-2410-410-00-71-100-13
	202411031	11/12/2024	10-2410-410-00-71-100-13	Office Supplies Leggee	28.62	20250977	10-2410-410-00-71-100-13
	202411031	11/12/2024	10-1110-410-02-71-100-13	Art Supplies Leggee	15.88	20250977	10-1110-410-02-71-100-13
	202411031	11/12/2024	10-158	Activity Funds	3,639.65	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	258.75	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	48.00	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	65.10	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	33.56	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	341.24	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	497.88	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	56.88	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	114.85	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	164.85	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	998.00	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	232.64	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	53.85	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	25.00	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	9.99	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	5.99	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	420.00	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	80.97	20250978	10-120
	202411031	11/12/2024	10-158	Activity Funds	204.00	20250978	10-120
	202411031	11/12/2024	10-1200-310-66-71-300-13	STEP Purchased Services	156.00	20250979	10-1200-310-66-71-300-13
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	35.98	20250980	20-2542-410-00-79
	202411031	11/12/2024	20-2540-410-00-79	Office Supplies B & G	90.00	20250980	20-2540-410-00-79

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	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	241.61	20250980	20-2542-410-00-79
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	74.92	20250980	20-2542-410-00-79
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	187.99	20250980	20-2542-410-00-79
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	35.95	20250980	20-2542-410-00-79
	202411031	11/12/2024	20-2540-410-00-79	Office Supplies B & G	31.99	20250980	20-2540-410-00-79
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	23.99	20250980	20-2542-410-00-79
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	369.60	20250980	20-2542-410-00-79
	202411031	11/12/2024	10-2321-332-00-74-500-14	Travel Supt	44.76	20250981	10-2321-332-00-74-500-14
	202411031	11/12/2024	10-2321-332-00-74-500-14	Travel Supt	33.95	20250981	10-2321-332-00-74-500-14
	202411031	11/12/2024	10-2321-332-00-74-500-14	Travel Supt	62.07	20250981	10-2321-332-00-74-500-14
	202411031	11/12/2024	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	80.40	20250982	10-2213-415-00-74-140-13
	202411031	11/12/2024	10-1110-323-00-74-140-13	Repairs & Maintenance Mackeben	40.33	20250982	10-1110-323-00-74-140-13
	202411031	11/12/2024	10-2220-430-00-74-140-13	Media Center Mackeben	2.50	20250982	10-2220-430-00-74-140-13
	202411031	11/12/2024	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	83.03	20250982	10-2410-410-00-74-140-14
	202411031	11/12/2024	10-2410-410-00-74-140-13	Office Supplies Mackeben	18.63	20250982	10-2410-410-00-74-140-13
	202411031	11/12/2024	10-2410-332-00-74-140-13	Principal Travel Mackeben	398.10	20250982	10-2410-332-00-74-140-13
	202411031	11/12/2024	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	114.71	20250982	10-2213-415-00-74-140-13
	202411031	11/12/2024	10-2220-490-00-74-140-13	Media Center Tech Mackeben	39.00	20250982	10-2220-490-00-74-140-13
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11.88	20250982	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	141.98	20250982	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	71.87	20250982	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	45.77	20250982	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	23.61	20250982	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-1110-410-12-74-140-13	Mackeben Music Supplies	299.00	20250982	10-1110-410-12-74-140-13
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	188.18	20250983	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	241.99	20250983	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	176.84	20250983	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	(11.76)	20250983	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-1200-310-66-71-300-13	STEP Purchased Services	180.00	20250983	10-1200-310-66-71-300-13
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	83.43	20250983	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	14.43	20250983	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	384.52	20250983	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	140.81	20250984	10-2213-415-00-72-165-13
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	144.68	20250984	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-158	Activity Funds	40.38	20250984	10-120



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	202411031	11/12/2024	10-2210-410-95-79-600-14	ECE PD Supplies	375.35	20250984	10-2210-410-95-79-600-14
	202411031	11/12/2024	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	75.00	20250984	10-2213-415-00-72-165-13
	202411031	11/12/2024	10-1125-390-97-79-600-14	All Children Purchased Service	504.00	20250984	10-1125-390-97-79-600-14
	202411031	11/12/2024	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	200.00	20250984	10-1125-390-90-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	55.23	20250984	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	77.06	20250984	10-2213-415-00-72-165-13
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	(24.99)	20250984	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	138.41	20250984	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-2560-415-97-79-600-14	All Children Snacks	46.29	20250984	10-2560-415-97-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	12.21	20250984	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-2300-410-97-79-600-14	All Children Gen Admin Sup	5.99	20250984	10-2300-410-97-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	(19.99)	20250984	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-2300-410-97-79-600-14	All Children Gen Admin Sup	102.94	20250984	10-2300-410-97-79-600-14
	202411031	11/12/2024	10-2300-410-97-79-600-14	All Children Gen Admin Sup	10.99	20250984	10-2300-410-97-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	19.47	20250984	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-2300-410-97-79-600-14	All Children Gen Admin Sup	22.74	20250984	10-2300-410-97-79-600-14
	202411031	11/12/2024	10-1125-410-90-79-600-14	Supplies Parent-Tot	25.99	20250984	10-1125-410-90-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	36.30	20250984	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	37.17	20250984	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	39.39	20250984	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	8.98	20250984	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	62.91	20250985	10-2560-410-00-71-300-13
	202411031	11/12/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	87.04	20250985	10-2560-410-00-71-300-13
	202411031	11/12/2024	10-2560-410-00-74-210-13	Cafe Supplies Heineman	77.22	20250985	10-2560-410-00-74-210-13
	202411031	11/12/2024	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	125.75	20250985	10-2560-410-00-72-220-13
	202411031	11/12/2024	10-158	Activity Funds	4.74	20250986	10-120
	202411031	11/12/2024	10-158	Activity Funds	229.82	20250986	10-120
	202411031	11/12/2024	10-158	Activity Funds	53.92	20250986	10-120
	202411031	11/12/2024	10-1110-410-00-74-150-13	Inst Supplies Conley	29.70	20250987	10-1110-410-00-74-150-13
	202411031	11/12/2024	10-1110-323-00-74-150-13	Repairs Conley	40.38	20250987	10-1110-323-00-74-150-13
	202411031	11/12/2024	10-1110-410-12-74-150-13	Conley Music Supplies	59.31	20250987	10-1110-410-12-74-150-13
	202411031	11/12/2024	10-1110-410-00-74-150-13	Inst Supplies Conley	51.98	20250987	10-1110-410-00-74-150-13
	202411031	11/12/2024	10-2130-410-00-79-600-14	Supplies Health	49.75	20250987	10-2130-410-00-79-600-14
	202411031	11/12/2024	10-2410-410-00-74-150-13	Office Supplies Conley	44.25	20250987	10-2410-410-00-74-150-13
	202411031	11/12/2024	10-1110-410-12-74-150-13	Conley Music Supplies	38.08	20250987	10-1110-410-12-74-150-13

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	202411031	11/12/2024	10-1110-410-00-74-150-13	Inst Supplies Conley	35.99	20250987	10-1110-410-00-74-150-13
	202411031	11/12/2024	10-1110-410-00-74-150-13	Inst Supplies Conley	27.51	20250987	10-1110-410-00-74-150-13
	202411031	11/12/2024	10-158	Activity Funds	19.99	20250987	10-120
	202411031	11/12/2024	10-1110-410-12-74-150-13	Conley Music Supplies	18.99	20250987	10-1110-410-12-74-150-13
	202411031	11/12/2024	10-158	Activity Funds	18.49	20250987	10-120
	202411031	11/12/2024	10-1110-410-00-74-150-13	Inst Supplies Conley	15.98	20250987	10-1110-410-00-74-150-13
	202411031	11/12/2024	10-158	Activity Funds	12.13	20250987	10-120
	202411031	11/12/2024	10-158	Activity Funds	129.52	20250987	10-120
	202411031	11/12/2024	10-2220-430-00-74-150-13	Media Center Conley	36.09	20250987	10-2220-430-00-74-150-13
	202411031	11/12/2024	10-158	Activity Funds	332.50	20250987	10-120
	202411031	11/12/2024	10-2660-319-61-79-600-14	Software Maintenance	8.46	20250988	10-2660-319-61-79-600-14
	202411031	11/12/2024	10-2660-410-00-79-600-14	Supplies Tech	20.88	20250988	10-2660-410-00-79-600-14
	202411031	11/12/2024	10-2660-410-00-79-600-14	Supplies Tech	29.15	20250988	10-2660-410-00-79-600-14
	202411031	11/12/2024	10-2660-410-00-79-600-14	Supplies Tech	44.10	20250988	10-2660-410-00-79-600-14
	202411031	11/12/2024	10-2660-410-00-79-600-14	Supplies Tech	128.69	20250988	10-2660-410-00-79-600-14
	202411031	11/12/2024	10-2660-410-00-79-600-14	Supplies Tech	191.99	20250988	10-2660-410-00-79-600-14
	202411031	11/12/2024	10-2660-319-61-79-600-14	Software Maintenance	29.00	20250988	10-2660-319-61-79-600-14
	202411031	11/12/2024	10-2642-411-00-74-500-14	HR Employee Recognition	183.90	20250989	10-2642-411-00-74-500-14
	202411031	11/12/2024	10-2642-390-00-74-500-14	Purchased Service Human Res	130.00	20250989	10-2642-390-00-74-500-14
	202411031	11/12/2024	10-2642-410-00-74-500-14	Supplies Human Res	12.99	20250989	10-2642-410-00-74-500-14
	202411031	11/12/2024	10-2642-332-00-74-500-14	Travel Human Res	393.10	20250989	10-2642-332-00-74-500-14
	202411031	11/12/2024	10-2642-410-00-74-500-14	Supplies Human Res	24.07	20250989	10-2642-410-00-74-500-14
	202411031	11/12/2024	10-2642-410-00-74-500-14	Supplies Human Res	51.76	20250989	10-2642-410-00-74-500-14
	202411031	11/12/2024	10-2642-350-00-74-500-14	Advertising Human Res	250.00	20250989	10-2642-350-00-74-500-14
	202411031	11/12/2024	10-2630-410-00-74-500-14	Communications Supplies	39.98	20250989	10-2630-410-00-74-500-14
	202411031	11/12/2024	10-2642-410-00-74-500-14	Supplies Human Res	46.21	20250989	10-2642-410-00-74-500-14
	202411031	11/12/2024	10-158	Activity Funds	99.82	20251026	10-120
	202411031	11/12/2024	10-158	Activity Funds	365.84	20251026	10-120
	202411031	11/12/2024	10-158	Activity Funds	584.92	20251026	10-120
	202411031	11/12/2024	10-158	Activity Funds	85.82	20251026	10-120
	202411031	11/12/2024	10-158	Activity Funds	232.62	20251027	10-120
	202411031	11/12/2024	10-158	Activity Funds	31.99	20251027	10-120
	202411031	11/12/2024	10-158	Activity Funds	156.75	20251027	10-120
	202411031	11/12/2024	10-158	Activity Funds	226.87	20251027	10-120
	202411031	11/12/2024	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	99.95	20251027	10-1500-410-00-71-300-13

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	202411031	11/12/2024	10-158	Activity Funds	4.00	20251027	10-120
	202411031	11/12/2024	10-158	Activity Funds	250.97	20251027	10-120
	202411031	11/12/2024	10-158	Activity Funds	192.00	20251027	10-120
	202411031	11/12/2024	10-158	Activity Funds	196.00	20251027	10-120
	202411031	11/12/2024	10-158	Activity Funds	1,020.30	20251027	10-120
	202411031	11/12/2024	10-158	Activity Funds	39.85	20251027	10-120
	202411031	11/12/2024	10-158	Activity Funds	17.49	20251027	10-120
	202411031	11/12/2024	10-158	Activity Funds	199.99	20251027	10-120
	202411031	11/12/2024	10-158	Activity Funds	272.00	20251027	10-120
	202411031	11/12/2024	10-158	Activity Funds	299.20	20251028	10-120
	202411031	11/12/2024	10-158	Activity Funds	1,356.85	20251028	10-120
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	62.70	20251029	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	24.51	20251029	10-2213-415-00-74-500-14
	202411031	11/12/2024	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	26.38	20251029	10-2213-415-00-74-500-14
	202411031	11/12/2024	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	19.53	20251029	10-2213-415-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	27.55	20251029	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	128.39	20251029	10-2213-415-00-74-500-14
	202411031	11/12/2024	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	227.00	20251029	10-1800-410-84-79-605-14
	202411031	11/12/2024	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	241.26	20251029	10-2213-415-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	15.18	20251029	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	43.99	20251029	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	73.53	20251029	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	56.48	20251029	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-421-00-74-500-14	Materials 6-12	8.95	20251029	10-1100-421-00-74-500-14
	202411031	11/12/2024	10-1100-410-65-79-600-14	AMP-IT Supplies	98.72	20251029	10-1100-410-65-79-600-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	17.97	20251029	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	23.89	20251030	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	60.56	20251030	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	15.99	20251030	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	7.99	20251030	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	31.17	20251030	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	94.61	20251030	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2630-410-00-74-500-14	Communications Supplies	25.98	20251031	10-2630-410-00-74-500-14
	202411031	11/12/2024	10-2630-410-00-74-500-14	Communications Supplies	(25.98)	20251031	10-2630-410-00-74-500-14
	202411031	11/12/2024	10-2630-410-00-74-500-14	Communications Supplies	11.99	20251031	10-2630-410-00-74-500-14



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	202411031	11/12/2024	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	322.50	20251031	10-2546-390-00-79-600-14
	202411031	11/12/2024	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	75.46	20251032	10-3000-410-92-79-600-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	19.18	20251032	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	32.95	20251032	10-3000-410-92-79-600-14
	202411031	11/12/2024	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	8.00	20251032	10-3000-410-92-79-600-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	90.00	20251032	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	14.70	20251032	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	109.95	20251032	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	26.49	20251032	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	499.00	20251032	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-1200-410-00-79-600-14	Supplies Sp Ed	10.00	20251032	10-1200-410-00-79-600-14
	202411031	11/12/2024	10-1200-410-00-79-600-14	Supplies Sp Ed	10.00	20251032	10-1200-410-00-79-600-14
	202411031	11/12/2024	10-1200-410-00-79-600-14	Supplies Sp Ed	10.00	20251032	10-1200-410-00-79-600-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	35.00	20251032	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	35.00	20251032	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	516.40	20251032	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	59.99	20251032	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	692.00	20251032	10-3000-410-92-79-600-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	35.00	20251032	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	499.00	20251032	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	20.22	20251032	10-3000-410-92-79-600-14
	202411031	11/12/2024	10-1200-310-92-79-600-14	IDEA General Purchased Service	49.99	20251032	10-1200-310-92-79-600-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	59.99	20251032	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-1200-410-00-79-600-14	Supplies Sp Ed	144.00	20251032	10-1200-410-00-79-600-14
	202411031	11/12/2024	10-3000-310-92-79-600-14	IDEA Comm Engage PS	120.00	20251032	10-3000-310-92-79-600-14
	202411031	11/12/2024	10-3000-310-92-79-600-14	IDEA Comm Engage PS	75.00	20251032	10-3000-310-92-79-600-14
	202411031	11/12/2024	10-1200-410-00-79-600-14	Supplies Sp Ed	10.00	20251032	10-1200-410-00-79-600-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	516.40	20251032	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	148.84	20251032	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	35.00	20251032	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	1,038.96	20251032	10-3000-410-92-79-600-14
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	29.96	20251032	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	234.24	20251032	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	109.95	20251032	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	109.95	20251032	10-1200-410-92-79-600-14



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	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	47.58	20251032	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	284.97	20251032	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	53.74	20251032	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-1200-410-00-79-600-14	Supplies Sp Ed	144.00	20251032	10-1200-410-00-79-600-14
	202411031	11/12/2024	10-2642-332-00-74-500-14	Travel Human Res	498.00	20251033	10-2642-332-00-74-500-14
	202411031	11/12/2024	10-2310-640-00-74-500-14	Dues & Fees Board	198.00	20251033	10-2310-640-00-74-500-14
	202411031	11/12/2024	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	498.00	20251033	10-2212-332-00-74-500-14
	202411031	11/12/2024	10-1500-335-00-74-210-13	Conference Travel Heineman	70.00	20251034	10-1500-335-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	16.10	20251034	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	36.98	20251034	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	50.22	20251034	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	57.98	20251034	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	258.00	20251034	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	43.88	20251034	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-13-74-210-08	Heineman Science Supplies 8	110.89	20251034	10-1120-410-13-74-210-08
	202411031	11/12/2024	10-1120-410-13-74-210-08	Heineman Science Supplies 8	90.68	20251034	10-1120-410-13-74-210-08
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	28.99	20251034	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	61.06	20251034	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	268.80	20251035	10-2210-410-92-79-600-14
	202411031	11/12/2024	10-1120-410-22-72-220-13	Tech Lab Supplies Marlowe	29.99	20251036	10-1120-410-22-72-220-13
	202411031	11/12/2024	10-158	Activity Funds	141.52	20251036	10-120
	202411031	11/12/2024	10-1120-410-09-72-220-13	Home Ec Marlowe	42.43	20251036	10-1120-410-09-72-220-13
	202411031	11/12/2024	10-1120-360-00-72-220-13	Printing Marlowe	54.24	20251036	10-1120-360-00-72-220-13
	202411031	11/12/2024	10-1120-410-80-72-220-13	PBIS	26.88	20251036	10-1120-410-80-72-220-13
	202411031	11/12/2024	10-1500-640-00-72-220-13	Sports Dues & Fees Marlowe	432.00	20251036	10-1500-640-00-72-220-13
	202411031	11/12/2024	10-158	Activity Funds	91.57	20251036	10-120
	202411031	11/12/2024	10-2220-430-00-72-220-13	Media Center Marlowe	46.46	20251036	10-2220-430-00-72-220-13
	202411031	11/12/2024	10-2220-490-00-72-220-13	Media Center Tech Marlowe	363.62	20251036	10-2220-490-00-72-220-13
	202411031	11/12/2024	10-2220-430-00-72-220-13	Media Center Marlowe	425.45	20251036	10-2220-430-00-72-220-13
	202411031	11/12/2024	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	13.00	20251036	10-1120-410-12-72-220-13
	202411031	11/12/2024	10-1120-410-80-72-220-13	PBIS	199.28	20251036	10-1120-410-80-72-220-13
	202411031	11/12/2024	10-1120-410-80-72-220-13	PBIS	216.29	20251036	10-1120-410-80-72-220-13
	202411031	11/12/2024	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	57.18	20251036	10-1120-410-13-72-220-07
	202411031	11/12/2024	10-2220-490-00-72-220-13	Media Center Tech Marlowe	59.99	20251036	10-2220-490-00-72-220-13
	202411031	11/12/2024	10-2220-490-00-72-220-13	Media Center Tech Marlowe	131.26	20251036	10-2220-490-00-72-220-13



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	202411031	11/12/2024	10-2220-490-00-72-220-13	Media Center Tech Marlowe	188.57	20251036	10-2220-490-00-72-220-13
	202411031	11/12/2024	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	27.33	20251036	10-1120-410-13-72-220-08
	202411031	11/12/2024	10-1120-410-80-72-220-13	PBIS	26.88	20251036	10-1120-410-80-72-220-13
	202411031	11/12/2024	10-1120-410-09-72-220-13	Home Ec Marlowe	11.98	20251036	10-1120-410-09-72-220-13
	202411031	11/12/2024	10-2220-490-00-72-220-13	Media Center Tech Marlowe	80.74	20251036	10-2220-490-00-72-220-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	201.30	20251037	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-12-72-120-13	Music SuppliesMartin	79.90	20251037	10-1110-410-12-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	10.76	20251037	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-2220-430-00-72-120-13	Media Center Martin	331.57	20251037	10-2220-430-00-72-120-13
	202411031	11/12/2024	10-2220-490-00-72-120-13	Media Center Tech Martin	527.00	20251037	10-2220-490-00-72-120-13
	202411031	11/12/2024	10-158	Activity Funds	54.91	20251037	10-120
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	23.61	20251037	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-158	Activity Funds	118.83	20251037	10-120
	202411031	11/12/2024	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	73.42	20251037	10-2213-415-00-72-120-13
	202411031	11/12/2024	10-158	Activity Funds	362.71	20251037	10-120
	202411031	11/12/2024	10-2410-410-00-72-120-13	Office Supplies Martin	20.64	20251037	10-2410-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	8.99	20251037	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-158	Activity Funds	17.79	20251037	10-120
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	28.99	20251037	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	12.99	20251037	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	24.95	20251037	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	49.90	20251037	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	99.65	20251037	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-158	Activity Funds	36.99	20251037	10-120
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	23.78	20251037	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-158	Activity Funds	19.99	20251037	10-120
	202411031	11/12/2024	10-1110-410-00-72-110-13	Inst Supplies Chesak	25.00	20251038	10-1110-410-00-72-110-13
	202411031	11/12/2024	10-1110-410-00-72-110-13	Inst Supplies Chesak	19.98	20251038	10-1110-410-00-72-110-13
	202411031	11/12/2024	10-1110-410-00-72-110-13	Inst Supplies Chesak	136.20	20251038	10-1110-410-00-72-110-13
	202411031	11/12/2024	10-1110-410-12-74-110-13	Music Supplies	(41.36)	20251038	10-1110-410-12-74-110-13
	202411031	11/12/2024	10-1110-410-12-74-110-13	Music Supplies	(14.99)	20251038	10-1110-410-12-74-110-13
	202411031	11/12/2024	10-1110-410-00-72-110-13	Inst Supplies Chesak	59.99	20251038	10-1110-410-00-72-110-13
	202411031	11/12/2024	10-1110-410-00-72-110-13	Inst Supplies Chesak	249.55	20251038	10-1110-410-00-72-110-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	79.99	20251039	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1558-410-00-71-300-13	VEI Supplies HS	84.96	20251039	10-1558-410-00-71-300-13

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	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	222.50	20251039	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1130-410-59-71-300-14	HS Special Ed Supplies	13.84	20251039	10-1130-410-59-71-300-14
	202411031	11/12/2024	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	110.31	20251039	10-2213-415-00-71-300-13
	202411031	11/12/2024	10-1130-332-00-71-300-13	Teacher Travel HS	381.95	20251039	10-1130-332-00-71-300-13
	202411031	11/12/2024	10-1400-410-10-71-300-13	Ind Arts Supplies	399.99	20251039	10-1400-410-10-71-300-13
	202411031	11/12/2024	10-1400-410-10-71-300-13	Ind Arts Supplies	179.98	20251039	10-1400-410-10-71-300-13
	202411031	11/12/2024	10-1400-410-10-71-300-13	Ind Arts Supplies	87.17	20251039	10-1400-410-10-71-300-13
	202411031	11/12/2024	10-1130-410-50-71-300-13	Wellness Supplies HS	23.55	20251039	10-1130-410-50-71-300-13
	202411031	11/12/2024	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	20.99	20251039	10-1130-490-02-71-300-13
	202411031	11/12/2024	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	412.72	20251039	10-1130-490-02-71-300-13
	202411031	11/12/2024	10-158	Activity Funds	315.40	20251039	10-120
	202411031	11/12/2024	10-1400-410-03-71-300-13	Business Supplies	72.77	20251039	10-1400-410-03-71-300-13
	202411031	11/12/2024	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	163.68	20251040	10-2410-410-00-71-100-14
	202411031	11/12/2024	10-158	Activity Funds	281.25	20251040	10-120
	202411031	11/12/2024	10-1110-410-00-71-100-13	Inst Supplies Leggee	39.00	20251040	10-1110-410-00-71-100-13
	202411031	11/12/2024	10-1110-410-00-71-100-13	Inst Supplies Leggee	53.96	20251040	10-1110-410-00-71-100-13
	202411031	11/12/2024	10-2220-430-00-71-100-13	Media Center Leggee	(15.49)	20251040	10-2220-430-00-71-100-13
	202411031	11/12/2024	10-1110-410-02-71-100-13	Art Supplies Leggee	205.31	20251040	10-1110-410-02-71-100-13
	202411031	11/12/2024	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	69.99	20251040	10-2410-410-00-71-100-14
	202411031	11/12/2024	10-1110-410-00-71-100-13	Inst Supplies Leggee	314.00	20251040	10-1110-410-00-71-100-13
	202411031	11/12/2024	10-1110-410-00-71-100-13	Inst Supplies Leggee	45.99	20251040	10-1110-410-00-71-100-13
	202411031	11/12/2024	10-1110-410-00-71-100-13	Inst Supplies Leggee	102.75	20251040	10-1110-410-00-71-100-13
	202411031	11/12/2024	10-158	Activity Funds	442.99	20251041	10-120
	202411031	11/12/2024	10-158	Activity Funds	65.74	20251041	10-120
	202411031	11/12/2024	10-158	Activity Funds	305.84	20251041	10-120
	202411031	11/12/2024	10-158	Activity Funds	12.99	20251041	10-120
	202411031	11/12/2024	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	174.50	20251041	10-2546-390-00-79-600-14
	202411031	11/12/2024	10-158	Activity Funds	301.38	20251041	10-120
	202411031	11/12/2024	10-158	Activity Funds	205.65	20251041	10-120
	202411031	11/12/2024	10-1200-310-66-71-300-13	STEP Purchased Services	26.00	20251042	10-1200-310-66-71-300-13
	202411031	11/12/2024	10-1200-310-66-71-300-13	STEP Purchased Services	17.50	20251042	10-1200-310-66-71-300-13
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	611.36	20251043	20-2542-410-00-79
	202411031	11/12/2024	20-2540-640-00-79	Dues & Fees	310.00	20251043	20-2540-640-00-79
	202411031	11/12/2024	20-2542-390-00-79	Other Purchased Service	184.68	20251043	20-2542-390-00-79
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	167.88	20251043	20-2542-410-00-79

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	202411031	11/12/2024	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	525.21	20251043	20-2545-323-00-79-600-14
	202411031	11/12/2024	20-2540-466-00-79	Electric	280.00	20251043	20-2540-466-00-79
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	195.87	20251043	20-2542-410-00-79
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	169.78	20251044	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	22.52	20251044	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	309.00	20251044	10-2213-415-00-74-140-13
	202411031	11/12/2024	10-2410-410-00-74-140-13	Office Supplies Mackeben	55.15	20251044	10-2410-410-00-74-140-13
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	18.49	20251044	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	5.89	20251044	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	75.75	20251044	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-2220-430-00-74-140-13	Media Center Mackeben	12.99	20251044	10-2220-430-00-74-140-13
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	12.93	20251044	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	201.00	20251045	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	200.07	20251045	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-1200-310-66-71-300-13	STEP Purchased Services	82.00	20251045	10-1200-310-66-71-300-13
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	21.79	20251046	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	412.50	20251046	10-1125-390-90-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	78.74	20251046	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	200.00	20251046	10-1125-390-90-79-600-14
	202411031	11/12/2024	10-1125-490-00-79-600-14	Supplies Preschool	19.98	20251046	10-1125-490-00-79-600-14
	202411031	11/12/2024	10-1225-410-95-79-600-14	ECE Instr Supplies	244.91	20251046	10-1225-410-95-79-600-14
	202411031	11/12/2024	10-1225-410-95-79-600-14	ECE Instr Supplies	78.00	20251046	10-1225-410-95-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	22.76	20251046	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	152.01	20251046	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-2300-410-97-79-600-14	All Children Gen Admin Sup	9.99	20251046	10-2300-410-97-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	13.98	20251046	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	14.95	20251046	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	59.48	20251047	10-2560-410-00-72-220-13
	202411031	11/12/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	27.32	20251047	10-2560-415-00-74-210-13
	202411031	11/12/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	216.37	20251047	10-2560-410-00-71-300-13
	202411031	11/12/2024	10-158	Activity Funds	253.74	20251048	10-120
	202411031	11/12/2024	10-158	Activity Funds	771.00	20251048	10-120
	202411031	11/12/2024	10-158	Activity Funds	289.80	20251048	10-120
	202411031	11/12/2024	10-2130-410-00-79-600-14	Supplies Health	49.75	20251049	10-2130-410-00-79-600-14
	202411031	11/12/2024	10-2660-410-00-79-600-14	Supplies Tech	21.59	20251050	10-2660-410-00-79-600-14



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	202411031	11/12/2024	10-2660-410-00-79-600-14	Supplies Tech	29.91	20251050	10-2660-410-00-79-600-14
	202411031	11/12/2024	10-2660-410-00-79-600-14	Supplies Tech	176.76	20251050	10-2660-410-00-79-600-14
	202411031	11/12/2024	10-2660-410-00-79-600-14	Supplies Tech	59.92	20251050	10-2660-410-00-79-600-14
	202411031	11/12/2024	10-2660-410-00-79-600-14	Supplies Tech	36.56	20251050	10-2660-410-00-79-600-14
	202411031	11/12/2024	10-158	Activity Funds	216.82	20251087	10-120
	202411031	11/12/2024	10-158	Activity Funds	158.17	20251088	10-120
	202411031	11/12/2024	10-158	Activity Funds	222.59	20251088	10-120
	202411031	11/12/2024	10-158	Activity Funds	76.99	20251088	10-120
	202411031	11/12/2024	10-158	Activity Funds	259.96	20251088	10-120
	202411031	11/12/2024	10-158	Activity Funds	60.57	20251088	10-120
	202411031	11/12/2024	10-158	Activity Funds	197.96	20251088	10-120
	202411031	11/12/2024	10-158	Activity Funds	(35.10)	20251088	10-120
	202411031	11/12/2024	10-158	Activity Funds	191.88	20251088	10-120
	202411031	11/12/2024	10-158	Activity Funds	59.24	20251088	10-120
	202411031	11/12/2024	10-158	Activity Funds	348.37	20251088	10-120
	202411031	11/12/2024	10-158	Activity Funds	390.85	20251088	10-120
	202411031	11/12/2024	10-1120-410-80-72-220-13	PBIS	149.95	20251089	10-1120-410-80-72-220-13
	202411031	11/12/2024	10-158	Activity Funds	73.58	20251089	10-120
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	57.17	20251090	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1100-410-65-79-600-14	AMP-IT Supplies	176.57	20251090	10-1100-410-65-79-600-14
	202411031	11/12/2024	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	21.77	20251090	10-2213-415-00-74-500-14
	202411031	11/12/2024	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	321.36	20251090	10-2210-490-00-74-500-14
	202411031	11/12/2024	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	67.87	20251090	10-2212-332-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	39.22	20251090	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-1800-410-84-79-605-14	Title III LIPLPS Supplies	54.40	20251090	10-1800-410-84-79-605-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	47.97	20251090	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	69.15	20251090	10-2212-332-00-74-500-14
	202411031	11/12/2024	10-1100-423-00-74-500-14	New Adoption 6-12	37.98	20251090	10-1100-423-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	74.49	20251091	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	37.22	20251091	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2520-410-00-74-500-14	Supplies Fiscal	21.37	20251091	10-2520-410-00-74-500-14
	202411031	11/12/2024	10-2310-640-00-74-500-14	Dues & Fees Board	180.25	20251092	10-2310-640-00-74-500-14
	202411031	11/12/2024	10-2630-410-00-74-500-14	Communications Supplies	76.00	20251092	10-2630-410-00-74-500-14
	202411031	11/12/2024	10-2630-410-00-74-500-14	Communications Supplies	150.00	20251092	10-2630-410-00-74-500-14
	202411031	11/12/2024	10-2630-410-00-74-500-14	Communications Supplies	468.00	20251092	10-2630-410-00-74-500-14



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	202411031	11/12/2024	10-2630-410-00-74-500-14	Communications Supplies	12.89	20251092	10-2630-410-00-74-500-14
	202411031	11/12/2024	10-2633-360-00-74-500-14	Communications Purch Services	599.20	20251092	10-2633-360-00-74-500-14
	202411031	11/12/2024	10-2310-410-00-74-500-14	Supplies Board	173.85	20251092	10-2310-410-00-74-500-14
	202411031	11/12/2024	10-2310-640-00-74-500-14	Dues & Fees Board	32.00	20251092	10-2310-640-00-74-500-14
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	81.75	20251093	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	103.23	20251093	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-3000-310-92-79-600-14	IDEA Comm Engage PS	132.00	20251093	10-3000-310-92-79-600-14
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	806.78	20251093	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	17.52	20251093	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	9.99	20251093	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	111.96	20251093	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	(7.27)	20251093	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	159.99	20251093	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	39.96	20251093	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	16.51	20251093	10-1200-410-92-79-600-14
	202411031	11/12/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	112.92	20251093	10-2130-410-92-79-605-14
	202411031	11/12/2024	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	192.97	20251094	10-2410-410-00-74-210-14
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	281.00	20251094	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	254.55	20251094	10-1120-410-12-74-210-13
	202411031	11/12/2024	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	63.99	20251094	10-2410-410-00-74-210-14
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	21.83	20251094	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	21.97	20251094	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	95.34	20251094	10-1120-410-00-74-210-13
	202411031	11/12/2024	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	616.97	20251094	10-2410-410-00-74-210-14
	202411031	11/12/2024	10-2410-410-00-74-210-13	Office Supplies Heineman	19.43	20251094	10-2410-410-00-74-210-13
	202411031	11/12/2024	10-158	Activity Funds	470.74	20251094	10-120
	202411031	11/12/2024	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	1,032.00	20251094	10-1120-490-02-74-210-13
	202411031	11/12/2024	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	50.97	20251095	10-1120-410-12-72-220-13
	202411031	11/12/2024	10-158	Activity Funds	162.73	20251095	10-120
	202411031	11/12/2024	10-1120-410-02-72-220-13	Art Supplies Marlowe	616.28	20251095	10-1120-410-02-72-220-13
	202411031	11/12/2024	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	16.99	20251095	10-1120-410-12-72-220-13
	202411031	11/12/2024	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	100.75	20251095	10-1120-410-12-72-220-13
	202411031	11/12/2024	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	331.48	20251095	10-1120-410-13-72-220-07
	202411031	11/12/2024	10-2220-430-00-72-220-13	Media Center Marlowe	(40.50)	20251095	10-2220-430-00-72-220-13
	202411031	11/12/2024	10-1120-410-80-72-220-13	PBIS	39.96	20251095	10-1120-410-80-72-220-13



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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202411031	11/12/2024	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	50.97	20251095	10-1120-410-12-72-220-13
	202411031	11/12/2024	10-2410-332-00-72-220-13	Principal Travel Marlowe	439.00	20251095	10-2410-332-00-72-220-13
	202411031	11/12/2024	10-1120-410-00-72-220-13	Inst Supplies Marlowe	122.37	20251095	10-1120-410-00-72-220-13
	202411031	11/12/2024	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	79.96	20251095	10-2410-410-00-72-220-14
	202411031	11/12/2024	10-1120-360-00-72-220-13	Printing Marlowe	82.47	20251095	10-1120-360-00-72-220-13
	202411031	11/12/2024	10-1120-410-08-72-220-13	Health Supplies Marlowe	156.28	20251095	10-1120-410-08-72-220-13
	202411031	11/12/2024	10-2220-430-00-72-220-13	Media Center Marlowe	325.00	20251095	10-2220-430-00-72-220-13
	202411031	11/12/2024	10-1120-410-80-72-220-13	PBIS	112.56	20251095	10-1120-410-80-72-220-13
	202411031	11/12/2024	10-1120-410-50-72-220-13	PE Supplies Marlowe	432.97	20251095	10-1120-410-50-72-220-13
	202411031	11/12/2024	10-1120-410-50-72-220-13	PE Supplies Marlowe	277.35	20251095	10-1120-410-50-72-220-13
	202411031	11/12/2024	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	384.62	20251095	10-1120-410-13-72-220-08
	202411031	11/12/2024	10-1120-410-02-72-220-13	Art Supplies Marlowe	437.76	20251095	10-1120-410-02-72-220-13
	202411031	11/12/2024	10-2220-430-00-72-220-13	Media Center Marlowe	32.50	20251095	10-2220-430-00-72-220-13
	202411031	11/12/2024	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	70.00	20251096	10-2213-415-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	23.98	20251096	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	39.40	20251096	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-2220-430-00-72-120-13	Media Center Martin	7.59	20251096	10-2220-430-00-72-120-13
	202411031	11/12/2024	10-2220-430-00-72-120-13	Media Center Martin	14.99	20251096	10-2220-430-00-72-120-13
	202411031	11/12/2024	10-2220-430-00-72-120-13	Media Center Martin	267.38	20251096	10-2220-430-00-72-120-13
	202411031	11/12/2024	10-2220-430-00-72-120-13	Media Center Martin	18.19	20251096	10-2220-430-00-72-120-13
	202411031	11/12/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	103.83	20251096	10-1110-410-00-72-120-13
	202411031	11/12/2024	10-1110-410-02-72-110-13	Art Supplies Chesak	11.77	20251097	10-1110-410-02-72-110-13
	202411031	11/12/2024	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	148.48	20251097	10-2213-415-00-72-110-13
	202411031	11/12/2024	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	346.34	20251098	10-1130-490-02-71-300-13
	202411031	11/12/2024	10-2220-430-00-71-300-13	Media Center HS	79.86	20251098	10-2220-430-00-71-300-13
	202411031	11/12/2024	10-2220-430-00-71-300-13	Media Center HS	10.34	20251098	10-2220-430-00-71-300-13
	202411031	11/12/2024	10-1130-410-00-71-300-13	Inst Supplies HS	12.30	20251098	10-1130-410-00-71-300-13
	202411031	11/12/2024	10-1130-323-00-71-300-13	Repairs HS	38.42	20251098	10-1130-323-00-71-300-13
	202411031	11/12/2024	10-1130-323-00-71-300-13	Repairs HS	159.50	20251098	10-1130-323-00-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	13.56	20251098	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	13.75	20251098	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	290.04	20251098	10-1130-490-02-71-300-13
	202411031	11/12/2024	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	52.89	20251098	10-1130-490-02-71-300-13
	202411031	11/12/2024	10-1130-410-00-71-300-13	Inst Supplies HS	37.94	20251098	10-1130-410-00-71-300-13
	202411031	11/12/2024	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	84.95	20251098	10-1130-490-02-71-300-13

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	202411031	11/12/2024	10-1130-410-50-71-300-13	Wellness Supplies HS	75.32	20251098	10-1130-410-50-71-300-13
	202411031	11/12/2024	10-1130-420-00-71-300-13	HS Curriculum Textbooks	80.00	20251098	10-1130-420-00-71-300-13
	202411031	11/12/2024	10-2410-332-00-71-300-13	Prin Travel HS	314.00	20251098	10-2410-332-00-71-300-13
	202411031	11/12/2024	10-1130-410-15-71-300-13	Social Studies Supplies HS	12.25	20251098	10-1130-410-15-71-300-13
	202411031	11/12/2024	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	214.85	20251098	10-2213-415-00-71-300-13
	202411031	11/12/2024	10-1130-410-13-71-300-13	Science Supplies HS	41.14	20251098	10-1130-410-13-71-300-13
	202411031	11/12/2024	10-1400-410-09-71-300-13	Family Consumer Science HS	55.69	20251098	10-1400-410-09-71-300-13
	202411031	11/12/2024	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	143.85	20251098	10-2213-415-00-71-300-13
	202411031	11/12/2024	10-1400-410-09-71-300-13	Family Consumer Science HS	11.96	20251098	10-1400-410-09-71-300-13
	202411031	11/12/2024	10-1400-410-09-71-300-13	Family Consumer Science HS	59.05	20251098	10-1400-410-09-71-300-13
	202411031	11/12/2024	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	109.95	20251098	10-1130-490-02-71-300-13
	202411031	11/12/2024	10-1110-410-00-71-100-13	Inst Supplies Leggee	34.00	20251099	10-1110-410-00-71-100-13
	202411031	11/12/2024	10-1110-410-12-72-100-13	Music Supplies Leggee	(34.98)	20251099	10-1110-410-12-72-100-13
	202411031	11/12/2024	10-1110-410-02-71-100-13	Art Supplies Leggee	25.41	20251099	10-1110-410-02-71-100-13
	202411031	11/12/2024	10-1110-410-00-71-100-13	Inst Supplies Leggee	56.00	20251099	10-1110-410-00-71-100-13
	202411031	11/12/2024	10-1110-410-00-71-100-13	Inst Supplies Leggee	132.13	20251099	10-1110-410-00-71-100-13
	202411031	11/12/2024	10-1110-410-00-71-100-13	Inst Supplies Leggee	29.04	20251099	10-1110-410-00-71-100-13
	202411031	11/12/2024	10-1110-410-02-71-100-13	Art Supplies Leggee	100.49	20251099	10-1110-410-02-71-100-13
	202411031	11/12/2024	10-158	Activity Funds	62.76	20251100	10-120
	202411031	11/12/2024	10-158	Activity Funds	120.00	20251100	10-120
	202411031	11/12/2024	10-158	Activity Funds	240.90	20251100	10-120
	202411031	11/12/2024	10-158	Activity Funds	17.99	20251100	10-120
	202411031	11/12/2024	10-158	Activity Funds	(18.80)	20251100	10-120
	202411031	11/12/2024	10-158	Activity Funds	36.84	20251100	10-120
	202411031	11/12/2024	10-158	Activity Funds	41.00	20251100	10-120
	202411031	11/12/2024	10-158	Activity Funds	213.02	20251100	10-120
	202411031	11/12/2024	10-158	Activity Funds	(13.71)	20251100	10-120
	202411031	11/12/2024	10-158	Activity Funds	(2.00)	20251100	10-120
	202411031	11/12/2024	10-158	Activity Funds	522.43	20251100	10-120
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	24.89	20251101	20-2542-410-00-79
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	164.84	20251101	20-2542-410-00-79
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	315.94	20251101	20-2542-410-00-79
	202411031	11/12/2024	20-2542-410-00-79	Supplies B & G	268.12	20251101	20-2542-410-00-79
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	59.90	20251102	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	94.33	20251102	10-1110-410-00-74-140-13



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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202411031	11/12/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	17.61	20251102	10-1110-410-00-74-140-13
	202411031	11/12/2024	10-1200-410-66-71-300-13	STEP Supplies	137.16	20251103	10-1200-410-66-71-300-13
	202411031	11/12/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	300.00	20251103	10-2210-314-92-79-605-14
	202411031	11/12/2024	10-1125-410-90-79-600-14	Supplies Parent-Tot	46.76	20251104	10-1125-410-90-79-600-14
	202411031	11/12/2024	10-3100-410-97-79-605-24	All Children Parental Supplies	40.99	20251104	10-3100-410-97-79-605-24
	202411031	11/12/2024	10-1225-410-95-79-600-14	ECE Instr Supplies	19.90	20251104	10-1225-410-95-79-600-14
	202411031	11/12/2024	10-158	Activity Funds	163.59	20251104	10-120
	202411031	11/12/2024	10-3100-410-97-79-605-24	All Children Parental Supplies	40.93	20251104	10-3100-410-97-79-605-24
	202411031	11/12/2024	10-1125-490-00-79-600-14	Supplies Preschool	57.60	20251104	10-1125-490-00-79-600-14
	202411031	11/12/2024	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	99.54	20251104	10-2213-415-00-72-165-13
	202411031	11/12/2024	10-1125-410-90-79-600-14	Supplies Parent-Tot	52.38	20251104	10-1125-410-90-79-600-14
	202411031	11/12/2024	10-1125-410-97-79-600-14	All Children Supplies	18.14	20251104	10-1125-410-97-79-600-14
	202411031	11/12/2024	10-2560-410-00-71-100-13	Cafe Supplies Leggee	53.12	20251105	10-2560-410-00-71-100-13
	202411031	11/12/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	74.69	20251105	10-2560-415-00-72-220-13
	202411031	11/12/2024	10-2560-410-00-74-210-13	Cafe Supplies Heineman	53.12	20251105	10-2560-410-00-74-210-13
	202411031	11/12/2024	10-2560-410-00-72-110-13	Cafe Supplies Chesak	53.12	20251105	10-2560-410-00-72-110-13
	202411031	11/12/2024	10-2560-410-00-72-120-13	Cafe Supplies Martin	53.12	20251105	10-2560-410-00-72-120-13
	202411031	11/12/2024	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	53.12	20251105	10-2560-410-00-72-220-13
	202411031	11/12/2024	10-2560-410-00-74-150-13	Cafe Supplies Conley	53.12	20251105	10-2560-410-00-74-150-13
	202411031	11/12/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	53.12	20251105	10-2560-410-00-71-300-13
	202411031	11/12/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	74.68	20251105	10-2560-415-00-74-210-13
	202411031	11/12/2024	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	53.12	20251105	10-2560-410-00-74-140-13
	202411031	11/12/2024	10-158	Activity Funds	300.00	20251106	10-120
	202411031	11/12/2024	10-158	Activity Funds	59.57	20251107	10-120
	202411031	11/12/2024	10-158	Activity Funds	65.32	20251107	10-120
	202411031	11/12/2024	10-1110-410-36-74-150-13	Conley Orchestra Supplies	5.53	20251107	10-1110-410-36-74-150-13
	202411031	11/12/2024	10-1110-410-00-74-150-13	Inst Supplies Conley	19.60	20251107	10-1110-410-00-74-150-13
	202411031	11/12/2024	10-1110-410-00-74-150-13	Inst Supplies Conley	13.99	20251107	10-1110-410-00-74-150-13
	202411031	11/12/2024	10-1110-410-00-74-150-13	Inst Supplies Conley	13.04	20251107	10-1110-410-00-74-150-13
	202411031	11/12/2024	10-2642-410-00-74-500-14	Supplies Human Res	17.99	20251108	10-2642-410-00-74-500-14
					<u>\$116,595.71</u>	Payee Vendor Total	
Bolger, Laurie A	73900	11/15/2024	10-2210-640-92-79-605-14	IDEA Other Objects	250.00	0	10-2210-640-92-79-605-14
					<u>\$250.00</u>	Payee Vendor Total	
Bowden, Ron							



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	73901	11/15/2024	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	31.57	0	10-1130-490-02-71-300-13
					<u>\$31.57</u>	Payee Vendor Total	
Brinkman, Amanda							
	73902	11/15/2024	10-1100-410-98-79-600-14	Rep Instr Supplies	35.75	0	10-1100-410-98-79-600-14
					<u>\$35.75</u>	Payee Vendor Total	
Brookes Publishing Co.							
	74003	11/15/2024	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	349.95	20251140	10-2230-410-95-79-600-14
	74003	11/15/2024	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	149.95	20251140	10-2230-410-95-79-600-14
	74003	11/15/2024	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	128.00	20251140	10-2230-410-95-79-600-14
					<u>\$627.90</u>	Payee Vendor Total	
Brucker Company							
	74130	11/22/2024	20-2542-410-00-79	Supplies B & G	2,157.25	20250924	20-2542-410-00-79
	74130	11/22/2024	20-2542-410-00-79	Supplies B & G	2,687.60	20250924	20-2542-410-00-79
	74130	11/22/2024	20-2542-410-00-79	Supplies B & G	1,732.80	20250924	20-2542-410-00-79
	74130	11/22/2024	20-2542-410-00-79	Supplies B & G	1,182.85	20250924	20-2542-410-00-79
	74130	11/22/2024	20-2542-410-00-79	Supplies B & G	489.70	20250924	20-2542-410-00-79
	74130	11/22/2024	20-2542-410-00-79	Supplies B & G	2,320.75	20250924	20-2542-410-00-79
	74130	11/22/2024	20-2542-410-00-79	Supplies B & G	1,562.85	20250924	20-2542-410-00-79
	74130	11/22/2024	20-2542-410-00-79	Supplies B & G	4,175.75	20250924	20-2542-410-00-79
	74130	11/22/2024	20-2542-410-00-79	Supplies B & G	1,595.15	20250924	20-2542-410-00-79
					<u>\$17,904.70</u>	Payee Vendor Total	
BryMax Enterprises Inc							
	74004	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,080.00	25101917	10-2560-415-00-72-220-13
	74004	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,404.00	25101917	10-2560-415-00-72-220-13
	74004	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	486.00	25101927	10-2560-415-00-74-210-13
	74004	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	(258.75)	25101927	10-2560-415-00-74-210-13
					<u>\$2,711.25</u>	Payee Vendor Total	
Camelot Therapeutic Schoo							
	73849	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	13,184.00	25090517	10-4220-670-00-79-600-14
	74005	11/15/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	308.00	20251162	10-4220-670-00-79-600-14
	74005	11/15/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	154.00	20251162	10-4220-670-00-79-600-14
	74005	11/15/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	(177.00)	20251163	10-4220-670-00-79-600-14
	74005	11/15/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	616.00	20251163	10-4220-670-00-79-600-14
	74005	11/15/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	(88.50)	20251163	10-4220-670-00-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	74005	11/15/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	385.00	20251163	10-4220-670-00-79-600-14
	74131	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	14,985.30	25100517	10-4220-670-00-79-600-14
	74131	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,591.96	25100517	10-4220-670-00-79-600-14
					<u>\$34,958.76</u>	Payee Vendor Total	
Canteen Refreshments							
	74006	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	1,164.83	20251141	10-2560-415-00-71-300-13
					<u>\$1,164.83</u>	Payee Vendor Total	
Carnegie Learning							
	74132	11/22/2024	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	30.90	20250594	10-2212-310-00-79-505-14
	74132	11/22/2024	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	309.00	20250594	10-2212-310-00-79-505-14
					<u>\$339.90</u>	Payee Vendor Total	
Carolina Biological Suppl							
	74097	11/20/2024	10-1130-410-67-71-300-13	PLTW Supplies 6-12	266.76	20250533	10-1130-410-67-71-300-13
					<u>\$266.76</u>	Payee Vendor Total	
Case Lots Inc							
	74007	11/15/2024	20-2542-410-00-79	Supplies B & G	3,590.00	20250530	20-2542-410-00-79
					<u>\$3,590.00</u>	Payee Vendor Total	
Cassandra Strings							
	74008	11/15/2024	10-1110-410-36-71-100-13	Orchestra Supplies Leggee	5.53	20251142	10-1110-410-36-71-100-13
					<u>\$5.53</u>	Payee Vendor Total	
CDW Government Inc							
	74009	11/15/2024	10-2660-319-61-79-600-14	Software Maintenance	2,610.00	20250056	10-2660-319-61-79-600-14
	74009	11/15/2024	10-2660-319-61-79-600-14	Software Maintenance	2,495.00	20250056	10-2660-319-61-79-600-14
	74009	11/15/2024	10-1110-410-00-74-150-13	Inst Supplies Conley	598.00	20250810	10-1110-410-00-74-150-13
	74009	11/15/2024	10-2660-319-00-79-600-14	Hardware Maintenance Renewal	717.60	20250810	10-2660-319-00-79-600-14
	74009	11/15/2024	10-2220-490-00-74-210-13	Media Center Tech Heineman	538.20	20250810	10-2220-490-00-74-210-13
	74009	11/15/2024	10-1130-410-00-71-300-13	Inst Supplies HS	897.00	20250810	10-1130-410-00-71-300-13
	74009	11/15/2024	10-1110-410-00-71-100-13	Inst Supplies Leggee	1,584.70	20250810	10-1110-410-00-71-100-13
	74009	11/15/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	867.10	20250810	10-1110-410-00-74-140-13
	74009	11/15/2024	10-2220-490-00-72-220-13	Media Center Tech Marlowe	837.20	20250810	10-2220-490-00-72-220-13
	74009	11/15/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	747.50	20250810	10-1110-410-00-72-120-13
	74009	11/15/2024	10-1110-410-00-72-110-13	Inst Supplies Chesak	1,345.50	20250810	10-1110-410-00-72-110-13
	74009	11/15/2024	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	5,550.00	20250458	10-2660-490-00-79-600-14
	74009	11/15/2024	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	8,400.00	20250145	10-2660-490-00-79-600-14

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	74009	11/15/2024	10-2660-319-61-79-600-14	Software Maintenance	3,860.80	20251084	10-2660-319-61-79-600-14
	74009	11/15/2024	10-2660-410-00-79-600-14	Supplies Tech	1,880.00	20251085	10-2660-410-00-79-600-14
	74009	11/15/2024	10-2660-319-61-79-600-14	Software Maintenance	47,424.00	20251195	10-2660-319-61-79-600-14
	74098	11/20/2024	10-1130-323-00-71-300-13	Repairs HS	180.00	20251075	10-1130-323-00-71-300-13
					\$80,532.60	Payee Vendor Total	
Ceisel, Donna							
	74010	11/15/2024	10-2130-310-92-79-600-14	IDEA Health Services	956.25	20251261	10-2130-310-92-79-600-14
					\$956.25	Payee Vendor Total	
Center for the Collaborat							
	74011	11/15/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	22.40	20251076	10-1200-410-92-79-600-14
	74011	11/15/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	100.00	20251076	10-1200-410-92-79-600-14
	74011	11/15/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	180.00	20251076	10-1200-410-92-79-600-14
					\$302.40	Payee Vendor Total	
Central States Bus Sales							
	73850	11/08/2024	40-2554-410-00-79	Fleet Supplies	98.70	25100727	40-2554-410-00-79
	73850	11/08/2024	40-2554-410-00-79	Fleet Supplies	3,329.45	25100727	40-2554-410-00-79
	74133	11/22/2024	40-2554-410-00-79	Fleet Supplies	1,107.01	25110727	40-2554-410-00-79
	74133	11/22/2024	40-2554-410-00-79	Fleet Supplies	120.33	25110727	40-2554-410-00-79
	74133	11/22/2024	40-2554-410-00-79	Fleet Supplies	355.44	25110727	40-2554-410-00-79
	74133	11/22/2024	40-2554-410-00-79	Fleet Supplies	43.64	25110727	40-2554-410-00-79
					\$5,054.57	Payee Vendor Total	
Chapman, Matthew							
	74099	11/20/2024	10-1611-215	Student Food Svc - Heineman	20.50	0	10-1611-215
					\$20.50	Payee Vendor Total	
CINTAS							
	992300648	11/12/2024	40-2550-325-00-79	Rental Trans	249.39	25100757	40-2550-325-00-79
	992300648	11/12/2024	40-2550-325-00-79	Rental Trans	249.39	25100757	40-2550-325-00-79
	992300648	11/12/2024	40-2550-325-00-79	Rental Trans	249.39	25110757	40-2550-325-00-79
	992300657	11/22/2024	40-2550-325-00-79	Rental Trans	249.39	25110757	40-2550-325-00-79
					\$997.56	Payee Vendor Total	
ClientFirst Consulting Gr							
	74012	11/15/2024	10-2660-390-00-79-600-14	Purchased Service Technology	872.50	20251122	10-2660-390-00-79-600-14
					\$872.50	Payee Vendor Total	

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Colley Elevator Co	74013	11/15/2024	20-2542-323-00-79	Repairs & Maint Buildings	244.00	20251058	20-2542-323-00-79
	74013	11/15/2024	20-2542-323-00-79	Repairs & Maint Buildings	567.00	20251058	20-2542-323-00-79
					<u>\$811.00</u>	Payee Vendor Total	
Comcast Business	73489	11/20/2024	20-2540-340-00-79	Telephone - Districtwide	(294.85)	25100367	20-2540-340-00-79
	74100	11/20/2024	20-2540-340-00-79	Telephone - Districtwide	294.85	25110367	20-2540-340-00-79
	74100	11/20/2024	20-2540-340-00-79	Telephone - Districtwide	294.85	25100367	20-2540-340-00-79
					<u>\$294.85</u>	Payee Vendor Total	
Comcast	74014	11/15/2024	20-2540-340-00-79	Telephone - Districtwide	576.74	20251196	20-2540-340-00-79
	74134	11/22/2024	20-2540-340-00-79	Telephone - Districtwide	2,535.60	25111627	20-2540-340-00-79
					<u>\$3,112.34</u>	Payee Vendor Total	
ComEd	74101	11/20/2024	20-2540-466-00-79	Electric	206.79	0	20-2540-466-00-79
	74190	11/22/2024	20-2540-466-00-79	Electric	11,531.26	0	20-2540-466-00-79
	74190	11/22/2024	20-2540-466-00-79	Electric	14,063.54	0	20-2540-466-00-79
	74190	11/22/2024	20-2540-466-00-79	Electric	21,150.22	0	20-2540-466-00-79
					<u>\$46,951.81</u>	Payee Vendor Total	
Conoboy, Mary	73903	11/15/2024	10-1100-410-98-79-600-14	Rep Instr Supplies	35.75	0	10-1100-410-98-79-600-14
					<u>\$35.75</u>	Payee Vendor Total	
Conserv FS Inc	74015	11/15/2024	20-2543-410-00-79	Grounds Supplies	95.00	20251197	20-2543-410-00-79
	74015	11/15/2024	20-2543-410-00-79	Grounds Supplies	560.00	20251197	20-2543-410-00-79
	74015	11/15/2024	20-2543-410-00-79	Grounds Supplies	980.00	20251197	20-2543-410-00-79
					<u>\$1,635.00</u>	Payee Vendor Total	
Contreras, Cara	73904	11/15/2024	10-1110-332-00-71-100-13	Teacher Travel Leggee	88.57	0	10-1110-332-00-71-100-13
					<u>\$88.57</u>	Payee Vendor Total	
Cornett, Brenda	73905	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	149.28	0	10-1200-332-00-79-600-14
					<u>\$149.28</u>	Payee Vendor Total	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Corpolongo, Mary Beth							
	73906	11/15/2024	10-2560-410-00-74-210-13	Cafe Supplies Heineman	10.00	0	10-2560-410-00-74-210-13
					<u>\$10.00</u>	Payee Vendor Total	
Cove School							
	73851	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,469.05	25101959	10-4220-670-00-79-600-14
					<u>\$6,469.05</u>	Payee Vendor Total	
CPI (Crisis Prevention In							
	74016	11/15/2024	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	148.75	20251024	10-2210-410-92-79-600-14
	74016	11/15/2024	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	1,239.60	20251024	10-2210-410-92-79-600-14
					<u>\$1,388.35</u>	Payee Vendor Total	
Cramer, Kimberly							
	73907	11/15/2024	10-1110-410-12-74-110-13	Music Supplies	92.32	0	10-1110-410-12-74-110-13
					<u>\$92.32</u>	Payee Vendor Total	
Crome, Nicole M							
	73908	11/15/2024	10-1100-410-98-79-600-14	Rep Instr Supplies	92.32	0	10-1100-410-98-79-600-14
					<u>\$92.32</u>	Payee Vendor Total	
Crystal Lake School Distr							
	74017	11/15/2024	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	56.25	20251164	10-4120-310-92-79-600-14
	74017	11/15/2024	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	37.50	20251164	10-4120-310-92-79-600-14
	74017	11/15/2024	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	187.50	20251165	10-4120-310-92-79-600-14
					<u>\$281.25</u>	Payee Vendor Total	
CT Veach Inc							
	74115	11/22/2024	20-2543-320-00-79-600-14	Grounds Contract	20,341.27	25110157	20-2543-320-00-79-600-14
					<u>\$20,341.27</u>	Payee Vendor Total	
Dabe, Aimee							
	73909	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	82.01	0	10-1200-332-00-79-600-14
					<u>\$82.01</u>	Payee Vendor Total	
Deak, Donald							
	73910	11/15/2024	10-2660-332-00-79-600-14	Travel Technology	150.75	0	10-2660-332-00-79-600-14
					<u>\$150.75</u>	Payee Vendor Total	
Dean, Adam							
	73911	11/15/2024	10-2546-332-00-79-600-14	Security Officer Travel	176.21	0	10-2546-332-00-79-600-14
	73911	11/15/2024	10-2546-332-00-79-600-14	Security Officer Travel	211.05	0	10-2546-332-00-79-600-14

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					<u>\$387.26</u>	Payee Vendor Total	
DeGarcia, Irma							
	73912	11/15/2024	10-2560-410-00-74-150-13	Cafe Supplies Conley	91.04	0	10-2560-410-00-74-150-13
					<u>\$91.04</u>	Payee Vendor Total	
DeKalb High School							
	74191	11/22/2024	10-1500-640-00-71-300-13	Sports Dues & Fees HS	450.00	0	10-1500-640-00-71-300-13
					<u>\$450.00</u>	Payee Vendor Total	
Delahanty, Eileen							
	73913	11/15/2024	10-2630-332-00-74-500-14	Communications Travel	52.93	0	10-2630-332-00-74-500-14
					<u>\$52.93</u>	Payee Vendor Total	
Dell Marketing LP							
	74018	11/15/2024	10-2546-490-00-79-600-14	Security Officer Supplies	5,704.15	20250776	10-2546-490-00-79-600-14
	74102	11/20/2024	10-2546-490-00-79-600-14	Security Officer Supplies	144.00	20250776	10-2546-490-00-79-600-14
					<u>\$5,848.15</u>	Payee Vendor Total	
Desai, Phalguni							
	73914	11/15/2024	10-1101-314-00-79-605-14	Homebound Tutoring	9.92	0	10-1101-314-00-79-605-14
					<u>\$9.92</u>	Payee Vendor Total	
Diedrich, McKenna							
	73915	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					<u>\$420.00</u>	Payee Vendor Total	
Direct Fitness Solutions							
	74019	11/15/2024	10-1130-323-00-71-300-13	Repairs HS	460.00	20251018	10-1130-323-00-71-300-13
	74019	11/15/2024	10-1120-410-50-72-220-13	PE Supplies Marlowe	50.00	20251179	10-1120-410-50-72-220-13
	74019	11/15/2024	10-1120-410-50-72-220-13	PE Supplies Marlowe	104.00	20251179	10-1120-410-50-72-220-13
	74019	11/15/2024	10-1120-410-50-72-220-13	PE Supplies Marlowe	20.19	20251179	10-1120-410-50-72-220-13
					<u>\$634.19</u>	Payee Vendor Total	
Disanti, Kylie							
	73916	11/15/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	200.00	0	10-2210-314-92-79-605-14
					<u>\$200.00</u>	Payee Vendor Total	
DuPage Federation on Huma							
	74020	11/15/2024	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	264.55	20251143	10-2210-310-84-79-605-14
					<u>\$264.55</u>	Payee Vendor Total	
Dynamism Inc							

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	73852	11/08/2024	10-1400-410-10-71-300-13	Ind Arts Supplies	247.84	20250897	10-1400-410-10-71-300-13
					<u>\$247.84</u>	Payee Vendor Total	
Easley, Amanda	73917	11/15/2024	10-1101-314-00-79-605-14	Homebound Tutoring	5.90	0	10-1101-314-00-79-605-14
					<u>\$5.90</u>	Payee Vendor Total	
Easterseals	73853	11/08/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	9,900.00	25090597	10-2210-314-92-79-605-14
	74135	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	54,701.90	25101557	10-4220-670-00-79-600-14
	74135	11/22/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	2,500.00	25070597	10-2210-314-92-79-605-14
	74135	11/22/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	9,900.00	25100597	10-2210-314-92-79-605-14
					<u>\$77,001.90</u>	Payee Vendor Total	
EDpuzzle Inc	74103	11/20/2024	10-1120-410-00-74-210-13	Inst Supplies Heineman	2,940.00	20250601	10-1120-410-00-74-210-13
					<u>\$2,940.00</u>	Payee Vendor Total	
Eds Testing Station and A	73854	11/08/2024	40-2550-310-00-79	Prof & Tech Service Trans	860.00	25100707	40-2550-310-00-79
					<u>\$860.00</u>	Payee Vendor Total	
EMS LINQ Inc	74021	11/15/2024	10-2520-310-00-74-500-14	Prof & Tech Fiscal	801.15	20250322	10-2520-310-00-74-500-14
					<u>\$801.15</u>	Payee Vendor Total	
Engler Callaway Baasten &	74022	11/15/2024	10-2310-318-00-74-500-14	Legal Board	1,060.00	20251144	10-2310-318-00-74-500-14
					<u>\$1,060.00</u>	Payee Vendor Total	
Fastsigns Carpentersville	74023	11/15/2024	20-2543-410-00-79	Grounds Supplies	478.94	20251019	20-2543-410-00-79
					<u>\$478.94</u>	Payee Vendor Total	
Fastsigns Crystal Lake	74024	11/15/2024	10-1130-410-00-71-300-13	Inst Supplies HS	195.00	20251059	10-1130-410-00-71-300-13
					<u>\$195.00</u>	Payee Vendor Total	
Feinstein, Kate	73918	11/15/2024	10-1101-314-00-79-605-14	Homebound Tutoring	9.38	0	10-1101-314-00-79-605-14
					<u>\$9.38</u>	Payee Vendor Total	

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FFP Fund IV Lessee2 LLC							
	74104	11/20/2024	20-2540-466-00-79	Electric	4,742.26	0	20-2540-466-00-79
	74104	11/20/2024	20-2540-466-00-79	Electric	1,450.38	0	20-2540-466-00-79
	74104	11/20/2024	20-2540-466-00-79	Electric	5,755.70	0	20-2540-466-00-79
	74104	11/20/2024	20-2540-466-00-79	Electric	2,380.21	0	20-2540-466-00-79
	74104	11/20/2024	20-2540-466-00-79	Electric	5,969.18	0	20-2540-466-00-79
	74104	11/20/2024	20-2540-466-00-79	Electric	1,651.23	0	20-2540-466-00-79
					<u>\$21,948.96</u>	Payee Vendor Total	
Fink, Ashley							
	73919	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					<u>\$420.00</u>	Payee Vendor Total	
Finstein, Jeremy							
	73920	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					<u>\$420.00</u>	Payee Vendor Total	
Flight, Sharon							
	73921	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					<u>\$420.00</u>	Payee Vendor Total	
Flinn Scientific Inc							
	73855	11/08/2024	10-1130-410-13-71-300-13	Science Supplies HS	0.53	20250553	10-1130-410-13-71-300-13
	73855	11/08/2024	10-1130-410-13-71-300-13	Science Supplies HS	4.63	20250553	10-1130-410-13-71-300-13
					<u>\$5.16</u>	Payee Vendor Total	
Follett Content Solutions							
	73856	11/08/2024	10-1600-410-89-79-605-14	Title I Supplies	(475.50)	20250947	10-1600-410-89-79-605-14
	73856	11/08/2024	10-1600-410-89-79-605-14	Title I Supplies	521.10	20250947	10-1600-410-89-79-605-14
					<u>\$45.60</u>	Payee Vendor Total	
Fox Valley Fire Safety							
	992300649	11/12/2024	20-2542-390-00-79	Other Purchased Service	801.00	25110817	20-2542-390-00-79
	992300658	11/22/2024	20-2542-323-00-79	Repairs & Maint Buildings	2,602.00	20250077	20-2542-323-00-79
					<u>\$3,403.00</u>	Payee Vendor Total	
Fremd High School							
	74192	11/22/2024	10-1543-640-00-71-305-13	Activities Fees	75.00	0	10-1543-640-00-71-305-13
					<u>\$75.00</u>	Payee Vendor Total	
Fun and Function							

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	74136	11/22/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	59.98	20251171	10-2130-410-92-79-605-14
	74136	11/22/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	62.98	20251171	10-2130-410-92-79-605-14
	74136	11/22/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	24.99	20251171	10-2130-410-92-79-605-14
	74136	11/22/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	19.23	20251171	10-2130-410-92-79-605-14
					\$167.18	Payee Vendor Total	
Gallagher, Dean							
	74193	11/22/2024	10-1543-310-00-71-305-13	Activities Judges/Officials	100.00	0	10-1543-310-00-71-305-13
	74193	11/22/2024	10-1543-310-00-71-305-13	Activities Judges/Officials	100.00	0	10-1543-310-00-71-305-13
	74193	11/22/2024	10-1543-640-00-71-305-13	Activities Fees	100.00	0	10-1543-640-00-71-305-13
					\$300.00	Payee Vendor Total	
Gallien, Jennifer							
	73922	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	98.33	0	10-2310-230-00-74-500-14
	73922	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	98.33	0	10-2310-230-00-74-500-14
	73922	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	98.33	0	10-2310-230-00-74-500-14
					\$294.99	Payee Vendor Total	
Garza, Delia							
	73923	11/15/2024	10-2210-310-77-79-600-14	Elevating Educators Tuition & Fees	1,620.00	0	10-2210-310-77-79-600-14
	73923	11/15/2024	10-2210-410-77-79-600-14	Elevating Educators Supplies	195.00	0	10-2210-410-77-79-600-14
					\$1,815.00	Payee Vendor Total	
General Parts LLC							
	992300652	11/21/2024	10-2560-323-00-71-300-13	Cafe Repairs HS	666.40	25101667	10-2560-323-00-71-300-13
	992300652	11/21/2024	10-2560-323-00-71-300-13	Cafe Repairs HS	593.03	25101667	10-2560-323-00-71-300-13
	992300652	11/21/2024	10-2560-323-00-71-300-13	Cafe Repairs HS	334.65	25101667	10-2560-323-00-71-300-13
	992300652	11/21/2024	10-2560-323-00-71-300-13	Cafe Repairs HS	649.04	25101667	10-2560-323-00-71-300-13
	992300652	11/21/2024	10-2560-323-00-71-300-13	Cafe Repairs HS	277.75	25101667	10-2560-323-00-71-300-13
	992300652	11/21/2024	10-2560-323-00-71-300-13	Cafe Repairs HS	1,110.68	25101667	10-2560-323-00-71-300-13
	992300652	11/21/2024	10-2560-323-00-71-100-13	Cafe Repairs Leggee	1,214.84	25101657	10-2560-323-00-71-100-13
	992300652	11/21/2024	10-2560-323-00-71-100-13	Cafe Repairs Leggee	853.70	25101657	10-2560-323-00-71-100-13
	992300652	11/21/2024	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	289.95	25101697	10-2560-323-00-72-220-13
	992300652	11/21/2024	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	363.41	25101697	10-2560-323-00-72-220-13
	992300652	11/21/2024	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	865.53	25101697	10-2560-323-00-72-220-13
	992300652	11/21/2024	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	920.74	25101697	10-2560-323-00-72-220-13
	992300652	11/21/2024	10-2560-323-00-72-120-13	Cafe Repairs Martin	443.20	25101687	10-2560-323-00-72-120-13
	992300652	11/21/2024	10-2560-323-00-72-110-13	Cafe Repairs Chesak	1,295.10	25101677	10-2560-323-00-72-110-13

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	992300652	11/21/2024	10-2560-323-00-74-150-13	Cafe Repairs Conley	36.20	25101717	10-2560-323-00-74-150-13
	992300652	11/21/2024	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	679.35	25101707	10-2560-323-00-74-140-13
	992300652	11/21/2024	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	1,626.69	25101707	10-2560-323-00-74-140-13
	992300652	11/21/2024	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	657.96	25101707	10-2560-323-00-74-140-13
	992300652	11/21/2024	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	2,112.07	25101707	10-2560-323-00-74-140-13
					<u>\$14,990.29</u>	Payee Vendor Total	
Geneva Comm Unit School D							
	74194	11/22/2024	10-1500-640-00-71-300-13	Sports Dues & Fees HS	300.00	0	10-1500-640-00-71-300-13
					<u>\$300.00</u>	Payee Vendor Total	
Gill Athletics Inc							
	73857	11/08/2024	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	6,903.44	20250902	10-1500-410-00-71-300-13
					<u>\$6,903.44</u>	Payee Vendor Total	
Ginczycki, Michael							
	73924	11/15/2024	10-1110-332-00-71-100-13	Teacher Travel Leggee	265.32	0	10-1110-332-00-71-100-13
					<u>\$265.32</u>	Payee Vendor Total	
Glenbard West High School							
	73428	11/21/2024	10-1500-640-00-71-300-13	Sports Dues & Fees HS	(300.00)	0	10-1500-640-00-71-300-13
					<u>(\$300.00)</u>	Payee Vendor Total	
Gordon Flesch Co Inc							
	992300653	11/21/2024	10-2900-390-00-79-600-14	Copier Maintenance	1,975.46	20251145	10-2900-390-00-79-600-14
	992300653	11/21/2024	10-2900-390-00-79-600-14	Copier Maintenance	2,372.25	20251145	10-2900-390-00-79-600-14
	992300653	11/21/2024	10-2900-390-00-79-600-14	Copier Maintenance	1,056.46	20251145	10-2900-390-00-79-600-14
	992300653	11/21/2024	10-2900-390-00-79-600-14	Copier Maintenance	7,439.64	20251145	10-2900-390-00-79-600-14
	992300653	11/21/2024	10-2900-390-00-79-600-14	Copier Maintenance	324.23	20251145	10-2900-390-00-79-600-14
	992300653	11/21/2024	10-2900-390-00-79-600-14	Copier Maintenance	1,590.36	20251145	10-2900-390-00-79-600-14
	992300653	11/21/2024	10-2900-390-00-79-600-14	Copier Maintenance	1,115.11	20251145	10-2900-390-00-79-600-14
					<u>\$15,873.51</u>	Payee Vendor Total	
Gordon Food Service							
	74025	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	2,221.23	25101257	10-2560-415-00-72-110-13
	74025	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	1,805.58	25101257	10-2560-415-00-72-110-13
	74025	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	1,722.80	25101257	10-2560-415-00-72-110-13
	74025	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	3,563.16	25101307	10-2560-415-00-74-210-13
	74025	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	4,680.29	25101307	10-2560-415-00-74-210-13
	74025	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	457.60	25101307	10-2560-415-00-74-210-13

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	74025	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	1,240.50	25101307	10-2560-415-00-74-210-13
	74025	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	2,019.53	25101307	10-2560-415-00-74-210-13
	74025	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	4,682.68	25101307	10-2560-415-00-74-210-13
	74025	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	(197.19)	25071307	10-2560-415-00-74-210-13
	74025	11/15/2024	10-2560-410-00-74-210-13	Cafe Supplies Heineman	(21.62)	25071227	10-2560-410-00-74-210-13
	74025	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	(65.73)	25081307	10-2560-415-00-74-210-13
	74025	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	99.09	25101297	10-2560-415-00-74-150-13
	74025	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	1,618.53	25101297	10-2560-415-00-74-150-13
	74025	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	(43.24)	25101297	10-2560-415-00-74-150-13
	74025	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,062.41	25101287	10-2560-415-00-74-140-13
	74025	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,046.98	25101287	10-2560-415-00-74-140-13
	74025	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	219.25	25101287	10-2560-415-00-74-140-13
	74025	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	2,491.54	25101237	10-2560-415-00-71-100-13
	74025	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	2,080.43	25101237	10-2560-415-00-71-100-13
	74025	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	1,996.67	25101237	10-2560-415-00-71-100-13
	74025	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	254.15	25101277	10-2560-415-00-72-220-13
	74025	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	20.48	25101277	10-2560-415-00-72-220-13
	74025	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	3,246.53	25101277	10-2560-415-00-72-220-13
	74025	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	2,629.31	25101277	10-2560-415-00-72-220-13
	74025	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	4,117.63	25101277	10-2560-415-00-72-220-13
	74025	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	3,769.89	25101277	10-2560-415-00-72-220-13
	74025	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	2,452.33	25101277	10-2560-415-00-72-220-13
	74025	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	128.94	25101267	10-2560-415-00-72-120-13
	74025	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	59.86	25101267	10-2560-415-00-72-120-13
	74025	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	59.28	25101267	10-2560-415-00-72-120-13
	74025	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	2,719.12	25101267	10-2560-415-00-72-120-13
	74025	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	2,454.04	25101267	10-2560-415-00-72-120-13
	74025	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	1,827.57	25101267	10-2560-415-00-72-120-13
	74025	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	119.96	25101267	10-2560-415-00-72-120-13
	74025	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	1,826.78	25101267	10-2560-415-00-72-120-13
	74025	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	98.71	25101267	10-2560-415-00-72-120-13
	74025	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	2,373.75	25101267	10-2560-415-00-72-120-13
	74025	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	1,284.51	25101257	10-2560-415-00-72-110-13
	74025	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	38.22	25101297	10-2560-415-00-74-150-13
	74025	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	336.83	25101297	10-2560-415-00-74-150-13

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	74025	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	905.69	25101297	10-2560-415-00-74-150-13
	74025	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	1,804.63	25101297	10-2560-415-00-74-150-13
	74025	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	15.22	25101297	10-2560-415-00-74-150-13
	74025	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	(21.80)	25101297	10-2560-415-00-74-150-13
	74025	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	59.86	25101287	10-2560-415-00-74-140-13
	74025	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,739.90	25101287	10-2560-415-00-74-140-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	322.99	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	494.37	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	661.36	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	150.02	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	360.95	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	789.55	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	251.21	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	941.40	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	36.34	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	161.70	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	366.83	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	61.05	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	180.28	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	763.27	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	326.31	25101167	10-2560-410-00-71-300-13
	74025	11/15/2024	10-2560-410-00-71-100-13	Cafe Supplies Leggee	131.74	25101157	10-2560-410-00-71-100-13
	74025	11/15/2024	10-2560-410-00-71-100-13	Cafe Supplies Leggee	321.24	25101157	10-2560-410-00-71-100-13
	74025	11/15/2024	10-2560-410-00-71-100-13	Cafe Supplies Leggee	337.87	25101157	10-2560-410-00-71-100-13
	74025	11/15/2024	10-2560-410-00-71-100-13	Cafe Supplies Leggee	61.98	25101157	10-2560-410-00-71-100-13
	74025	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	469.34	25111307	10-2560-415-00-74-210-13
	74025	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	3,664.45	25111307	10-2560-415-00-74-210-13
	74025	11/15/2024	10-2560-410-00-71-100-13	Cafe Supplies Leggee	18.44	25101157	10-2560-410-00-71-100-13
	74025	11/15/2024	10-2560-410-00-71-100-13	Cafe Supplies Leggee	97.85	25101157	10-2560-410-00-71-100-13
	74025	11/15/2024	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	341.39	25101197	10-2560-410-00-72-220-13
	74025	11/15/2024	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	114.72	25101197	10-2560-410-00-72-220-13
	74025	11/15/2024	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	288.75	25101197	10-2560-410-00-72-220-13
	74025	11/15/2024	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	50.88	25101197	10-2560-410-00-72-220-13
	74025	11/15/2024	10-2560-410-00-72-120-13	Cafe Supplies Martin	417.80	25101187	10-2560-410-00-72-120-13
	74025	11/15/2024	10-2560-410-00-72-120-13	Cafe Supplies Martin	145.17	25101187	10-2560-410-00-72-120-13

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	74025	11/15/2024	10-2560-410-00-72-120-13	Cafe Supplies Martin	424.30	25101187	10-2560-410-00-72-120-13
	74025	11/15/2024	10-2560-410-00-72-110-13	Cafe Supplies Chesak	66.58	25101177	10-2560-410-00-72-110-13
	74025	11/15/2024	10-2560-410-00-72-110-13	Cafe Supplies Chesak	119.03	25101177	10-2560-410-00-72-110-13
	74025	11/15/2024	10-2560-410-00-72-110-13	Cafe Supplies Chesak	232.33	25101177	10-2560-410-00-72-110-13
	74025	11/15/2024	10-2560-410-00-72-110-13	Cafe Supplies Chesak	133.61	25101177	10-2560-410-00-72-110-13
	74025	11/15/2024	10-2560-410-00-74-210-13	Cafe Supplies Heineman	235.47	25101227	10-2560-410-00-74-210-13
	74025	11/15/2024	10-2560-410-00-74-210-13	Cafe Supplies Heineman	796.84	25101227	10-2560-410-00-74-210-13
	74025	11/15/2024	10-2560-410-00-74-150-13	Cafe Supplies Conley	138.39	25101217	10-2560-410-00-74-150-13
	74025	11/15/2024	10-2560-410-00-74-150-13	Cafe Supplies Conley	188.06	25101217	10-2560-410-00-74-150-13
	74025	11/15/2024	10-2560-410-00-74-150-13	Cafe Supplies Conley	104.62	25101217	10-2560-410-00-74-150-13
	74025	11/15/2024	10-2560-410-00-74-150-13	Cafe Supplies Conley	156.78	25101217	10-2560-410-00-74-150-13
	74025	11/15/2024	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	223.52	25101207	10-2560-410-00-74-140-13
	74025	11/15/2024	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	229.89	25101207	10-2560-410-00-74-140-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	69.54	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	1,860.38	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	188.96	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	4,623.54	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	3,504.41	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	133.28	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	769.69	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	1,219.34	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	419.33	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	40.96	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	5,039.52	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	500.92	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	3,660.96	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	145.26	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	700.87	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	1,741.92	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	85.90	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	5,279.49	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	1,323.33	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	1,395.02	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	6,545.15	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	43.43	25101247	10-2560-415-00-71-300-13

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	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	1,178.38	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	135.64	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	4,306.61	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	11.00	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	64.90	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	4,724.86	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	2,077.00	25101247	10-2560-415-00-71-300-13
	74025	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	96.57	25101237	10-2560-415-00-71-100-13
	74025	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	148.59	25101237	10-2560-415-00-71-100-13
	74025	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	1,888.80	25101237	10-2560-415-00-71-100-13
	74025	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	261.17	25101237	10-2560-415-00-71-100-13
	74025	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	2,143.79	25101237	10-2560-415-00-71-100-13
	74025	11/15/2024	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	800.00	25111207	10-2560-410-00-74-140-13
	74137	11/22/2024	10-1120-410-09-74-210-13	Home Ec Heineman	66.93	20250809	10-1120-410-09-74-210-13
	74137	11/22/2024	10-1400-410-09-71-300-13	Family Consumer Science HS	117.94	20250350	10-1400-410-09-71-300-13
	74137	11/22/2024	10-1120-410-09-74-210-13	Home Ec Heineman	96.69	20250809	10-1120-410-09-74-210-13
	74137	11/22/2024	10-1120-410-09-74-210-13	Home Ec Heineman	97.81	20250809	10-1120-410-09-74-210-13
	74137	11/22/2024	10-1120-410-09-74-210-13	Home Ec Heineman	107.30	20250809	10-1120-410-09-74-210-13
	74137	11/22/2024	10-1120-410-09-74-210-13	Home Ec Heineman	45.21	20250809	10-1120-410-09-74-210-13
	74137	11/22/2024	10-1400-410-09-71-300-13	Family Consumer Science HS	49.71	20250350	10-1400-410-09-71-300-13
	74137	11/22/2024	10-1400-410-09-71-300-13	Family Consumer Science HS	27.64	20250350	10-1400-410-09-71-300-13
	74137	11/22/2024	10-1400-410-09-71-300-13	Family Consumer Science HS	168.02	20250350	10-1400-410-09-71-300-13
	74137	11/22/2024	10-1400-410-09-71-300-13	Family Consumer Science HS	236.99	20250350	10-1400-410-09-71-300-13
	74025	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	874.46	25101297	10-2560-415-00-74-150-13
	74137	11/22/2024	10-1120-410-09-74-210-13	Home Ec Heineman	40.34	20250809	10-1120-410-09-74-210-13
					\$141,438.10	Payee Vendor Total	
Grainger							
	74029	11/15/2024	20-2542-410-00-79	Supplies B & G	171.66	20251060	20-2542-410-00-79
	74029	11/15/2024	20-2542-410-00-79	Supplies B & G	192.83	20251060	20-2542-410-00-79
	74029	11/15/2024	20-2542-410-00-79	Supplies B & G	101.29	20251214	20-2542-410-00-79
					\$465.78	Payee Vendor Total	
Great States Volleyball							
	74030	11/15/2024	10-1500-319-00-74-210-13	Sports Officials Heineman	128.70	20251188	10-1500-319-00-74-210-13
	74030	11/15/2024	10-1500-319-00-72-220-13	Sports Officials Marlowe	241.80	20251190	10-1500-319-00-72-220-13
	74105	11/20/2024	10-1500-319-00-71-300-13	Sports Officials HS	472.32	0	10-1500-319-00-71-300-13



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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					<u>\$842.82</u>	Payee Vendor Total	
Green, Toby							
	74195	11/22/2024	10-1543-640-00-71-305-13	Activities Fees	100.00	0	10-1543-640-00-71-305-13
					<u>\$100.00</u>	Payee Vendor Total	
GSF USA Inc							
	73858	11/08/2024	20-2542-310-00-79	Custodial Contract Service	194,675.63	25110207	20-2542-310-00-79
	73858	11/08/2024	40-2550-321-00-79	Bus Sanitation	3,627.06	25110187	40-2550-321-00-79
	74138	11/22/2024	20-2542-320-00-79-605-14	Contractual Overtime	1,897.98	25080217	20-2542-320-00-79-605-14
	74138	11/22/2024	20-2542-319-00-79-605-14	Contractual Cust. Replacement	1,273.48	25110227	20-2542-319-00-79-605-14
					<u>\$201,474.15</u>	Payee Vendor Total	
Hal Leonard LLC							
	74031	11/15/2024	10-1110-410-12-72-100-13	Music Supplies Leggee	299.00	20250820	10-1110-410-12-72-100-13
					<u>\$299.00</u>	Payee Vendor Total	
Halloran & Yauch Inc							
	73859	11/08/2024	20-2542-390-00-79	Other Purchased Service	419.70	20241999	20-2542-390-00-79
	73859	11/08/2024	20-2542-390-00-79	Other Purchased Service	105.30	20241999	20-2542-390-00-79
	73859	11/08/2024	20-2542-390-00-79	Other Purchased Service	419.70	20241999	20-2542-390-00-79
	73859	11/08/2024	20-2542-390-00-79	Other Purchased Service	105.30	20241999	20-2542-390-00-79
	74032	11/15/2024	20-2543-323-00-79	Repairs-Grounds	1,365.00	20251199	20-2543-323-00-79
	74032	11/15/2024	20-2542-390-00-79	Other Purchased Service	1,650.00	20251199	20-2542-390-00-79
					<u>\$4,065.00</u>	Payee Vendor Total	
Hampshire High School c/o							
	74196	11/22/2024	10-1500-640-00-71-300-13	Sports Dues & Fees HS	25.00	0	10-1500-640-00-71-300-13
					<u>\$25.00</u>	Payee Vendor Total	
Hampton Lenzini & Renwick							
	74139	11/22/2024	20-2542-323-00-79	Repairs & Maint Buildings	1,300.00	20241225	20-2542-323-00-79
					<u>\$1,300.00</u>	Payee Vendor Total	
Hargrave Builders Inc							
	74140	11/22/2024	20-2542-520-00-79	Building projects	24,341.40	20240055	20-2542-520-00-79
					<u>\$24,341.40</u>	Payee Vendor Total	
Harkla							
	74141	11/22/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	69.99	20251174	10-2130-410-92-79-605-14
	74141	11/22/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	89.99	20251174	10-2130-410-92-79-605-14

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	74141	11/22/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	119.97	20251174	10-2130-410-92-79-605-14
	74141	11/22/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	39.99	20251174	10-2130-410-92-79-605-14
					<u>\$319.94</u>	Payee Vendor Total	
Hayden Construction and S							
	74033	11/15/2024	20-2542-323-00-79	Repairs & Maint Buildings	760.00	20251146	20-2542-323-00-79
					<u>\$760.00</u>	Payee Vendor Total	
Hershey Creamery Company							
	74034	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,030.80	25101807	10-2560-415-00-72-220-13
	74034	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	237.60	25101817	10-2560-415-00-74-210-13
					<u>\$1,268.40</u>	Payee Vendor Total	
Hinckley Springs							
	74035	11/15/2024	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	180.88	20251200	10-2213-415-00-71-300-13
					<u>\$180.88</u>	Payee Vendor Total	
Hoefflicker							
	73925	11/15/2024	10-1100-410-98-79-600-14	Rep Instr Supplies	92.32	0	10-1100-410-98-79-600-14
	73925	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	405.00	0	10-2310-230-00-74-500-14
					<u>\$497.32</u>	Payee Vendor Total	
Hoffman Estates High Scho							
	74116	11/22/2024	10-1543-640-00-71-305-13	Activities Fees	150.00	0	10-1543-640-00-71-305-13
					<u>\$150.00</u>	Payee Vendor Total	
Hoffmann, Darleen							
	74036	11/15/2024	10-2520-310-92-79-605-14	IDEA Fiscal Pur Svcs	820.00	20251201	10-2520-310-92-79-605-14
					<u>\$820.00</u>	Payee Vendor Total	
Home Depot Credit Service							
	73860	11/08/2024	20-2542-410-00-79	Supplies B & G	24.97	25090067	20-2542-410-00-79
	74106	11/20/2024	20-2542-410-00-79	Supplies B & G	19.72	25080067	20-2542-410-00-79
	74106	11/20/2024	20-2542-410-00-79	Supplies B & G	67.63	25080067	20-2542-410-00-79
	74106	11/20/2024	20-2542-410-00-79	Supplies B & G	32.10	25080067	20-2542-410-00-79
	74106	11/20/2024	20-2542-410-00-79	Supplies B & G	106.47	25080067	20-2542-410-00-79
	74106	11/20/2024	20-2542-410-00-79	Supplies B & G	194.97	25080067	20-2542-410-00-79
	74106	11/20/2024	20-2542-410-00-79	Supplies B & G	15.50	25080067	20-2542-410-00-79
	74106	11/20/2024	20-2542-410-00-79	Supplies B & G	100.89	25080067	20-2542-410-00-79
	74106	11/20/2024	20-2542-410-00-79	Supplies B & G	81.70	25080067	20-2542-410-00-79

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	74106	11/20/2024	20-2542-410-00-79	Supplies B & G	317.30	25090067	20-2542-410-00-79
	74106	11/20/2024	20-2542-410-00-79	Supplies B & G	179.00	25090067	20-2542-410-00-79
	74106	11/20/2024	20-2542-410-00-79	Supplies B & G	62.66	25090067	20-2542-410-00-79
					\$1,202.91	Payee Vendor Total	
Huntley Fire Protection D							
	74037	11/15/2024	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	690.83	20251119	10-2546-390-00-79-600-14
	74037	11/15/2024	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	120.00	20251061	10-2546-390-00-79-600-14
					\$810.83	Payee Vendor Total	
Huntley Park District							
	74038	11/15/2024	10-1200-310-66-71-300-13	STEP Purchased Services	432.00	20251241	10-1200-310-66-71-300-13
	74038	11/15/2024	10-1200-310-66-71-300-13	STEP Purchased Services	999.00	20251241	10-1200-310-66-71-300-13
					\$1,431.00	Payee Vendor Total	
Hyperstitch Inc							
	74039	11/15/2024	10-2546-490-00-79-600-14	Security Officer Supplies	5,979.97	20251148	10-2546-490-00-79-600-14
					\$5,979.97	Payee Vendor Total	
IESA							
	74040	11/15/2024	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	80.00	20251202	10-1500-640-00-74-210-13
					\$80.00	Payee Vendor Total	
Illinois School For The D							
	74041	11/15/2024	40-2552-331-00-79	Contracted Transportation	445.00	20251063	40-2552-331-00-79
	74041	11/15/2024	40-2552-331-00-79	Contracted Transportation	267.00	20251250	40-2552-331-00-79
					\$712.00	Payee Vendor Total	
Illinois Technology Stude							
	74042	11/15/2024	10-1400-410-10-71-300-13	Ind Arts Supplies	345.00	20251064	10-1400-410-10-71-300-13
					\$345.00	Payee Vendor Total	
Illinois Tollway Quarterl							
	74043	11/15/2024	40-2552-640-00-79	Dues & Fees	2,534.70	20251180	40-2552-640-00-79
					\$2,534.70	Payee Vendor Total	
Illinois Tollway Violatio							
	74044	11/15/2024	40-2552-640-00-79	Dues & Fees	369.90	20251065	40-2552-640-00-79
	74044	11/15/2024	40-2552-640-00-79	Dues & Fees	41.75	20251066	40-2552-640-00-79
	74044	11/15/2024	40-2552-640-00-79	Dues & Fees	33.85	20251123	40-2552-640-00-79
	74044	11/15/2024	40-2552-640-00-79	Dues & Fees	47.90	20251124	40-2552-640-00-79

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	74044	11/15/2024	40-2552-640-00-79	Dues & Fees	239.40	20251125	40-2552-640-00-79
	74044	11/15/2024	40-2552-640-00-79	Dues & Fees	53.45	20251181	40-2552-640-00-79
	74044	11/15/2024	40-2552-640-00-79	Dues & Fees	67.60	20251182	40-2552-640-00-79
	74044	11/15/2024	40-2552-640-00-79	Dues & Fees	12.10	20251251	40-2552-640-00-79
	74044	11/15/2024	40-2552-640-00-79	Dues & Fees	72.65	20251252	40-2552-640-00-79
	74044	11/15/2024	40-2552-640-00-79	Dues & Fees	176.40	20251253	40-2552-640-00-79
	74044	11/15/2024	40-2552-640-00-79	Dues & Fees	31.95	20251254	40-2552-640-00-79
	74044	11/15/2024	40-2552-640-00-79	Dues & Fees	26.35	20251255	40-2552-640-00-79
					<u>\$1,173.30</u>	Payee Vendor Total	
ILMEA State Office							
	74045	11/15/2024	10-1130-410-12-71-300-13	Music Supplies HS	630.00	20251126	10-1130-410-12-71-300-13
					<u>\$630.00</u>	Payee Vendor Total	
Inclusive Schooling							
	74046	11/15/2024	10-3000-310-92-79-600-14	IDEA Comm Engage PS	6,500.00	20251183	10-3000-310-92-79-600-14
					<u>\$6,500.00</u>	Payee Vendor Total	
Instrument Barn, The							
	74047	11/15/2024	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	3,000.00	20251203	10-1120-410-12-74-210-13
					<u>\$3,000.00</u>	Payee Vendor Total	
Interstate Battery Center							
	74048	11/15/2024	10-2546-323-00-79-600-14	Security Officer Repairs	578.60	20251067	10-2546-323-00-79-600-14
					<u>\$578.60</u>	Payee Vendor Total	
J.W. Pepper & Son Inc							
	74142	11/22/2024	10-1130-410-12-71-300-13	Music Supplies HS	22.99	20251175	10-1130-410-12-71-300-13
	74142	11/22/2024	10-1130-410-12-71-300-13	Music Supplies HS	258.95	20251175	10-1130-410-12-71-300-13
	74142	11/22/2024	10-1130-410-12-71-300-13	Music Supplies HS	38.95	20251175	10-1130-410-12-71-300-13
	74142	11/22/2024	10-1130-410-12-71-300-13	Music Supplies HS	46.05	20251175	10-1130-410-12-71-300-13
					<u>\$366.94</u>	Payee Vendor Total	
Johnsburg High School							
	74049	11/15/2024	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	355.00	20251258	10-1500-640-00-74-210-13
					<u>\$355.00</u>	Payee Vendor Total	
Jones, Kristin							
	74050	11/15/2024	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	350.00	20251017	10-1120-410-12-72-220-13
	74050	11/15/2024	10-1130-410-12-71-300-13	Music Supplies HS	250.00	20251127	10-1130-410-12-71-300-13

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					<u>\$600.00</u>	Payee Vendor Total	
Kampert, Lisa							
	73926	11/15/2024	10-1100-423-00-74-500-14	New Adoption 6-12	101.15	0	10-1100-423-00-74-500-14
					<u>\$101.15</u>	Payee Vendor Total	
Kaneland High School							
	74197	11/22/2024	10-1500-640-00-71-300-13	Sports Dues & Fees HS	225.00	0	10-1500-640-00-71-300-13
					<u>\$225.00</u>	Payee Vendor Total	
Kearns, Julie							
	73927	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	100.00	0	10-2560-410-00-71-300-13
					<u>\$100.00</u>	Payee Vendor Total	
Kelly, Jill							
	73928	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	124.29	0	10-1200-332-00-79-600-14
					<u>\$124.29</u>	Payee Vendor Total	
Kelso Burnett Co							
	74051	11/15/2024	10-2546-340-00-79-600-14	Security Officer Gnl Radio Repairs	540.75	20251149	10-2546-340-00-79-600-14
	74051	11/15/2024	10-2546-323-00-79-600-14	Security Officer Repairs	1,999.00	20251068	10-2546-323-00-79-600-14
					<u>\$2,539.75</u>	Payee Vendor Total	
Kempf, Tom							
	73929	11/15/2024	10-2223-323-00-79-600-14	PAC Repairs	59.97	0	10-2223-323-00-79-600-14
					<u>\$59.97</u>	Payee Vendor Total	
Key2Ed Inc							
	74052	11/15/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	9,500.00	20251150	10-2210-314-92-79-605-14
					<u>\$9,500.00</u>	Payee Vendor Total	
Kittl, Erika							
	73930	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
	73930	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					<u>\$840.00</u>	Payee Vendor Total	
K-Log Inc							
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	2,612.56	20250312	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	724.85	20250312	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	2,764.50	20250312	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	1,402.20	20250312	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	397.10	20250312	10-1200-410-66-71-300-13

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	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	2,661.90	20250312	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	2,663.80	20250312	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	2,188.80	20250312	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	908.20	20250312	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	1,233.78	20250116	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	436.00	20250116	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	350.00	20250116	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	289.00	20250116	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	975.00	20250116	10-1200-410-66-71-300-13
	992300659	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	2,922.00	20250116	10-1200-410-66-71-300-13
					<u>\$22,529.69</u>	Payee Vendor Total	
Knox Company	74143	11/22/2024	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	5,509.00	20251268	10-2546-390-00-79-600-14
					<u>\$5,509.00</u>	Payee Vendor Total	
Korn, Jennifer	73931	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	51.59	0	10-1200-332-00-79-600-14
	73931	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	74.64	0	10-1200-332-00-79-600-14
					<u>\$126.23</u>	Payee Vendor Total	
Krawczyk, Robin	73932	11/15/2024	10-2560-410-00-74-150-13	Cafe Supplies Conley	11.95	0	10-2560-410-00-74-150-13
					<u>\$11.95</u>	Payee Vendor Total	
Krebs, Patricia	73933	11/15/2024	10-1100-410-98-79-600-14	Rep Instr Supplies	89.99	0	10-1100-410-98-79-600-14
	73933	11/15/2024	10-1101-314-00-79-605-14	Homebound Tutoring	23.99	0	10-1101-314-00-79-605-14
	73933	11/15/2024	10-1101-314-00-79-605-14	Homebound Tutoring	4.96	0	10-1101-314-00-79-605-14
	73933	11/15/2024	10-1101-314-00-79-605-14	Homebound Tutoring	22.91	0	10-1101-314-00-79-605-14
					<u>\$141.85</u>	Payee Vendor Total	
K-Tech Inc	74053	11/15/2024	20-2542-410-00-79	Supplies B & G	14.00	20251022	20-2542-410-00-79
	74053	11/15/2024	20-2542-410-00-79	Supplies B & G	234.00	20251022	20-2542-410-00-79
					<u>\$248.00</u>	Payee Vendor Total	
Kurek, Richard	73934	11/15/2024	10-1130-332-00-71-300-13	Teacher Travel HS	101.84	0	10-1130-332-00-71-300-13

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					<u>\$101.84</u>	Payee Vendor Total	
Lakeshore Learning Materi							
	73861	11/08/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	7.50	20250747	10-2130-410-92-79-605-14
	73861	11/08/2024	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	49.99	20250747	10-2130-410-92-79-605-14
					<u>\$57.49</u>	Payee Vendor Total	
Landvick, Matthew							
	73935	11/15/2024	10-1500-335-00-71-300-13	Conference Travel HS	179.83	0	10-1500-335-00-71-300-13
	73935	11/15/2024	10-1500-335-00-71-300-13	Conference Travel HS	107.14	0	10-1500-335-00-71-300-13
					<u>\$286.97</u>	Payee Vendor Total	
Laser Pro Company							
	74054	11/15/2024	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	109.00	20251213	10-2410-410-00-74-140-14
	74054	11/15/2024	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	385.00	20251213	10-2410-410-00-74-140-14
					<u>\$494.00</u>	Payee Vendor Total	
LaTour, Kelly A							
	73936	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	41.74	0	10-1200-332-00-79-600-14
					<u>\$41.74</u>	Payee Vendor Total	
Lauinger, Brad							
	73937	11/15/2024	10-2660-332-00-79-600-14	Travel Technology	19.43	0	10-2660-332-00-79-600-14
					<u>\$19.43</u>	Payee Vendor Total	
Leach Enterprises Inc							
	992300650	11/12/2024	40-2554-410-00-79	Fleet Supplies	30.00	25100787	40-2554-410-00-79
	992300650	11/12/2024	40-2554-410-00-79	Fleet Supplies	209.48	25100787	40-2554-410-00-79
	992300660	11/22/2024	40-2554-410-00-79	Fleet Supplies	1,266.24	25110787	40-2554-410-00-79
					<u>\$1,505.72</u>	Payee Vendor Total	
Learning A-Z							
	74144	11/22/2024	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	720.00	20250586	10-2210-310-84-79-605-14
	74144	11/22/2024	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	2,410.00	20250586	10-2210-310-84-79-605-14
					<u>\$3,130.00</u>	Payee Vendor Total	
Letheby, Corey							
	73938	11/15/2024	20-2540-332-00-79	Travel	21.04	0	20-2540-332-00-79
					<u>\$21.04</u>	Payee Vendor Total	
Lexia Voyager Sopris							
	74145	11/22/2024	10-1200-310-92-79-600-14	IDEA General Purchased Service	327.00	20250378	10-1200-310-92-79-600-14

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	74145	11/22/2024	10-1200-310-92-79-600-14	IDEA General Purchased Service	1,180.00	20250378	10-1200-310-92-79-600-14
					<u>\$1,507.00</u>	Payee Vendor Total	
Libertyville High School							
	74198	11/22/2024	10-1500-640-00-71-300-13	Sports Dues & Fees HS	200.00	0	10-1500-640-00-71-300-13
					<u>\$200.00</u>	Payee Vendor Total	
Lincoln National Life							
	74146	11/22/2024	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	19,307.83	25110447	10-2310-220-00-79-600-14
	74146	11/22/2024	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	843.87	25110447	10-2310-220-00-79-600-14
					<u>\$20,151.70</u>	Payee Vendor Total	
Lindquist, Kevin							
	73939	11/15/2024	20-2540-332-00-79	Travel	200.54	0	20-2540-332-00-79
					<u>\$200.54</u>	Payee Vendor Total	
Little City Foundation							
	73862	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12,001.60	25090587	10-4220-670-00-79-600-14
	74147	11/22/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	20,402.72	25100587	10-4220-670-00-79-600-14
					<u>\$32,404.32</u>	Payee Vendor Total	
Lombard, Jessica							
	73940	11/15/2024	10-2321-332-00-74-500-14	Travel Supt	278.72	0	10-2321-332-00-74-500-14
					<u>\$278.72</u>	Payee Vendor Total	
Lowes Pro Supply							
	73863	11/08/2024	20-2542-410-00-79	Supplies B & G	47.78	25090107	20-2542-410-00-79
	74148	11/22/2024	20-2542-410-00-79	Supplies B & G	38.81	25090107	20-2542-410-00-79
					<u>\$86.59</u>	Payee Vendor Total	
MacCrindle, Amy							
	73941	11/15/2024	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	218.69	0	10-2212-332-00-74-500-14
					<u>\$218.69</u>	Payee Vendor Total	
MacGill & Co							
	74107	11/20/2024	10-2130-410-00-79-600-14	Supplies Health	236.84	20250029	10-2130-410-00-79-600-14
					<u>\$236.84</u>	Payee Vendor Total	
Marklund Children's Home							
	73864	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11,394.90	25100507	10-4220-670-00-79-600-14
	73864	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11,394.90	25100507	10-4220-670-00-79-600-14
	73864	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11,394.90	25100507	10-4220-670-00-79-600-14

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					<u>\$34,184.70</u>	Payee Vendor Total	
Marsalone-Kahles, Melissa							
	73942	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	210.00	0	10-2310-230-00-74-500-14
					<u>\$210.00</u>	Payee Vendor Total	
Martinez, Patricia							
	73943	11/15/2024	10-2560-410-00-72-120-13	Cafe Supplies Martin	79.98	0	10-2560-410-00-72-120-13
					<u>\$79.98</u>	Payee Vendor Total	
Marzullo-Bertelsman, Marc							
	73944	11/15/2024	10-1110-410-00-74-140-13	Inst Supplies Mackeben	167.75	0	10-1110-410-00-74-140-13
					<u>\$167.75</u>	Payee Vendor Total	
Matco Tools Corp							
	73865	11/08/2024	10-1400-490-64-71-305-13	Perkins Grant Supplies	123.16	20251128	10-1400-490-64-71-305-13
					<u>\$123.16</u>	Payee Vendor Total	
McGraw Hill School Educat							
	74108	11/20/2024	10-1200-310-92-79-600-14	IDEA General Purchased Service	315.42	20250852	10-1200-310-92-79-600-14
	74108	11/20/2024	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	3,104.10	20250823	10-2212-310-00-79-505-14
	74108	11/20/2024	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	3,104.10	20250823	10-2212-310-00-79-505-14
	74108	11/20/2024	10-1100-423-00-74-500-14	New Adoption 6-12	7,580.40	20250348	10-1100-423-00-74-500-14
	74108	11/20/2024	10-1100-423-00-74-500-14	New Adoption 6-12	269.07	20250348	10-1100-423-00-74-500-14
	74108	11/20/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	42.84	20250478	10-1200-410-92-79-600-14
	74108	11/20/2024	10-1100-423-00-74-500-14	New Adoption 6-12	238.71	20250348	10-1100-423-00-74-500-14
	74149	11/22/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	146.66	20250478	10-1200-410-92-79-600-14
	74149	11/22/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	374.49	20251081	10-1200-410-92-79-600-14
	74149	11/22/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	46.02	20251081	10-1200-410-92-79-600-14
					<u>\$15,221.81</u>	Payee Vendor Total	
McHenry County College							
	74150	11/22/2024	10-1200-310-66-71-300-13	STEP Purchased Services	10,800.00	20250282	10-1200-310-66-71-300-13
					<u>\$10,800.00</u>	Payee Vendor Total	
McHenry County Sheriffs O							
	74055	11/15/2024	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	280.00	20251151	10-2546-390-00-79-600-14
	74055	11/15/2024	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	280.00	20251240	10-2546-390-00-79-600-14
					<u>\$560.00</u>	Payee Vendor Total	
McHenry Specialties							

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	74056	11/15/2024	10-1500-411-00-71-300-13	Awards HS	100.00	20251069	10-1500-411-00-71-300-13
					<u>\$100.00</u>	Payee Vendor Total	
MDC Environmental Serv							
	74109	11/20/2024	20-2542-321-00-79	Sanitation/Exterminating	3,522.51	25110117	20-2542-321-00-79
					<u>\$3,522.51</u>	Payee Vendor Total	
Menards Inc							
	73866	11/08/2024	20-2542-410-00-79	Supplies B & G	44.47	25070127	20-2542-410-00-79
	74057	11/15/2024	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	324.63	20251273	10-1110-323-00-71-100-13
	74151	11/22/2024	20-2542-410-00-79	Supplies B & G	919.74	25070127	20-2542-410-00-79
	74151	11/22/2024	20-2542-410-00-79	Supplies B & G	1,100.00	25080127	20-2542-410-00-79
	74151	11/22/2024	20-2542-410-00-79	Supplies B & G	1,100.00	25090127	20-2542-410-00-79
	74151	11/22/2024	20-2542-410-00-79	Supplies B & G	1,100.00	25100127	20-2542-410-00-79
	74151	11/22/2024	20-2542-410-00-79	Supplies B & G	1,098.04	25110127	20-2542-410-00-79
					<u>\$5,686.88</u>	Payee Vendor Total	
Merkau, Brittany							
	73945	11/15/2024	10-1110-410-00-71-100-13	Inst Supplies Leggee	9.68	0	10-1110-410-00-71-100-13
					<u>\$9.68</u>	Payee Vendor Total	
Mesirow Insurance Service							
	73867	11/08/2024	10-1100-220-00-79-600-14	Regular Programs Insurance	17,500.00	25110467	10-1100-220-00-79-600-14
					<u>\$17,500.00</u>	Payee Vendor Total	
Metea Valley HS							
	74199	11/22/2024	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
	74199	11/22/2024	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
					<u>\$500.00</u>	Payee Vendor Total	
Metlife							
	74152	11/22/2024	10-1100-220-00-79-600-14	Regular Programs Insurance	71,875.22	25111597	10-1100-220-00-79-600-14
					<u>\$71,875.22</u>	Payee Vendor Total	
Meyer, Sara							
	73946	11/15/2024	10-1100-410-98-79-600-14	Rep Instr Supplies	92.32	0	10-1100-410-98-79-600-14
					<u>\$92.32</u>	Payee Vendor Total	
Midland Paper							
	74058	11/15/2024	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	1,757.60	20251246	10-2410-410-00-72-220-14
					<u>\$1,757.60</u>	Payee Vendor Total	

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Midwest Computer Products							
	74059	11/15/2024	10-1130-323-00-71-300-13	Repairs HS	170.00	20251129	10-1130-323-00-71-300-13
	74153	11/22/2024	10-1200-310-92-79-600-14	IDEA General Purchased Service	550.00	20250480	10-1200-310-92-79-600-14
	74153	11/22/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	3,340.00	20250480	10-1200-410-92-79-600-14
	74153	11/22/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	438.00	20250480	10-1200-410-92-79-600-14
	74153	11/22/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	1,750.00	20250480	10-1200-410-92-79-600-14
	74153	11/22/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	258.00	20250480	10-1200-410-92-79-600-14
	74153	11/22/2024	10-1200-310-92-79-600-14	IDEA General Purchased Service	1,244.36	20250480	10-1200-310-92-79-600-14
	74153	11/22/2024	10-1200-310-92-79-600-14	IDEA General Purchased Service	4,570.00	20250480	10-1200-310-92-79-600-14
					\$12,320.36	Payee Vendor Total	
Midwest Mechanical Group							
	74154	11/22/2024	20-2542-520-00-79	Building projects	28,384.00	20250018	20-2542-520-00-79
					\$28,384.00	Payee Vendor Total	
Midwest Transit Equip Kan							
	73868	11/08/2024	40-2550-323-00-79	Repairs and Maintenance	80.01	25100697	40-2550-323-00-79
	73868	11/08/2024	40-2550-323-00-79	Repairs and Maintenance	179.13	25100697	40-2550-323-00-79
					\$259.14	Payee Vendor Total	
Miguel, Crystal							
	73947	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	21.44	0	10-1200-332-00-79-600-14
	73947	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	42.88	0	10-1200-332-00-79-600-14
					\$64.32	Payee Vendor Total	
Miller, Jennifer L							
	73948	11/15/2024	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	34.49	0	10-2410-410-00-72-220-14
					\$34.49	Payee Vendor Total	
Moersfelder, Anne							
	73949	11/15/2024	10-1100-410-98-79-600-14	Rep Instr Supplies	89.99	0	10-1100-410-98-79-600-14
					\$89.99	Payee Vendor Total	
Moore, Kimberly							
	73950	11/15/2024	10-2630-410-00-74-500-14	Communications Supplies	18.90	0	10-2630-410-00-74-500-14
	73950	11/15/2024	10-2321-332-00-74-500-14	Travel Supt	24.12	0	10-2321-332-00-74-500-14
					\$43.02	Payee Vendor Total	
Music Theatre Internation							
	73869	11/08/2024	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	426.99	20250505	10-1120-490-02-72-220-13

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	73869	11/08/2024	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	47.80	20250505	10-1120-490-02-72-220-13
	73869	11/08/2024	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	590.57	20250505	10-1120-490-02-72-220-13
	73869	11/08/2024	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	147.64	20250505	10-1120-490-02-72-220-13
					<u>\$1,213.00</u>	Payee Vendor Total	
Naperville North High Sch							
	73727	11/21/2024	10-1500-640-00-71-300-13	Sports Dues & Fees HS	(250.00)	0	10-1500-640-00-71-300-13
	73727	11/21/2024	10-1500-640-00-71-300-13	Sports Dues & Fees HS	(250.00)	0	10-1500-640-00-71-300-13
	74189	11/22/2024	10-1500-640-00-71-300-13	Sports Dues & Fees HS	250.00	0	10-1500-640-00-71-300-13
					<u>(\$250.00)</u>	Payee Vendor Total	
Natale, Bozena							
	73951	11/15/2024	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	88.00	0	10-2560-410-00-72-220-13
					<u>\$88.00</u>	Payee Vendor Total	
NCPERS Group Life Ins							
	74155	11/22/2024	50454	IMRF & SS (Board)	16.00	0	50-481
					<u>\$16.00</u>	Payee Vendor Total	
NCS Pearson Inc.							
	74060	11/15/2024	10-1400-410-03-71-300-13	Business Supplies	5,299.00	20250540	10-1400-410-03-71-300-13
	74060	11/15/2024	10-1400-410-03-71-300-13	Business Supplies	1,788.00	20250540	10-1400-410-03-71-300-13
					<u>\$7,087.00</u>	Payee Vendor Total	
Neuco							
	73870	11/08/2024	20-2542-410-00-79	Supplies B & G	187.39	25070147	20-2542-410-00-79
					<u>\$187.39</u>	Payee Vendor Total	
Neuro Educational Special							
	74061	11/15/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	3,000.00	20251264	10-2210-314-92-79-605-14
					<u>\$3,000.00</u>	Payee Vendor Total	
New Connections Academy							
	73871	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,634.97	25100397	10-4220-670-00-79-600-14
					<u>\$7,634.97</u>	Payee Vendor Total	
Nicor Gas							
	74110	11/20/2024	20-2540-465-00-79	Natural Gas	879.43	0	20-2540-465-00-79
	74200	11/22/2024	20-2540-465-00-79	Natural Gas	806.08	0	20-2540-465-00-79
	74200	11/22/2024	20-2540-465-00-79	Natural Gas	804.81	0	20-2540-465-00-79
	74200	11/22/2024	20-2540-465-00-79	Natural Gas	802.12	0	20-2540-465-00-79

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	74200	11/22/2024	20-2540-465-00-79	Natural Gas	395.20	0	20-2540-465-00-79
	74200	11/22/2024	20-2540-465-00-79	Natural Gas	657.85	0	20-2540-465-00-79
	74200	11/22/2024	20-2540-465-00-79	Natural Gas	754.02	0	20-2540-465-00-79
	74200	11/22/2024	20-2540-465-00-79	Natural Gas	1,802.37	0	20-2540-465-00-79
	74110	11/20/2024	20-2540-465-00-79	Natural Gas	770.40	0	20-2540-465-00-79
					\$7,672.28	Payee Vendor Total	
NIIPC							
	73663	11/20/2024	10-2560-640-00-71-300-13	Cafe Dues & Fees HS	(200.00)	20250914	10-2560-640-00-71-300-13
	73663	11/20/2024	10-2560-640-00-71-100-13	Cafe Dues & Fees Leggee	(200.00)	20250914	10-2560-640-00-71-100-13
	73663	11/20/2024	10-2560-640-00-72-220-13	Cafe Dues & Fees Marlowe	(200.00)	20250914	10-2560-640-00-72-220-13
	73663	11/20/2024	10-2560-640-00-72-120-13	Cafe Dues & Fees Martin	(200.00)	20250914	10-2560-640-00-72-120-13
	73663	11/20/2024	10-2560-640-00-72-110-13	Cafe Dues & Fees Chesak	(200.00)	20250914	10-2560-640-00-72-110-13
	73663	11/20/2024	10-2560-640-00-74-210-13	Cafe Dues & Fees Heineman	(200.00)	20250914	10-2560-640-00-74-210-13
	73663	11/20/2024	10-2560-640-00-74-150-13	Cafe Dues & Fees Conley	(200.00)	20250914	10-2560-640-00-74-150-13
	73663	11/20/2024	10-2560-640-00-74-140-13	Cafe Dues & Fees Mackeben	(200.00)	20250914	10-2560-640-00-74-140-13
	74111	11/20/2024	10-2560-640-00-74-140-13	Cafe Dues & Fees Mackeben	200.00	20250914	10-2560-640-00-74-140-13
	74111	11/20/2024	10-2560-640-00-71-300-13	Cafe Dues & Fees HS	200.00	20250914	10-2560-640-00-71-300-13
	74111	11/20/2024	10-2560-640-00-71-100-13	Cafe Dues & Fees Leggee	200.00	20250914	10-2560-640-00-71-100-13
	74111	11/20/2024	10-2560-640-00-72-220-13	Cafe Dues & Fees Marlowe	200.00	20250914	10-2560-640-00-72-220-13
	74111	11/20/2024	10-2560-640-00-72-120-13	Cafe Dues & Fees Martin	200.00	20250914	10-2560-640-00-72-120-13
	74111	11/20/2024	10-2560-640-00-72-110-13	Cafe Dues & Fees Chesak	200.00	20250914	10-2560-640-00-72-110-13
	74111	11/20/2024	10-2560-640-00-74-210-13	Cafe Dues & Fees Heineman	200.00	20250914	10-2560-640-00-74-210-13
	74111	11/20/2024	10-2560-640-00-74-150-13	Cafe Dues & Fees Conley	200.00	20250914	10-2560-640-00-74-150-13
					\$0.00	Payee Vendor Total	
Nippersink Middle School							
	74062	11/15/2024	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	160.00	20251070	10-1500-640-00-74-210-13
					\$160.00	Payee Vendor Total	
North American Corporatio							
	73872	11/08/2024	20-2542-410-00-79	Supplies B & G	804.21	25080017	20-2542-410-00-79
	73872	11/08/2024	20-2542-410-00-79	Supplies B & G	12,000.00	25090017	20-2542-410-00-79
	73872	11/08/2024	20-2542-410-00-79	Supplies B & G	4,663.37	25100017	20-2542-410-00-79
					\$17,467.58	Payee Vendor Total	
North Shore Transit Inc							
	74063	11/15/2024	40-2552-331-00-79	Contracted Transportation	16.70	20251130	40-2552-331-00-79

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	74063	11/15/2024	40-2552-331-00-79	Contracted Transportation	498.43	20251131	40-2552-331-00-79
	74063	11/15/2024	40-2552-331-00-79	Contracted Transportation	1,496.04	20251256	40-2552-331-00-79
					<u>\$2,011.17</u>	Payee Vendor Total	
Northwestern Illinois Ass							
	74064	11/15/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	874.50	20251166	10-4220-670-00-79-600-14
	74064	11/15/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	48,750.00	20251167	10-4220-670-00-79-600-14
					<u>\$49,624.50</u>	Payee Vendor Total	
Northwestern Medicine Hun							
	74065	11/15/2024	10-1500-220-00-79-600-14	Interscholastic Prog Insurance	3,733.33	20251152	10-1500-220-00-79-600-14
					<u>\$3,733.33</u>	Payee Vendor Total	
Norton, Gina							
	73952	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	82.88	0	10-1200-332-00-79-600-14
	73952	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	92.21	0	10-1200-332-00-79-600-14
					<u>\$175.09</u>	Payee Vendor Total	
Omni Commercial Lighting							
	74156	11/22/2024	20-2542-323-00-79	Repairs & Maint Buildings	181.20	25070177	20-2542-323-00-79
	74156	11/22/2024	20-2542-323-00-79	Repairs & Maint Buildings	284.12	25080177	20-2542-323-00-79
					<u>\$465.32</u>	Payee Vendor Total	
Ottosen DiNolfo Hasenbalg							
	74157	11/22/2024	10-2310-318-00-74-500-14	Legal Board	2,058.00	25100797	10-2310-318-00-74-500-14
					<u>\$2,058.00</u>	Payee Vendor Total	
P & M Distributors Inc							
	74066	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	(107.70)	20251134	10-2560-415-00-72-220-13
	74066	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,009.11	20251134	10-2560-415-00-72-220-13
	74066	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	115.44	20251134	10-2560-415-00-72-220-13
	74066	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	2,024.14	20251134	10-2560-415-00-72-220-13
	74066	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	406.66	20251134	10-2560-415-00-72-220-13
	74066	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	142.08	20251134	10-2560-415-00-72-220-13
	74066	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	35.52	20251134	10-2560-415-00-72-220-13
	74066	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	126.00	20251134	10-2560-415-00-71-300-13
	74066	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	617.73	20251134	10-2560-415-00-71-300-13
	74066	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	677.58	20251153	10-2560-415-00-72-220-13
	74066	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	652.24	20251153	10-2560-415-00-72-220-13
	74066	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	236.86	20251247	10-2560-415-00-72-220-13

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	74066	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	590.54	20251247	10-2560-415-00-72-220-13
					<u>\$6,526.20</u>	Payee Vendor Total	
PAHCS II Northwestern Med							
	74067	11/15/2024	40-2550-310-00-79	Prof & Tech Service Trans	885.00	20251132	40-2550-310-00-79
	74067	11/15/2024	40-2550-310-00-79	Prof & Tech Service Trans	170.00	20251133	40-2550-310-00-79
	74158	11/22/2024	10-2130-220-00-79-600-14	Health Services Insurance	42.00	25111547	10-2130-220-00-79-600-14
	74158	11/22/2024	10-2130-220-00-79-600-14	Health Services Insurance	727.00	25111547	10-2130-220-00-79-600-14
					<u>\$1,824.00</u>	Payee Vendor Total	
Parkland Preparatory Acad							
	73873	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11,131.68	25101960	10-4220-670-00-79-600-14
	73873	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,674.24	25101960	10-4220-670-00-79-600-14
					<u>\$18,805.92</u>	Payee Vendor Total	
Partnering for Prevention							
	73874	11/08/2024	10-3600-390-82-79-605-14	Community Svcs Purchased Svcs	7,105.00	25111777	10-3600-390-82-79-605-14
	73874	11/08/2024	10-1130-390-00-71-300-13	Consulting HS	1,320.00	25111777	10-1130-390-00-71-300-13
					<u>\$8,425.00</u>	Payee Vendor Total	
Patel, Ami							
	73953	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	100.00	0	10-2560-410-00-71-300-13
					<u>\$100.00</u>	Payee Vendor Total	
Patel, Nikita							
	73954	11/15/2024	10-2560-410-00-71-300-13	Cafe Supplies HS	100.00	0	10-2560-410-00-71-300-13
					<u>\$100.00</u>	Payee Vendor Total	
Pepsi-Cola Gen Bot Inc							
	74068	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	734.00	25101487	10-2560-415-00-71-300-13
	74068	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	1,748.36	25101487	10-2560-415-00-71-300-13
	74068	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	1,599.92	25101487	10-2560-415-00-71-300-13
	74068	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	751.77	25101487	10-2560-415-00-71-300-13
					<u>\$4,834.05</u>	Payee Vendor Total	
Perspectives Ltd							
	73875	11/08/2024	10-2510-220-00-79-600-14	Direction of Business Serv Ins	1,326.00	25110277	10-2510-220-00-79-600-14
					<u>\$1,326.00</u>	Payee Vendor Total	
Peterson, Kristin							
	73955	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	122.48	0	10-1200-332-00-79-600-14

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					<u>\$122.48</u>	Payee Vendor Total	
Petty Cash - Leggee SNAP							
	74201	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	65.00	0	10-1200-410-66-71-300-13
	74201	11/22/2024	10-1200-410-66-71-300-13	STEP Supplies	38.18	0	10-1200-410-66-71-300-13
					<u>\$103.18</u>	Payee Vendor Total	
Petty Cash-HHS SpEd							
	74112	11/20/2024	10-3000-310-92-79-600-14	IDEA Comm Engage PS	127.68	0	10-3000-310-92-79-600-14
	74112	11/20/2024	10-3000-310-92-79-600-14	IDEA Comm Engage PS	187.00	0	10-3000-310-92-79-600-14
					<u>\$314.68</u>	Payee Vendor Total	
Petty Cash-LIGHT							
	74113	11/20/2024	10-1200-310-66-71-300-13	STEP Purchased Services	50.00	0	10-1200-310-66-71-300-13
					<u>\$50.00</u>	Payee Vendor Total	
Piemonte, Sharon							
	73956	11/15/2024	10-2310-640-00-74-500-14	Dues & Fees Board	42.88	0	10-2310-640-00-74-500-14
	73956	11/15/2024	10-2310-640-00-74-500-14	Dues & Fees Board	21.44	0	10-2310-640-00-74-500-14
					<u>\$64.32</u>	Payee Vendor Total	
Pink Oatmeal LLC							
	74159	11/22/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	719.96	20251207	10-2210-314-92-79-605-14
					<u>\$719.96</u>	Payee Vendor Total	
Pipitone, Hannah							
	73957	11/15/2024	10-1100-410-98-79-600-14	Rep Instr Supplies	35.75	0	10-1100-410-98-79-600-14
					<u>\$35.75</u>	Payee Vendor Total	
Plainfield North HS c/o							
	74202	11/22/2024	10-1500-640-00-71-300-13	Sports Dues & Fees HS	325.00	0	10-1500-640-00-71-300-13
					<u>\$325.00</u>	Payee Vendor Total	
PlumbMaster Inc							
	74160	11/22/2024	20-2542-410-00-79	Supplies B & G	173.20	20250462	20-2542-410-00-79
					<u>\$173.20</u>	Payee Vendor Total	
Polar Electro Inc							
	74161	11/22/2024	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	150.00	20250825	10-2212-310-00-79-505-14
	74161	11/22/2024	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	350.00	20250825	10-2212-310-00-79-505-14
					<u>\$500.00</u>	Payee Vendor Total	
Pomps Tire Service Inc							

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	74162	11/22/2024	40-2554-410-00-79	Fleet Supplies	1,869.04	25110837	40-2554-410-00-79
					\$1,869.04	Payee Vendor Total	
Porter Pipe & Supply							
	74069	11/15/2024	20-2542-410-00-79	Supplies B & G	223.14	20251193	20-2542-410-00-79
	74069	11/15/2024	20-2542-410-00-79	Supplies B & G	655.20	20251193	20-2542-410-00-79
					\$878.34	Payee Vendor Total	
PowerSchool Group LLC							
	74070	11/15/2024	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	4,725.00	20251204	10-2212-310-00-79-505-14
					\$4,725.00	Payee Vendor Total	
Prairie Farms Rockford							
	74071	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	104.48	25101327	10-2560-415-00-71-300-13
	74071	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	402.03	25101327	10-2560-415-00-71-300-13
	74071	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	515.98	25101327	10-2560-415-00-71-300-13
	74071	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	133.38	25101327	10-2560-415-00-71-300-13
	74071	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	103.37	25101327	10-2560-415-00-71-300-13
	74071	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	515.98	25101327	10-2560-415-00-71-300-13
	74071	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	196.82	25101327	10-2560-415-00-71-300-13
	74071	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	208.41	25101317	10-2560-415-00-71-100-13
	74071	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	223.97	25101317	10-2560-415-00-71-100-13
	74071	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	402.36	25101317	10-2560-415-00-71-100-13
	74071	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	402.36	25101317	10-2560-415-00-71-100-13
	74071	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	402.36	25101317	10-2560-415-00-71-100-13
	74071	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	90.13	25101375	10-2560-415-00-72-220-13
	74071	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	88.92	25101375	10-2560-415-00-72-220-13
	74071	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	148.39	25101375	10-2560-415-00-72-220-13
	74071	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	149.50	25101375	10-2560-415-00-72-220-13
	74071	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	118.93	25101375	10-2560-415-00-72-220-13
	74071	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	386.80	25101374	10-2560-415-00-72-120-13
	74071	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	356.79	25101374	10-2560-415-00-72-120-13
	74071	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	372.35	25101374	10-2560-415-00-72-120-13
	74071	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	104.48	25101374	10-2560-415-00-72-120-13
	74071	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	372.35	25101374	10-2560-415-00-72-120-13
	74071	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	417.92	25101373	10-2560-415-00-72-110-13
	74071	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	45.73	25101373	10-2560-415-00-72-110-13
	74071	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	417.92	25101373	10-2560-415-00-72-110-13

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	74071	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	51.45	25101373	10-2560-415-00-72-110-13
	74071	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	417.92	25101373	10-2560-415-00-72-110-13
	74071	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	51.45	25101373	10-2560-415-00-72-110-13
	74071	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	45.73	25101373	10-2560-415-00-72-110-13
	74071	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	72.25	25101373	10-2560-415-00-72-110-13
	74071	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	479.05	25101373	10-2560-415-00-72-110-13
	74071	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	42.87	25101373	10-2560-415-00-72-110-13
	74071	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	133.94	25101387	10-2560-415-00-74-210-13
	74071	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	88.92	25101387	10-2560-415-00-74-210-13
	74071	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	148.39	25101387	10-2560-415-00-74-210-13
	74071	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	104.48	25101387	10-2560-415-00-74-210-13
	74071	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	133.94	25101387	10-2560-415-00-74-210-13
	74071	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	208.96	25101377	10-2560-415-00-74-150-13
	74071	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	45.02	25101377	10-2560-415-00-74-150-13
	74071	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	148.94	25101377	10-2560-415-00-74-150-13
	74071	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	193.96	25101377	10-2560-415-00-74-150-13
	74071	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	178.95	25101377	10-2560-415-00-74-150-13
	74071	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	148.94	25101367	10-2560-415-00-74-140-13
	74071	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	266.76	25101367	10-2560-415-00-74-140-13
	74071	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	104.48	25101367	10-2560-415-00-74-140-13
	74071	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	341.23	25101367	10-2560-415-00-74-140-13
	74071	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	268.98	25101367	10-2560-415-00-74-140-13
					\$10,358.32	Payee Vendor Total	
Pro Ed Inc	74073	11/15/2024	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	71.00	20250336	10-2150-410-92-79-605-14
	74073	11/15/2024	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	37.00	20250336	10-2150-410-92-79-605-14
					\$108.00	Payee Vendor Total	
Pulli, Carrie L.	73958	11/15/2024	10-1100-410-98-79-600-14	Rep Instr Supplies	92.32	0	10-1100-410-98-79-600-14
					\$92.32	Payee Vendor Total	
Purkeypile, Amanda	73959	11/15/2024	10-2520-332-00-74-500-14	Travel Fiscal	67.00	0	10-2520-332-00-74-500-14
	73959	11/15/2024	10-2520-332-00-74-500-14	Travel Fiscal	63.65	0	10-2520-332-00-74-500-14
					\$130.65	Payee Vendor Total	



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Quadient Leasing USA							
	74074	11/15/2024	10-2630-341-00-74-500-14	Postage Central Office	585.00	20251154	10-2630-341-00-74-500-14
	74074	11/15/2024	10-2630-341-00-74-500-14	Postage Central Office	585.00	20251154	10-2630-341-00-74-500-14
					<u>\$1,170.00</u>	Payee Vendor Total	
Quest Food Management							
	74075	11/15/2024	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	184.42	20251155	10-2560-310-00-71-300-13
	74075	11/15/2024	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	1,553.65	20251155	10-2560-310-00-71-300-13
	74075	11/15/2024	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	4,088.55	20251155	10-2560-310-00-71-300-13
	74075	11/15/2024	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	3,000.00	20251155	10-2560-315-00-74-500-14
					<u>\$8,826.62</u>	Payee Vendor Total	
Quinlan & Fabish Music Co							
	992300654	11/21/2024	10-1120-323-02-72-220-13	Instrument Repair Marlowe	479.00	20251156	10-1120-323-02-72-220-13
					<u>\$479.00</u>	Payee Vendor Total	
Ramos, Helinda							
	73960	11/15/2024	10-2560-410-00-72-120-13	Cafe Supplies Martin	100.00	0	10-2560-410-00-72-120-13
					<u>\$100.00</u>	Payee Vendor Total	
Redden, Scott							
	73961	11/15/2024	20-2540-332-00-79	Travel	22.91	0	20-2540-332-00-79
	73961	11/15/2024	20-2540-332-00-79	Travel	41.81	0	20-2540-332-00-79
					<u>\$64.72</u>	Payee Vendor Total	
Reed, Richard							
	73962	11/15/2024	10-2561-410-00-79-605-14	Dir Food Service Supplies	64.95	0	10-2561-410-00-79-605-14
					<u>\$64.95</u>	Payee Vendor Total	
Regional Office of Educat							
	74076	11/15/2024	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	945.00	20251242	10-4210-670-00-79-600-14
					<u>\$945.00</u>	Payee Vendor Total	
Rewerts, Suzanne							
	73963	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	35.51	0	10-1200-332-00-79-600-14
	73963	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	32.29	0	10-1200-332-00-79-600-14
					<u>\$67.80</u>	Payee Vendor Total	
Riebock, Benjamin							
	73964	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14
	73964	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14

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	73964	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14
	73964	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14
					<u>\$560.00</u>	Payee Vendor Total	
Rodriguez, Tom	73965	11/15/2024	10-2520-332-00-74-500-14	Travel Fiscal	12.46	0	10-2520-332-00-74-500-14
					<u>\$12.46</u>	Payee Vendor Total	
RSM US LLP	74077	11/15/2024	10-2520-390-00-74-500-14	Purch Serv Fiscal	3,425.00	20251189	10-2520-390-00-74-500-14
					<u>\$3,425.00</u>	Payee Vendor Total	
Rush Truck Center Huntley	73876	11/08/2024	40-2554-410-00-79	Fleet Supplies	782.95	25100747	40-2554-410-00-79
	73876	11/08/2024	40-2554-410-00-79	Fleet Supplies	1,256.36	25100747	40-2554-410-00-79
	73876	11/08/2024	40-2554-410-00-79	Fleet Supplies	915.86	25100747	40-2554-410-00-79
	73876	11/08/2024	40-2554-410-00-79	Fleet Supplies	85.46	25100747	40-2554-410-00-79
	73876	11/08/2024	40-2554-410-00-79	Fleet Supplies	184.07	25100747	40-2554-410-00-79
	73876	11/08/2024	40-2554-410-00-79	Fleet Supplies	490.52	25100747	40-2554-410-00-79
	73876	11/08/2024	40-2554-410-00-79	Fleet Supplies	23.46	25100747	40-2554-410-00-79
	73876	11/08/2024	40-2554-410-00-79	Fleet Supplies	91.10	25100747	40-2554-410-00-79
	73876	11/08/2024	40-2554-410-00-79	Fleet Supplies	752.08	25100747	40-2554-410-00-79
	73876	11/08/2024	40-2554-410-00-79	Fleet Supplies	54.91	25100747	40-2554-410-00-79
	73876	11/08/2024	40-2554-410-00-79	Fleet Supplies	376.04	25110747	40-2554-410-00-79
	74163	11/22/2024	40-2554-410-00-79	Fleet Supplies	583.89	25110747	40-2554-410-00-79
	74163	11/22/2024	40-2554-410-00-79	Fleet Supplies	2,081.25	25110747	40-2554-410-00-79
	74163	11/22/2024	40-2554-410-00-79	Fleet Supplies	1,984.40	25110747	40-2554-410-00-79
	74163	11/22/2024	40-2554-410-00-79	Fleet Supplies	199.36	25110747	40-2554-410-00-79
	74163	11/22/2024	40-2554-410-00-79	Fleet Supplies	1,088.20	25110747	40-2554-410-00-79
					<u>\$10,949.91</u>	Payee Vendor Total	
Rychtarczyk, Dorota	73966	11/15/2024	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	97.94	0	10-2560-410-00-72-220-13
					<u>\$97.94</u>	Payee Vendor Total	
Rydin Decal	73877	11/08/2024	10-2300-410-97-79-600-14	All Children Gen Admin Sup	24.00	20250214	10-2300-410-97-79-600-14
	73877	11/08/2024	10-2300-410-97-79-600-14	All Children Gen Admin Sup	524.00	20250214	10-2300-410-97-79-600-14
					<u>\$548.00</u>	Payee Vendor Total	

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Safe Step LLC							
	74164	11/22/2024	20-2543-323-00-79	Repairs-Grounds	5,802.52	20250808	20-2543-323-00-79
					<u>\$5,802.52</u>	Payee Vendor Total	
Safety Kleen Systems Inc							
	74078	11/15/2024	40-2550-310-00-79	Prof & Tech Service Trans	422.50	20251257	40-2550-310-00-79
					<u>\$422.50</u>	Payee Vendor Total	
Schlotman, Paige							
	73839	11/08/2024	10475	AP Payroll Net Checks	725.57	0	10-475
					<u>\$725.57</u>	Payee Vendor Total	
Schmuhl, Jessica							
	73967	11/15/2024	10-1120-410-09-72-220-13	Home Ec Marlowe	54.90	0	10-1120-410-09-72-220-13
					<u>\$54.90</u>	Payee Vendor Total	
Schocks Towing							
	74079	11/15/2024	40-2550-323-00-79	Repairs and Maintenance	450.00	20251135	40-2550-323-00-79
	74079	11/15/2024	40-2550-323-00-79	Repairs and Maintenance	225.00	20251071	40-2550-323-00-79
	74079	11/15/2024	40-2550-323-00-79	Repairs and Maintenance	225.00	20251136	40-2550-323-00-79
					<u>\$900.00</u>	Payee Vendor Total	
Scholastic Inc							
	74165	11/22/2024	10-1100-421-00-74-500-14	Materials 6-12	65.47	20250854	10-1100-421-00-74-500-14
	74165	11/22/2024	10-1100-421-00-74-500-14	Materials 6-12	374.09	20250854	10-1100-421-00-74-500-14
					<u>\$439.56</u>	Payee Vendor Total	
Schoolbells Ltd							
	73986	11/15/2024	40-2552-331-00-79	Contracted Transportation	52,753.00	25110657	40-2552-331-00-79
					<u>\$52,753.00</u>	Payee Vendor Total	
Schuring & Schuring Inc							
	74080	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	314.68	25091327	10-2560-415-00-71-300-13
	74080	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	101.92	25091327	10-2560-415-00-71-300-13
	74080	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	314.68	25091327	10-2560-415-00-71-300-13
	74080	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	101.92	25091327	10-2560-415-00-71-300-13
	74080	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	169.72	25091327	10-2560-415-00-71-300-13
	74080	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	130.63	25091327	10-2560-415-00-71-300-13
	74080	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	508.32	25091327	10-2560-415-00-71-300-13
	74080	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	260.13	25091317	10-2560-415-00-71-100-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	74080	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	291.11	25091317	10-2560-415-00-71-100-13
	74080	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	452.15	25091317	10-2560-415-00-71-100-13
	74080	11/15/2024	10-2560-415-00-71-100-13	Cafe Food Leggee	492.11	25091317	10-2560-415-00-71-100-13
	74080	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	201.57	25091375	10-2560-415-00-72-220-13
	74080	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	201.57	25091375	10-2560-415-00-72-220-13
	74080	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	130.63	25091375	10-2560-415-00-72-220-13
	74080	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	173.42	25091375	10-2560-415-00-72-220-13
	74080	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	202.70	25091374	10-2560-415-00-72-120-13
	74080	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	246.06	25091374	10-2560-415-00-72-120-13
	74080	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	275.34	25091374	10-2560-415-00-72-120-13
	74080	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	247.19	25091374	10-2560-415-00-72-120-13
	74080	11/15/2024	10-2560-415-00-72-120-13	Cafe Food Martin	363.18	25091374	10-2560-415-00-72-120-13
	74080	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	276.47	25091373	10-2560-415-00-72-110-13
	74080	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	422.87	25091373	10-2560-415-00-72-110-13
	74080	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	44.72	25091373	10-2560-415-00-72-110-13
	74080	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	335.03	25091373	10-2560-415-00-72-110-13
	74080	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	53.11	25091373	10-2560-415-00-72-110-13
	74080	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	479.17	25091373	10-2560-415-00-72-110-13
	74080	11/15/2024	10-2560-415-00-72-110-13	Cafe Food Chesak	53.11	25091373	10-2560-415-00-72-110-13
	74080	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	130.63	25091387	10-2560-415-00-74-210-13
	74080	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	101.92	25091387	10-2560-415-00-74-210-13
	74080	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	58.00	25091387	10-2560-415-00-74-210-13
	74080	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	58.00	25091387	10-2560-415-00-74-210-13
	74080	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	85.18	25091377	10-2560-415-00-74-150-13
	74080	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	374.97	25091377	10-2560-415-00-74-150-13
	74080	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	145.84	25091377	10-2560-415-00-74-150-13
	74080	11/15/2024	10-2560-415-00-74-150-13	Cafe Food Conley	203.83	25091377	10-2560-415-00-74-150-13
	74080	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	174.55	25091367	10-2560-415-00-74-140-13
	74080	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	405.40	25091367	10-2560-415-00-74-140-13
	74080	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	292.80	25091367	10-2560-415-00-74-140-13
	74080	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	377.25	25091367	10-2560-415-00-74-140-13
	74080	11/15/2024	10-2560-415-00-74-140-13	Cafe Food Mackeben	377.25	25091367	10-2560-415-00-74-140-13
	74080	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	101.35	25091327	10-2560-415-00-71-300-13
					\$9,730.48	Payee Vendor Total	

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	73968	11/15/2024	10-2410-332-00-71-300-13	Prin Travel HS	13.33	0	10-2410-332-00-71-300-13
					<u>\$13.33</u>	Payee Vendor Total	
Scianna, Brittany	73969	11/15/2024	10-1101-314-00-79-605-14	Homebound Tutoring	9.38	0	10-1101-314-00-79-605-14
					<u>\$9.38</u>	Payee Vendor Total	
Secretary of State 10	74167	11/22/2024	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25110937	40-2550-310-00-79
					<u>\$4.00</u>	Payee Vendor Total	
Secretary of State 1	74166	11/22/2024	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25110847	40-2550-310-00-79
					<u>\$4.00</u>	Payee Vendor Total	
Secretary of State 2	74168	11/22/2024	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25110857	40-2550-310-00-79
					<u>\$4.00</u>	Payee Vendor Total	
Secretary of State 3	74169	11/22/2024	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25110867	40-2550-310-00-79
					<u>\$4.00</u>	Payee Vendor Total	
Secretary of State 4	74170	11/22/2024	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25110877	40-2550-310-00-79
					<u>\$4.00</u>	Payee Vendor Total	
Secretary of State 5	74171	11/22/2024	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25110887	40-2550-310-00-79
					<u>\$4.00</u>	Payee Vendor Total	
Secretary of State 6	74172	11/22/2024	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25110897	40-2550-310-00-79
					<u>\$4.00</u>	Payee Vendor Total	
Secretary of State 7	74173	11/22/2024	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25110907	40-2550-310-00-79
					<u>\$4.00</u>	Payee Vendor Total	
Secretary of State 8	74174	11/22/2024	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25110917	40-2550-310-00-79
					<u>\$4.00</u>	Payee Vendor Total	

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Secretary of State 9							
	74175	11/22/2024	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25110927	40-2550-310-00-79
					<u>\$4.00</u>	Payee Vendor Total	
Seibert, Shannon							
	73970	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	102.51	0	10-1200-332-00-79-600-14
					<u>\$102.51</u>	Payee Vendor Total	
Select Savvy LLC							
	74082	11/15/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,581.00	20251184	10-1101-310-00-79-605-14
	74082	11/15/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,054.00	20251191	10-1101-310-00-79-605-14
	74082	11/15/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,581.00	20251243	10-1101-310-00-79-605-14
					<u>\$4,216.00</u>	Payee Vendor Total	
Service Caster Corp							
	74083	11/15/2024	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	371.00	20251080	10-1120-323-00-74-210-13
	74176	11/22/2024	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	187.49	20251212	10-1120-323-00-74-210-13
	74083	11/15/2024	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	79.98	20251080	10-1120-323-00-74-210-13
					<u>\$638.47</u>	Payee Vendor Total	
Service Sanitation Inc							
	74084	11/15/2024	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	934.66	20251157	10-1500-320-00-71-300-13
					<u>\$934.66</u>	Payee Vendor Total	
Severin, Nicole							
	73971	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	65.66	0	10-1200-332-00-79-600-14
					<u>\$65.66</u>	Payee Vendor Total	
Shields, Elizabeth							
	73972	11/15/2024	10-2210-230-98-79-600-14	Teacher Vacancy Tuit Reimb	5,071.00	0	10-2210-230-98-79-600-14
					<u>\$5,071.00</u>	Payee Vendor Total	
Smith, Carly							
	73973	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	34.84	0	10-1200-332-00-79-600-14
	73973	11/15/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	135.17	0	10-2210-314-92-79-605-14
	73973	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	59.01	0	10-1200-332-00-79-600-14
					<u>\$229.02</u>	Payee Vendor Total	
Smith, Sandra							
	73974	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	105.19	0	10-1200-332-00-79-600-14
	73974	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	79.06	0	10-1200-332-00-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					\$184.25	Payee Vendor Total	
SNA Depository							
	74085	11/15/2024	10-2561-640-00-79-600-14	Dir Food Service Dues & Fees	20.00	20251248	10-2561-640-00-79-600-14
					\$20.00	Payee Vendor Total	
South Campus							
	73878	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,081.80	25101961	10-4220-670-00-79-600-14
	73878	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,515.04	25101961	10-4220-670-00-79-600-14
	73878	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,963.84	25101961	10-4220-670-00-79-600-14
					\$12,560.68	Payee Vendor Total	
Southpaw Enterprises							
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	429.00	20250290	10-2130-710-92-79-600-14
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	1,509.00	20250290	10-2130-710-92-79-600-14
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	385.00	20250290	10-2130-710-92-79-600-14
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	3,750.00	20250290	10-2130-710-92-79-600-14
	73879	11/08/2024	10-1200-310-92-79-600-14	IDEA General Purchased Service	1,616.46	20250290	10-1200-310-92-79-600-14
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	673.00	20250290	10-2130-710-92-79-600-14
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	187.00	20250290	10-2130-710-92-79-600-14
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	89.00	20250290	10-2130-710-92-79-600-14
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	15.95	20250290	10-2130-710-92-79-600-14
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	76.00	20250290	10-2130-710-92-79-600-14
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	3,750.00	20250605	10-2130-710-92-79-600-14
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	1,509.00	20250605	10-2130-710-92-79-600-14
	73879	11/08/2024	10-1200-310-92-79-600-14	IDEA General Purchased Service	1,778.40	20250605	10-1200-310-92-79-600-14
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	489.00	20250605	10-2130-710-92-79-600-14
	73879	11/08/2024	10-2130-710-92-79-600-14	IDEA Hlth Sup Non-Cap	230.00	20250605	10-2130-710-92-79-600-14
					\$16,486.81	Payee Vendor Total	
Sparks, Alyse							
	73975	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	28.14	0	10-1200-332-00-79-600-14
					\$28.14	Payee Vendor Total	
Special Education Service							
	74086	11/15/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,981.40	20251244	10-4220-670-00-79-600-14
					\$9,981.40	Payee Vendor Total	
Special Education Systems							
	74087	11/15/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,468.40	20251025	10-4220-670-00-79-600-14

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	74087	11/15/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,608.64	20251245	10-4220-670-00-79-600-14
					<u>\$3,077.04</u>	Payee Vendor Total	
Spoeth, Holly							
	73976	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	96.21	0	10-1200-332-00-79-600-14
					<u>\$96.21</u>	Payee Vendor Total	
Stanfa, L Denise							
	73977	11/15/2024	10-1100-410-98-79-600-14	Rep Instr Supplies	14.62	0	10-1100-410-98-79-600-14
					<u>\$14.62</u>	Payee Vendor Total	
Stark & Son Trenching Inc							
	74177	11/22/2024	20-2543-323-00-79	Repairs-Grounds	11,915.45	20250904	20-2543-323-00-79
					<u>\$11,915.45</u>	Payee Vendor Total	
Steiner Electric Company							
	73880	11/08/2024	20-2542-410-00-79	Supplies B & G	325.43	25091637	20-2542-410-00-79
					<u>\$325.43</u>	Payee Vendor Total	137
Street Food is Life							
	74088	11/15/2024	40-2552-540-00-79	Bus Purchases	550.00	20251185	40-2552-540-00-79
					<u>\$550.00</u>	Payee Vendor Total	
Summit Professional Educa							
	74178	11/22/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	4,250.00	20250749	10-2210-314-92-79-605-14
					<u>\$4,250.00</u>	Payee Vendor Total	
Summit School Inc							
	73881	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	13,250.16	25101962	10-4220-670-00-79-600-14
					<u>\$13,250.16</u>	Payee Vendor Total	
Sunrise Southwest LLC							
	74089	11/15/2024	40-2552-331-00-79	Contracted Transportation	3,444.80	20251072	40-2552-331-00-79
					<u>\$3,444.80</u>	Payee Vendor Total	
Symmetry Energy Solutions							
	74114	11/20/2024	20-2540-465-00-79	Natural Gas	15,733.46	0	20-2540-465-00-79
					<u>\$15,733.46</u>	Payee Vendor Total	
Syslo, Brianna							
	73978	11/15/2024	10-1100-410-98-79-600-14	Rep Instr Supplies	35.75	0	10-1100-410-98-79-600-14
					<u>\$35.75</u>	Payee Vendor Total	



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Talerico Martin Corp	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	427.80	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	492.26	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	492.26	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	501.50	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.40	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	501.50	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.40	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	501.50	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	501.50	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	501.50	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	501.50	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	501.50	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	492.26	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	492.26	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	492.26	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	492.26	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	489.00	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	492.26	25100378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25070378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	492.26	25070378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25070378	10-2560-415-00-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	492.26	25070378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25070378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	492.26	25070378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	65.88	25070387	10-2560-415-00-72-220-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	492.26	25070378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	65.88	25070378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	492.26	25070378	10-2560-415-00-71-300-13
	74090	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	45.00	25100387	10-2560-415-00-72-220-13
	74090	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	195.52	25100387	10-2560-415-00-72-220-13
	74090	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	178.80	25100377	10-2560-415-00-74-210-13
	74090	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	87.24	25100377	10-2560-415-00-74-210-13
					<u>\$12,593.24</u>	Payee Vendor Total	
Tanke, Amanda	73979	11/15/2024	10-1200-332-00-79-600-14	Travel Sp Ed	206.36	0	10-1200-332-00-79-600-14
					<u>\$206.36</u>	Payee Vendor Total	139
Taylor, Nicole	73980	11/15/2024	10-1101-314-00-79-605-14	Homebound Tutoring	7.24	0	10-1101-314-00-79-605-14
	73980	11/15/2024	10-1101-314-00-79-605-14	Homebound Tutoring	7.24	0	10-1101-314-00-79-605-14
					<u>\$14.48</u>	Payee Vendor Total	
Team Reil Inc	74179	11/22/2024	20-2543-323-00-79	Repairs-Grounds	648.00	20251117	20-2543-323-00-79
					<u>\$648.00</u>	Payee Vendor Total	
Therapy Staff Aequor Heal	73882	11/08/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,775.00	25100547	10-1101-310-00-79-605-14
	73882	11/08/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,795.85	25100547	10-1101-310-00-79-605-14
	73882	11/08/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,795.85	25080547	10-1101-310-00-79-605-14
	73882	11/08/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,910.51	25100547	10-1101-310-00-79-605-14
	73882	11/08/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,436.68	25090547	10-1101-310-00-79-605-14
	73882	11/08/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,795.85	25080547	10-1101-310-00-79-605-14
	74180	11/22/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,795.85	25080547	10-1101-310-00-79-605-14
	74180	11/22/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,000.00	25110547	10-1101-310-00-79-605-14
	74180	11/22/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,436.68	25110547	10-1101-310-00-79-605-14
	74180	11/22/2024	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,750.00	25090547	10-1101-310-00-79-605-14
					<u>\$22,492.27</u>	Payee Vendor Total	



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Thermosystems Building Sy	992300651	11/12/2024	20-2542-323-00-79	Repairs & Maint Buildings	19,672.10	20250994	20-2542-323-00-79
	992300655	11/21/2024	20-2542-323-00-79	Repairs & Maint Buildings	1,752.00	20251073	20-2542-323-00-79
					<u>\$21,424.10</u>	Payee Vendor Total	
Thomson Reuters	73883	11/08/2024	10-2660-319-61-79-600-14	Software Maintenance	1,075.44	25110307	10-2660-319-61-79-600-14
					<u>\$1,075.44</u>	Payee Vendor Total	
Tobii Dynavox LLC	74181	11/22/2024	10-1200-310-92-79-600-14	IDEA General Purchased Service	136.48	20251208	10-1200-310-92-79-600-14
	74181	11/22/2024	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	4,820.70	20250757	10-2150-310-92-79-600-14
					<u>\$4,957.18</u>	Payee Vendor Total	
Tools to Grow	74182	11/22/2024	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	575.00	20251209	10-2210-314-92-79-605-14
					<u>\$575.00</u>	Payee Vendor Total	
TouchMath Acquisition LLC	73884	11/08/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	36.00	20250390	10-1200-410-92-79-600-14
	73884	11/08/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	120.00	20250390	10-1200-410-92-79-600-14
	73884	11/08/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	120.00	20250390	10-1200-410-92-79-600-14
	73884	11/08/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	120.00	20250390	10-1200-410-92-79-600-14
					<u>\$396.00</u>	Payee Vendor Total	
Trane	992300656	11/21/2024	20-2542-390-00-79	Other Purchased Service	2,524.41	20251074	20-2542-390-00-79
	992300656	11/21/2024	20-2542-410-00-79	Supplies B & G	505.54	20251158	20-2542-410-00-79
	992300656	11/21/2024	20-2542-410-00-79	Supplies B & G	145.78	20251158	20-2542-410-00-79
	992300656	11/21/2024	20-2542-410-00-79	Supplies B & G	145.26	20251265	20-2542-410-00-79
	992300661	11/22/2024	20-2542-410-00-79	Supplies B & G	447.99	20251291	20-2542-410-00-79
					<u>\$3,768.98</u>	Payee Vendor Total	
Tribe Country Farms Inc	74092	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	74.25	20251137	10-2560-415-00-72-220-13
	74092	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	74.25	20251137	10-2560-415-00-72-220-13
	74092	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	108.00	20251137	10-2560-415-00-71-300-13
	74092	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	60.75	20251159	10-2560-415-00-74-210-13
	74092	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	60.75	20251159	10-2560-415-00-74-210-13
	74092	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	74.25	20251159	10-2560-415-00-72-220-13

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	74092	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	74.25	20251159	10-2560-415-00-72-220-13
	74092	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	108.00	20251159	10-2560-415-00-71-300-13
	74092	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	108.00	20251159	10-2560-415-00-71-300-13
	74092	11/15/2024	10-2560-415-00-71-300-13	Cafe Food HS	108.00	20251159	10-2560-415-00-71-300-13
	74092	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	135.00	20251249	10-2560-415-00-72-220-13
	74092	11/15/2024	10-2560-415-00-72-220-13	Cafe Food Marlowe	74.25	20251249	10-2560-415-00-72-220-13
	74092	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	60.75	20251137	10-2560-415-00-74-210-13
	74092	11/15/2024	10-2560-415-00-74-210-13	Cafe Food Heineman	60.75	20251159	10-2560-415-00-74-210-13
					<u>\$1,181.25</u>	Payee Vendor Total	
Trubitt, Randy	74203	11/22/2024	10-1543-310-00-71-305-13	Activities Judges/Officials	100.00	0	10-1543-310-00-71-305-13
	74203	11/22/2024	10-1543-310-00-71-305-13	Activities Judges/Officials	100.00	0	10-1543-310-00-71-305-13
					<u>\$200.00</u>	Payee Vendor Total	
Uline	73885	11/08/2024	10-1110-410-00-72-120-13	Inst Supplies Martin	1,343.78	20250545	10-1110-410-00-72-120-13
					<u>\$1,343.78</u>	Payee Vendor Total	
UMB Bank NA	202411120:	11/12/2024	30-5900-690	Bond Service Charge	318.00	20251186	30-5900-690
	202411120:	11/12/2024	30-5900-690	Bond Service Charge	318.00	20251186	30-5900-690
	202411120:	11/12/2024	30-5900-690	Bond Service Charge	318.00	20251186	30-5900-690
	202411210	11/21/2024	30-5900-690	Bond Service Charge	318.00	20251363	30-5900-690
	202411210	11/21/2024	30-5220-620	Interest on Bonds	183,137.50	20251364	30-5220-620
	202411210	11/21/2024	30-5900-690	Bond Service Charge	300.00	20251379	30-5900-690
					<u>\$184,709.50</u>	Payee Vendor Total	
UPS Store #2361, The	74093	11/15/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	18.07	20251160	10-1200-410-92-79-600-14
					<u>\$18.07</u>	Payee Vendor Total	
Vanek, Shannon	73981	11/15/2024	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					<u>\$420.00</u>	Payee Vendor Total	
Vargas, Adriana	73982	11/15/2024	10-2560-410-00-74-210-13	Cafe Supplies Heineman	100.00	0	10-2560-410-00-74-210-13
					<u>\$100.00</u>	Payee Vendor Total	

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Viers, Lora							
	73983	11/15/2024	10-2520-332-00-74-500-14	Travel Fiscal	63.65	0	10-2520-332-00-74-500-14
					<u>\$63.65</u>	Payee Vendor Total	
VILLAGE OF ALGONQUIN							
	74183	11/22/2024	20-2546-310-00-71-305	Resource Officer	8,633.58	25110137	20-2546-310-00-71-305
					<u>\$8,633.58</u>	Payee Vendor Total	
Village of Huntley							
	74204	11/22/2024	20-2540-370-00-79	Water/Sewer	42.96	0	20-2540-370-00-79
					<u>\$42.96</u>	Payee Vendor Total	
Village of Huntley							
	73886	11/08/2024	20-2546-310-00-71-305	Resource Officer	6,820.91	25101517	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	292.50	20251109	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	260.00	20251109	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	341.25	20251109	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	292.50	20251110	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	455.00	20251110	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	276.25	20251110	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	276.25	20251110	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	292.50	20251110	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	455.00	20251110	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	260.00	20251110	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	585.00	20251111	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	276.25	20251270	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	471.25	20251270	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	292.50	20251270	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	292.50	20251270	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	292.50	20251270	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	438.75	20251270	20-2546-310-00-71-305
	74094	11/15/2024	20-2546-310-00-71-305	Resource Officer	585.00	20251269	20-2546-310-00-71-305
	74184	11/22/2024	20-2546-310-00-71-305	Resource Officer	6,820.91	25111517	20-2546-310-00-71-305
					<u>\$20,076.82</u>	Payee Vendor Total	
Village of Lake in the Hi							
	74095	11/15/2024	20-2546-310-00-71-305	Resource Officer	34.08	20251112	20-2546-310-00-71-305
	74095	11/15/2024	20-2546-310-00-71-305	Resource Officer	339.31	20251271	20-2546-310-00-71-305

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	74185	11/22/2024	20-2546-310-00-71-305	Resource Officer	5,255.00	25110687	20-2546-310-00-71-305
					<u>\$5,628.39</u>	Payee Vendor Total	
Virtual Connections Acade							
	73887	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,098.00	25101757	10-4220-670-00-79-600-14
	73887	11/08/2024	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,098.00	25101757	10-4220-670-00-79-600-14
					<u>\$14,196.00</u>	Payee Vendor Total	
VSP of Illinois NFP							
	73888	11/08/2024	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	139.56	25110457	10-2310-220-00-79-600-14
	74186	11/22/2024	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	9,480.63	25110457	10-2310-220-00-79-600-14
					<u>\$9,620.19</u>	Payee Vendor Total	
Wards Science							
	74096	11/15/2024	10-1130-410-67-71-300-13	PLTW Supplies 6-12	159.92	20250547	10-1130-410-67-71-300-13
	74096	11/15/2024	10-1130-410-67-71-300-13	PLTW Supplies 6-12	985.68	20250547	10-1130-410-67-71-300-13
	74096	11/15/2024	10-1130-410-67-71-300-13	PLTW Supplies 6-12	2,278.68	20250547	10-1130-410-67-71-300-13
					<u>\$3,424.28</u>	Payee Vendor Total	
WEX BANK							
	73890	11/12/2024	10-1700-464-21-71-300-13	Driver Education Gasoline	634.46	25100777	10-1700-464-21-71-300-13
					<u>\$634.46</u>	Payee Vendor Total	
Wheaton North HS							
	73838	11/08/2024	10-1543-640-00-71-305-13	Activities Fees	175.00	0	10-1543-640-00-71-305-13
					<u>\$175.00</u>	Payee Vendor Total	
Wilson Language Training							
	74187	11/22/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	8.00	20251118	10-1200-410-92-79-600-14
	74187	11/22/2024	10-1200-410-92-79-600-14	IDEA Instructional Supplies	27.00	20251118	10-1200-410-92-79-600-14
					<u>\$35.00</u>	Payee Vendor Total	
Wyman, Tami							
	73984	11/15/2024	10-1101-314-00-79-605-14	Homebound Tutoring	9.38	0	10-1101-314-00-79-605-14
	73984	11/15/2024	10-1101-314-00-79-605-14	Homebound Tutoring	18.76	0	10-1101-314-00-79-605-14
					<u>\$28.14</u>	Payee Vendor Total	
Zehr, Adam							
	73985	11/15/2024	10-2642-332-00-74-500-14	Travel Human Res	218.69	0	10-2642-332-00-74-500-14
	73985	11/15/2024	10-2642-332-00-74-500-14	Travel Human Res	71.29	0	10-2642-332-00-74-500-14
					<u>\$289.98</u>	Payee Vendor Total	

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Disbursements

Check Date: 11/7/2024 to 11/25/2024

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Zieglers Ace Hardware							
	73889	11/08/2024	20-2542-410-00-79	Supplies B & G	17.98	25080267	20-2542-410-00-79
	74188	11/22/2024	20-2542-410-00-79	Supplies B & G	7.98	25090267	20-2542-410-00-79
	74188	11/22/2024	20-2542-410-00-79	Supplies B & G	26.97	25080267	20-2542-410-00-79
	74188	11/22/2024	20-2542-410-00-79	Supplies B & G	12.98	25080267	20-2542-410-00-79
					<u>\$65.91</u>	Payee Vendor Total	
Report Total					<u><u>\$3,342,976.27</u></u>		

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 5, 2024

Subject: **Monthly Fiscal Updates**
Committee of the Whole Meeting, December 5, 2024

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:

- ✓ **Month-end Close** - See the Executive Summary under separate cover.
- ✓ **Final Levy 2024 and Levy 2024 Abatement** – The final 2024 levy will be shared at the December 21st Levy Hearing. In addition, during this meeting, there will be a discussion surrounding the Levy Year 2024 abatements as well as a recommended approval of an abatement resolution at the December 19, 2024 Board of Education Meeting.
- ✓ **Operational Efficiencies** – During the month, ComEd finalized and approved the point of sale electric bus rebate associated with the 4 electric buses ordered with Lion Electric. 100 percent of the District's local share of the purchase of the 4 electric buses, approximating \$354k, will be paid for by ComEd directly to Lion Electric.
- ✓ **Statement of Annual Affairs** – Filed
- ✓ **FY26 Budget & 5-Year Plan** – We are beginning the process of rolling the FY25 Budget and 5-Year Plan into the FY26 Budget and 5-Year Plan. We will continue to keep the Board apprised.
- ✓ **Levy Abatement Options** – see below

Levy Abatement Options

As discussed in previous Board meetings, in an effort to minimize the tax impact to the community, the Board has agreed to utilize District funds to abate property taxes associated with levy year 2024 for property tax bills in 2025. **This memo serves as informational background in order to have dialogue to determine the amount of the levy year 2024 abatement. Options and a handout will be presented at the meeting.**

Background

Over the last 13 years, the district has abated approximately \$11.2 million in an effort to reduce the property tax impact to the community. In addition, and separate from the \$11.2 million, on annual basis, the District has abated the bond debt associated with the 2006 Marlowe Middle School expansion. To date, the bond and interest associated with that expansion has approximated over \$13 million, and has been paid from impact fees received on an annual basis. The debt associated with this expansion was fully paid with the final payments being made with the levy year 2023 property taxes.

History of Abatements and Impact

Below is a chart outlining the history of board approved debt abatements (excluding the Marlowe expansion debt), CPI and the impact of the abatement resulting in the Extended CPI increase. Please note, 2024 has yet to be determined and is highlighted below. ***Please note, with CPI at 3.4% combined with a reduction in extended debt service, the current extended CPI, before any abatement, approximates 2.12%***

LY	Abatement	CPI	Ext. CPI
2011	\$ 2,353,615	1.50%	0.00%
2012	\$ 4,569,660	3.00%	0.00%
2013	\$ 400,000	1.70%	0.95%
2014	\$ 400,000	1.50%	0.77%
2015	\$ 400,000	0.80%	0.10%
2016	\$ 400,000	0.70%	0.02%
2017	\$ 400,000	2.10%	1.45%
2018	\$ 400,000	2.10%	1.47%
2019	\$ -	1.90%	1.90%
2020	\$ -	2.30%	2.30%
2021	\$ -	1.40%	1.40%
2022	\$ 750,000	5.00%	4.12%
2023	\$ 1,161,786	5.00%	3.65%
2024	\$ -	3.40%	0.00%
\$ 11,235,061			

Debt by Levy Year

Below is a chart that outlines the District's remaining debt by levy year. Please note, the extended debt for levy year 2024 is decreasing by approximately \$796k, thus, reducing the impact of the 3.4% consumer price index to that of 2.12%. In an effort to reduce the 2.12% impact to property tax payers, options of various debt abatements will be presented at the meeting.

Levy Year	Extended Debt Payment
2023	11,116,997
2024	10,320,664
2025	10,399,501
2026	10,151,639
2027	10,145,859
2028	10,085,998
2029	10,084,798
2030	10,086,717
2031	10,086,626
2032	10,082,062
2033	10,084,405
2034	10,084,197
Total	123,869,854

SPECIFIC TASKS TO ADDRESS DURING DECEMBER

- ✓ December 15th – School districts must submit the Annual Statement of Affairs (ASA) electronically to the Illinois State Board of Education (105 ILCS 5/10-17). Also, copies of the ASA must be available in the administrative office of the school district.
- ✓ Last Tuesday in December (December 27) – Certificate of Tax Levy (ISBE 50-02) filed with the county clerk (105 ILCS 5/17-11; 35 ILCS 200/18-15). Check with your County Clerk for any special office hours related to the holidays.



Huntley Community School District 158

650 Dr. John Burkey Drive (formerly Academic Drive)

Algonquin, Illinois 60102

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COMING UP IN JANUARY

- ✓ Verification Summary Report for Child Nutrition Program
- ✓ Categorical Grant expenditure reports
- ✓ Quarterly and year-end payroll reports
- ✓ Preparing the list of names/addresses for Statement of Economic Interests filing



Huntley Community School District 158

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 5, 2024

Subject: **Abatement Options**
Committee of the Whole Meeting, December 5, 2024

Levy Abatement Options

As discussed in previous Board meetings, in an effort to minimize the tax impact to the community, the Board has agreed to utilize District funds to abate property taxes associated with levy year 2024 for property tax bills in 2025. **This memo serves as informational background in order to have dialogue to determine the amount of the levy year 2024 abatement.**

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2033	10,084,405
2034	10,084,197
Total	123,869,854

Options

In an effort to keep the overall increase to property tax payers at 2%, the following options outline the Levy Year 2024 impact as well as the impact to Levy Year 2025 (assuming a CPI of 2.6%)

	Abatement Amount	\$ Impact (\$300k Home)	% Impact	Levy % Increase	Abatement LY2025*
Option 1	\$ 110,000	\$ 5.52	-0.12%	2.00%	\$ 495,263
Option 2	\$ 250,000	\$ 12.55	-0.29%	1.84%	\$ 638,063
Option 3	\$ 400,000	\$ 20.80	-0.44%	1.68%	\$ 791,063
Option 4	\$ 600,000	\$ 30.12	-0.66%	1.46%	\$ 995,063

** With a current estimate of CPI for Levy Year 2025 of 2.6%, this is the abatement amount that would be needed to bring the impact down to a 2% increase for Levy Year 2025.*

Next Steps

Once the level of abatement is determined by the Board of Education, Administration will work with our bond counsel attorneys to draft the appropriate abatement resolution. This will be presented in two weeks at the December Board Meeting.



Huntley Community School District 158

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 5, 2024

Subject: **Activity Fund Balance Report**
Committee of the Whole Meeting – December 5, 2024
Finance Committee

Presented for the Committee's review is the Activity Fund Balance Report as of October 31, 2024.

October 31, 2024 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	104,695.83	\$ 4,822.87	\$ 81.11	\$ 109,437.59
Scholarships	14,580.89	-	-	14,580.89
Early Childhood	3,332.74	-	40.38	3,292.36
Mackeben	1,911.88	12,770.83	1,127.39	13,555.32
Conley	26,261.85	86.54	2,957.09	23,391.30
Chesak	24,390.86	9,300.18	9,179.77	24,511.27
Leggee	27,469.15	286.00	1,933.67	25,821.48
Martin	40,792.71	120.00	4,889.17	36,023.54
Heineman	65,109.64	26,407.11	7,007.82	84,508.93
Marlowe	102,393.91	45,330.80	63,225.80	84,498.91
High School Athletics	348,914.06	47,822.22	86,697.53	310,038.75
High School Activities	320,476.11	37,317.67	90,873.16	266,920.62
Total All Funds	\$ 1,080,329.63	\$ 184,264.22	\$ 268,012.89	\$ 996,580.96

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

Mackeben: The majority of the \$12,800 of revenue was from the Read-A-Thon fundraiser (In & Out) \$9,300, and Library book fair \$3,400. The majority of the (\$1,100) of expenditures was for the Library book fair (\$1,000).

Chesak: The majority of the \$9,300 of revenue was from the Library book fair \$6,500, and 1st grade field trip to Goebbert's Farms (In & Out) \$2,800. The majority of the (\$9,200) of expenditures was for the Library book fair (\$6,200), and the 1st grade field trip to Goebbert's Farms (In & Out) \$3,000.

Heineman: The majority of the \$26,400 of revenue was from Chorus/Band \$9,700, PE \$7,800, Outdoor Activity (Atwood trips) \$3,700, and PE \$600. The majority of the (\$7,000) of expenditures was for Chorus/Band Funway Entertainment trip and performance tickets (\$4,800), Cross Country apparel & end of season pizza party (\$1,100), Poms jerseys (\$600), and Student Council school pizza day (\$600).

Marlowe: The majority of the \$45,300 of revenue was from Chorus/Band \$39,600, Outdoor Activity (Atwood trips) \$3,600, 8th Grade \$3,900, and Play \$700. The majority of the (\$63,200) of expenditures was for Chorus/Band trip transportation (\$33,000), Outdoor Activity (Atwood trips) (\$20,500), Boys & Girls Basketball uniform apparel (\$5,000), 8th Grade shirts (\$2,300), Cheerleading choreography (\$1,200), and Play cast shirts (\$500).

High School Athletics: The majority of the \$47,800 of revenue was from Athletics \$10,600, Football \$9,100, Cheerleading \$8,500, Girls Volleyball \$4,600, Girls Tennis \$4,000, Boys Golf \$2,000, Poms \$1,600, Wrestling \$1,400, Girls Track \$1,100, Boys Cross Country \$1,000, Girls Lacrosse \$1,000, and Girls Basketball \$900. The majority of the (\$86,700) of expenditures was for Athletics donations from "Gold Out" and "Pink Out" t-shirt sales, IHSA Girls Golf and Boys Soccer regionals, staff apparel, and supplies (\$14,400), Cheerleading choreography, backpacks, and jackets (\$13,800), Football headsets, apparel, team meals, & supplies (\$12,600), Girls Volleyball invite officials & awards, warmups, shoes, and banquet (\$11,600), Soccer uniform apparel (\$8,500), Baseball uniforms & coaches clinic registrations (\$5,000), Poms shoes, skirts, apparel, & supplies (\$4,300), Softball jerseys, apparel, & coaches clinic registrations (\$4,100), Girls Track awards, timing system, & cinch bags (\$4,000), Wrestling uniforms, scoring system, & supplies (\$2,500), Girls Swimming spirit wear (\$1,900), Boys Lacrosse camp coaches (\$1,800), and Boys Bowling lane fees for summer bowling (\$1,000).



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October 31, 2024 Financial Executive Summary - Activity Accounts

High School Activities: The majority of the \$37,300 of revenue was from Marching Band \$13,800, Journalism \$5,500, Wellness \$3,800, Drama Club \$2,600, HOSA Medical Club \$2,200, Heuck Memorial Scholarship \$2,100, Chorus \$1,800, Hope Squad \$1,500, Student Council \$1,200, and Assessments \$500. The majority of the (\$90,900) of expenditures was for Student Council 2025 & 2026 prom venue deposits, Unicef donation from volleyball game, & supplies (\$38,100), Marching Band uniforms, drill design, percussion instruction, sound production, & Colorguard choreography (\$22,200), Journalism Philadelphia JEA/NSPA convention registration, airfare, & apparel (\$8,300), Wellness PE uniform apparel (\$6,400), Snow Raiders trip lodging deposit (\$4,000), Robotics Club team registrations & supplies (\$2,900), HOSA Medical Club state & national affiliation fees (\$2,500), Industrial Arts supplies & materials (\$1,500), PBIS Raider Way supplies & apparel (\$1,300), and Autos Club supplies & materials (\$1,200).

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



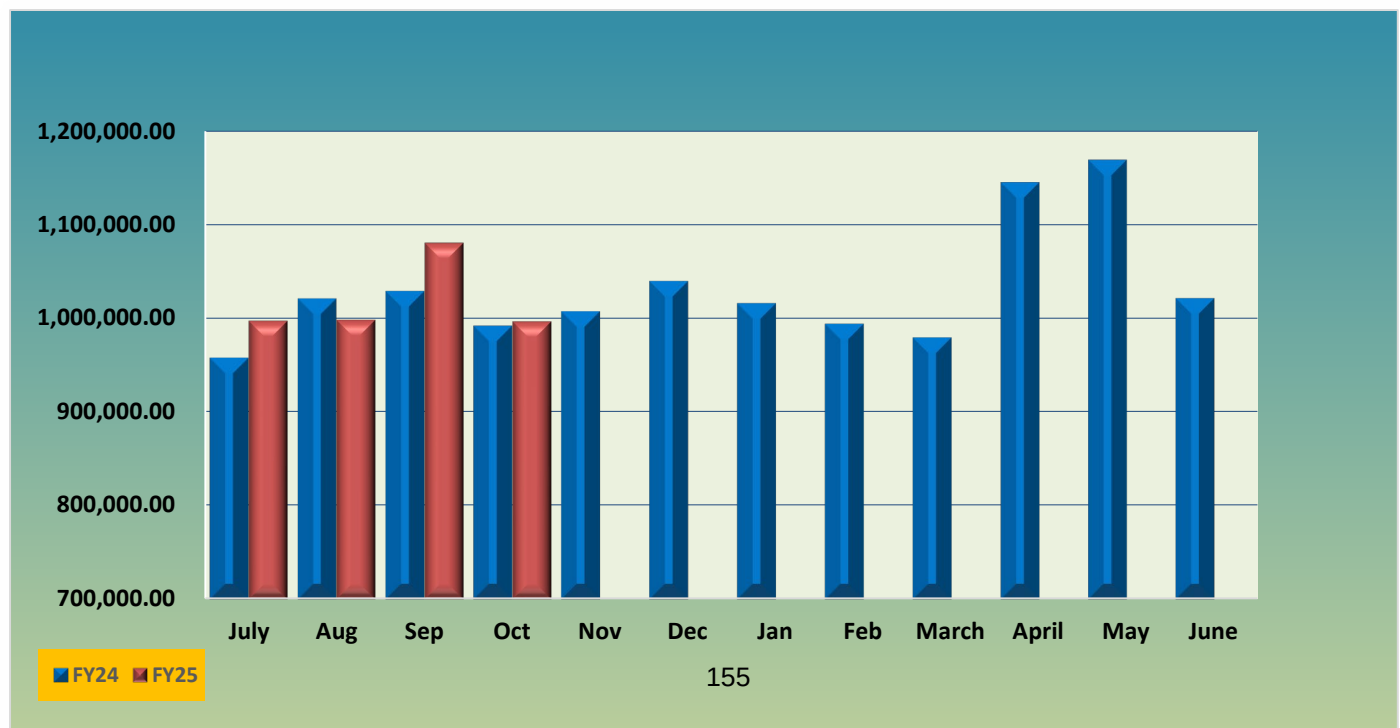
Huntley Community School District 158

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October 31, 2024 Financial Executive Summary - Activity Accounts

Major transactions for the Month include:

Major Cash Expenditures		Description	Major Revenues Received	
Bob Rogers Travel	32,970.00	MMS Chorus/Band trip transportation	Marlowe Chorus/Band	39,641.20
Renaissance Schaumburg	32,000.00	Deposit for 2026 HS Prom venue	HS Marching Band	13,826.68
Huntley Community School Dist 158-	29,795.53	P-Card charges (8/21/24 - 9/20/24)	HS Athletic Varsity	10,636.75
Edge Sports Apparel, The	26,661.00	Various HS/MS athletic team apparel	Heineman Chorus/Band	9,740.00
Rockford Park District	20,384.00	Marlowe Atwood trips	Mackeben In & Out	9,345.04
DeMoulin Brothers & Co	15,097.22	HS Marching Band custom uniforms	HS Football	9,086.67
AIA Corporation	12,891.99	Various schools/clubs apparel	HS Cheerleading	8,452.00
Literati Inc	7,252.43	Chesak/Mackeben Library book fairs	Heineman PE	7,806.00
BSN Sports LLC	6,635.36	HS VB shoes / FB "Pink Out" socks	Chesak Library	6,499.18
Xperience Cheer LLC	6,300.00	HS Cheerleading choreography	HS Journalism	5,496.40
Cal's Angels	5,636.00	Donation / "Gold-Out" t-shirt sales	HS Girls Volleyball	4,572.00
Valley Athletics	4,332.51	HS Baseball uniforms	HS Girls Tennis	4,001.00
Westcom Wireless Inc	4,295.00	HS Football headset package	HS Wellness	3,791.29
Crowne Plaza Hotel & Conference Ce	4,000.00	HS Prom venue deposit	District In & Out	3,764.95
Rib Mountain Inn and Townhouses	3,985.00	HS SnowRaiders trip lodging deposit	Heineman Cheerleading	3,735.00
Huntley Community School Dist 158-	3,936.00	Girls Volleyball invite officials (Arbiter)	Heineman Outdoor Activity	3,700.00
Pinecrest Golf Club	3,520.00	IHSA Girls Golf regional greens fees	Marlowe Outdoor Activity	3,560.00
Goebberts Farm Inc	2,954.00	Chesak 1st grade field trip	Mackeben Library	3,385.79
Game One	2,746.89	HS Girls Volleyball warmups	Chesak In & Out	2,801.00
Drury Lane Theater	2,535.00	HMS 'A Christmas Carol' Tickets	HS Drama Club	2,624.00
Jamison, Bryan	2,500.00	HS Marching Band percussionist	HS HOSA Medical Club	2,156.48



Fund Balance Report

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Huntley Community School District 158

Fund	Description	<u>Month to Date</u>		<u>Year to Date</u>		YTD Change	<u>Fund Balance</u>	
		Expense	Income	Expense	Income		Start of Year	Current
100	District In & Out	0.00	3,764.95	1,889.57	5,844.52	3,954.95	60.00	4,014.95
101	Interest/Service Charge	0.00	945.62	0.00	4,462.79	4,462.79	88,579.99	93,042.78
102	District Pepsi Account	81.11	112.30	154.63	112.30	(42.33)	5,164.02	5,121.69
104	Activity Food Service	0.00	0.00	106.33	0.00	(106.33)	237.37	131.04
105	District Recycling	0.00	0.00	0.00	0.00	0.00	5,069.22	5,069.22
111	Huntley Hootenanny	0.00	0.00	3,500.00	500.00	(3,000.00)	3,000.00	0.00
112	Foundation Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
113	Schaffenegger Memorial	0.00	0.00	0.00	0.00	0.00	14,580.89	14,580.89
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	0.00	0.00	0.00	0.00	0.00	8.44	8.44
1205	Mackeben Reading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1209	Mackeben Field Trips	0.00	40.00	1,550.00	1,530.00	(20.00)	2,181.46	2,161.46
1210	Mackeben Library	1,040.66	3,385.79	1,464.93	3,402.79	1,937.86	5.72	1,943.58
1240	Mackeben In & Out	86.73	9,345.04	86.73	9,345.04	9,258.31	183.53	9,441.84
1400	Heineman LRC	0.00	12.47	0.00	12.47	12.47	991.46	1,003.93
1401	Heineman Snow Hawks	0.00	0.00	0.00	0.00	0.00	4,002.63	4,002.63
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	1,941.98	1,941.98
1404	Heineman PBIS	0.00	0.00	101.85	0.00	(101.85)	130.17	28.32
1405	Heineman Service Club	0.00	0.00	0.00	37.10	37.10	0.00	37.10
1406	Heineman Chorus/Band	4,792.00	9,740.00	17,195.40	31,337.00	14,141.60	8,248.20	22,389.80
1407	Heineman Wrestling	0.00	0.00	0.00	0.00	0.00	171.16	171.16
1408	Heineman Cheerleading	0.00	3,735.00	0.00	4,260.00	4,260.00	324.87	4,584.87
1409	Heineman Track	0.00	0.00	0.00	493.75	493.75	535.70	1,029.45
1410	Heineman Charitable Contributions	0.00	0.00	0.00	0.00	0.00	1,161.03	1,161.03
1411	Heineman Cross Country	1,049.55	166.00	1,049.55	1,018.00	(31.55)	269.95	238.40
1412	Heineman Volleyball	0.00	0.00	984.50	985.00	0.50	110.43	110.93
1413	Heineman PE	0.00	7,806.00	0.00	7,806.00	7,806.00	3,557.45	11,363.45
1414	Heineman Student Council	554.95	486.80	554.95	486.80	(68.15)	1,574.48	1,506.33
1416	Heineman Poms	611.32	715.00	611.32	995.00	383.68	745.20	1,128.88
1417	Heineman Girls Basketball	0.00	0.00	0.00	0.00	0.00	25.66	25.66
1418	Heineman Outdoor Activity	0.00	3,700.00	12,029.77	22,542.25	10,512.48	8,138.79	18,651.27
1419	Heineman Athletics	0.00	0.00	0.00	0.00	0.00	155.58	155.58
1420	Heineman Boys Basketball	0.00	0.00	0.00	2,275.22	2,275.22	1,674.32	3,949.54
1421	Heineman Ecology Club	0.00	34.84	0.00	34.84	34.84	35.43	70.27

Specialized Data Systems, Inc.

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Fund Balance Report

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Huntley Community School District 158

Fund	Description	<u>Month to Date</u>		<u>Year to Date</u>		YTD Change	<u>Fund Balance</u>	
		Expense	Income	Expense	Income		Start of Year	Current
1422	Heineman Computer Lab	0.00	0.00	0.00	0.00	0.00	97.27	97.27
1423	Heineman Art Club	0.00	0.00	0.00	0.00	0.00	823.20	823.20
1425	Heineman Engineering Club	0.00	0.00	0.00	0.00	0.00	23.34	23.34
1440	Heineman In & Out	0.00	11.00	83.82	280.40	196.58	354.45	551.03
1441	Heineman Foods Club	0.00	0.00	0.00	570.00	570.00	1,043.85	1,613.85
1461	Heineman 6th Grade Team 1	0.00	0.00	0.00	0.00	0.00	368.50	368.50
1462	Heineman 6th Grade Team 2	0.00	0.00	0.00	0.00	0.00	224.80	224.80
1471	Heineman 7th Grade Team 1	0.00	0.00	0.00	0.00	0.00	1,009.10	1,009.10
1472	Heineman 7th Grade Team 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1480	Heineman 8th Grade Trips	0.00	0.00	0.00	0.00	0.00	4,112.00	4,112.00
1481	Heineman 8th Grade Team 1	0.00	0.00	0.00	0.00	0.00	415.96	415.96
1482	Heineman 8th Grade Team 2	0.00	0.00	0.00	0.00	0.00	1,719.30	1,719.30
1701	Conley PE	0.00	0.00	40.38	0.00	(40.38)	1,197.28	1,156.90
1702	Conley Pop	0.00	77.00	0.00	300.48	300.48	142.41	442.89
1703	Conley Recycling	0.00	0.00	86.45	(20.49)	(106.94)	106.94	0.00
1704	Conley PBIS	0.00	0.00	0.00	(2.00)	(2.00)	2.00	0.00
1706	Conley Band	1,496.00	0.00	1,496.00	2,599.00	1,103.00	1,777.67	2,880.67
1707	Conley Jean Fund	0.00	0.00	0.00	(19.24)	(19.24)	19.24	0.00
1708	Conley Disc Golf Club	654.72	0.00	654.72	1,009.00	354.28	323.96	678.24
1709	Conley Field Trips	0.00	0.00	0.00	0.00	0.00	721.28	721.28
1710	Conley Library	678.78	9.54	1,787.11	26.54	(1,760.57)	12,076.65	10,316.08
1712	Conley Art	0.00	0.00	0.00	0.00	0.00	2,893.32	2,893.32
1713	Conley Yearbook	0.00	0.00	0.00	767.71	767.71	2,691.44	3,459.15
1740	Conley In & Out	127.59	0.00	313.71	0.00	(313.71)	1,156.48	842.77
195	LIGHT Program	0.00	0.00	0.00	0.00	0.00	1,506.34	1,506.34
198	MS Orchestra District-wide	0.00	0.00	0.00	0.00	0.00	551.57	551.57
199	Preschool	40.38	0.00	661.15	1,120.24	459.09	2,833.27	3,292.36
202	Chesak Pop	0.00	0.00	0.00	13.94	13.94	137.80	151.74
203	Chesak Recycling	0.00	0.00	0.00	0.00	0.00	9.49	9.49
204	Chesak Art	0.00	0.00	0.00	0.00	0.00	3,155.99	3,155.99
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	488.00	488.00
209	Chesak Field Trips	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	Chesak Library	6,211.77	6,499.18	6,527.26	6,526.87	(0.39)	16,340.45	16,340.06
212	Chesak Dine & Share	0.00	0.00	0.00	0.00	0.00	1,275.58	1,275.58
240	Chesak In & Out	2,968.00	2,801.00	3,118.00	2,816.00	(302.00)	3,392.41	3,090.41

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Fund Balance Report

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Huntley Community School District 158

Fund	Description	<u>Month to Date</u>		<u>Year to Date</u>		YTD Change	<u>Fund Balance</u>	
		Expense	Income	Expense	Income		Start of Year	Current
301	Leggee School Store	600.00	0.00	600.00	0.00	(600.00)	2,221.99	1,621.99
302	Leggee Pop	0.00	0.00	0.00	49.14	49.14	402.82	451.96
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	4,861.19	4,861.19
305	Leggee Chorus/Band	1,062.00	0.00	1,062.00	1,949.00	887.00	1,562.90	2,449.90
306	Leggee Fundraisers	0.00	0.00	0.00	0.00	0.00	551.10	551.10
307	Leggee Donations & Grants	0.00	0.00	0.00	0.00	0.00	2,695.63	2,695.63
308	Leggee Music	135.80	286.00	135.80	483.00	347.20	0.00	347.20
309	Leggee Field Trips	0.00	0.00	0.00	0.00	0.00	879.11	879.11
310	Leggee Library	0.00	0.00	779.25	41.00	(738.25)	9,923.98	9,185.73
311	Leggee Recreation	0.00	0.00	0.00	0.00	0.00	795.61	795.61
313	Leggee Yearbook	135.87	0.00	705.87	0.00	(705.87)	2,011.02	1,305.15
340	Leggee In & Out	0.00	0.00	274.40	0.00	(274.40)	935.39	660.99
400	Marlowe LRC	0.00	0.00	0.00	12.84	12.84	303.12	315.96
401	Marlowe Pop	147.54	430.00	346.57	712.13	365.56	372.38	737.94
402	Marlowe Fundraiser Funds	336.00	0.00	336.00	0.00	(336.00)	702.95	366.95
403	Marlowe Yearbook	0.00	0.00	35.00	0.00	(35.00)	242.27	207.27
404	Marlowe School Store	0.00	0.00	0.00	0.00	0.00	0.00	0.00
405	Marlowe Student Council	0.00	0.00	0.00	0.00	0.00	216.07	216.07
406	Marlowe Chorus/Band	33,020.00	39,641.20	50,825.20	61,606.00	10,780.80	24,411.59	35,192.39
407	Marlowe Wrestling	0.00	0.00	0.00	0.00	0.00	783.89	783.89
408	Marlowe Cheerleading	1,200.00	150.00	4,225.00	4,793.00	568.00	2,443.98	3,011.98
409	Marlowe Track	34.95	0.00	432.95	0.00	(432.95)	951.56	518.61
410	Marlowe Spanish Club	0.00	0.00	0.00	0.00	0.00	1.57	1.57
411	Marlowe Cross Country	0.00	281.60	892.50	281.60	(610.90)	908.25	297.35
412	Marlowe Volleyball	0.00	0.00	0.00	0.00	0.00	2,360.74	2,360.74
413	Marlowe Philanthropy	0.00	0.00	4,328.05	0.00	(4,328.05)	6,301.47	1,973.42
414	Marlowe Academic Club	0.00	0.00	0.00	0.00	0.00	11.68	11.68
415	Marlowe Play	520.00	0.00	769.95	685.00	(84.95)	516.74	431.79
416	Marlowe Service Club	137.61	12.00	137.61	12.00	(125.61)	1,005.05	879.44
417	Marlowe Girls Basketball	0.00	0.00	2,676.29	0.00	(2,676.29)	5,104.59	2,428.30
418	Marlowe Outdoor Activity	20,493.90	3,560.00	42,849.90	43,341.00	491.10	3,843.83	4,334.93
419	Marlowe Athletics	0.00	0.00	0.00	0.00	0.00	0.00	0.00
420	Marlowe Boys Basketball	5,000.00	0.00	12,226.29	(2,275.22)	(14,501.51)	19,178.27	4,676.76
421	Marlowe Snow Stangs	0.00	0.00	1,301.31	0.00	(1,301.31)	1,295.00	(6.31)
422	Marlowe Tech Lab	0.00	0.00	0.00	0.00	0.00	124.00	124.00

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Fund Balance Report

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Huntley Community School District 158

Fund	Description	<u>Month to Date</u>		<u>Year to Date</u>		YTD Change	<u>Fund Balance</u>	
		Expense	Income	Expense	Income		Start of Year	Current
423	Marlowe Art Class	0.00	60.00	0.00	240.00	240.00	1,890.78	2,130.78
424	Marlowe PE	0.00	573.00	0.00	1,848.00	1,848.00	8,638.28	10,486.28
425	Marlowe Ecology	0.00	408.00	0.00	408.00	408.00	0.00	408.00
426	Marlowe Poms	79.80	0.00	79.80	0.00	(79.80)	1,941.52	1,861.72
427	Marlowe Musical	0.00	0.00	0.00	0.00	0.00	0.95	0.95
428	Marlowe Chess Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
429	Marlowe Golf	0.00	0.00	0.00	0.00	0.00	1.00	1.00
430	Marlowe Boys Volleyball	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440	Marlowe In & Out	0.00	200.00	295.00	706.51	411.51	108.49	520.00
441	Marlowe Foods Club	0.00	0.00	0.00	55.00	55.00	310.02	365.02
461	Marlowe 6th Grade	0.00	0.00	13.93	0.00	(13.93)	28.90	14.97
471	Marlowe 7th Grade	0.00	0.00	121.08	0.00	(121.08)	3,296.46	3,175.38
481	Marlowe 8th Grade	2,256.00	15.00	3,052.32	3,913.00	860.68	5,809.40	6,670.08
500	HS Leos Club	0.00	315.00	521.00	1,420.00	899.00	855.81	1,754.81
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	0.00	0.00
503	HS Yearbook	203.56	462.00	223.56	1,335.00	1,111.44	2,335.57	3,447.01
504	HS Girls Cross Country	0.00	0.00	0.00	(1,934.39)	(1,934.39)	1,934.39	159 0.00
505	HS Student Council	38,107.06	1,232.21	54,641.53	55,886.36	1,244.83	36,577.92	37,822.75
506	HS Chorus	0.00	1,804.00	0.00	1,804.00	1,804.00	179.60	1,983.60
507	HS Color Guards	0.00	0.00	0.00	0.00	0.00	0.00	0.00
508	HS Pop	394.59	143.85	826.35	522.90	(303.45)	506.75	203.30
509	HS Math Club	0.00	0.00	0.00	300.00	300.00	1,638.12	1,938.12
510	HS Girls Golf	56.00	250.00	4,932.45	6,055.13	1,122.68	4,713.62	5,836.30
511	HS Drama Club	429.00	2,624.00	429.00	7,516.10	7,087.10	4,060.47	11,147.57
512	HS Pom Pons	4,325.59	1,562.00	40,406.93	7,748.00	(32,658.93)	36,709.08	4,050.15
513	HS SnowRaiders Club	3,985.00	0.00	3,985.00	0.00	(3,985.00)	6,557.97	2,572.97
514	HS Spanish Honor Society	0.00	80.61	0.00	90.61	90.61	519.59	610.20
515	HS Boys Track	0.00	500.00	173.14	800.00	626.86	5,098.81	5,725.67
516	HS Activities Director	431.04	0.00	431.04	0.00	(431.04)	9,941.74	9,510.70
517	HS HOSA Medical Club	2,460.00	2,156.48	4,019.36	5,637.92	1,618.56	1,928.92	3,547.48
518	HS NHS	146.85	394.20	646.85	1,239.80	592.95	3,491.18	4,084.13
519	HS Co-Op (VICA)	0.00	0.00	500.00	0.00	(500.00)	4,872.43	4,372.43
520	HS Musical	0.00	0.00	0.00	0.00	0.00	479.17	479.17
521	HS Athletic Varsity	14,398.45	10,636.75	16,359.22	22,222.74	5,863.52	13,426.34	19,289.86
522	HS Girls Volleyball	11,586.43	4,572.00	37,197.34	27,339.60	(9,857.74)	14,865.42	5,007.68

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Fund Balance Report

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Huntley Community School District 158

Fund	Description	<u>Month to Date</u>		<u>Year to Date</u>		YTD Change	<u>Fund Balance</u>	
		Expense	Income	Expense	Income		Start of Year	Current
523	HS Boys Golf	318.89	2,000.00	4,810.66	7,658.87	2,848.21	4,155.23	7,003.44
524	HS Softball	4,143.30	0.00	4,910.86	0.00	(4,910.86)	14,185.57	9,274.71
525	HS Baseball	5,001.01	0.00	6,262.60	1,000.00	(5,262.60)	6,249.13	986.53
526	HS Girls Basketball	0.00	900.00	14,515.47	820.00	(13,695.47)	17,189.09	3,493.62
527	HS Boys Basketball	144.00	0.00	15,777.27	0.00	(15,777.27)	27,002.57	11,225.30
528	HS Cheerleading	13,816.35	8,452.00	44,030.60	31,345.00	(12,685.60)	51,234.87	38,549.27
529	HS Wrestling	2,497.43	1,400.00	2,747.40	1,400.00	(1,347.40)	24,035.89	22,688.49
530	HS Boys Cross Country	400.00	1,000.00	3,274.14	3,057.19	(216.95)	7,255.86	7,038.91
531	HS FBLA	0.00	0.00	0.00	0.00	0.00	8,852.41	8,852.41
532	Heuck Memorial Scholarship	0.00	2,078.35	0.00	2,078.35	2,078.35	816.36	2,894.71
533	HS Speech	0.00	0.00	0.00	0.00	0.00	1,896.47	1,896.47
534	HS Academic Team	0.00	0.00	0.00	0.00	0.00	172.31	172.31
535	HS Journalism	8,289.37	5,496.40	9,466.37	20,201.20	10,734.83	1,296.63	12,031.46
536	HS Soccer	8,522.50	0.00	27,899.56	24,689.25	(3,210.31)	79,518.32	76,308.01
537	HS Field Trips	100.00	288.00	422.00	611.00	189.00	1,582.75	1,771.75
538	HS Football	12,561.36	9,086.67	112,155.79	92,935.67	(19,220.12)	62,975.79	43,755.67
539	HS Special Olympics	0.00	0.00	0.00	0.00	0.00	445.09	445.09
540	HS In & Out	0.00	0.00	0.00	0.00	0.00	1,704.37	160,1704.37
541	HS Industrial Arts	1,503.68	33.60	1,503.68	6,506.40	5,002.72	2,164.32	7,167.04
542	HS Wellness	6,380.00	3,791.29	7,776.82	22,948.87	15,172.05	8,558.03	23,730.08
543	HS Girls Track	3,992.77	1,050.00	5,386.12	1,050.00	(4,336.12)	6,863.99	2,527.87
544	HS Blooms Courtyard	0.00	0.00	0.00	0.00	0.00	540.90	540.90
545	HS Girls Tennis	70.00	4,001.00	4,244.32	6,018.40	1,774.08	3,080.58	4,854.66
546	HS Media Center	9.00	0.00	9.00	0.00	(9.00)	1,782.25	1,773.25
547	HS Buddies Club	115.54	0.00	115.54	0.00	(115.54)	388.24	272.70
548	HS Robotics Club	2,853.54	0.00	5,591.49	1,152.00	(4,439.49)	3,162.50	(1,276.99)
549	HS Assessments	57.24	528.00	1,387.24	528.00	(859.24)	20,160.10	19,300.86
550	HS Community Service Club	0.00	0.00	0.00	0.00	0.00	2,734.57	2,734.57
551	HS Custom Designs	0.00	0.00	0.00	230.40	230.40	1,958.12	2,188.52
552	HS Orchesis Club	0.00	0.00	0.00	0.00	0.00	3,944.08	3,944.08
553	HS Environmental Club	0.00	0.00	0.00	0.00	0.00	411.50	411.50
554	HS Art Club	0.00	(7.00)	0.00	521.00	521.00	615.94	1,136.94
555	HS Boys Lacrosse	1,845.00	175.00	1,845.00	2,483.80	638.80	7,857.81	8,496.61
556	HS Marching Band	22,192.07	13,826.68	26,718.22	26,969.88	251.66	28,414.85	28,666.51
557	HS Culinary Club	0.00	0.00	0.00	0.00	0.00	67.50	67.50
558	HS Fashion Club	0.00	0.00	0.00	0.00	0.00	462.81	462.81

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Fund Balance Report

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Huntley Community School District 158

Fund	Description	<u>Month to Date</u>		<u>Year to Date</u>		YTD Change	<u>Fund Balance</u>	
		Expense	Income	Expense	Income		Start of Year	Current
559	HS Social Studies Trips	0.00	0.00	0.00	0.00	0.00	809.27	809.27
560	HS PBIS Raider Way	1,263.99	260.00	1,263.99	260.00	(1,003.99)	2,525.70	1,521.71
561	HS Girls Bowling	0.00	500.00	0.00	750.00	750.00	1,943.26	2,693.26
562	HS Girls Swimming	1,892.45	660.00	4,529.45	7,257.00	2,727.55	1,726.11	4,453.66
563	HS Fishing Club	0.00	230.00	0.00	230.00	230.00	47.73	277.73
564	HS Science Club	0.00	0.00	0.00	0.00	0.00	3,222.97	3,222.97
565	HS Hope Squad	0.00	1,480.00	1,500.00	1,480.00	(20.00)	2,603.89	2,583.89
566	HS Horticulture Club	0.00	0.00	0.00	0.00	0.00	3,294.07	3,294.07
567	HS Orchestra	252.00	0.00	252.00	0.00	(252.00)	521.55	269.55
568	HS Medical Academy	59.94	0.00	59.94	10.00	(49.94)	3,024.82	2,974.88
569	HS Athletic Trainers	0.00	0.00	0.00	0.00	0.00	13.17	13.17
570	HS SES Program	0.00	0.00	0.00	0.00	0.00	281.00	281.00
571	HS Girls Lacrosse	0.00	1,000.00	900.00	2,209.60	1,309.60	17,936.57	19,246.17
572	HS Autos Club	1,186.05	0.00	1,186.05	1,468.00	281.95	2,296.10	2,578.05
573	HS Boys Volleyball	0.00	76.80	765.00	687.80	(77.20)	3,134.30	3,057.10
574	HS Life Skills	0.00	0.00	0.00	0.00	0.00	287.24	287.24
575	HS Job Skills	169.00	75.00	169.00	75.00	(94.00)	5,174.24	5,080.24
576	HS Chess Team	284.64	25.00	359.64	25.00	(334.64)	1,227.20	161 892.56
577	HS Boys Bowling	1,000.00	0.00	1,000.00	1,288.00	288.00	2,784.74	3,072.74
578	HS Boys Tennis	0.00	0.00	0.00	0.00	0.00	476.46	476.46
579	HS Boys Swimming	126.00	0.00	126.00	500.00	374.00	539.44	913.44
598	HS Incubator Pgm	0.00	0.00	55.91	0.00	(55.91)	37,372.15	37,316.24
599	HS Senior Class Gift	0.00	0.00	0.00	0.00	0.00	1,168.14	1,168.14
701	Martin School Store	0.00	0.00	321.01	240.91	(80.10)	3,422.43	3,342.33
702	Martin Pop	0.00	0.00	0.00	40.38	40.38	455.31	495.69
704	Martin Art	402.78	0.00	402.78	0.00	(402.78)	7,097.71	6,694.93
706	Martin Band	1,394.00	120.00	1,394.00	3,040.00	1,646.00	3,492.32	5,138.32
709	Martin Fieldtrips	0.00	0.00	1,824.00	1,578.00	(246.00)	3,482.05	3,236.05
710	Martin Library	475.00	681.29	475.00	681.29	206.29	12,685.46	12,891.75
712	Martin Fundraising	2,617.39	(681.29)	3,608.27	(56.68)	(3,664.95)	2,537.57	(1,127.38)
713	Martin Yearbook	0.00	0.00	0.00	0.00	0.00	4,637.34	4,637.34
714	Martin Wellness	0.00	0.00	0.00	0.00	0.00	33.09	33.09
740	Martin In & Out	0.00	0.00	0.00	0.00	0.00	681.42	681.42
		<u>\$268,012.89</u>	<u>\$184,264.22</u>	<u>\$670,885.16</u>	<u>\$646,283.67</u>	<u>(\$24,601.49)</u>	<u>\$1,021,182.45</u>	<u>\$996,580.96</u>

October 2024 Financial Executive Summary

The October 2024 month and YTD results are as follows:

Operating Funds: 10, 20, 40, 50, and 70

	FY25 October	FY25 YTD	FY25 Budget	
Total Local	\$ 7,225,670	\$ 28,513,556	\$ 90,758,598	31%
Total State	7,129,523	13,508,062	\$ 38,774,782	35%
Total Federal	457,384	565,454	\$ 3,920,625	14%
Operating Revenues	\$ 14,812,578	\$ 42,587,072	\$ 133,454,005	32%
Salaries	\$ 7,063,003	\$ 27,063,758	\$ 81,071,209	33%
Employee Benefits	\$ 1,865,603	\$ 8,080,950	\$ 24,505,586	33%
Purchased Services	\$ 715,072	\$ 4,751,202	\$ 11,784,504	40%
Supplies & Materials	\$ 644,213	\$ 2,419,728	\$ 8,846,973	27%
Capital Outlay	\$ 1,480	\$ 1,949,965	\$ 2,780,105	70%
Other Objects	\$ 274,863	\$ 881,686	\$ 3,585,734	25%
Operating Expenses	10,564,235	45,147,287	132,574,111	34%
Net Operating Surplus (Deficit)	\$ 4,248,343	\$ (2,560,216)	\$ 879,894	

All Funds:

	FY25 October	FY25 YTD	FY25 Budget	
Total Revenues	\$ 15,707,197	\$ 46,889,605	\$ 146,014,284	32%
Total Expenses	10,485,633	46,463,745	145,291,499	32%
Net All Funds Surplus (Deficit)	\$ 5,221,564	\$ 425,860	\$ 722,785	

Primarily driven by timing of revenues and expenses, the District closed October 2024 with a YTD net operating deficit of (\$2.5M). Federal and State revenues historically lag in the first quarter of the year. In addition, Capital Projects and Purchased Services expenses are generally frontloaded as shown by Capital Projects at 70% of budget and Purchased Services expenses at 40% of budget.

October operating revenues of \$14.8M are mainly due to the recognition of \$7.3M levy 2023 property taxes, \$3M Evidence Based Funding (EBF), \$548k for SpEd Transportation, IDEA FlowThrough \$283k, Food Service \$262k, SpEd Facilities \$247k, Transportation \$216k and Interest Earnings \$157k.

Approximately 85% of October operating expenditures cover salaries and benefits. Major expenditures making up the \$715k in operating Purchased Services for the month was for contracted custodial service (\$195k), buildings repair and maintenance (\$73k), contracted transportation (\$51k) security purchased services (\$35k) and the student information system (\$34k). The \$644k in monthly Supplies and Materials includes cafeteria supplies (\$191k), electricity (\$123k), buildings & grounds supplies (\$49k), PAC supplies (\$21k), diesel/gas (\$19k), natural gas (\$17k), fleet supplies (\$16k) and propane (\$12k). The majority of the Other Objects for the month is for special ed tuition.

The District began FY25 with \$58.4 million in cash and as of the end of October 2024, the cash balance approximated \$72 million. The District holds \$2.9M with BMO, \$61M through PMA, and \$7.9M with Fifth Third.

October 2024 Financial Executive Summary

Major transactions for October 2024 include:

Non-Salary Major Cash Expenditures		Major Revenues Received/Recognized	
Blue Cross Blue Shield (Medical Ins)	\$ 1,146,324	Monthly Levy 2023 Recognition	\$7,317,731
GSF USA (Contracted Maint)	\$ 203,764	Evidence Based Funding	\$3,015,386
Gordon Food Service (Food Service)	\$ 152,719	SpEd Transportation	\$548,184
BMO Mastercard (P-Card)	\$ 139,826	IDEA FlowThrough	\$282,518
ComEd (Electricity)	\$ 97,999	Food Service	\$261,946
MetLife (Dental Insurance)	\$ 71,731	SpEd Facility	\$247,696
Easterseals (SpEd Tuition)	\$ 55,533	Transportation	\$216,407
Schoolbells (Cont Transportation)	\$ 50,659		
FFP Fund Lease (Electricity)	\$ 47,510	October 2024 ISBE (State) Receivable Teacher Vacancy Grant \$311,569 Early Childhood \$29,767 Drivers Ed \$5,900 Total \$347,236	
Marklund Childrens (SpEd Tuition)	\$ 41,371		
Wallingford Sales (O&M Supplies)	\$ 36,998		
ClassLink (Tech License Renewal)	\$ 34,312		
Illinois Communication (Security Supplies)	\$ 33,000		
N2Y Inc (SpEd Supplies)	\$ 31,045		
Arbiter (Sports Officials)	\$ 25,000		
General Parts (Cafeterial Supplies)	\$ 21,895		
CT Veach (Grounds Cont)	\$ 21,821		

Monthly Insurance Update:

Claims Paid

	Aug 2024	Sep 2024	Oct 2024	FY25 YTD
\$	1,081,240	\$ 898,695	\$ 1,191,605	\$ 4,462,114

Total

\$	1,081,240	\$ 898,695	\$ 1,191,605	\$ 4,462,114

Settlement Costs - BC/BS

215,134	206,152	206,975	840,342

Average Monthly Claims

\$ 1,027,506	\$ 1,014,244	\$ 1,042,608

Based upon the last 12 months of claims

Total Insurance Costs

\$ 1,154,322	\$ 934,328	\$ 1,210,880	\$ 4,894,395

Includes employee contributions

FY25 Budget

\$ 14,224,393

October 2024 claims of \$1.2M compares to \$851k in October 2023. Year to date claims of \$4.89M represent a 12% increase over prior year to date claims of \$4.31M. (These figures include stop loss credits of \$673k.)

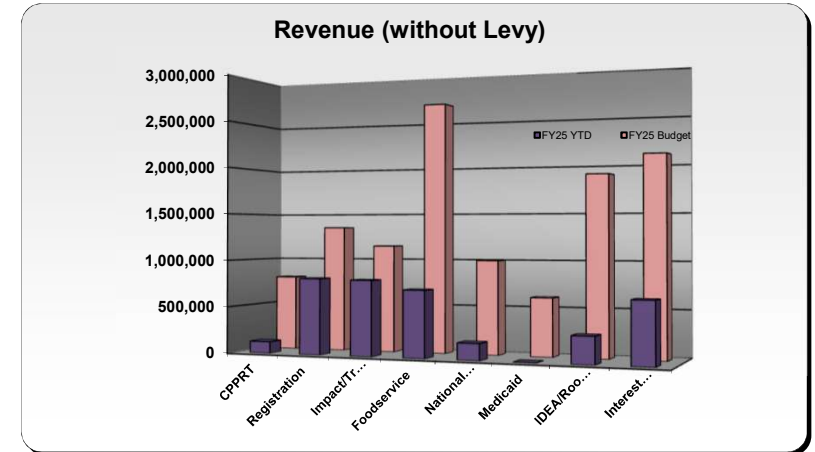
October 2024 Dashboard

	Revenue				
	Prior YTD	FY25 YTD	FY25 Budget	%	Variance
Operating Levies	28,185,255	25,546,158	86,587,245	30%	61,041,087
MCATs	1,282,904	1,055,415	4,981,052	21%	3,925,637
CPPRT	249,136	124,195	800,000	16%	675,805
Registration	950,849	807,387	1,350,367	60%	542,980
Impact/Transition Fees	119,831	797,644	1,150,000	69%	352,356
Foodservice	679,625	704,553	2,675,196	26%	1,970,643
National School Lunch	151,864	177,243	1,000,000	18%	822,757
Medicaid	0	2,934	617,000	0%	614,066
IDEA/Room & Board	366,736	284,241	1,900,527	15%	1,616,286
Interest Earnings-Total	917,122	646,743	2,099,999	31%	1,453,256

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

Monthly Notes - Revenue

- Impact transition fees trending favorably.
- All other items in red tranding as expected due to timing or recognition.

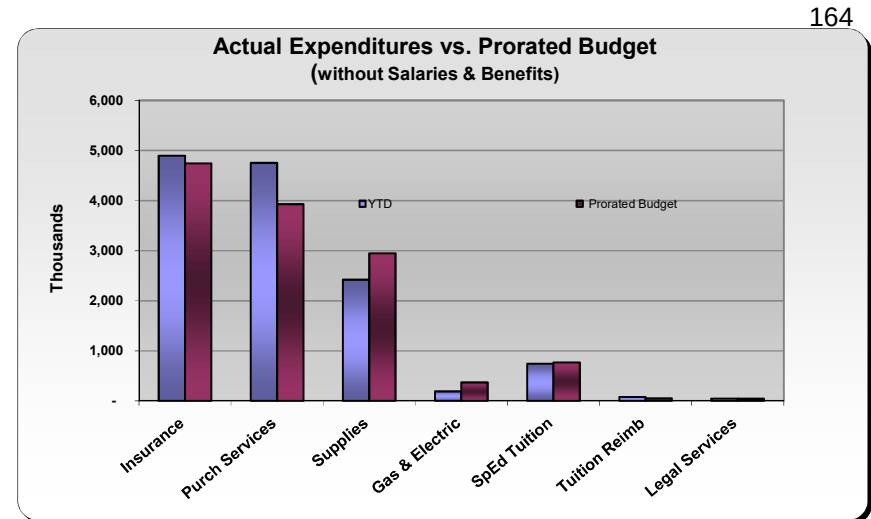


Key Operating Expenditures					
	Prior YTD	FY25 YTD	FY25 Budget	%	Budget Bal.
Salaries & Benefits	32,654,226	35,144,707	105,442,575	33%	70,297,868
Insurance	4,307,534	4,894,395	14,224,393	34%	9,329,998
Purchased Services	5,272,209	4,751,202	11,784,507	40%	7,033,305
Supplies	2,706,007	2,419,728	8,846,973	27%	6,427,245
Gas & Electric	188,938	190,255	1,108,000	17%	917,745
SpEd Tuition	398,173	741,454	2,297,500	32%	1,556,046
Tuition Reimb	60,876	78,122	150,000	52%	71,878

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

Monthly Notes - Expenditures

- Expenses are on track with budget, except tuition reimbursement which are mostly paid out in the first quarter of the year.



October 2024 Dashboard

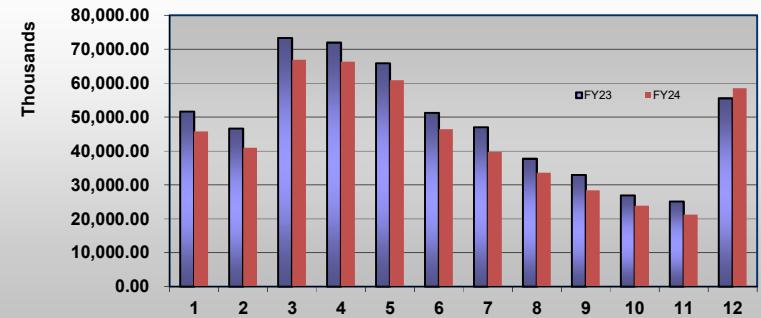
Balance Sheet - Cash Flow

	Prior YTD	FY25 YTD	%	Variance
Cash and Investments	66,359,597	71,532,857	108%	5,173,259
A/R Total	768,695	858,659	112%	89,964
A/R State	358,243	460,655	129%	102,412
Deferred Revenue	11,534,730	13,516,636	117%	1,981,906
Contracts Payable	7,978,429	10,125,962	127%	2,147,533
Self Insurance Res.	3,340,050	3,340,050	100%	0

Monthly Notes - Balance Sheet

► Contracts Payable has been adjusted for 2025 summer payrolls.

Cash Balances

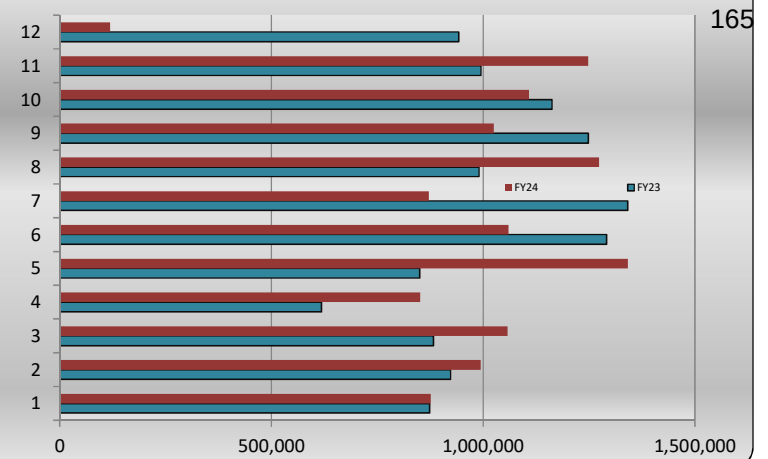


FY24 AFR Data

	FY24	FY23	%	Variance
Fund Balance to Revenue Ratio	0.29	0.30	96%	(0.01)
Expenditure to Revenue Ratio	1.00	1.02	102%	0.02
Days Cash on Hand	136.90	134.59	102%	2.31
Percent Short-Term Borrowing Max Rem	100.00	100.00	100%	0.00
Percent Long-Term Debt Margin Remain	58.77	57.99	101%	0.78
ISBE Rating	3.80	3.45	110%	0.35
Operating Expense per Pupil	15,537.00	15,164.00	102%	373.00
	RECOGNITION	REVIEW		

► The District ISBE rating increased to Financial Recognition in FY24.

Insurance Claims



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	5,115,533.70	20,462,134.80	(64,783,389.00)	(44,321,254.20)	31.59	
1200 Payments In Lieu Of Taxes	124,195.10	124,195.10	(684,292.00)	(560,096.90)	18.15	
1300 Tuition	0.00	(7,443.51)	(336,982.00)	(344,425.51)	-2.21	
1500 Earnings On Investments	29.20	191,887.36	(672,952.00)	(481,064.64)	28.51	
1600 Food Service	261,946.40	704,552.59	(2,675,196.00)	(1,970,643.41)	26.47	
1700 District/School Activity Income	27,748.83	345,040.24	(1,393,613.00)	(1,048,572.76)	24.76	
1800 Textbook Income	42,197.85	807,386.97	(1,350,367.00)	(542,980.03)	59.79	
1900 Other Local Revenues	67,374.26	318,861.43	(545,624.00)	(211,762.57)	61.19	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	5,639,025.34	22,946,614.98	(72,442,415.00)	(49,480,800.02)	31.70	* Source of Revenue
3001 General State Aide	3,015,386.00	9,046,158.00	(31,072,418.00)	(22,026,260.00)	29.11	
3100 Special Education	247,695.68	282,620.56	(1,328,982.00)	(1,046,361.44)	21.27	
3200 Career And Technical Education (Cte) - Tech Prep	0.00	0.00	(34,500.00)	(34,500.00)	0.00	
3300 Bilingual/StateFreeLunch/Dr Ed	6,931.26	8,203.55	(77,280.00)	(69,076.45)	10.62	
3500 Transportation - Reg/Voc/SpEd	0.00	0.00	0.00	0.00	0.00	
3700 Early Childhood	79,534.00	79,534.00	(305,634.00)	(226,100.00)	26.02	
3900 Other State Revenue	0.00	311,569.00	(319,435.00)	(7,866.00)	97.54	
3000 RECEIPTS/REVENUE FROM STATE SOURCES	3,349,546.94	9,728,085.11	(33,138,249.00)	(23,410,163.89)	29.36	* Source of Revenue
4100 Title V	0.00	0.00	0.00	0.00	0.00	
4200 Child Nutrition	109,674.22	185,085.77	(1,005,803.00)	(820,717.23)	18.40	
4300 Title I - Low Income	0.00	0.00	(176,151.00)	(176,151.00)	0.00	
4400 Title IV - Safe And Drug-Free Schools - Formula	0.00	0.00	(13,169.00)	(13,169.00)	0.00	
4620 Federal Special Education - IDEA Flow-Through/ Low	284,241.00	284,241.00	(1,900,527.00)	(1,616,286.00)	14.96	
4700 CTE	0.00	0.00	(39,500.00)	(39,500.00)	0.00	
4800 Federal - ARRA	0.00	0.00	0.00	0.00	0.00	
4900 Other Restricted Grants Received From Federal	62,244.00	94,902.56	(785,475.00)	(1,450,572.44)	6.14	
4000 RECEIPTS/REVENUE FROM FEDERAL SOURCES	456,159.22	564,229.33	(3,920,625.00)	(4,116,395.67)	12.05	* Source of Revenue
7100 Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00	
7200 Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00	
7300 Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00	

Revenue Report

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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	9,444,731.50	33,238,929.42	(109,501,289.00)	(77,007,359.58)	30.16	Fund

Revenue Report

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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	681,201.16	2,724,804.64	(8,701,215.00)	(5,976,410.36)	31.32	
1500 Earnings On Investments	56,270.90	107,662.12	(483,684.00)	(376,021.88)	22.26	
1900 Other Local Revenues	57,349.13	99,994.32	(280,000.00)	(178,290.68)	36.32	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	794,821.19	2,932,461.08	(9,464,899.00)	(6,530,722.92)	31.00	* Source of Revenue
3001 General State Aide	0.00	0.00	(2,096,243.00)	(2,096,243.00)	0.00	
3900 Other State Revenue	0.00	0.00	0.00	0.00	0.00	
3000 RECEIPTS/REVENUE FROM STATE SOURCES	0.00	0.00	(2,096,243.00)	(2,096,243.00)	0.00	* Source of Revenue
4500	0.00	0.00	0.00	0.00	0.00	
4900 Other Restricted Grants Received From Federal	0.00	0.00	0.00	0.00	0.00	
4000 RECEIPTS/REVENUE FROM FEDERAL SOURCES	0.00	0.00	0.00	0.00	0.00	* Source of Revenue
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	794,821.19	2,932,461.08	(11,561,142.00)	(8,626,965.92)	25.38	Fund

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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	889,359.75	3,557,439.00	(11,272,891.00)	(7,715,452.00)	31.56	
1500 Earnings On Investments	104,375.75	223,025.10	(374,298.00)	(151,272.90)	59.58	
1900 Other Local Revenues	0.00	0.00	0.00	0.00	0.00	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	993,735.50	3,780,464.10	(11,647,189.00)	(7,866,724.90)	32.46	* 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	993,735.50	3,780,464.10	(11,647,189.00)	(7,866,724.90)	32.46	Fund

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Revenue Report

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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	323,097.02	1,292,388.08	(4,223,007.00)	(2,930,618.92)	30.60	
1400 Transportation Fees	0.00	0.00	(69,700.00)	(69,700.00)	0.00	
1500 Earnings On Investments	27,378.95	52,903.30	(273,387.00)	(220,483.70)	19.35	
1900 Other Local Revenues	0.00	459.20	0.00	459.20	0.00	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	350,475.97	1,345,750.58	(4,566,094.00)	(3,220,343.42)	29.47	* Source of Revenue
3500 Transportation - Reg/Voc/SpEd	764,590.54	764,590.54	(3,540,290.00)	(2,775,699.46)	21.60	
3900 Other State Revenue	0.00	0.00	0.00	0.00	0.00	
3000 RECEIPTS/REVENUE FROM STATE SOURCES	764,590.54	764,590.54	(3,540,290.00)	(2,775,699.46)	21.60	* 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	1,225.00	1,225.00	0.00	1,225.00	0.00	
7000 SOURCES OF FUNDS	1,225.00	1,225.00	0.00	1,225.00	0.00	* Source of Revenue
40 Transportation Fund	1,116,291.51	2,111,566.12	(8,106,384.00)	(5,994,817.88)	26.05	Fund

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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	269,589.58	911,029.65	(3,441,005.00)	(2,529,975.35)	26.48	
1200 Payments In Lieu Of Taxes	0.00	0.00	(115,708.00)	(115,708.00)	0.00	
1500 Earnings On Investments	29,157.15	60,978.87	(168,238.00)	(107,259.13)	36.25	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	298,746.73	972,008.52	(3,724,951.00)	(2,752,942.48)	26.09	* Source of Revenue
50 Municipal Retirement and Social Security Fund	298,746.73	972,008.52	(3,724,951.00)	(2,752,942.48)	26.09	Fund

Revenue Report

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Capital Projects Fund or Fund Group 60						
Source of Revenue	1000	RECEIPTS/REVENUE FROM LOCAL SOURCES				
Source of Revenue	1500	Earnings On Investments				
Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget	Account Number
1500 Earnings On Investments	412.54	1,717.38	(63,089.00)	(61,371.62)	2.72	
1900 Other Local Revenues	0.00	672,702.82	(850,000.00)	(177,297.18)	79.14	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	412.54	674,420.20	(913,089.00)	(238,668.80)	73.86	* 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	412.54	674,420.20	(913,089.00)	(238,668.80)	73.86	Fund

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Working Cash Fund 70

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES

Source of Revenue 1100 Designated Levies

Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget	Account Number
1100 Designated Levies	38,950.17	155,800.68	(497,151.00)	(341,350.32)	31.34	
1500 Earnings On Investments	4,121.81	8,569.09	(63,089.00)	(54,519.91)	13.58	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	43,071.98	164,369.77	(560,240.00)	(395,870.23)	29.34	* Source of Revenue
70 Working Cash Fund	43,071.98	164,369.77	(560,240.00)	(395,870.23)	29.34	Fund

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Fire Prevention and Safety Fund or Fund Group 90

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES

Source of Revenue 1100 Designated Levies

Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget	Account Number
1100 Designated Levies	0.00	0.00	0.00	0.00	0.00	
1500 Earnings On Investments	0.01	0.04	(1,262.00)	(1,261.96)	0.00	
1000 RECEIPTS/REVENUE FROM LOCAL SOURCES	0.01	0.04	(1,262.00)	(1,261.96)	0.00	* Source of Revenue
90 Fire Prevention and Safety Fund or Fund Group	0.01	0.04	(1,262.00)	(1,261.96)	0.00	Fund
Report Total:	12,691,810.96	43,874,219.25	(146,015,546.00)	(102,884,611.75)	29.91	

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	4,679,875.90	18,276,002.54	0.00	55,280,468.34	37,065,371.80	33.02	
200 EMPLOYEE BENEFITS	1,252,439.14	5,327,562.91	2,866,019.72	14,272,948.71	6,059,866.07	57.54	
300 PURCHASED SERVICES	80,675.97	428,500.28	172,693.16	1,464,892.00	727,718.83	47.56	
400 SUPPLIES & MATERIALS	132,766.42	416,277.73	544,444.50	2,964,468.00	1,686,962.62	36.72	
500 CAPITAL OUTLAY	0.00	18,700.00	0.00	20,000.00	31,800.00	37.03	
600 OTHER OBJECTS	17,682.05	40,222.67	1,027.00	1,017,689.00	974,764.33	4.08	
700 NON-CAPITALIZED EQUIPMENT	27,211.03	45,608.34	7,030.36	142,005.00	56.30	99.89	
1000 INSTRUCTION	6,190,650.51	24,552,874.47	3,591,214.74	75,162,471.05	46,546,539.95	37.76	* Function
100 SALARIES	1,926,417.73	7,293,335.03	0.00	20,659,597.00	13,086,320.97	35.79	
200 EMPLOYEE BENEFITS	294,276.60	1,331,535.77	56,409.44	4,199,729.00	2,798,658.24	33.35	
300 PURCHASED SERVICES	219,293.56	1,962,503.60	457,636.92	4,170,527.00	2,054,186.62	54.75	
400 SUPPLIES & MATERIALS	269,592.20	1,423,379.60	727,201.06	3,163,662.00	1,063,746.66	67.20	
500 CAPITAL OUTLAY	0.00	0.00	0.00	35,000.00	10,000.00	0.00	
600 OTHER OBJECTS	15,274.00	59,431.70	8,211.10	97,374.00	180,916.88	27.31	
700 NON-CAPITALIZED EQUIPMENT	0.00	0.00	0.00	21,947.00	10,560.05	55.35	
2000 SUPPORT SERVICES	2,724,854.09	12,070,185.70	1,249,458.52	32,347,836.00	19,204,389.42	41.17	* Function
100 SALARIES	5,947.92	23,460.79	0.00	90,295.00	56,539.21	29.33	
300 PURCHASED SERVICES	7,105.00	28,485.00	7,105.00	104,300.00	(26,257.59)	255.83	
400 SUPPLIES & MATERIALS	267.79	8,561.87	2,613.15	5,000.00	153,108.98	6.80	
700 NON-CAPITALIZED EQUIPMENT	0.00	3,304.60	0.00	0.00	16,195.40	16.95	
3000 COMMUNITY SERVICES	13,320.71	63,812.26	9,718.15	199,595.00	199,586.00	28.88	* Function
300 PURCHASED SERVICES	0.00	1,068.75	281.25	10,000.00	28,150.00	4.58	
600 OTHER OBJECTS	214,499.15	726,016.51	691,446.51	2,297,500.00	721,936.14	68.58	
4000 PAYMENTS TO OTHER DISTRICTS AND GOVERNMENTAL UNITS	214,499.15	727,085.26	691,727.76	2,307,500.00	750,086.14	67.77	* Function
10 Educational Fund	9,143,324.46	37,413,957.69	5,542,119.17	110,017,402.05	66,700,601.51	39.38	Fund

175

Expenditure Report - Board of Education

Printed: 11/12/2024 10:02 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	136,315.97	614,975.06	0.00	1,625,995.00	1,011,019.94	37.82	
200 EMPLOYEE BENEFITS	(4,841.27)	61,362.22	0.00	324,006.00	262,643.78	18.94	
300 PURCHASED SERVICES	349,121.45	1,768,114.66	654,740.70	4,948,368.00	2,255,253.64	54.42	
400 SUPPLIES & MATERIALS	194,668.11	385,781.08	93,014.04	1,828,843.00	1,326,936.54	27.44	
500 CAPITAL OUTLAY	1,480.00	1,929,770.59	31,043.20	2,325,105.00	364,291.21	84.33	
600 OTHER OBJECTS	149.00	1,989.00	495.52	3,000.00	515.48	82.82	
2000 SUPPORT SERVICES	676,893.26	4,761,992.61	779,293.46	11,055,317.00	5,220,660.59	52.78	* 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	676,893.26	4,761,992.61	779,293.46	11,055,317.00	5,220,660.59	52.78	Fund

Expenditure Report - Board of Education

Printed: 11/12/2024 10:02 AM
Huntley Community School District 158

Page 3 of 6
Report as of: 10/31/2024

Debt Service Fund or Fund Group 30

Function 5000 DEBT SERVICE

Object 600 OTHER OBJECTS

Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number
600 OTHER OBJECTS	0.00	1,332,099.76	954.00	12,249,890.00	10,916,836.24	10.88	
5000 DEBT SERVICE	0.00	1,332,099.76	954.00	12,249,890.00	10,916,836.24	10.88	* Function
30 Debt Service Fund or Fund Group	0.00	1,332,099.76	954.00	12,249,890.00	10,916,836.24	10.88	Fund

Expenditure Report - Board of Education

Printed: 11/12/2024 10:02 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	314,445.71	855,984.08	0.00	3,286,852.00	2,430,867.92	26.04	
200 EMPLOYEE BENEFITS	(14,344.08)	404,122.46	0.00	2,165,697.00	1,761,574.54	18.66	
300 PURCHASED SERVICES	58,876.35	562,529.73	131,440.71	1,086,420.00	366,059.19	65.65	
400 SUPPLIES & MATERIALS	46,918.68	185,727.70	261,357.63	885,000.00	408,660.19	53.82	
500 CAPITAL OUTLAY	0.00	1,494.00	550.00	400,000.00	397,956.00	0.51	
600 OTHER OBJECTS	47.90	5,112.70	3,898.10	6,219.00	(2,791.80)	144.89	
2000 SUPPORT SERVICES	405,944.56	2,014,970.67	397,246.44	7,830,188.00	5,362,326.04	31.33	* Function
40 Transportation Fund	405,944.56	2,014,970.67	397,246.44	7,830,188.00	5,362,326.04	31.33	Fund

Expenditure Report - Board of Education

Printed: 11/12/2024 10:02 AM
Huntley Community School District 158

Page 5 of 6
Report as of: 10/31/2024

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	130,385.03	269,148.82	0.00	1,423,715.75	1,154,566.93	18.90	
1000 INSTRUCTION	130,385.03	269,148.82	0.00	1,423,715.75	1,154,566.93	18.90	* Function
200 EMPLOYEE BENEFITS	206,530.28	683,248.66	0.00	2,113,271.00	1,430,022.34	32.33	
2000 SUPPORT SERVICES	206,530.28	683,248.66	0.00	2,113,271.00	1,430,022.34	32.33	* Function
200 EMPLOYEE BENEFITS	1,157.48	3,969.02	0.00	0.00	(3,969.02)	0.00	
3000 COMMUNITY SERVICES	1,157.48	3,969.02	0.00	0.00	(3,969.02)	0.00	* Function
50 Municipal Retirement and Social Security Fund	338,072.79	956,366.50	0.00	3,536,986.75	2,580,620.25	27.04	Fund

Expenditure Report - Board of Education

Printed: 11/12/2024 10:02 AM
Huntley Community School District 158

Capital Projects Fund or Fund Group 60

Function 5000 DEBT SERVICE
Object 600 OTHER OBJECTS

Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number
600 OTHER OBJECTS	0.00	0.00	0.00	467,498.00	467,498.00	0.00	
5000 DEBT SERVICE	0.00	0.00	0.00	467,498.00	467,498.00	0.00	* Function
60 Capital Projects Fund or Fund Group	0.00	0.00	0.00	467,498.00	467,498.00	0.00	Fund
Report Total:	10,564,235.07	46,479,387.23	6,719,613.07	145,157,281.80	91,248,542.63	37.14	



Huntley Community School District 158

650 Dr. John Burkey Drive (formerly Academic Drive)
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 5, 2024

Subject: **Revenue Contract Approval**
Committee of the Whole Meeting – December 5, 2024
Finance Committee

Presented are Fundraising/Crowdfunding Authorization forms for the organizations listed below.

<u>Organization Benefited</u>	<u>Vendor</u>	<u>Net Revenue</u>
HHS Boys Bowling	Snapraise	\$1,500
HHS Girls Bowling	Snapraise	\$1,500

RECOMMENDATION

Administration requests that the Finance Committee recommend the Board of Education approve the Fundraising/Crowdfunding Authorization forms at the December 19, 2024 Regular Board Meeting.

Fundraising Authorization Form
Fiscal Services

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

Today's Date: 11/6/2024 School: Huntley High School

Name of School Organization: Huntley Boys Bowling

Sponsor / Coach's Name: Jacob Wagner Phone: 630-335-6074

Starting Date of Event: 12/24/24 Ending Date of Event: 1/31/25

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 1500 ✓

Type of Sale / Event: SnapRaise

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

Name of Vendor (if applicable): Snapraise ✓

Type of Product or Service Provided by Vendor: One donation website for girls bowling ✓

How will compensation be used/distributed? Split between both boys program

Name of Activity Account: Huntley Boys Bowling Activity Account #: 577

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

[Signature]

11/6/2024

Sponsor Signature

Date

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

11/7/24 11/7/24
Date

[Signature]
Chief Financial Officer Signature

11/11/24
Date

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

☐ Superintendent's Copy ☐ Fiscal Services Copy



Janet Ozzauto <jozzauto@district158.org>

Fwd: Document Complete: Standard with OTK/OTF/Store no Incentives

1 message

Jacob Wagner <jwagner@district158.org>
To: Janet Ozzauto <jozzauto@district158.org>

Wed, Nov 6, 2024 at 12:55 PM

Contract for SnapRaise

----- Forwarded message -----

From: **SnapSign Notifications** <notifications@gosnapsign.com>
Date: Wed, Nov 6, 2024 at 12:54 PM
Subject: Document Complete: Standard with OTK/OTF/Store no Incentives
To: <jwagner@district158.org>



Document Complete: Standard with OTK/OTF/Store no Incentives

Hi Jacob Wagner,
Congratulations! The **Standard with OTK/OTF/Store no Incentives** document has been successfully completed.

Please click below to view the document:

[View Document](#)

If you are having trouble using the button above to click on, paste the following url into your browser:

<https://app.gosnapsign.com/sign/672bb701a14ffe26f4db8fcc?u=672bb702a14ffe26f4db8fd2&token=672bb88b4681fa766b4cf9f2>

SnapSign
Work Better. Paper Less.
www.gosnapsign.com



Snap! Raise Acknowledgement

Payable Organization: Huntley High School | Huntley, IL | 36-6005127

Note: the payable organization name cannot be changed once donations are made.

Confidentiality: The process and documents shared by Snap! are the property of Snap! Mobile, Inc. Re-creation or sharing of the process of documents is prohibited.

Service Fee: I acknowledge the service fee for the use of Snap! software and services as described below

- My group will keep 80% of the funds received throughout my campaign

Credit Card Processing Fee: We provide options for donors to cover credit card fees. Normally, donors elect to cover these fees. In the instance in which a donor elects not to cover the fee, Snap! Raise will do so automatically.

External Donations: Any check or cash donations received will be reported to my Snap! Representative. The external donations will be applied to the specified participant's account, included as part of the funds received, and are subject to the Snap! Raise service fee as outlined above.

Outfit-the-Kid and Outfit-the-Fan Logo Selection: All gear for Outfit-the-Kid (OTK) and Outfit-the-Fan (OTF) will be custom branded with my selected logo, except socks. I understand there will be a small Snap! Raise logo below my design. Participants will receive items purchased by donors in the sizes they select upon setting up their participant profile. If a participant neglects to select sizes, they will not receive the gear. Below is the logo design number and colors selected, which correspond with the attached logo guide. If you would like to change your selection, please contact your Campaign Director before the start of your fundraiser.

Logo Design # 52 Logo Primary Color: White Logo Secondary Color: Red

Snap! Store: Snap! fundraisers have a digital Snap! Store created to support their organization in selling spirit wear year-round. If a custom logo was provided by the organization to be used for Outfit-the-Kid (OTK), Outfit-the-Fan (OTF), and/or participant incentives, this logo will be used on all purchases in their Snap! Store or the store will be created with the logo selected below. To opt out of Snap! Store, please contact your Campaign Director or our Customer Support team.

Stripe: Stripe is a payment processor that Snap! Raise partners with to ensure that incoming donor payments and outgoing organization payments are processed in a secure and timely fashion while meeting federal regulations for fundraising. You will be asked to provide information tied to the payable organization and financial/group administrator to pass a verification process called Know Your Customer (KYC). In some instances, additional documentation and/or information will be required to complete the KYC process, and these requests will come from your Campaign Director or our Snap! Raise Customer Support team.

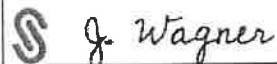
Disbursement of Funds: Snap! will process sales on behalf of your organization and hold such funds until the end of your campaign. Once we have finalized your campaign, a check will be processed for your sales, less the Snap! service fee. All requests for payments to be made via direct

deposit must be submitted to your Campaign Director or Customer Support before the end of your campaign. Please note that any such bank account designated to receive the funds must be in your organization's name.

Know-Your-Customer (KYC) and Payments: Once your fundraiser receives donations, we are unable to adjust or change the payable organization name or EIN (Tax ID Number). Please review KYC closely and alert your Campaign Director or Customer Support if any of the required, pre-filled information is incorrect. _____

Gear Return Policy: All items are made to order, and for that reason items that have been decorated with a logo, name or number are not eligible for a return or exchange unless it is determined that your order is not 100% free from defects in materials and decoration. In the event items are missing or have been damaged upon receiving your order, you will have 30 days to submit a request for a replacement item. This 30-day window will start on the date you receive your order.

I have read and understand the acknowledgment and have selected a logo for our fundraiser. I am ready to begin my Snap! Raise campaign.

A handwritten signature in black ink that reads "J. Wagner". To the left of the signature is a small, stylized logo consisting of a capital "S" inside a circle.

11/06/2024

signature1716c6ff-c6ed-4e72-966b-c5b91c45be0c
Signature

Date

Jacob Wagner

Printed Name

Fundraising Authorization Form
Fiscal Services

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

Today's Date: 11/6/2024 School: Huntley High School

Name of School Organization: Huntley Girls Bowling

Sponsor / Coach's Name: Eric DeBello Phone: 847-778-3552

Starting Date of Event: 12/24/24 Ending Date of Event: 1/31/25

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 1500 ✓

Type of Sale / Event: SnapRaise

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

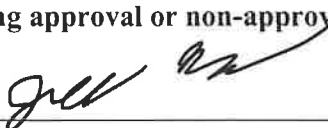
Name of Vendor (if applicable): Snapraise ✓

Type of Product or Service Provided by Vendor: One donation website for girls bowling

How will compensation be used/distributed? Split between both boys and girls programs

Name of Activity Account: Huntley Girls Bowling Activity Account #: 561

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

Sponsor Signature 

Date 11/6/2024

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

Date 11/7/24 11/7/24

Chief Financial Officer Signature 

Date 11/18/24

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

☐ Superintendent's Copy ☐ Fiscal Services Copy

Date of Board Approval: _____



Janet Ozzauto <jozzauto@district158.org>

Fwd: Document Complete: Standard with OTK/OTF/Store no Incentives

1 message

Jacob Wagner <jwagner@district158.org>
To: Janet Ozzauto <jozzauto@district158.org>

Wed, Nov 6, 2024 at 12:55 PM

Contract for SnapRaise

----- Forwarded message -----

From: **SnapSign Notifications** <notifications@gosnapsign.com>

Date: Wed, Nov 6, 2024 at 12:54 PM

Subject: Document Complete: Standard with OTK/OTF/Store no Incentives

To: <jwagner@district158.org>



Document Complete: Standard with OTK/OTF/Store no Incentives

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[View Document](#)

If you are having trouble using the button above to click on, paste the following url into your browser:

<https://app.gosnapsign.com/sign/672bb701a14ffe26f4db8fcc?u=672bb702a14ffe26f4db8fd2&token=672bb88b4681fa766b4cf9f2>**SnapSign**Work Better. Paper Less.
www.gosnapsign.com

Snap! Raise Acknowledgement



Payable Organization: Huntley High School | Huntley, IL | 36-6005127

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Logo Design # 52 Logo Primary Color: White Logo Secondary Color: Red

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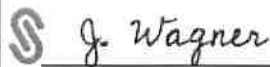
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I have read and understand the acknowledgment and have selected a logo for our fundraiser. I am ready to begin my Snap! Raise campaign.



11/06/2024

signature/1716cff-c6ed-4e72-966b-c5b91c45be0c
Signature

Date

Jacob Wagner

Printed Name



Huntley Community School District 158

650 Dr. John Burkey Drive (formerly Academic Drive)
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

DATE: December 5, 2024
TO: Building and Grounds Committee
FROM: Kevin Lindquist, Director of Operations and Maintenance
RE: O & M Updates (R)
Building and Grounds Committee
Committee of the Whole, December 5, 2024

Below is a recap of O&M Department activities since the November 14, 2024, Board of Education meeting and highlights of upcoming events.

Coordinated construction of the following capital improvement projects:

- a. Curtain wall restoration and unit ventilator ductwork modifications at Huntley High School's two-story, 1996 section. *The job has been completed and closed out.*
- b. Community Solar installation at Reed Road Campus – *Evergreen anticipates receiving the building permit sometime in December and will mobilize shortly after the 1st of the year.*
- c. FY26 Asphalt Pavement Improvements Project - *HR Green is planning to have the first submittal set with cost estimates over for review before the Thanksgiving holiday.*
- d. Chesak Chiller Replacement Project – *The job has been completed and closed out.*
- e. Huntley High School kitchen exhaust hood makeup air unit – *The job has been completed and closed out.*
- f. FMX Work Order Report - *There were 594 work requests submitted to the O&M department with an average resolution time of 2.95 days for October.*

KL/jk



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102

(847) 659-6158 • www.huntley158.org

DATE: December 5, 2024

TO: Building and Grounds Committee

FROM: Kevin Lindquist, Director of Operations and Maintenance

RE: Authorized Agent of the District 158 Board of Education for energy procurement contract (A)
Building and Grounds Committee
Committee of the Whole December 5, 2024

Background:

As it has been in the past practice and to be able to execute energy contracts on the same day as RFP responses are received; to preserve offered pricing; the Administration requests the Board of Education designate an authorized agent to commence the procurement process along with the Administration. This process will require months of research and contract evaluation in preparation for a final run-off when the time is deemed appropriate.

At the December 21, 2023, Regular Board meeting, the Board of Education authorized Paul Troy to act as the authorized agent of the Board of Education to sign approval of natural gas and electricity procurement contracts until the January 2025 Board meeting "at which time this authorization will be reviewed".

The Administration is asking for the Board of Education to designate a Board member to act as its authorized agent of the Board of Education to sign approval of natural gas and electricity procurement contracts until the January 2026 Board meeting at which time this authorization will be reviewed again.

Recommendation:

The Administration suggests the Building Committee recommend that the Board of Education designate Paul Troy as the authorized agent of the Board of Education at the Board of Education meeting on December 19, 2024. This individual will have the approval to sign natural gas and electricity procurement contracts until the January 2026 Board meeting at which time this authorization will be reviewed.

KL/jk



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: December 5, 2024

TO: Building and Grounds Committee and Administration

FROM: Kevin Lindquist, Director of Operations & Maintenance

RE: Consolidated Flooring proposal for floor finish replacement in parts of Martin, Conley, and
Mackeben Elementary Schools(A)
Building and Grounds Committee
Committee of the Whole, December 5, 2024

Background:

At the August 1, 2024 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 budgets for the replacement of areas at Martin, Conley, and Mackeben Elementary School which are original to the construction in these schools between years 2001 and 2004.

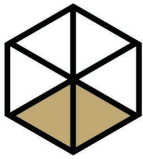
The O&M Office invited Consolidated Flooring to consider providing a Cooperative Purchasing Network proposal for the replacement of this carpeted flooring material.

Consolidated Flooring's proposal which is at the Sourcewell contract #061323-IFA price point is attached.

Recommendation:

The Administration suggests the Building Committee recommend the Board of Education approve the award of a contract to Consolidated Flooring for the replacement carpeted flooring in certain sections of Martin, Conley, and Mackeben as outlined in their proposal dated November 6, 2024, for \$488,300.00 and their unit process as listed in the bid summary attached at the December 19, 2024, Regular Board meeting.

KL/jk



CONSOLIDATED FLOORING

PROPOSAL #

630890

PROJECT

SD158 Huntley Martin ES 2025 Sourcewell (Revised)
10920 Reed Rd
Lake in the Hills, IL 60156
- -

DATE

November 6, 2024

TO

Kevin Lindquist
SD 158 - Huntley Community School District 158
650 Dr John Burkey Drive
Algonquin, IL 60102

CONTACT

Eric Kumerow
312-257-5343
ekumerow@consofloors.com

Sourcewell Agreement Interface No. 061323-IFA

SCOPE OF WORK

CODE	PRODUCT	QUANTITY	PRICE	TOTAL
Demo	Rip-Up Old Carpet	2721 SY	\$5.40	\$14,693.40
Demo	Labor to Remove Vinyl/ Rubber Base	3275 LF	\$0.96	\$3,144.00
Dumpster	Dumpster for Demo	3 EA	\$800.00	\$2,400.00
Prep	Floor Prep for Carpet (Skim Coat)	24345 SF	\$1.26	\$30,674.70
CPT-1	Interface - Cubic 1380102500, Color: TBD, 50cm x 50cm	2835 SY	\$28.66	\$81,251.10
Adhesive	Adhesive for CPT 1	13 EA	\$165.13	\$2,146.69
Labor	Labor to install CPT	2835 SY	\$11.64	\$32,999.40
B-1 (Cove)	Furnish and Install Tarkett 4"H Vinyl Cove Base: 40 Black	3360 LF	\$4.38	\$14,716.80
Trans	Furnish and Install TBD CPT to EXIST Transition	84 LF	\$9.66	\$811.44
BOND	Performance and Payment Bond	1 EA	\$2,958.30	\$2,958.30
	Preferred Customer Discount	1 EA	-\$10,795.83	-\$10,795.83

TOTAL

\$175,000.00



PROPOSAL #

630890

PROJECT

SD158 Huntley Martin ES 2025 Sourcewell (Revised)
10920 Reed Rd
Lake in the Hills, IL 60156
- -

DATE

November 6, 2024

TERMS AND CONDITIONS

SCOPE OF WORK

Only material and labor detailed in the attached proposal are included in the scope of work to be performed. Unless specified otherwise in the proposal, all work will be performed on regular time, Monday through Friday.

EXCLUSIONS

Unless specifically detailed in the proposal, the following items are excluded from our scope of work:

This proposal DOES NOT include any job related delays or conditions (material, and or jobsite production) related to client or contractor implemented COVID 19 mitigation protocols.

Testing of slab for flatness, smoothness, and hardness.

Moisture and air quality testing before or after leveling occurs.

Floor surveys.

Shot blasting, scarifying, brush hammering, shaving, grinding, sanding, or any other form of mechanical floor preparation.

Surface preparation, including leveling, skim coating, and spackling (where material is installed on walls).

Ramping to hard surface flooring (marble, stone, ceramic, wood, etc.). If we are installing carpet to meet a hard surface, the transition edge between these finishes must be installed by the hard surface installer. Schluter or Schluter type edges must be installed under the hard surface to be properly set and perform properly long term. This edging is not to be installed by the carpet installer. If this requirement is not followed, your tile, marble, or stone will crack.

Consolidated Flooring of Chicago is not responsible for latent defects in the substrate due to excessive moisture or alkalinity, nor chemical incompatibility of old adhesives, new adhesives, and carpet backing systems.

Substrate preparation, when when included in the proposal, does not include water and moisture mitigation. Pricing for this, if necessary, can only be determined after calcium chloride tests have been performed.

Temporary and final protection of materials we install and all surfaces adjacent to our work, including walls, floors, and ceilings.

Overtime for any work outside normal working hours (see Hours of Work above).

Cleaning, sealing, buffing, or waxing of resilient or specialty products.

Cleaning and vacuuming.

Furnishing or installing entrance mats, mounted carpet mats, frames, or related items.

Factory pre-formed base corners. Our proposal includes only job site fabricated vinyl or rubber base corners.

Thresholds, saddles, and expansion joint covers. Any transition products made from metal or stone.

Supplying or application of concrete sealer.

Any items not listed on either the finish schedule or finish plan.

Attic stock.

Pattern matching & borders.

Removal and disposal of all existing floor coverings.

Removal and disposal of any waste and debris generated during the installation.

Plywood subfloor.

Mock ups.

Asbestos control or abatement.

Ramping to other flooring (marble, stone, ceramic, wood, etc.). If we are installing concrete to meet finish, the transition edge between these finishes must be installed by the flooring installer. Schluter or Schluter type edges must be installed under the flooring be properly set and perform properly long term. This edging is not to be installed by the concrete.

Out of sequence work or multiple mobilizations.

Tenting or other protection needed in area due to exposure of silica dust.

At this time, our quote excludes any unknown and unforeseen cost or cost due to delays from the following, but not limited to: Tariff fees, Breakdown in supply chain, War impacts, Weather related issues or delays, Economic disasters, Pandemics, etc.



PROPOSAL #

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PROJECT

SD158 Huntley Martin ES 2025 Sourcewell (Revised)
10920 Reed Rd
Lake in the Hills, IL 60156
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DATE

November 6, 2024

SITE CONDITIONS

The customer must provide a secure space at the job site to lock-up materials, tools, and workman's clothing during the installation.

The customer accepts responsibility for security of all materials stored on the job site.

The customer must provide free access to building and standard requirements for installation including, but not limited to, elevators, hoists, electricity, heat, light, water, etc. All related costs will be paid by the customer.

The installation area must be free and clear of other tradesmen and their material and ready to receive for us to begin our work

Lost time will be charged to the client if our men show up and the job is not ready, if areas are not ready consecutively and we incur down time, or if notification of a job cancellation has not been received at least twenty-four (24) hours prior to scheduled installation. Lost time will be charged on a per man basis at the current hourly rate.

The subfloor must be in a broom swept condition when we arrive for the scheduled start of the installation. The floor surface is to be free of adhesives and coatings including paint, oils, waxes, sealers and any substance that would prevent adhesive bond.

Fire rated plywood is not an acceptable substrate for flooring products. Unless specified in the proposal, additional charges will be incurred to encapsulate fire rated plywood.

The subfloor must be free of excessive moisture, alkalinity, and high concentration of fly ash or other additives that impede the adhesion of flooring materials. Consolidated Flooring of Chicago will not be responsible for latent defects in the subfloor due to these or associated conditions.

Surface and ambient temperature must be maintained at a minimum of 65 degrees Fahrenheit for 24 hours prior to, during, and after the installation.

The quoted price is based upon placing of scraps and waste material in a central location to be removed by laborers.

We are not responsible for condition of sheetrock or wall surface where base is to be installed. All preparation of wall surface must be complete prior to scheduling of installation. Consolidated Flooring of Chicago is not responsible for any claims with respect to condition of wall surface under installed base.

Should concealed or unknown substrate conditions be encountered during the performance of this project, such as during the removal of existing flooring, and Consolidated Flooring of Chicago finds such conditions extensive or of an unusual nature, you will be advised of our concerns and rectification costs prior to our continuing.

We must allow all materials and adhesives to condition in the room temperature they will be installed in, for a minimum of 48 hours before starting the installation. This is an industry requirement! Not doing so voids all warranty! The HVAC system must be on and average temperature maintained prior to and after installation of any resilient product finish. Please consider this in your project planning. We will not install otherwise, as this will compromise the installation and the product will fail. Every resilient finish has its own minimum and maximum temperature requirement. Please reference your submittal package for your application.

Client must provide an 80 psi, 3/4" cold water source within 100 feet of machine location.

Client must provide a 220 volt, 3 phase, 100 amp electrical connection within 100 feet of machine location.

Client must provide a staging area for materials.

The subfloor must be in a broom swept condition when we arrive for the scheduled start of the installation.

Protection of finished surfaces done by others.

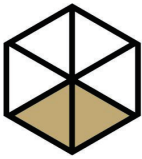
CHANGE ORDERS

All work outside the scope of the contract will be billed immediately as work is completed at our current hourly rate. The job site super will be required to sign tickets for all out of contract work. These tickets will then to be considered as change orders to the contract.

Customer shall issue a contract which includes this exclusion page as an exhibit or addenda that will supersede any other clause, which will dictate the scope of our work and responsibility.

INSURANCE

If a Certificate of Insurance is required it is the responsibility of the customer to provide to Consolidated Flooring of Chicago a minimum of 48 hours prior to the scheduled start of the installation all of the information required on the certificate.



**CONSOLIDATED
FLOORING**

PROPOSAL #

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PROJECT

SD158 Huntley Martin ES 2025 Sourcewell (Revised)
10920 Reed Rd
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DATE

November 6, 2024

The customer is responsible for maintaining insurance for material stored in our warehouse.

MATERIAL STORAGE

Consolidated Flooring of Chicago will store materials for active installation projects at no charge.

You will be notified at the completion of the project of what balance material remains. Storage will be charged for all material held more than ninety (90) days after completion of the project. Any material stored for more than twenty-four (24) months will become the property of Consolidated Flooring of Chicago. No further notice will be given.

GENERAL

Consolidated Flooring of Chicago will not accept charge backs of damage or cleaning without the option to inspect claim(s) to repair or without the option to make arrangements for acceptable repairs at their expense.

Consolidated Flooring of Chicago is not responsible for any claims that might result from product delivery date changes beyond their control.

The proposal is given in good faith based upon specification and drawings supplied to Consolidated Flooring of Chicago. Consolidated Flooring of Chicago reserves the right to revise or withdraw this proposal should the specification or design differ from those provided to us.

Before any action is taken on this proposed work we require **one** of the following:

- This proposal signed and returned to us.
- A properly executed purchase order referencing this proposal by proposal number and date.
- A contract referencing this proposal by proposal number and date.

Proposed work is to be performed only on condition of and in accordance with the terms stipulated herein, including any attachments hereto which are an integral part of the proposal.

EXPIRATION

This proposal is valid for forty-five (45) days from the proposal date. After this date our pricing is subject to change based on:

- Changes in the cost of materials.
- Changes in the cost of labor.
- Changes in the general status of the economy.

PAYMENT TERMS

Invoices for completed work must be paid within 45 days of the invoice date.

Accepted By: _____

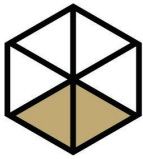
Company: _____

Title: _____

P.O. #: _____ **Date:** _____

Payment Terms: Progress billed, due net 15 days unless otherwise stipulated.

Created by: Tina Todd. Modified last by: Tina Todd



**CONSOLIDATED
FLOORING**

PROPOSAL #

630888

PROJECT

SD158 Huntley Conley ES 2025 Sourcewell (Revised)
750 Dr. John Burkey Dr
Algonquin, IL 60102
- -

DATE

November 6, 2024

TO

Kevin Lindquist
SD 158 - Huntley Community School District 158
650 Dr John Burkey Drive
Algonquin, IL 60102

CONTACT

Eric Kumerow
312-257-5343
ekumerow@consofloors.com

Sourcewell Agreement Interface No. 061323-IFA

SCOPE OF WORK

CODE	PRODUCT	QUANTITY	PRICE	TOTAL
Demo	Rip-Up Old Carpet	2835 SY	\$5.40	\$15,309.00
Demo	Labor to Remove Vinyl/ Rubber Base	4100 LF	\$0.96	\$3,936.00
Dumpster	Dumpster for Demo	4 EA	\$800.00	\$3,200.00
Prep	Floor Prep for Carpet (Skim Coat)	25515 SF	\$1.26	\$32,148.90
CPT-1	Interface - Cubic 1380102500, Color: TBD, 50cm x 50cm	3008 SY	\$28.66	\$86,209.28
Adhesive	Adhesive for CPT 1	19 EA	\$165.13	\$3,137.47
Labor	Labor to install CPT	3008 SY	\$11.64	\$35,013.12
B-1 (Cove)	Furnish and Install Tarektt 4"H Vinyl Cove Base: 40 Black	4200 LF	\$4.38	\$18,396.00
Trans	Furnish and Install TBD CPT to EXIST Transition	132 LF	\$9.66	\$1,275.12
BOND	Performace and Payment Bond	1 EA	\$3,200.00	\$3,200.00
	Preferred Customer Discount	1 EA	-\$10,924.89	-\$10,924.89

TOTAL

\$190,900.00



PROPOSAL #

630888

PROJECT

SD158 Huntley Conley ES 2025 Sourcewell (Revised)
750 Dr. John Burkey Dr
Algonquin, IL 60102
- -

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November 6, 2024

TERMS AND CONDITIONS

SCOPE OF WORK

Only material and labor detailed in the attached proposal are included in the scope of work to be performed. Unless specified otherwise in the proposal, all work will be performed on regular time, Monday through Friday.

EXCLUSIONS

Unless specifically detailed in the proposal, the following items are excluded from our scope of work:

This proposal DOES NOT include any job related delays or conditions (material, and or jobsite production) related to client or contractor implemented COVID 19 mitigation protocols.

Testing of slab for flatness, smoothness, and hardness.

Moisture and air quality testing before or after leveling occurs.

Floor surveys.

Shot blasting, scarifying, brush hammering, shaving, grinding, sanding, or any other form of mechanical floor preparation.

Surface preparation, including leveling, skim coating, and spackling (where material is installed on walls).

Ramping to hard surface flooring (marble, stone, ceramic, wood, etc.). If we are installing carpet to meet a hard surface, the transition edge between these finishes must be installed by the hard surface installer. Schluter or Schluter type edges must be installed under the hard surface to be properly set and perform properly long term. This edging is not to be installed by the carpet installer. If this requirement is not followed, your tile, marble, or stone will crack.

Consolidated Flooring of Chicago is not responsible for latent defects in the substrate due to excessive moisture or alkalinity, nor chemical incompatibility of old adhesives, new adhesives, and carpet backing systems.

Substrate preparation, when included in the proposal, does not include water and moisture mitigation. Pricing for this, if necessary, can only be determined after calcium chloride tests have been performed.

Temporary and final protection of materials we install and all surfaces adjacent to our work, including walls, floors, and ceilings.

Overtime for any work outside normal working hours (see Hours of Work above).

Cleaning, sealing, buffing, or waxing of resilient or specialty products.

Cleaning and vacuuming.

Furnishing or installing entrance mats, mounted carpet mats, frames, or related items.

Factory pre-formed base corners. Our proposal includes only job site fabricated vinyl or rubber base corners.

Thresholds, saddles, and expansion joint covers. Any transition products made from metal or stone.

Supplying or application of concrete sealer.

Any items not listed on either the finish schedule or finish plan.

Attic stock.

Pattern matching & borders.

Removal and disposal of all existing floor coverings.

Removal and disposal of any waste and debris generated during the installation.

Plywood subfloor.

Mock ups.

Asbestos control or abatement.

Ramping to other flooring (marble, stone, ceramic, wood, etc.). If we are installing concrete to meet finish, the transition edge between these finishes must be installed by the flooring installer. Schluter or Schluter type edges must be installed under the flooring be properly set and perform properly long term. This edging is not to be installed by the concrete.

Out of sequence work or multiple mobilizations.

Tenting or other protection needed in area due to exposure of silica dust.

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PROPOSAL #

630888

PROJECT

SD158 Huntley Conley ES 2025 Sourcewell (Revised)
750 Dr. John Burkey Dr
Algonquin, IL 60102
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DATE

November 6, 2024

SITE CONDITIONS

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Surface and ambient temperature must be maintained at a minimum of 65 degrees Fahrenheit for 24 hours prior to, during, and after the installation.

The quoted price is based upon placing of scraps and waste material in a central location to be removed by laborers.

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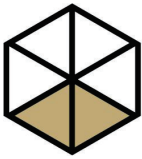
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INSURANCE

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**CONSOLIDATED
FLOORING**

PROPOSAL #

630888

PROJECT

SD158 Huntley Conley ES 2025 Sourcewell (Revised)
750 Dr. John Burkey Dr
Algonquin, IL 60102
- -

DATE

November 6, 2024

The customer is responsible for maintaining insurance for material stored in our warehouse.

MATERIAL STORAGE

Consolidated Flooring of Chicago will store materials for active installation projects at no charge.

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EXPIRATION

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- Changes in the cost of labor.
- Changes in the general state of the economy.

PAYMENT TERMS

Invoices for completed work must be paid within 45 days of the invoice date.

Accepted By: _____

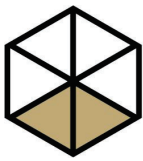
Company: _____

Title: _____

P.O. #: _____ **Date:** _____

Payment Terms: Progress billed, due net 15 days unless otherwise stipulated.

Created by: Tina Todd. Modified last by: Tina Todd



CONSOLIDATED FLOORING

PROPOSAL #

630889

PROJECT

SD158 Huntley Mackeben ES 2025 Sourcewell (Revised)
800 Dr. John Burkey Dr
Algonquin, IL 60102
- -

DATE

November 6, 2024

TO

Kevin Lindquist
SD 158 - Huntley Community School District 158
650 Dr John Burkey Drive
Algonquin, IL 60102

CONTACT

Eric Kumerow
312-257-5343
ekumerow@consofloors.com

Sourcewell Agreement Interface No. 061323-IFA

SCOPE OF WORK

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Prep	Floor Prep for Carpet (Skim Coat)	16335 SF	\$1.26	\$20,582.10
CPT-1	Interface - Cubic 1380102500, Color: TBD, 50cm x 50cm	1926 SY	\$28.66	\$55,199.16
Adhesive	Adhesive for CPT 1	13 EA	\$165.13	\$2,146.69
Labor	Labor to install CPT	1926 SY	\$11.64	\$22,418.64
B-1 (Cove)	Furnish and Install Tarkett 4"H Vinyl Cove Base: 40 Black	2760 LF	\$4.38	\$12,088.80
Trans	Furnish and Install TBD CPT to EXIST Transition	132 LF	\$9.66	\$1,275.12
BOND	Performance and Payment Bond	1 EA	\$2,058.24	\$2,058.24
	Preferred Customer Discount	1 EA	-\$7,385.75	-\$7,385.75

TOTAL

\$122,400.00



PROPOSAL #

630889

PROJECT

SD158 Huntley Mackeben ES 2025 Sourcewell (Revised)
800 Dr. John Burkey Dr
Algonquin, IL 60102
- -

DATE

November 6, 2024

TERMS AND CONDITIONS

SCOPE OF WORK

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Overtime for any work outside normal working hours (see Hours of Work above).

Cleaning, sealing, buffing, or waxing of resilient or specialty products.

Cleaning and vacuuming.

Furnishing or installing entrance mats, mounted carpet mats, frames, or related items.

Factory pre-formed base corners. Our proposal includes only job site fabricated vinyl or rubber base corners.

Thresholds, saddles, and expansion joint covers. Any transition products made from metal or stone.

Supplying or application of concrete sealer.

Any items not listed on either the finish schedule or finish plan.

Attic stock.

Pattern matching & borders.

Removal and disposal of all existing floor coverings.

Removal and disposal of any waste and debris generated during the installation.

Plywood subfloor.

Mock ups.

Asbestos control or abatement.

Any applicable taxes.

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Out of sequence work or multiple mobilizations.

Tenting or other protection needed in area due to exposure of silica dust.

SITE CONDITIONS

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PROPOSAL #

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PROJECT

SD158 Huntley Mackeben ES 2025 Sourcewell (Revised)
800 Dr. John Burkey Dr
Algonquin, IL 60102

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The subfloor must be in a broom swept condition when we arrive for the scheduled start of the installation. The floor surface is to be free of adhesives and coatings including paint, oils, waxes, sealers and any substance that would prevent adhesive bond.

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The subfloor must be free of excessive moisture, alkalinity, and high concentration of fly ash or other additives that impede the adhesion of flooring materials. Consolidated Flooring of Chicago will not be responsible for latent defects in the subfloor due to these or associated conditions.

Surface and ambient temperature must be maintained at a minimum of 65 degrees Fahrenheit for 24 hours prior to, during, and after the installation.

The quoted price is based upon placing of scraps and waste material in a central location to be removed by laborers.

We are not responsible for condition of sheetrock or wall surface where base is to be installed. All preparation of wall surface must be complete prior to scheduling of installation. Consolidated Flooring of Chicago is not responsible for any claims with respect to condition of wall surface under installed base.

Should concealed or unknown substrate conditions be encountered during the performance of this project, such as during the removal of existing flooring, and Consolidated Flooring of Chicago finds such conditions extensive or of an unusual nature, you will be advised of our concerns and rectification costs prior to our continuing.

We must allow all materials and adhesives to condition in the room temperature they will be installed in, for a minimum of 48 hours before starting the installation. This is an industry requirement! Not doing so voids all warranty! The HVAC system must be on and average temperature maintained prior to and after installation of any resilient product finish. Please consider this in your project planning. We will not install otherwise, as this will compromise the installation and the product will fail. Every resilient finish has its own minimum and maximum temperature requirement. Please reference your submittal package for your application.

Client must provide an 80 psi, 3/4" cold water source within 100 feet of machine location.

Client must provide a 220 volt, 3 phase, 100 amp electrical connection within 100 feet of machine location.

Client must provide a staging area for materials.

The subfloor must be in a broom swept condition when we arrive for the scheduled start of the installation.

Protection of finished surfaces done by others.

CHANGE ORDERS

All work outside the scope of the contract will be billed immediately as work is completed at our current hourly rate. The job site super will be required to sign tickets for all out of contract work. These tickets will then to be considered as change orders to the contract.

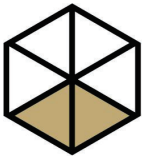
Customer shall issue a contract which includes this exclusion page as an exhibit or addenda that will supersede any other clause, which will dictate the scope of our work and responsibility.

INSURANCE

If a Certificate of Insurance is required it is the responsibility of the customer to provide to Consolidated Flooring of Chicago a minimum of 48 hours prior to the scheduled start of the installation all of the information required on the certificate.

The customer is responsible for maintaining insurance for material stored in our warehouse.

MATERIAL STORAGE



**CONSOLIDATED
FLOORING**

PROPOSAL #

630889

PROJECT

SD158 Huntley Mackeben ES 2025 Sourcewell (Revised)
800 Dr. John Burkey Dr
Algonquin, IL 60102
- -

DATE

November 6, 2024

Consolidated Flooring of Chicago will store materials for active installation projects at no charge. You will be notified at the completion of the project of what balance material remains. Storage will be charged for all material held more than ninety (90) days after completion of the project. Any material stored for more than twenty-four (24) months will become the property of Consolidated Flooring of Chicago. No further notice will be given.

GENERAL

Consolidated Flooring of Chicago will not accept charge backs of damage or cleaning without the option to inspect claim(s) to repair or without the option to make arrangements for acceptable repairs at their expense.

Consolidated Flooring of Chicago is not responsible for any claims that might result from product delivery date changes beyond their control.

The proposal is given in good faith based upon specification and drawings supplied to Consolidated Flooring of Chicago. Consolidated Flooring of Chicago reserves the right to revise or withdraw this proposal should the specification or design differ from those provided to us.

Before any action is taken on this proposed work we require **one** of the following:

- This proposal signed and returned to us.
- A properly executed purchase order referencing this proposal by proposal number and date.
- A contract referencing this proposal by proposal number and date.

Proposed work is to be performed only on condition of and in accordance with the terms stipulated herein, including any attachments hereto which are an integral part of the proposal.

EXPIRATION

This proposal is valid for forty-five (45) days from the proposal date. After this date our pricing is subject to change based on:

- Changes in the cost of materials.
- Changes in the cost of labor.
- Changes in the general state of the economy.

PAYMENT TERMS

Invoices for completed work must be paid within 45 days of the invoice date.

Accepted By: _____

Company: _____

Title: _____

P.O. #: _____ **Date:** _____

Payment Terms: Progress billed, due net 15 days unless otherwise stipulated.

Created by: Chris Mota. Modified last by: Tina Todd

Policy Committee

650 Dr. John Burkey Drive • Algonquin, IL 60102 • (847) 659-6158 • Huntley158.org

TO: Board of Education and Cabinet Members

FROM: Jessica Lombard, Superintendent
Lorie Woods, Director of Administrative Services

DATE: December 5, 2024

RE: Recommended Changes for Board Policy
PRESS Updates – August 2024, Issue 116; October 2024, Issue 117

POLICY RECOMMENDATIONS

PRESS UPDATE – August 2024, Issue 116

- **2:260 Uniform Grievance Procedure**
Policy is updated in for continuous improvement and in response to final regulations implementing Title IX of the Education Amendments of 1972, requiring all Title IX sex discrimination complaints to be processed using policy 2:265, *Title IX Grievance Procedure*. Legal References are also updated.
- **2:265 Title IX Grievance Procedure -- REWRITTEN**
The policy is updated in response to regulations implementing Title IX.
- **5:100 Staff Development Program**
Policy and Administrative Procedure References are updated.
- **7:20 Harassment of Students Prohibited**
The policy is updated in response to regulations implementing Title IX.
- **7:185 Teen Dating Violence Prohibited**
Policy updated in response to regulations implementing Title IX, and for continuous improvement.

PRESS UPDATE – October 2024, Issue 117

- **2:105 Ethics and Gift Ban**
Policy is updated for continuous improvement.
- **2:110 Qualifications, Term, and Duties of Board Officers**
The policy is updated with minor style changes.
- **2:120 Board Member Development**
Policy is updated in response to 105 ILCS 5/10-16a, adding training on improving student outcomes to mandatory professional development and leadership training for board members; and 105 ILCS 5/10-22.6(c-5), requiring districts to make reasonable efforts to provide training to all school personnel, board members, and school resource officers; and for continuous improvement.

- **4:30 Revenue and Investments**
The policy is updated in response to Public Funds Investment Act (PFIA), extends the maturity for investments from 3 years to 10 years, provided certain conditions are met; requires a public agency to consider the financial institution’s record and level of financial commitment to its community when deciding whether to deposit public funds in that financial institution; addresses requirements related to deposits in institutions subject to the federal Community Reinvestment Act of 1977; and for continuous improvement.
- **4:60 Purchases and Contracts**
The policy and Legal References are updated.
- **4:150 Facility Management and Building**
Policy is updated to increase the threshold for board approval of renovations or permanent alterations to buildings or grounds to \$17,500 (from \$12,000) in alignment with the \$35,000 bidding threshold. Updates to Legal References.
- **4:170 Safety**
Policy is updated requiring at least one automated external defibrillator (AED) to be present at all attendance centers during the school day.
- **5:10 Equal Employment Opportunity and Minority Recruitment**
Policy is updated in response to the Ill. Human Rights Act (IHRA) prohibiting discrimination on the basis of an employee’s *reproductive health decisions*, and prohibiting discrimination on the basis of an employee’s *family responsibilities*. Legal References also updated.
- **5:20 Workplace Harassment Prohibited**
The policy is updated in response to the Ill. Human Rights Act (IHRA) prohibiting discrimination on the basis of an employee’s *reproductive health decisions*, and prohibiting discrimination on the basis of an employee’s *family responsibilities*; and 2024 Title IX regulations.
- **5:30 Hiring Process and Criteria**
Legal References are updated.
- **5:35 Compliance with the Fair Labor Standards Act**
Update to Legal References.
- **5:90 Abused and Neglected Child Reporting**
The policy is updated removing the requirement for mandated reporters to confirm their oral reports in writing to DCFS, and for continuous improvement.
- **5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest**
The policy is updated changing the term *guidance counselor* to *school counselor*, and permitting school counselors to accept payment from an institute of higher education for travel, lodging, food, and beverage costs incurred while attending an educational or military program at the institution of higher learning.
- **5:125 Personal Technology and Social Media; Usage and Conduct**
The policy is updated for continuous improvement.
- **5:230 Maintaining Student Discipline**
The policy is updated defining *corporal punishment* and prohibiting its use in all circumstances; deleting references to certificated employees, so only references to *licensed* employees remains. Updates to Legal References are included.

- **6:60 Curriculum Content**
The policy is updated requiring boards, by 7-1-25, to either implement or opt-out of: (1) career exploration and development activities in grades 6-12, and (2) College and Career Pathway Endorsements. Updates also include instruction on worker safety in highway construction and maintenance zones in driver education course; expanding mandated instruction on the dangers of fentanyl to grades ~~6-9~~ 6-12; and requiring instruction on climate change beginning in the 2026-2027 school year; and for continuous improvement.
- **6:135 Accelerated Placement Program**
The policy is updated defining *advanced academic program*; permitting a district's accelerated placement policy to include or incorporate procedures to promote equality; to only require automatic enrollment into the next most rigorous level of advanced coursework for a student who ~~meets or~~ exceeds State standards; requires, by 2027-2028, automatic enrollment into the next most rigorous level of advanced coursework to a student who meets State standards; permits for the waiver of a course or unit of instruction completion requirement; and requires the policy to include a process for notifying parents in writing of a student's eligibility for enrollment in accelerated courses.
- **6:270 Guidance and Counseling Program**
The policy is updated to clarify and expand the list of what services may be included within school counseling, and for continuous improvement.
- **7:10 Equal Educational Opportunities**
The policy is updated to prohibit discrimination based on *reproductive health decisions*; and improvement to reflect categories protected by prohibiting discrimination based on *military status* and *unfavorable military discharge*.
- **7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**
The policy is updated to remove the requirement for districts to provide informational materials on meningococcal disease and vaccination, and for continuous improvement. Includes updates to Legal References.
- **7:180 Prevention of and Response to Bullying, Intimidation, and Harassment**
The policy language is updated to change *sexual harassment* to *sex discrimination*.
- **7:200 Suspension Procedures – REFORMATTED**
The policy is reformatted requiring districts to provide appropriate and available support services to students who are suspended out-of-school for ~~5~~ 4 or more school days.
- **8:10 Connection with the Community**
Policy is updated in response to the U.S. Supreme Court case *Lindke v. Freed*, 601 U.S. 187 (2024), addressing government official speech on social media, and for continuous improvement.

Recommendation

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

Please contact me or Mrs. Woods with any questions or concerns.

Update Memo

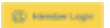
Please distribute to board members and appropriate staff.

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Online Instructions

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

- Go to www.iasb.com and click on the  button on the top navigation.
- 1. 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 for an email 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 Michael Ifkovits at mifkovits@iasb.com.
- 3. Click the  button on the top navigator bar. This will bring you to your account page
- 4. Under "My Account Links," click on "PRESS Login."

PRESS

Policy Reference Education Subscription Service

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

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

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

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

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

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), now available on IASB's website.

PRESS Bundle

The 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. 4.

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.

Title IX Regulations

The U.S. Dept. of Education released final regulations implementing Title IX of the Education Amendments of 1972 (Title IX), effective 8-1-24. Compared to the previous Title IX regulations, the new 2024 Title IX regulations:

- Expand the breadth of Title IX grievance procedures to require that they be used to address *all* Title IX sex discrimination complaints, not just complaints of sexual harassment.
- Clarify that the scope of Title IX sex discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.
- Allow districts the flexibility to use a single investigator/decisionmaker template, so that the same individual who investigates a Title IX complaint may also make a decision regarding the complaint.

The 2:265 suite of **PRESS** material has been overhauled in response to the 2024 Title IX regulations, beginning with **REWRITTEN** sample policy 2:265, *Title IX Grievance Procedure*. Districts must still develop a notice of nondiscrimination, train all employees on Title IX, and respond in some manner to all reports of alleged Title IX sex discrimination, regardless of whether a formal complaint is filed. These requirements are set forth in **REWRITTEN** sample administrative procedure 2:265-AP1, *Title IX Response*. Should a formal Title IX complaint be filed, requirements for processing a complaint are set forth in **REWRITTEN** sample administrative procedure 2:265-AP2, *Formal Title IX Complaint Grievance Process*. **NEW** sample administrative procedure 2:265-AP3, *Title IX Coordinator*, states all Title IX Coordinator responsibilities in one document. **REWRITTEN** sample exhibit 2:265-E, *Title IX Glossary of Terms*, contains all updated terms from the 2024 Title IX Regulations, as well as a sample definition of *consent* and a summary of sex discrimination governed by laws other than Title IX.

Aside from material in the 2:265 suite, most **PRESS** material impacted by the 2024 Title IX regulations has also been updated in this issue. Please note, however, that the following items will be updated in response to both the 2024 Title IX regulations and recent Illinois legislative changes in **PRESS** Issue 117 (October 2024): sample administrative procedure 2:250-E2, *Immediately Available Public Records and Web-Posted Reports*; sample policy 5:20, *Workplace Harassment Prohibited*; and sample policy 7:10, *Equal Educational Opportunities*.

The **PRESS** editors extend their gratitude to the following individuals for their expert drafting and feedback on many pieces of **PRESS** material on Title IX Regulation updates: **Emily P. Bothfeld**, Partner, Robbins Schwartz; **Amy K. Dickerson**, Partner, Franczek P.C.; **Stephanie E. Jones**, Partner, Kriha Boucek; **Maureen A. Lemon**, Partner, Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.; **Ellen D. Lueking**, Senior Associate, Miller, Tracy, Braun, Funk & Miller, Ltd.; and **Jennifer M. Rosenberg**, Partner, Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP.

PRESS Terminology

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

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

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

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

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

Administrative procedures should be dated for implementation by the administrative staff and kept separately from the 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.

The following **PRESS** materials are updated or created in response to the 2024 Title IX regulations:

- 2:260, Uniform Grievance Procedure
- 2:265, Title IX Grievance Procedure – **REWRITTEN**
- 2:265-AP1, Title IX Response – **REWRITTEN**
- 2:265-AP2, Formal Title IX Complaint Grievance Process – **REWRITTEN**
- 2:265-AP3, Title IX Coordinator – **NEW**
- 2:265-E, Title IX Glossary of Terms – **REWRITTEN**
- 5:100, Staff Development Program
- 7:10-AP1, Accommodating Transgender, Nonbinary, or Gender Nonconforming Students

- 7:10-AP2, Accommodating Breastfeeding Students
- 7:20, Harassment of Students Prohibited
- 7:20-AP, Harassment of Students Prohibited
- 7:185, Teen Dating Violence Prohibited

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
New Law Requires Districts to Develop Cardiac Emergency Response Plans Public Act 103-608, effective 1-1-25, will require districts to develop a cardiac emergency response plan (CERP) and distribute it to all teachers, administrators, school support personnel, coaches, and any other staff identified by the district. The law also incorporates review of the CERP into a district’s annual review of its emergency and crisis response plan. Finally, starting with the 2025-26 school year, each district will have to provide information to staff regarding emergency procedures and life saving techniques no later than 30 days after the first day each school year. Specific training, however, is not required.	Relevant materials, including sample PRESS policy 4:170, <i>Safety</i>, and other materials within the 4:170 suite will be updated in PRESS Issue 117.
Reminder That Boards Need to Study and Decide Potential Opt-Out From College and Career Pathway Endorsement Requirement by 7-1-25 As we have reported in prior Progress Reports, 105 ILCS 5/10-20.83, added by P.A. 102-917, will require boards to elect to implement College and Career Pathway Endorsements for grades 9 through 12 by 7-1-25, unless a board decides to opt out of all or part of the requirement by adopting a set of findings that considers six different factors. Final regulations implementing the College and Career Pathway Endorsement System were issued on 5-9-24. 23 Ill.Admin.Code Part 258. Districts will also be required to adopt and commence implementation of career exploration and career development activities for grades 6-12 in accordance with the Illinois PaCE Framework by 7-1-25. For additional resources, see www.isbe.net/pathwayendorsements, www.isbe.net/Pages/Student-Resources.aspx, and www.isac.org/pace/index.html.	Relevant PRESS materials, including sample policy 6:60, <i>Curriculum Content</i>, will be updated in PRESS Issue 117.

PRESS Issue 116 Trivia

71 pages • 22,918 words • 12 PRM materials

Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revision Table and Committee Worksheets with one or more of the following categories:

NEW. This material is brand new to the **PRM**.

RENUMBERED. This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

RENAMED. The title of the material has been amended.

REWRITTEN. The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

REFORMATTED. Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
2:260, Uniform Grievance Procedure	The policy, Legal References, and footnotes are updated. The policy and footnotes are updated for continuous improvement and in response to final regulations implementing Title IX of the Education Amendments of 1972 (Title IX), requiring all Title IX sex discrimination complaints to be processed using sample policy 2:265, <i>Title IX Grievance Procedure</i>. Footnote 4 is updated in response to final regulations implementing Title II of the Americans with Disabilities Act (Title II), requiring school districts to implement the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA for their web content and mobile apps. The Legal References are updated for continuous improvement.	☐
2:265, Title IX Grievance Procedure	REWRITTEN. The policy and footnotes are updated in response to final regulations implementing Title IX.	☐
2:265-AP1, Title IX Response	REWRITTEN. The procedure is updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	☐
2:265-AP2, Formal Title IX Complaint Grievance Process	REWRITTEN. The procedure is updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	☐
2:265-AP3, Title IX Coordinator	NEW. The procedure is created for the reason stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	☐
2:265-E, Title IX Glossary of Terms	REWRITTEN. The exhibit is updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	☐

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

5:100, Staff Development Program	The policy, Administrative Procedure References, and footnotes are updated. The policy and footnotes are updated in response to: 105 ILCS 5/10-22.39(b-5), amended by P.A. 103-603, eff. 1-1-25, deleting “chronic health conditions of students” from the list of required staff training regarding health conditions of students; 105 ILCS 5/10-22.39(b-20), amended by P.A. 103-603, eff. 1-1-25, requiring in-service training on the definitions of <i>trauma</i>, <i>trauma-responsive learning environments</i>, and <i>whole child</i> as set forth in 105 ILCS 5/3-11; and 34 C.F.R. §106.8(d), updating Title IX training requirements for staff. The footnotes are also updated in response to: 105 ILCS 5/10-22.39(b-5)(7), amended by P.A. 103-603, eff. 1-1-25, providing immunity for trained employees using a trauma kit; 105 ILCS 110/3, amended by P.A. 103-609, eff. 1-1-25, requiring districts to provide staff with information on emergency procedures and life-saving techniques within 30 days after the first day of each school year; and - Continuous improvement. The Administrative Procedure References are updated to add NEW sample administrative procedure 2:265-AP3, <i>Title IX Coordinator</i>.	☐
7:10-AP1, Accommodating Transgender, Nonbinary, or Gender Nonconforming Students	The procedure is updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	☐
7:10-AP2, Accommodating Breast-feeding Students	The procedure is updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	☐
7:20, Harassment of Students Prohibited	The policy and footnotes are updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i> , above, and for continuous improvement.	☐
7:20-AP, Harassment of Students Prohibited	The procedure is updated to ensure alignment with continuous improvement updates made to sample policy 2:260, <i>Uniform Grievance Procedure</i> .	☐
7:185, Teen Dating Violence Prohibited	The policy is updated for the reason stated in 2:265, <i>Title IX Grievance Procedure</i> , above, and for continuous improvement.	☐

School Board

Uniform Grievance Procedure ¹

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy², or has³ a complaint regarding any one of the following: ³

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 *et seq.* ⁴

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

¹ State or federal law requires this subject matter be covered by policy and 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. 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 sample policy 2:265, *Title IX Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

A grievance procedure is required by many civil rights acts and implementing regulations, including those listed. For the sake of consistency and ease of administration, this policy consolidates all board grievance procedures, excluding Title IX sexual harassment complaints (see sample policy 2:265, *Title IX Grievance Procedure*) into one policy, except those contained in collective bargaining agreements. See the cross references for the policies referring to this uniform grievance procedure policy.

² Including the phrase "guaranteed by the State or federal Constitution, State or federal statute, or Board policy" broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy.

³ The Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §1400 *et seq.*) is not included in the list of statutes that may serve as the basis of a grievance, and attorneys disagree whether it should be. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents/guardians an opportunity to get their position before the board. Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of the School Code, and their respective implementing regulations. These mechanisms follow: (1) IDEA at 20 U.S.C. §1415 (procedural safeguards-mediation and due process); (2) IDEA regulations at 34 C.F.R. §§300.151-300.153 (state complaints), 300.506 (mediation), and 300.507 *et seq.* (due process); (3) School Code at §§14/8.02a (mediation and due process) and 14/8.02b (expedited due process); and (4) special education regulations at 23 Ill.Admin.Code §§226.560 (Mediation), 226.570 (State Complaint Procedures), and Subpart G (due process). A board that would like to include IDEA should consult the board attorney.

⁴ The Americans with Disabilities Act Amendments Act (ADAAA) (Pub. L. 110-325), made significant changes to the Americans with Disabilities Act's definition of disability by broadening the scope of coverage. The ADAAA also overturned a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. The U.S. Equal Employment Opportunity Commission's (EEOC) regulations, 29 C.F.R. Part 1630, are at: www.eeoc.gov/laws/types/disability_regulations.cfm.

Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact their districts.

2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*, excluding Title IX sexual harassment complaints governed by Board policy 2:265, *Title IX Grievance Procedure*
- 3.2. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 *et seq.*⁵
- 4.3. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq.*; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)⁶
- 5.4. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.* (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
- 6.5. Sexual harassment prohibited by the State Officials and Employees Ethics Act⁷, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of

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

Title II of the ADA of 1990 also includes website accessibility. Addressing website accessibility is complicated. Many entities addressing website accessibility use The Web Content Accessibility Guidelines (WCAG) 2.0 or Version 2.1, Level AA a frequently cited accessibility standard that contains guidelines developed by a private group of accessibility experts. See www.w3.org/WAI/standards-guidelines/wcag/. While WCAG is not adopted as the formal federal legal standard for public accommodation websites, including school districts. The compliance date for districts is 4-24-26 or 4-26-27, depending upon the size of the population where the district is located, 28 C.F.R. §§35.104 and 35.200 *et seq.* The U.S. Dept. of Justice's Fact Sheet: *New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments* (3-8-24). WCAG 2.1 is available at: www.w3.org/TR/WCAG21/ it has been used in many consent decrees and settlement agreements, and it is required by the School Code. 105 ILCS 5/10-20.75, added by P.A. 102-238, also requires school districts to ensure their Internet websites or web services comply with Level AA of the WCAG 2.1 or any revised version of those guidelines. Internet website or web service means "any third party online curriculum that is made available to enrolled students or the public by a school district through the Internet." *Id.*

⁵ See f/n 4's discussion of website accessibility above. See also the discussion in f/n 2 of sample policy 8:70, *Accommodating Individuals with Disabilities*.

⁶ 105 ILCS 5/22-95(b)(1)(B) (final citation pending), added by P.A. 103-472, *eff. 8-1-24*, requires a district to have an internal process for filing a complaint regarding a violation of its policy (or policies) prohibiting discrimination and harassment on the basis of race, color, national origin, and retaliation. Sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, utilizes this policy as an internal complaint process. See also sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, which includes additional procedures to be followed when responding to complaints of discrimination and harassment on the basis of race, color, and national origin.

⁷ 5 ILCS 430/70-5(a) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment that contains certain prescribed elements. See sample policy 5:20, *Workplace Harassment Prohibited*, at f/n 3 and subhead **Complaints of Sexual Harassment Made Against Board Members by Elected Officials** in sample policy 2:105, *Ethics and Gift Ban*, for further detail. Complaints of sexual harassment made against board members by fellow board members or other elected officials of governmental units must undergo an independent review, which is not a term defined in the statute. 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. School districts are also required to create, maintain, and implement an age-appropriate sexual harassment policy. 105 ILCS 5/10-20.69. See sample policy 7:20, *Harassment of Students Prohibited*, and its f/n 9 for further information.

50 ILCS 205/3c 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 Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." Consult the board attorney about the word *found*. It raises many practical application questions, e.g., when does the word *found* trigger a board's compliance responsibility pursuant to this law. Such questions include, but are not limited to:

1. Must a school board make a *finding* to trigger this requirement? If the severance agreement is entered into post-termination, a record of board *findings* rarely exists.
2. Are charges for termination *findings*? Often superintendents submit charges for termination, but these are not technically *findings*.

1964, 42 U.S.C. §2000e *et seq.* (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX Grievance Procedure*)⁸

~~7-6.~~ Breastfeeding accommodations for students, 105 ILCS 5/10-20.60⁹

~~8-7.~~ Bullying, 105 ILCS 5/27-23.7¹⁰

~~9-8.~~ Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children¹¹

~~10-9.~~ Curriculum, instructional materials, and/or programs

~~11-10.~~ Victims' Economic Security and Safety Act, 820 ILCS 180/

~~12-11.~~ Illinois Equal Pay Act of 2003, 820 ILCS 112/

~~13-12.~~ Provision of services to homeless students

~~14-13.~~ Illinois Whistleblower Act, 740 ILCS 174/¹²

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3. Are charges based on a complaint manager's report and determination(s) *findings* under the law when a board still has the ability to review and reject the complaint manager's determination(s)?

Next, contrast the above publication law with the Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2). GSPA prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if he or she is fired for *misconduct* by the board. GSPA defines *misconduct* to include sexual harassment and/or discrimination. *Id.* at 415/5.

Consult the board attorney about how to reconcile whether sexual harassment and/or sexual discrimination is misconduct for which a severance would be prohibited under the GSPA, and therefore, not available to be published under 50 ILCS 205/3c. And for further discussion and other applicable transparency laws that apply to this issue, see also f/n 16 in sample policy 5:20, *Workplace Harassment Prohibited*.

⁸ Consult the board attorney regarding proper filing and storage of these investigation documents, including whether certain student-related investigation documents are *sole possession records*, a Family Policy Compliance Office (FPCO)-created an exemption to the Family Education Rights Privacy Act (FERPA) (20 U.S.C. §1232g). See *Letter to Ruscio*, 115 LRP 18601 (FPCO 12-17-14).

⁹ 105 ILCS 5/10-20.60 requires schools to implement the Ill. sex equity grievance procedures when processing student complaints about breastfeeding accommodations. Complainants must be informed that the board's decision may be appealed to the Regional Superintendent (or appropriate Intermediate Service Center Executive Director) and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. **Note:** Certain claims brought under 105 ILCS 5/10-20.60 may also be covered by the anti-discrimination protections of Title IX; consult the board attorney for further advice. Guidance from U.S. Dept. of Education on Title IX requirements for pregnant and parenting students (June 2013) is available at: www2.ed.gov/about/offices/list/ocr/frontpage/pro-students/issues/sex-issue03.html.

¹⁰ All districts must 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*. The inclusion of *bullying* in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.

¹¹ Parents/guardians of educationally disadvantaged children may sue a district for misuse of funds allocated by State law for the benefit of such children. *Noyola v. Bd. of Educ.*, 179 Ill.2d 121 (Ill. 1997) (affirming the appellate court's conclusion in *Noyola v. Bd. of Educ.*, 284 Ill.App.3d 128 (1st Dist. 1996) that parents/guardians may pursue a claim to enforce the requirements of the School Code but holding that the proper action for enforcement is by means of mandamus not an implied right of action).

¹² The Whistleblower Act (740 ILCS 174/) includes school districts in the definition of employer. It protects employees from employer retaliation for disclosing information to a government or law enforcement agency. Section 15 also contains language prohibiting employers from retaliating against employees who disclose information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation. The Ill. False Claims Act (740 ILCS 175/) includes school districts in its definition of *State*. A strict interpretation of this language appears to allow school boards to collect civil penalties and costs against someone making a false claim. Before disciplining any employee, boards should thoroughly investigate the ramifications of these acts in consultation with their attorney and liability insurance carriers.

~~15.~~^{14.} Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq. ¹³

~~16.~~^{15.} Employee Credit Privacy Act, 820 ILCS 70/ ¹⁴

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

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable¹⁵ resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a

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¹³ The Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.) is a federal law. Title I addresses the use of genetic information pertaining to health insurance. Title II protects job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GINA covers employers with 15 or more employees.

GINA broadly defines genetic information to include information about an individual's genetic tests, their family members, and, among other things, the manifestation of a disease or disorder in the individual or the individual's family members. Information about an individual's or family member's age or gender is excluded from genetic information. Its remedies mirror those available under a Title VII of the Civil Rights Act claim: back pay, reinstatement, attorneys' fees and compensatory and punitive damages. Retaliation against an individual who brings a claim under GINA is also prohibited. Federal regulations are available at 29 C.F.R. Part 1635, and background information on these regulations is available at: www.eeoc.gov/regulations-related-genetic-discrimination. An FAQ entitled *FAQs on the Genetic Information Nondiscrimination Act* is available at: www.dol.gov/agencies/ebsa/laws-and-regulations/laws/gina.

The Ill. Genetic Information Protection Act (GIPA) (410 ILCS 513/) also prohibits employers from making employment decisions on the basis of any employee's genetic testing information and from penalizing employees who do not want to disclose their genetic information as part of a workplace wellness program. GIPA includes the federal GINA's definition of genetic information and creates more stringent obligations on Ill. employers. While the federal GINA exempts small employers (those with less than 15 employees), Illinois' GIPA covers all employers, even those with one employee. GIPA also provides penalties for negligent and intentional mishandling of genetic information. Note that Title II of GINA does not preempt GIPA's greater protections to Illinois employees.

Before using any sort of genetic information, consult the board attorney for guidance regarding GINA's and GIPA's specific applications to the district and how these laws integrate with other related federal laws, such as the Family and Medical Leave Act (29 U.S.C. §2612 et seq.) and the ADA, and State laws governing time off for sickness and workers' compensation.

¹⁴ 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, when the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. 820 ILCS 70/10(b). A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages. 820 ILCS 70/25. The court must award costs and reasonable attorneys' fees to a prevailing plaintiff. *Id.*

¹⁵ The phrase "prompt and equitable resolution" comes from Title IX implementing regulation 34 C.F.R. §106.8(eb)(2) which requires schools to "adopt, ~~and~~ publish, and implement grievance procedures ... that provide for the prompt and equitable resolution of complaints made by students, and employees, or other individuals who are participating or attempting to participate in the recipient's education program or activity-complaints" ~~of alleging~~ sex discrimination.

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

Deadlines

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

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender.¹⁶ The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

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

~~For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee¹⁷ shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.~~

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

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the ~~Nondiscrimination Coordinator or a Complaint Manager or designee~~ shall process and review the complaint according to that policy, in addition to any response required by this policy, ~~and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*,¹⁸ should be initiated.~~

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf.¹⁹ The Complaint Manager shall ensure both parties have an equal

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¹⁶ This is a best practice.

¹⁷ "Title IX Coordinator or designee" is used where Title IX is implicated. In contrast, if Title IX is not implicated, "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see the last paragraph under the **Filing a Complaint** subhead).

¹⁸ See sample administrative procedure 5:120-AP2, *Employee Conduct Standards*, and its exhibit 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*.

¹⁹ This policy gives complaint managers the flexibility to appoint another individual to conduct an investigation, which may be appropriate in cases where the neutrality or efficacy of the complaint manager is an issue, and/or where the district wishes to have the expertise and related attorney-client and work product privileges that an in-house or outside attorney may afford an investigation. Such alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals).

opportunity to present evidence during an investigation. ~~If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved.~~ The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Commented [MB1]: This sentence is deleted because it is not legally required and it is not practical for districts to seek parent/guardian attendance at every investigatory meeting involving their child.

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

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

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall [mail/provide](#) his or her written decision to the Complainant and the accused ~~by registered mail, return receipt requested, and/or personal delivery~~²⁰ as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.²¹

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall [mail/provide](#) its written decision to the Complainant and the accused ~~by registered mail, return receipt requested, and/or personal delivery~~²² as well as to the Complaint Manager.

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²⁰ ~~Optional; u~~ Using a [consistent](#) delivery method that allows the district to verify the date of receipt is a best practice, e.g., [registered mail, return receipt requested, and/or personal delivery](#).

²¹ *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.

²² See ~~f/n 2018~~, above.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.²³

Appointing a Nondiscrimination Coordinator and Complaint Managers²⁴

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.²⁵

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

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

Nondiscrimination Coordinator:

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²³ The Ill. sex equity regulations require districts to have "specific timelines for completion of each step and rendering of a written decision, and shall provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40(c)(1). To avoid arguments over these timelines, this sample policy provides that the failure to strictly follow the timelines does not prejudice any party. The grievance procedure is worthless if complaints are not thoroughly and promptly investigated.

²⁴ Title IX regulations require districts to designate and authorize at least one employee to coordinate efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(s). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. *Id.*

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

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.

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

Best practice is that throughout the 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.

²⁶ The board may include the following option to address publication of such contact information:

"The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis."

Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh/.

Name

Address

Email

Telephone

Complaint Managers:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 20 U.S.C. §1232g, Family Education Rights Privacy Act.
 20 U.S.C. §1400, The Individuals with Disabilities Education Act.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.
 29 U.S.C. §206(d), Equal Pay Act.
 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
 29 U.S.C. §2612, Family and Medical Leave Act.
 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
 42 U.S.C. §12101 et seq., Americans With Disabilities Act; [28 C.F.R. Part 35](#).
 105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69,
 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27-1,
 5/27-23.7, and 45/1-15.
 5 ILCS 415/10(a)(2), Government Severance Pay Act.
 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
 410 ILCS 513/, Ill. Genetic Information Privacy Act.
 740 ILCS 174/, Whistleblower Act.
 740 ILCS 175/, Ill. False Claims Act.
 775 ILCS 5/, Ill. Human Rights Act.
[820 ILCS 70/, Employee Credit Privacy Act.](#)
[820 ILCS 112/, Equal Pay Act of 2003.](#)
 820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part
 280.
~~820 ILCS 112/, Equal Pay Act of 2003.~~
~~820 ILCS 70/, Employee Credit Privacy Act.~~
 23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270
 (Discrimination and Harassment on the Basis of Race, Color, and National Origin
 Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment),
 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90
 (Abused and Neglected Child Reporting), 6:120 (Education of Children with
 Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs),
 6:260 (Complaints About Curriculum, Instructional Materials, and Programs),
 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights),
 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to
 Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence
 Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315
 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals
 with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and
 Concerns)

Board of Education

Uniform Grievance Procedure

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

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

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

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

Investigation Process

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

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

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

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

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

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

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

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

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

Appointing Nondiscrimination Coordinator and Complaint Managers

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

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

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

Nondiscrimination Coordinators/Title IX Coordinators:

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

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
 Assistant Superintendent Special Services
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6157
dgill@district158.org

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

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 20 U.S.C. §1232g, Family Education Rights Privacy Act.
 20 U.S.C. §1400, The Individuals with Disabilities Education Act.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R., Part 106.
 29 U.S.C. §206(d), Equal Pay Act.
 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
 29 U.S.C. §2612, Family and Medical Leave Act.
 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
 42 U.S.C. § 12101 et seq., Americans With Disabilities Act.
 105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27.-1, 5/27-23.7, and 45/1-15.
 5 ILCS 415/10(a)(2), Government Severance Pay Act.
 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
 410 ILCS 513/, Ill. Genetic Information Privacy Act.
 740 ILCS 174/ Ill. Whistleblower Act.
 740 ILCS 175/, Ill. False Claims Act.
 775 ILCS 5/, Ill. Human Rights Act.
 820 ILCS 180, Victims' Economic Security and Safety Act, 56 Ill. Admin. Code Part 280.
 820 ILCS 112, Equal Pay Act of 2003.
 820 ILCS 70/, Employee Credit Privacy Act.
 23 Ill. Admin. Code §§1.240, 200-40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

ADOPTED: May 17, 2001

REVISED: June 20, 2024

CURRENT

School Board

Title IX Grievance Procedure ¹

Discrimination on the basis of sex, including sex-based harassment, affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from discrimination on the basis of sex is an important District goal.

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106), including against applicants for employment,² students, parents/guardians, employees, and third parties.

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 to 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 sample policy and its companion sample 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 grievances, except those contained in collective bargaining agreements. See the cross references for the policies referring to this Title IX 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 implementing regulations (34 C.F.R. Part 106). 34 C.F.R. §106.8(b)(1). A district must prominently display its Title IX notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(c)(2)(i). The notice must state that nondiscrimination extends to any program or activity operated by the district, including employment; that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX Coordinator, to the U.S. Dept. of Education's Office for Civil Rights, or both; the name or title, office address, email address, and telephone number of the district's Title IX Coordinator; how to locate the district's nondiscrimination policy and grievance procedures; how to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination. 34 C.F.R. §106.8(c)(1)(i). If necessary due to a publication's format or size, districts may instead include a statement that it prohibits sex discrimination in any education program or activity that it operates and that individuals may report concerns or questions to the Title IX Coordinator and provide the location of the notice on the district's website. 34 C.F.R. §106.8(c)(2)(ii). See the **Notice of Nondiscrimination** subhead of sample administrative procedure 2:265-AP1, *Title IX Response*, for a sample notice of nondiscrimination and nondiscrimination statement meeting the minimum requirements of Title IX regulations. See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

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 sex discrimination may not constitute sex discrimination under Title IX, Title IX's reach is broad because an alleged complainant or alleged respondent may be anyone *participating in or attempting to participate in* the district's educational program or activity in the United States – including applicants for employment, students, parents/guardians, employees, volunteers, and third parties. Whether someone is *participating in or attempting to participate in* the district's educational program or activity requires a fact-specific analysis made on a case-by-case basis. 89 Fed. Reg. 33483. A district is responsible only for alleged discriminatory conduct over which it exercises disciplinary authority or otherwise has substantial control. 89 Fed. Reg. 33529.

² Subpart C of Title IX applies to *institutions of vocational education*, defined as a school or institution "which has as its primary purpose preparation of students to pursue a technical, skilled, or semiskilled occupation or trade, or to pursue study in a technical field, whether or not the school or institution offers certificates, diplomas, or degrees and whether or not it offers fulltime study." 34 C.F.R. §§106.15(d), 106.2. If Subpart C applies, add "admission and" before "employment."

Title IX Sex Discrimination Prohibited

Sex discrimination as defined in Title IX (Title IX Sex Discrimination) is prohibited. A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Title IX Sex Discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Sex-based harassment is a form of Title IX Sex Discrimination. Sex-based harassment occurs whenever a person engages in conduct on the basis of sex that satisfies one or more of the following:³

1. A District employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service on a person's participation in unwelcome sexual conduct;⁴ or
2. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive⁵ that it limits or denies a person's ability to participate in or benefit from the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 34 C.F.R. §106.2.⁶

Definitions from 34 C.F.R. §106.2⁷

Complainant means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination and who

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³ 34 C.F.R. §106.2. The definition of *sex-based 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).

⁴ 34 C.F.R. §106.2. See sample exhibit 2:265-E, *Title IX Glossary of Terms*. This behavior is commonly called *quid pro quo* sex-based harassment. *Quid pro quo* sex-based harassment "covers harassment by members of a recipient's leadership, including board members, paid or unpaid, to the extent those individuals are authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity." 89 Fed. Reg. 33496. Title IX regulations do not limit *quid pro quo* sexual harassment to situations where the provision of an aid, benefit or service is conditioned on a *student's* participation in unwelcome sexual conduct. By way of example, *quid pro quo* Title IX sexual harassment involving an employee and a person other than a 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.

⁵ Harassment can be pervasive if it is widespread, openly practiced, or well-known to students and staff, e.g., sex-based harassment occurring in hallways, graffiti in public areas, or harassment occurring during recess under a teacher's supervision. 89 Fed. Reg. 33509.

⁶ See sample exhibit 2:265-E, *Title IX Glossary of Terms*, for these definitions. Prior to 8-1-24, Title IX regulations tied these definitions to definitions contained within other federal statutes. That is no longer the case, and the definitions are fully set forth in 34 C.F.R. §106.2.

⁷ If the district uses sample exhibit 2:265-E, *Title IX Glossary of Terms*, or a similar document, the definitions of these terms within it should match the definitions used in this policy.

was participating or attempting to participate in the District's education program or activity at the time of the alleged Title IX Sex Discrimination.⁸

Complaint means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.

Respondent means a person who is alleged to have violated the District's prohibition on Title IX Sex Discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a Complaint, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.⁹

Making a Report

A person who wishes to make a report under this policy 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.¹⁰

School employees who receive information about conduct that reasonably may constitute Sex Discrimination under this policy shall promptly forward the report or information to the Title IX Coordinator. An employee who fails to promptly make or forward a report or information may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.¹¹

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

⁸ The 2024 Title IX regulations shift the focus of the analysis from "whether the participation or attempted participation occurred at the time the complaint was filed" (as required under the 2020 Title IX regulations) to "the time of the alleged sex discrimination." 89 Fed. Reg. 33483.

⁹ This streamlined definition of retaliation is based upon an example in *Resource for Drafting Nondiscrimination Policies, Notices of Nondiscrimination, and Grievance Procedures under 2024 Amendments to the U.S. Department of Education's Title IX Regulations*, U.S. Dept. of Education (4-19-24), at: www2.ed.gov/about/offices/list/ocr/docs/resource-nondiscrimination-policies.pdf.

¹⁰ Using "or any employee with whom the Complainant is comfortable speaking" ensures Title IX compliance because Title IX requires "any employee" with information about conduct that may reasonably constitute sex discrimination to notify the Title IX Coordinator. Therefore, a report to any employee triggers a district's duty to respond. 34 C.F.R. §106.44(c)(1). 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.

¹¹ 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). If a district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations. 34 C.F.R. §106.8(a)(1). The Title IX Coordinator with ultimate oversight should be listed in this policy.

Districts must identify the Title IX Coordinator by name or title, office address, email address, and telephone number. 34 C.F.R. §106.8(c)(1)(i)(C). Consistent with how Nondiscrimination Coordinators and Complaint Managers are listed in **PRESS** sample policies, this policy requires the Title IX Coordinator's name to be listed. The name and contact information are not part of the adopted policy and do not require board action. This allows for amendments to the name and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Title IX Coordinator:

Name

Address

Email

Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report of conduct that reasonably may constitute Title IX Sex Discrimination, the Title IX Coordinator and/or designee shall offer and coordinate supportive measures, as appropriate, for a Complainant.

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.¹² For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:10, *Equal Employment Opportunity and Minority Recruitment*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;¹³ 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*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action under those policies.

Reports of alleged Title IX Sex Discrimination 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 Title IX Sex Discrimination.

Title IX Complaint Grievance Process

The Superintendent or designee shall implement procedures to ensure the prompt and equitable resolution of all Complaints according to a grievance process that fully complies with 34 C.F.R.

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

A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. See sample policy 2:260, *Uniform Grievance Procedure*.

¹² See sample exhibit 2:265-E, *Title IX Glossary of Terms*, for a discussion of Title IX Sex Discrimination and non-Title IX Sex Discrimination. If allegations of Title IX Sex Discrimination arise out of the same facts and circumstances as allegations of another type of discrimination, i.e., race discrimination in violation of Title VI of the Civil Rights Act of 1964, the district has the discretion to use this policy to address the sex and race discrimination or to choose a different process that complies with Title IX regulations. 89 Fed. Reg. 33642. Consult the board attorney for further guidance.

¹³ See sample administrative procedure 5:120-AP2, *Employee Conduct Standards*.

§106.45.¹⁴ See the District's Title IX Complaint Grievance Process (Grievance Process) under administrative procedure 2:265-AP2, *Formal Title IX Complaint Grievance Process*.¹⁵

When a Complaint is filed, the Title IX Coordinator will investigate it and make a determination regarding the outcome of the Complaint, or appoint a qualified person(s) to undertake the investigation and make a determination regarding the outcome of the Complaint.¹⁶

Enforcement

Any District employee who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination 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 Title IX Sex Discrimination will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies.¹⁷ Any person making a knowingly false accusation regarding Title IX Sex Discrimination 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.¹⁸

Retaliation Prohibited¹⁹

The District prohibits any form of retaliation, including peer retaliation, in its education program or activity. Any person should report claims of retaliation using this Board policy 2:265, *Title IX Grievance Procedure*.²⁰

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

¹⁴ 34 C.F.R. §106.45(b). For a Title IX complaint grievance process, see sample administrative procedure 2:265-AP2, *Formal Title IX Complaint Grievance Process*. See also sample administrative procedures 2:265-AP1, *Title IX Response*, and 2:265-AP3, *Title IX Coordinator*.

¹⁵ 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.**

¹⁶ 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.

¹⁷ 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 Sex Discrimination.

¹⁸ Examples of rights the district or parties may exercise ancillary to this Title IX 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*).

¹⁹ 34 C.F.R. §106.71.

²⁰ Retaliation complaints must be processed under this policy. 34 C.F.R. §106.71.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension 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), 5:200 (Terms and Conditions of Employment and Dismissal), 5:240 (Suspension), 5:290 (Employment Termination and Suspension), 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)

Board of Education

Title IX Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) 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)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

Examples of sexual harassment include, but are not limited to, touching, 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 Coordinator⁷ alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

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

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

Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, 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 and including discharge.

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

Nondiscrimination Coordinators/Title IX Coordinators:

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

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@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; Code of Professional Conduct; and Conflict of Interest; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; 7:185, Teen Dating Violence Prohibited; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

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

Enforcement

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

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

Retaliation Prohibited

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

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

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

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

ADOPTED: October 22, 2020

REVISED: June 20, 2024

General Personnel

Staff Development Program ¹

The Superintendent or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

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

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*): ²

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

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. A school board may set and enforce professional growth requirements. 105 ILCS 5/24-5. Failure to meet professional growth requirements is considered remediable. Morris v. Ill. State Bd. of Educ., 198 Ill.App.3d 51 (3rd Dist. 1990).

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.

105 ILCS 5/2-3.62 requires the Ill. State Board of Education (ISBE) to establish a regional network of educational service centers to coordinate and combine existing services in a manner that is practical and efficient for schools. Their purposes are to provide, among other things, continuing education, in-service training, and staff development services to all local school districts in Illinois.

² 325 ILCS 5/4(j), amended by P.A. 102-604; and 105 ILCS 5/10-23.13, amended by P.A. 102-610, a/k/a *Erin's Law*. Sexual misconduct under *Faith's Law* is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

Mandated reporter training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; (4) understanding the response of child protective services and the role of the reporter after a call has been made; and (5) implicit bias. *Implicit bias* means the attitudes or internalized stereotypes that affect people's perceptions, actions, and decisions in an unconscious manner and that exist and often contribute to unequal treatment of people based on race, ethnicity, gender identity, sexual orientation, age, disability, and other characteristics. The implicit bias topic must include, at a minimum: (1) information on implicit bias; (2) information on racial and ethnic sensitivity; and (3) tools to adjust automatic patterns of thinking and ultimately eliminate discriminatory behaviors. 325 ILCS 5/4(j), amended by P.A. 102-604. Districts must provide mandated reporter training through either the Ill. Dept. of Children and Family Services (DCFS), an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, ISBE, the Ill. Law Enforcement Training Standards Board, the Ill. State Police, or an organization approved by DCFS to provide mandated reporter training. Id. *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." Id.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on: ³

1. Health conditions of students,⁴ including but not limited to training on:

~~a. Chronic health conditions of students;~~

~~b.a.~~ Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;

~~e.b.~~ Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;

~~d.c.~~ The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;

~~e.d.~~ The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;

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³ This list of in-service trainings is required by State law but only Nos. 4, 5(d), and 7 are required to be specified in board policy. Beginning 7-1-24, 105 ILCS 5/10-22.39, amended by P.A. 103-542, requires all teachers, administrators, and school support personnel to complete these trainings during an in-service training program conducted by their board or through other training opportunities, including institutes provided by regional superintendents and intermediate service center executive directors under 105 ILCS 5/3-11, amended by P.A.s 103-542, ~~eff. 7-1-24~~, and 103-413. If teachers, administrators, or school support personnel obtain training outside of an in-service training program or from a previous school employer, they may present documentation showing current compliance to satisfy the requirement of receiving training within six months of first being employed. *Id.*

Different from the in-service training that school districts must provide to their staff, 105 ILCS 5/3-11, amended by P.A.s 103-542, ~~eff. 7-1-24~~, and 103-413, contains requirements that the regional superintendents and intermediate service center executive directors must include during institutes for teachers, administrators, and school support personnel. Instruction on prevalent student chronic health conditions, as well as educator ethics and teacher-student conduct training, is also required. See also f/ns 4-12 below discussing the board's requirements in 105 ILCS 5/10-22.39.

Both 105 ILCS 5/3-11 and 5/10-22.39 use the phrase *teachers, administrators, and school support personnel*, but for brevity this material uses the phrase *all District staff*. While the language of this paragraph is not required to be in board policy, including it provides a way for boards to monitor that it is being done. It also provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject.

In-service training programs on the topics listed in 105 ILCS 5/10-22.39, amended by P.A.s 103-542, ~~eff. 7-1-24~~, and 103-413, ~~and 103-603, eff. 1-1-25~~, shall be credited toward hours of professional development required for license renewal as outlined in 105 ILCS 5/21B-45(e). School support personnel may be exempt from in-service training if the training is not relevant to the work they do.

⁴ 105 ILCS 5/10-22.39(b-5), added by P.A. 103-542 ~~and amended by P.A. 103-603, eff. 1-1-25, eff. 7-1-24~~. Nurses and school nurses, as defined by 105 ILCS 5/10-22.23 (school nurse), are exempt from training on health conditions of students ~~under 105 ILCS 5/10-22.39(b-5), added by P.A. 103-542, eff. 7-1-24. *Id.*~~

For No. 1(c), Consult the board attorney about whether:

1. All asthma action plans should require immediate 911 calls based upon *In re Estate of Stewart*, 406 Ill.Dec. 345 (2nd Dist. 2016); *In re Estate of Stewart*, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was willful and wanton conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
2. The duties and responsibilities of the district when it asks for but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon *Stewart*, above.

For No. 1(d), see also 105 ILCS 150/25, amended by P.A. 103-542, ~~eff. 7-1-24~~, and No. 6 under the subhead **Additional Training Requirements**.

For No. 1(e), see also 105 ILCS 145/25, amended by P.A. 103-542, ~~eff. 7-1-24~~, and No. 7 under the subhead **Additional Training Requirements**.

~~f.e.~~ Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and

~~g.f.~~ How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.⁵

2. Social-emotional learning.⁶ Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency,⁷ including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) [and the definitions of trauma, trauma-responsive learning environments, and whole child as set forth in 105 ILCS 5/3-11](#).⁸
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth.⁹ Training shall include, but is not limited to:
 - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
 - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
 - c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
 - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-

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⁵ ~~From 6-30-23 through 7-1-24, 105 ILCS 5/10-22.39(g), added by P.A. 103-128, requires that at least once every two years, all District personnel be trained on methods to respond to trauma, including instruction on how to respond to an incident involving life-threatening bleeding and, if applicable, how to use a school's trauma kit. See 105 ILCS 5/10-20.85, added by P.A. 103-128, for a definition of *trauma kit*. To avoid confusion between trauma related to life-threatening bleeding and trauma as defined in 105 ILCS 5/3-11(b), added by P.A. 103-413, this policy uses the phrase *trauma bleeding control kit* instead of *trauma kit*.~~

Beginning with the 2024-25 school year, training on life-threatening bleeding must be completed within six months of employment and renewed within two years. Beginning with the 2027-28 school year, training on life-threatening bleeding must be completed within six months of employment and renewed at least once every five years thereafter. 105 ILCS 5/10-22.39(b-5)(7), added by P.A. 103-542 [and amended by P.A. 103-603, eff. 1-1-25, eff. 7-1-24](#). [Trained employees using a trauma kit are generally immune from civil liability. Id.](#)

⁶ 105 ILCS 5/10-22.39(b-10), added by P.A. 103-542, ~~eff. 7-1-24~~.

⁷ 105 ILCS 5/10-22.39(b-15), added by P.A. 103-542, ~~eff. 7-1-24~~.

⁸ 105 ILCS 5/10-22.39(b-20), added by P.A. 103-542, ~~eff. 7-1-24~~ [and amended by P.A. 103-603, eff. 1-1-25](#). Training on the implementation of trauma-informed practices satisfies the requirements of this subsection. *Id.* In addition, Illinois Mental Health First Aid training may satisfy the requirements of this subsection. If teachers, administrators, or school support personnel obtain mental health first aid training outside of an in-service training program, they may present a certificate of successful completion of that training to the school district to satisfy the requirements of this law. *Id.* For further information on Mental Health First Aid, see <https://namiillinois.org/resources/about-mental-illness/mental-health-first-aid/>.

⁹ 105 ILCS 5/10-22.39(b-25), added by P.A. 103-542, ~~eff. 7-1-24~~. See sample policy 7:185, *Teen Dating Violence Prohibited*.

provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).

6. Protections and accommodations for students,¹⁰ including but not limited to training on:
 - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*);¹¹ including but not limited to training on:
 - a. Teacher-student conduct;
 - b. School employee-student conduct; and
 - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution,¹² conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following: ¹³

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¹⁰ 105 ILCS 5/10-22.39(b-30), added by P.A. 103-542, ~~eff. 7-1-24~~. Beginning with the 2024-25 school year, training on homelessness must be completed within six months of employment and renewed within two years. Beginning with the 2027-28 school year, training on homelessness must be completed within six months of employment and renewed at least once every five years thereafter. Boards may work with a community-based organization specializing in working with homeless children and youth to develop and provide this training. See 105 ILCS 5/10-22.39(b-30)(1) - (5), added by P.A. 103-542, ~~eff. 7-1-24~~, for homelessness training content requirements. **Note:** the homelessness training content requirements in 105 ILCS 5/10-22.39(b-30)(1) - (5), added by P.A. 103-542, ~~eff. 7-1-24~~, are nearly identical to the homelessness training content requirements in 105 ILCS 5/10-22.39(g) (final citation pending), added by P.A. 103-41, eff. 8-20-24.

Beginning with the 2016-17 school year, institutes under 105 ILCS 5/3-11 had to include instruction on the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 *et seq.*) as it pertains to the school environment at least every two years. Contact the Regional Superintendent or the appropriate Intermediate Service Center Executive Director with questions about online training for this component of a teachers' institute. Discuss with the board attorney the best practices of documenting trainings and evaluations of trainings; many attorneys in the field prefer documentation of ADA trainings to assist in their defense of any potential ADA claims against the district.

¹¹ 105 ILCS 5/10-22.39(b-35), added by P.A. 103-542, ~~eff. 7-1-24~~. Each board may want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-services that instructs all district staff to maintain boundaries and act appropriately, professionally, and ethically with students. See also sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and f/n 11 in sample policy 4:110, *Transportation*. These expectations will be most effective when they reflect local conditions and circumstances. Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new employee conduct rules without first offering to negotiate them with the applicable exclusive bargaining representative.

¹² 105 ILCS 5/10-22.39(b-40), added by P.A. 103-542, ~~eff. 7-1-24~~.

¹³ Optional. These in-services and/or trainings are required by State and/or federal law but are not required to be specified in board policy. The only non-School Code State and/or federal law training requirements listed are from the Abused and Neglected Child Reporting Act (325 ILCS 5/), Ill. Human Rights Act (775 ILCS 5/), Seizure Smart School Act (105 ILCS 150/), Care of Students with Diabetes Act (105 ILCS 150/), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*).

1. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding 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. ¹⁴
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period. ¹⁵
3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date. ¹⁶
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team. ¹⁷
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials. ¹⁸
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act. ¹⁹
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act. ²⁰
8. For all District staff, annual sexual harassment prevention training. ²¹

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Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other sample policies and procedures. Many of those policies and procedures are listed in the cross-references to this policy, e.g., training requirements under the Care of Students with Diabetes Act, 105 ILCS 145/.

¹⁴ 105 ILCS 5/10-22.6(c-5). School board members are also included.

¹⁵ 7 C.F.R. Parts 210 and 235. 7 C.F.R. §210.2 defines school nutrition program directors, managers and staff. 7 C.F.R. §§210.15(b)(8) (recordkeeping requirements) and 210.31(a), (c), (d), and (e) (professional standards requirements); 210.31(g)(requiring school food authority director to keep records). Food service funds may be used for reasonable, allocable, and necessary training costs. 7 C.F.R. §210.31(f). The U.S. Dept. of Agriculture (USDA) has established implementation resources that contain training opportunities and resources covering the four core training areas: nutrition, operations, administration, and communications/marketing at: www.fns.usda.gov/cn/professional-standards.

¹⁶ Required only for districts with grades 9-12 by 105 ILCS 25/1.15. Delete for elementary school districts.

¹⁷ 105 ILCS 5/22-80(h).

¹⁸ 105 ILCS 5/10-20.17a; 23 Ill.Admin.Code §1.330.

¹⁹ 105 ILCS 150/25, amended by P.A. 103-542, ~~eff. 7-1-24~~.

²⁰ 105 ILCS 145/25, amended by P.A. 103-542, ~~eff. 7-1-24~~.

²¹ 775 ILCS 5/2-109. See f/n 5 in sample policy 5:20, *Workplace Harassment Prohibited*, for further detail about this training requirement.

9. Title IX requirements for training ~~in accordance with 34 C.F.R. §106.8(d) as follows~~ (see Board policy 2:265, *Title IX Grievance Procedure*).²²
- ~~a. For all District staff, training on 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.~~
 - ~~b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, 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.~~
 - ~~c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.~~
 - ~~d. For school personnel designated as Title IX decision makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.~~
10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.²³
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.²⁴

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.^{25 26}

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²² 34 C.F.R. §106.8(d)(45(b)(1)(iii)). For training requirement details, see sample administrative procedures 2:265-AP1, *Title IX Response*, and 2:265-AP3, *Title IX Coordinator*.

²³ 775 ILCS 5/5A-103(c), added by P.A. 103-472, ~~eff. 8-1-24~~. For training requirement details, see sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*.

²⁴ 105 ILCS 5/2-3.163(c), amended by P.A. 103-504.

²⁵ Required by 105 ILCS 5/2-3.166(c)(2) (*Ann Marie's Law*). See sample administrative procedures 6:60-AP1, *Comprehensive Health Education Program*, and 7:290-AP, *Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program*.

²⁶ ~~Districts are not required to train staff on life-saving techniques, though 105 ILCS 110/3, amended by P.A. 103-608, eff. 1-1-25, requires that all teachers, administrators, and other school personnel, as determined by school officials, be provided with information about emergency procedures and life-saving techniques within 30 days after the first day of each school year. Id. Such life-saving techniques must include the Heimlich maneuver, hands-only cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) use. The information provided must be in accordance with standards of the American Red Cross, the American Heart Association (AHA), or another nationally recognized certifying organization. Id. See e.g., <https://cpr.heart.org/en/cpr-courses-and-kits/hands-only-cpr/hands-only-cpr-resources>, <https://cpr.heart.org/en/training-programs/aed-implementation>, and <https://www.redcross.org/take-a-class/resources/learn-first-aid/adult-child-choking>.~~

For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that ~~restates-aligns with~~ 105 ILCS 5/3-11, 105 ILCS 110/3, ~~amended by P.A. 103-608, eff. 1-1-25~~, and 77 Ill.Admin.Code §527.800:

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

Draft

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Persons performing CPR are generally exempt from civil liability if they are trained in CPR. (745 ILCS 49/10.)¹ Persons performing using an AED automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (AHA). (745 ILCS 49/12).

The board may also want to address other staff development opportunities. While not required to be in policy, 105 ILCS 5/27-23.10, amended by P.A. 103-542, eff. 7-1-24, requires a school board to collaborate with State and local law enforcement agencies on gang resistance education. It also states that ISBE may assist in the development of instructional materials and teacher training for gang resistance education and training, which may be helpful to include in the staff development program. Other mandated and recommended staff development opportunities that are not located in the School Code or ISBE rules are found in the Ill. Administrative Code or federal regulations. Many of them are cross referenced in this policy.

LEGAL REF.:	20 U.S.C. §1681 <u>et seq.</u>, Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106. 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235. 105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, and 5/24-5. 105 ILCS 25/1.15, Interscholastic Athletic Organization Act. 105 ILCS 145/25, Care of Students with Diabetes Act 105 ILCS 150/25, Seizure Smart School Act. 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act. 325 ILCS 5/4, Abused and Neglected Child Reporting Act. 745 ILCS 49/, Good Samaritan Act. 775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act. 23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525. 77 Ill.Admin.Code §527.800.
CROSS REF.:	2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)
ADMIN. PROC.:	2:265-AP1 (Title IX Response), 2:265-AP2 (Formal Title IX Complaint Grievance Process), 2:265-AP3 (Title IX Coordinator), 2:270-AP (Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED), 5:100-AP (Staff Development Program), 5:120-AP2 (Employee Conduct Standards), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School), 7:250-AP2 (Protocol for Responding to Students with Social, Emotional, or Mental Health Needs), 7:285-AP (Anaphylaxis Prevention, Response, and Management Program), 7:290-AP (Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program)

General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

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

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

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

In-Service Training Requirements

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

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

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

Additional Training Requirements

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

1. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding 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.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.

3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aids performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aids performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all District staff, annual sexual harassment training.
9. Title IX requirements for training as follows (see Board policy 2:265, *Title IX Grievance Procedure*):
 - a. For all District staff, training on 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.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, 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.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.
10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

- LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.
105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, and 5/24-5.
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
105 ILCS 150/25, Seizure Smart School Act.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.
775 ILCS 5/2-109, Ill. Human Rights Act.
23 Ill. Admin. Code §§ 22.20, 226.800, and Part 525.
77 Ill. Admin. Code §527.800.
- CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment Based on Race, Color, or National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)
- ADMIN. PROC.: 2:265-AP1 (Title IX Response), 2:265-AP2 (Formal Title IX Complaint Grievance Process), 2:270-AP1 (Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED), 5:100-AP1 (Staff Development Program), 5:120-AP2 (Employee Conduct Standards), 5:150-AP1 (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School), 7:250-AP2 (Protocol for Responding to Students with Social, Emotional, or Mental Health Needs), 7:285-AP1 (Anaphylaxis Prevention, Response, and Management Program), 7:290-AP1 (Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program)
- ADOPTED: May 17, 2001
- REVISED: June 20, 2024

Students

Harassment of Students Prohibited¹

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 identity²; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The 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

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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 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. Each district must also have a policy on bullying. 105 ILCS 5/27-23.7, amended by P.A. 103-47; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

This policy's list of protected classifications aligns with the list in sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The protected classifications are found in 105 ILCS 5/27-23.7(a), amended by P.A. 103-47; 775 ILCS 5/1-103, amended by P.A.s 102-896; 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, amended by P.A. 103-47.

The Ill. Human Rights Act (IHRA) and an Ill. State Board of Education (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. 775 ILCS 5/1-102(A), added *order of protection status* to its list of protected categories. IHRA's jurisdiction regarding schools as a public accommodation 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. It is also a violation of IHRA if a district is aware of an employee or agent's harassment towards a student but fails to take appropriate action to stop the harassment. 775 ILCS 5/5A-101 and 102, amended by P.A. 103-472, ~~eff. 8-1-24~~.

² See f/n 3 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 ISBE that are discussed in 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 3 and 8 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*.

or actual destruction of 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 Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with

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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 incidents 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 IHRA prohibit discrimination on the basis of sex and sex-based 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, agent, or other authorized person conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively determined by a reasonable person to be so severe, pervasive, and objectively offensive that it limits or denies a person's ability to participate in or benefit from 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. §106.230. See sample policy 2:265, *Title IX Grievance Procedure*, and sample exhibit 2:265-E, *Title IX 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 sex-based harassment. See sample procedures 2:265-AP1, *Title IX Response*, and 2:265-AP2, *Formal Title IX Complaint Grievance Process*, and 2:265-AP3, *Title IX Coordinator*.

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-101(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.

whom the student is comfortable speaking.⁵ 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 Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager [or designee](#) 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

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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.

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 [or designee](#) 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, amended by P.A. 103-47; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

⁸ Title IX regulations require districts to [designate and authorize at least one employee, referred to as the Title IX Coordinator, who is responsible for coordinating the district's compliance efforts](#)~~identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts.~~ 34 C.F.R. §106.8(a). [For further discussion of the Title IX Coordinator, see f/n 11 in sample policy 2:265, Title IX Grievance Procedure.](#)

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.

Address	Address
Email	Email
Telephone	Telephone

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.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 sex-based 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 designee¹¹ shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

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

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⁹ In addition to notifying students of policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX 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 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 Ill. Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh.

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.

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board 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 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 Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board 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/[guardian](#), 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 Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

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

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

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 (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*.

- LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.
42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

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; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The 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 Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or 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 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 Coordinators/Title IX Coordinators:

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

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@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 Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

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

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board 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 Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color and National Origin Prohibited*).

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.
42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; C.F.R. Part 100.
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 Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities).

ADOPTED: May 17, 2001

REVISED: June 20, 2024

CURRENT

Students

Teen Dating Violence Prohibited ¹

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited.² For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.³

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:⁴

1. Fully implements and enforces each of the following Board policies:⁵
 - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, *Title IX Grievance Procedure*. This policy prohibits ~~any person~~ District employee, agent, or student from engaging in ~~sexual discrimination, including sex-based~~ harassment, in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing, intimidating, or bullying a student

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

¹ All school boards must have a policy on teen dating violence. 105 ILCS 110/3.10. This sample policy is designed to align with a district's already-existing procedures for reporting bullying and school violence. See f/n 7. The curriculum components for teen dating violence education, which apply to districts with students enrolled in grades 7 through 12, are listed in 6:60-AP1, *Comprehensive Health Education Program*.

² 105 ILCS 110/3.10(b)(1). School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus conduct is much more limited than incidents that occur on school grounds. However, school officials may generally: (1) remove a student from extracurricular activities when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the school (see sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations.

³ 105 ILCS 110/3.10(a). For districts that wish to broaden the ages (e.g., perhaps include 11-12 year olds in a middle school setting), delete the following phrase from the first sentence: "~~who is 13 to 19 years of age~~". The law defines *dating* or *dating relationship* as an "ongoing social relationship of a romantic or intimate nature between two persons." The terms do not include "a casual relationship or ordinary fraternization between two persons in a business or social context."

⁴ Required by 105 ILCS 110/3.10(b)(3).

⁵ Be sure the referenced board policies, as adopted locally, contain the language paraphrased in this policy. If not, either substitute similar language from the locally adopted board policies on the same topics, or just insert the titles from relevant locally adopted policies.

The statutory content requirements for a teen dating policy include "establish[ing] procedures for the manner in which employees of a school are to respond to incidents of teen dating violence." This policy fulfills this requirement by incorporating by reference the following administrative procedure: 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*. This means that 7:180-AP1 should be considered to be part of this policy.

based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).

- d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals: ⁶
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence. ⁷
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*. ⁸
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. 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*. ⁹
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. ¹⁰
5. Notifies students and parents/guardians of this policy. ¹¹

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

⁶ 105 ILCS 110/3.10(b)(4), requires the policy to identify by job title which school officials are responsible for receiving reports related to teen dating violence.

⁷ *Id.* at f/ns 5 and 6. Sexual violence is one listed component of teen dating violence. 105 ILCS 110/3.10(a). Sexual violence has also been found by the Ill. Gen. Assembly to be a component of bullying and school violence. 105 ILCS 5/27-23.7. Thus, identifying *any school staff member* is consistent with 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*, which uses the student-friendly reporting system outlined in 7:180-AP1, E2, *Be a Hero by Reporting Bullying*.

⁸ *Id.* Under any reporting system, a report involving bullying and school violence that is based upon a protected status (often teen dating violence will involve conduct based upon the target's sex) must be referred to the district's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager (7:20, *Harassment of Students Prohibited*). Customize this list to reflect local conditions. These individuals may also take reports directly from students.

⁹ Required by 105 ILCS 110/3.10(b)(2). The curriculum-specific components for teen dating violence education are listed in 6:60-AP1, *Comprehensive Health Education Program*.

¹⁰ *Id.* For boards that add the optional paragraphs in policy 5:100, *Staff Development Program*, add the phrase "and policy 5:100, *Staff Development Program*."

¹¹ Required by 105 ILCS 110/3.10(b)(5). Boards must communicate this policy to students and their parents/guardians. This may be accomplished, in part, by (1) sending 7:185-E, *Memo to Parents/Guardians Regarding Teen Dating Violence*, and (2) amending the district's anti-bullying campaign statement(s), such as the following, in the student handbook and school website:

Bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment.

Incorporated
by Reference: 7:180-AP1 (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Draft

Students

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, *Title IX Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. 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*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying
and School Violence)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260, (Uniform Grievance Procedure),
2:265 (Title IX Grievance Procedure), 5:100 (Staff Development), 5:230
(Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student
Social and Emotional Development), 7:20 (Harassment of Students Prohibited),
7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment),
7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students
with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular
Activities)

ADOPTED: January 16, 2014

REVISED: June 20, 2024

CURRENT

Update Memo

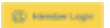
Please distribute to board members and appropriate staff.

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Online Instructions

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

- Go to www.iasb.com and click on the  button on the top navigation.
- 1. 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 for an email 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 Michael Ifkovits at mifkovits@iasb.com.
- 3. Click the  button on the top navigator bar. This will bring you to your account page
- 4. Under "My Account Links," click on "PRESS Login."

PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Debra Jacobson, Associate General Counsel and **PRESS** Editor, 630/629-3776, ext. 1211; Jeremy Duffy, IASB Deputy Executive Director/General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1226; Maryam Brotime, Associate General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219; or Megan Mikhail, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1215.

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

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

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

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

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.

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), now available on IASB's website.

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. 7.

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.

Board Governance

During the second half of the 103rd General Assembly, the legislature passed laws impacting school board governance:

1. 105 ILCS 5/10-16a(b-10), added by P.A. 103-771, eff. 6-1-25, adds training on student outcomes as a required component of professional development and leadership training that a board member must take within the first year of his or her first term.
2. 105 ILCS 5/5-1(d), added by P.A. 103-790, allows school boards in Cook County that have withdrawn from the authority of the township treasurer to appoint a township treasurer to serve as its school treasurer.

The U.S. Supreme Court also issued a key decision that may impact how board members and district employees conduct themselves on social media platforms. In the case *Lindke v. Freed*, 601 U.S. 187 (2024), the Court held that a government official's speech on social media will be subject to the requirements of the First Amendment only if the official: (1) has actual authority to speak on behalf of the government on a particular matter; and (2) purports to exercise that authority when speaking on social media. The case emphasized the practical importance of maintaining a clear separation between personal and official social media accounts.

In response to these legal developments, the following **PRESS** materials are updated:

- 2:110, Qualifications, Term, and Duties of Board Officers
- 2:120, Board Member Development
- 2:140, Communications To and From the Board
- 5:125, Personal Technology and Social Media; Usage and Conduct
- 8:10, Connection with the Community

District Operations and Safety

The General Assembly passed laws related to school district operations and safety:

1. 105 ILCS 5/17-2A, amended by P.A. 103-601, extends the time period during which a district may transfer money from specified funds for any purpose through 6-30-26.
2. 30 ILCS 235/2, amended by P.A. 103-880, eff. 1-1-25, allows boards to adopt a resolution to authorize investment in instruments not specifically authorized by the Public Funds Investment Act if the investments comply with other law and board policy.
3. 105 ILCS 5/19-3, amended by P.A. 103-591, allows a board to build or purchase a building for classroom or instructional purposes without a referendum if the board determines the building or purchase will result in an increase in pre-K or kindergarten classroom space in the district. The amendment also makes certain changes related to the calculation of a district's statutory debt limitation.

PRESS Terminology

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

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

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

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

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

Administrative procedures should be dated for implementation by the administrative staff and kept separately from the 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.

4. 105 ILCS 5/2-3.204 (final citation pending), added by P.A. 103-736, eff. 1-1-25, requires the Ill. State Board of Education (ISBE) to compile and web post resources on indoor air quality for schools.
5. 105 ILCS 5/10-20.97, added by P.A. 103-1019, eff. 1-1-25, requires that a district have an AED at all attendance centers during the school day and during school-sponsored extracurricular activities held on school grounds.
6. 105 ILCS 128/60, added by P.A. 103-608, eff. 1-1-25, requires districts to develop a cardiac emergency response plan.
7. 105 ILCS 128/45, amended by P.A. 103-780, makes changes to the members of a threat assessment team.
8. 105 ILCS 5/10-27.1A and 5/10-27.1B, amended by P.A.s 103-609 and 103-780, require building principals to annually report verified incidents related to drugs and firearm

possession to ISBE through its School Incident Reporting System.

The following **PRESS** materials are updated:

- 3:60-E, Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security
- 4:10, Fiscal and Business Management
- 4:30, Revenue and Investments
- 4:40, Incurring Debt
- 4:150, Facility Management and Building Programs
- 4:160, Environmental Quality of Buildings and Grounds
- 4:170, Safety
- 4:170-AP1, Comprehensive Safety and Security Plan
- 4:190, Targeted School Violence Prevention Program
- 4:190-AP2, Threat Assessment Team (TAT)

Employment and Civil Rights

There have been a number of legal updates related to employment issues and the civil rights of employees and/or students:

1. 775 ILCS 5/2-102(A), amended by P.A. 103-797, eff. 1-1-25, prohibits employers from discriminating against employees on the basis of the employee's *family responsibilities*.
2. 775 ILCS 5/1-102(A) and 5/1-103(Q), amended by P.A. 103-785, eff. 1-1-25, prohibits employers and public accommodations (including schools) from discriminating against individuals on the basis of their *reproductive health decisions*.
3. 775 ILCS 5/2-102(L), added by P.A. 103-804, eff. 1-1-26, prohibits employers from using artificial intelligence in a manner that subjects employees to unlawful discrimination.
4. 820 ILCS 55/13, added by P.A. 103-873, prohibits employers from imposing work authorization verification requirements that go beyond what is required by federal law.
5. 29 C.F.R. Part 541, amended by 89 Fed. Reg. 32842, raises the salary threshold for exempt employees under the Fair Labor Standards Act in accordance with a specific schedule.
6. 325 ILCS 5/7, amended by P.A. 103-624, eff. 1-1-25, eliminates the requirement for mandated reporters to confirm their reports in writing to the local Ill. Dept. of Children and Family Services (DCFS) field office within 48 hours of the initial oral report.

7. 105 ILCS 5/22-93, amended by P.A. 103-1020, adds an exemption to the school counselor gift ban covering certain travel expenses paid by a higher education institution for the counselor's attendance at one of its educational or military programs.
8. 820 ILCS 40/2, amended by P.A. 103-727, eff. 1-1-25, grants employees the ability to inspect, copy, and receive copies of their personnel records upon written request at least two times per calendar year.

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

- 2:105, Ethics and Gift Ban
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:20, Workplace Harassment Prohibited
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 5:35, Compliance with the Fair Labor Standards Act
- 5:35-AP1, Fair Labor Standards Act Exemptions
- 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest
- 5:150, Personnel Records
- 5:150-AP, Personnel Records
- 5:150-E, Employee Request Form for Personnel Records — **NEW**
- 7:10, Equal Educational Opportunities

PRESS Issue 117 Trivia

291 pages • 69,759 words • 52 PRM materials

Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revision Table and Committee Worksheets with one or more of the following categories:

NEW. This material is brand new to the **PRM**.

RENUMBERED. This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

RENAMED. The title of the material has been amended.

REWRITTEN. The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

REFORMATTED. Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

Student Attendance and Records

The General Assembly amended the requirements for approval of a district's e-learning program, which allows districts to implement remote student attendance days instead of using emergency days. 105 ILCS 5/10-20.56, amended P.A. 103-780, now requires the regional office of education (or intermediate service center) to verify a district's e-learning program annually before the implementation of any e-learning days in that school year, rather than by September 1.

The General Assembly also enacted P.A. 103-624, eff. 1-1-25, which amends the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6, to clarify that upon the request of DCFS, a district must purge a final report of an indicated finding

that was overturned in accordance with the Ill. Student Records Act. Districts are no longer required to return any such reports to DCFS.

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

5:90, Abused and Neglected Child Reporting
6:20, School Year Calendar and Day
6:20-AP, Remote and/or Blended Remote Learning Day Plan(s)
7:340-AP1, School Student Records

Curriculum and Accelerated Placement

The 102nd General Assembly enacted P.A. 102-917, which requires boards, by 7-1-25, to implement or opt out of (in whole or in part) career exploration and development activities in grades 6-12 and College and Career Pathway Endorsements in grades 9-12. Sample **PRESS** policy 6:60, *Curriculum Content*, includes new footnotes that explain boards' choices in these areas. During the 103rd General Assembly, P.A. 103-810 expanded the requirement to provide instruction on the dangers of fentanyl beyond high school to include grades 6-8. P.A. 103-764 gives districts the option to provide at least 20 minutes of *relaxation activities* to support student mental health.

In the area of accelerated placement, 105 ILCS 5/2-3.64a-15, amended by P.A. 103-946, allows ISBE to require standardized assessments to be used for diagnostic and screening purposes to determine if students need accelerated placement. P.A. 103-263 amended accelerated placement provisions in 105 ILCS 5/14A to define *advanced academic programs* and to permit a district's accelerated placement policy to include or incorporate procedures to promote equity. P.A.

103-743 made more extensive changes to 105 ILCS 5/14A, including by amending 105 ILCS 5/14A-32(a-5) to only require automatic enrollment into the next most rigorous level of advanced coursework for "a student who meets or exceeds State standards." The automatic enrollment into the next most rigorous level of advanced coursework for "a student who meets State standards" is now required to be in policy by the beginning of the 2027-28 school year. It is not clear why these changes were made and nothing in the law prohibits districts from continuing to offer automatic enrollment to students who meet State standards. Please consult with your board attorney regarding this change.

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

6:60, Curriculum Content
6:65, Student Social and Emotional Development
6:60-AP1, Comprehensive Health Education Program
6:135, Accelerated Placement Program
6:135-AP, Accelerated Placement Program Procedures
6:340, Student Testing and Assessment Program

Student Behavior, Appearance, and Health

Laws have been passed and guidance has been issued which impact the areas of student behavior, appearance, and health:

1. 105 ILCS 5/2-3.204 (final citation pending), added by P.A. 103-641, requires districts to web post the same informational material about Type I diabetes that will be made available on ISBE's website.
2. 105 ILCS 5/24-24, amended by P.A. 103-806, eff. 1-1-25, defines *corporal punishment*, which is prohibited in schools in all circumstances.
3. 105 ILCS 5/10-22.24b, amended by P.A. 103-780, makes updates to the services school counselors may provide to students.
4. 105 ILCS 5/27-8.1(8.5), amended by P.A. 103-985, removes the requirement for districts to provide information to parents/guardians on meningococcal disease and meningococcal vaccinations.
5. ISBE's *Guidance on Display of Graduation Attire and Inclusion of Culturally Appropriate Regalia* (June 2024) provides information to districts on the implementation of P.A. 103-463.
6. ISBE's *Racism-Free Schools Law and Bullying Prevention Data Collection Guidance* (8-7-24) provides guidance to districts on how to comply with new obligations under 105 ILCS 5/27-23.7, amended by P.A. 103-47, and 105 ILCS 5/2-3.196, added by P.A. 103-472, to collect and report incidents of bullying, discrimination, harassment, and retaliation.
7. 720 ILCS 5/12C-50(a-1), added by P.A. 103-765, eff. 1-1-25, provides that consent to being hazed is not a defense to the criminal offense of hazing.
8. 23 Ill.Admin.Code 1.285, amended at 48 Ill.Reg. 8535, makes certain changes to the requirements for use of isolated time out, time out, and physical restraint.
9. 105 ILCS 5/10-22.6(b-25), amended by P.A. 103-896, requires districts to provide appropriate and available support services to students who are suspended out-of-school for 4 (formerly 5) or more school days.

The following **PRESS** materials are updated:

2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
5:230, Maintaining Student Discipline
6:270, Guidance and Counseling Program
7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
7:160, Student Appearance
7:165, School Uniforms
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
7:190-AP1, Student Handbook - Hazing Prohibited
7:190-AP4, Use of Isolated Time Out, Time Out, and Physical Restraint
7:190-AP7, Student Discipline Guidelines — **REFORMATTED**
7:190-AP8, Student Re-Engagement Guidelines — **REFORMATTED**
7:190-E2, Student Handbook Checklist
7:200, Suspension Procedures — **REFORMATTED**
7:200-E2, Long Term Out-of-School Suspension (4-10 Days) Reporting Form

Miscellaneous

The following **PRESS** material is updated due to legislation, administrative rule and/or continuous improvement changes, including subscriber feedback. This is also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 7.

The following **PRESS** material is updated:

4:60, Purchases and Contracts

Progress Report - The contents of this table frequently change.

Topics	Our Response
Ensuring Success in School (ESS) Law Public Act 102-466, a/k/a ESS, effective 7-1-25, amends various School Code provisions and creates new School Code Article 26A, <i>Children and Students Who Are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence</i>. ESS requires districts to ensure they have policies and procedures in place that enable children and students who are parents, expectant parents, or victims of domestic or sexual violence to be identified by schools and provided protection, instruction, and related services necessary to enable them to meet State educational standards and successfully attain a school diploma. ESS also created the Ensuring Success in School Task Force, which in June 2024 issued a final report (at www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf) providing schools with direction on how to implement ESS, including specific policy and procedure recommendations.	Relevant materials will be updated, and a NEW sample PRESS policy suite will be released, in PRESS Issue 118.
Updates to Federal Uniform Guidance for Awards Revisions to the federal <i>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</i> at 2 C.F.R. Part 200 (Uniform Guidance) became effective 10-1-24. A reminder that the Ill. Grant Accountability and Transparency Act (GATA) adopts the Uniform Guidance for State agencies' administration of eligible State and federal grants. For information from the U.S. Dept. of Education about the changes, see www2.ed.gov/about/offices/list/fo/oaga/uniformguidancefaqs.pdf.	Relevant PRESS materials, including materials in policy suites 4:15, 4:80, and 5:60 will be updated in PRESS Issue 118.
Cook County Paid Leave Ordinance Applies to Certain School Districts in Cook County Effective 1-1-25 The Cook County Paid Leave Ordinance is scheduled to go into effect on 1-1-25 for Cook County school districts located in municipalities that have not opted out of the ordinance's requirements. More information on the paid leave requirements can be found at: www.cookcountyil.gov/service/paid-leave-ordinance-and-regulations. We will be monitoring for any amendments to the ordinance or legislative developments that could impact implementation. Given the complexity of the new requirements, districts should consult with their board attorney regarding implementation.	We will continue to monitor any developments and will update PRESS materials, including sample policies 5:250, <i>Leaves of Absence</i> and 5:330, <i>Sick Days, Vacation, Holidays, and Leaves</i>, if needed, in PRESS Issue 118.

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Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
2:105, Ethics and Gift Ban	The policy and footnotes are updated for continuous improvement. Footnote 3 is updated with optional language in response to Ill. Council of School Attorneys member feedback.	☐
2:110, Qualifications, Term, and Duties of Board Officers	The policy and footnotes are updated. The policy is updated with minor style changes. The footnotes are updated in response to 105 ILCS 5/5-1(d), added by P.A. 103-790, permitting Cook County school districts that withdraw from the jurisdiction of the trustees of schools and township treasurer to appoint the township treasurer as its school treasurer or to enter into an agreement with an appointed school treasurer for school treasurer services, and for continuous improvement.	☐
2:120, Board Member Development	The policy and footnotes are updated in response to: 105 ILCS 5/10-16a, amended by P.A. 103-771, eff. 6-1-25, adding training on improving student outcomes to mandatory professional development and leadership training for school board members; 105 ILCS 5/10-22.6(c-5), amended by P.A.103-896, requiring school districts to make reasonable efforts to provide training to all school personnel, school board members, and school resource officers on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14; and - Continuous improvement.	☐
2:140, Communications To and From the Board	The policy is unchanged. The footnotes are updated to cross reference a discussion of the U.S Supreme Court case, <i>Lindke v. Freed</i> , 601 U.S. 187 (2024), in sample policy 8:10, <i>Connection with the Community</i> , and for continuous improvement.	☐

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

2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to: 1. Truth in Taxation Law, 35 ILCS 200/18-75, amended by P.A. 103-1018, requiring a Truth and Taxation Notice be posted on or near the top of a district's website for at least 30 consecutive days. 2. 105 ILCS 5/10-17a(7), added by P.A. 103-503, requiring districts to post on their websites a hyperlink to ISBE's Expanded High School Snapshot Report when it becomes available in October 2027. 3. 34 C.F.R. §106.8, requiring districts to post on their websites a Title IX notice of nondiscrimination; 4. 34 C.F.R. §106.8(f)(3), requiring districts to allow the public to inspect Title IX training materials upon request; 5. Ill. Pension Code, 40 ILCS 5/16-150.1, amended by P.A. 103-588, requiring districts to post on their websites teacher vacancies in subject shortage areas for employment ending no later than 6-30-24~~7~~; 6. 105 ILCS 5/2-3.204 (final citation pending), added by P.A. 103-641, requiring districts to post on their websites the Type 1 diabetes informational material that ISBE makes available on its website; 7. 105 ILCS 5/10-20.70, added by P.A. 101-451 and renumbered by P.A. 102-558, requiring districts to post on their websites information on class size that they annually report to ISBE; and 8. Continuous improvement.	☐
3:60-E, Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security	The exhibit is updated in response to ILCS 5/10-27.1A and 5/10-27.1B, both amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling), requiring the Superintendent or designee to report firearm and drug-related incidents on school grounds to ISBE no later than July 31 annually. Additional continuous improvement updates are made.	☐
4:10, Fiscal and Business Management	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/17-2A, amended by P.A. 103-601, extending the time period during which a district may transfer money from specified funds for any purpose through 6-30-26, and for continuous improvement.	☐
4:30, Revenue and Investments	The policy and footnotes are updated. The policy is updated in response to: 1. Public Funds Investment Act (PFIA), 30 ILCS 235/2(a)(4.5), amended by P.A. 103-880, eff. 1-1-25, which extends the maturity timeframe for investments in obligations of U.S. corporations with assets exceeding \$500M from 3 years to 10 years, provided that certain conditions are met; 2. PFIA, 30 ILCS 235/8(a), amended by P.A. 101-657, requiring a public agency to consider the financial institution's record and current level of financial commitment to its local community when deciding whether to deposit public funds in that financial institution; 3. PFIA, 30 ILCS 235/8(a-5) and (a-10), added by P.A. 101-657, addressing requirements related to deposits in financial institutions subject to the federal Community Reinvestment Act of 1977; and 4. Continuous improvement. The footnotes are updated for the reasons stated immediately above and in response to: 1. PFIA, 30 ILCS 235/2, amended by P.A. 103-880, eff. 1-1-25, adding certain authorized investments and; 2. PFIA, 30 ILCS 235/20(e), amended by P.A. 103-324, requiring investment managers to make certain disclosures about sustainability factors before being awarded a contract.	☐
4:40, Incurring Debt	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/19-1(p-225), added by P.A. 103-591, exempting from a district's statutory debt limitation certain bond indebtedness for bonds authorized by an election held on or after 11-5-24.	☐

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

4:60, Purchases and Contracts	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/10-20.86, renumbered by P.A. 103-605, renumbering the citation to 105 ILCS 5/10-20.85 ~~6~~ . Continuous improvement changes are also made to the footnotes.	☐
4:150, Facility Management and Building	The policy, Legal References, and footnotes are updated. The policy is updated to increase the threshold amount for board approval of renovations or permanent alterations to buildings or grounds to \$1~~72~~2,500 in alignment with the \$35,000 bidding threshold under 105 ILCS 5/10-20.21, amended by P.A. 103-8. The Legal References are updated with a style change. The footnotes are updated in response to: 1. Equitable Restrooms Act, 410 ILCS 35/30, added by P.A. 103-518, permitting schools to designate any multi-occupancy restrooms as all-gender, providing certain specifications are met; 2. 105 ILCS 5/10-22.36, amended by P.A. 103-591, no longer requiring a referendum for the purchase, construction, or building of a building for classroom or instructional use if, prior to the building or purchase, the board adopts a resolution finding the building or purchase will result in an increase in pre-K or kindergarten space in the district; and 3. Continuous improvement.	☐
4:160, Environmental Quality of Buildings and Grounds	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/2-3.204 (final citation pending), added by P.A. 103-736, eff. 1-1-25, requiring ISBE, in consultation with the Ill. Dept. of Public Health and other stakeholders, to compile and web post resources on indoor air quality for schools, and for continuous improvement.	☐
4:170, Safety	The policy and footnote 9 are updated in response to 105 ILCS 5/10-20.97, added by P.A. 103-1019, eff. 1-1-25, requiring at least one automated external defibrillator (AED) to be present at all attendance centers during the school day. The footnotes are also updated in response to: 1. 105 ILCS 128/25, amended by P.A. 103-608, eff. 1-1-25, requiring districts to annually review procedures regarding its cardiac emergency response plan; 2. 105 ILCS 128/30, amended by P.A. 103-175, requiring ISBE to create a reporting mechanism for annual school safety review compliance reports; 3. 105 ILCS 128/45, amended by P.A. 103-780, requiring district threat assessment teams to include at least one law enforcement official and cross-disciplinary representatives directly familiar with student and staff mental and behavioral health needs; and 4. 105 ILCS 5/10-20.14(c), amended by P.A. 103-896, requiring ISBE to draft and publish guidance for school bus safety procedures by 7-1-25; and 5. Continuous improvement.	☐
4:170-AP1, Comprehensive Safety and Security Plan	The procedure is updated in response to: 1. 105 ILCS 128/25, amended by P.A. 103-608, eff. 1-1-25, requiring districts to annually review procedures regarding its cardiac emergency response plan; 2. 105 ILCS 128/45, amended by P.A. 103-780, requiring district threat assessment teams to include at least one law enforcement official and cross-disciplinary representatives directly familiar with student and staff mental and behavioral health needs; 3. 105 ILCS 128/60, added by P.A. 103-608, eff. 1-1-25, setting forth cardiac emergency response plan requirements; 4. 105 ILCS 5/10-27.1A and 5/10-27.1B, both amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling), requiring the Superintendent or designee to report firearm and drug-related incidents on school grounds to ISBE no later than July 31 annually; and 5. Continuous improvement.	☐

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

4:190, Targeted School Violence Prevention Program	The policy is unchanged. The footnotes are updated in response to 105 ILCS 128/45, amended by P.A. 103-780, requiring district threat assessment teams to include at least one law enforcement official and cross-disciplinary representatives directly familiar with student and staff mental and behavioral health needs, and for continuous improvement.	☐
4:190-AP2, Threat Assessment Team (TAT)	The procedure is updated for the reasons stated in 4:190, <i>Targeted School Violence Prevention Program</i> , above.	☐
5:10, Equal Employment Opportunity and Minority Recruitment	The policy, Legal References, and footnotes are updated. The policy and footnotes are updated in response to: 1. Ill. Human Rights Act (IHRA), 775 ILCS 5/1-102(A) and 5/1-103(Q), amended by P.A. 103-785, eff. 1-1-25, prohibiting discrimination on the basis of an employee's <i>reproductive health decisions</i>; and 2. IHRA, 775 ILCS 5/2-102(A), amended by P.A. 103-797, eff. 1-1-25, prohibiting discrimination on the basis of an employee's <i>family responsibilities</i>. The Legal References are updated in response to 29 C.F.R. Part 1636, added by 89 Fed.Reg. 29182, adding implementing regulations for the Pregnant Workers Fairness Act. The footnotes are also updated in response to: 1. IHRA, 775 ILCS 5/2-102(L), added by P.A. 103-804, eff. 1-1-26, prohibiting employers from using artificial intelligence in a manner that subjects employees to unlawful discrimination; 2. 740 ILCS 174/, Ill. Whistleblower Act, amended by P.A. 103-867, eff. 1-1-25, protecting employees from retaliation on the basis or disclosure of certain information to a government or law enforcement agency; and 3. Continuous improvement.	☐
5:20, Workplace Harassment Prohibited	The policy and footnotes are updated in response to: 1. IHRA, 775 ILCS 5/1-102(A) and 5/1-103(Q), amended by P.A. 103-785, eff. 1-1-25, prohibiting discrimination on the basis of an employee's <i>reproductive health decisions</i>; 2. IHRA, 775 ILCS 5/2-102(A), amended by P.A. 103-797, eff. 1-1-25, prohibiting discrimination on the basis of an employee's <i>family responsibilities</i>; and 3. 2024 Title IX regulations. The footnotes are also updated in response to Equal Employment Opportunity Commission <i>Enforcement Guidance on Harassment in the Workplace</i>, and for continuous improvement.	☐
5:30, Hiring Process and Criteria	The policy is unchanged. The Legal References are updated in response to a minor style change. The footnotes are updated in response to the Ill. Right to Privacy in the Workplace Act, 820 ILCS 55/12 and 55/13, amended by P.A. 103-879, eff. 1-1-25, restricting employers from imposing work authorization verification or re-verification requirements greater than what is required by federal law, and for continuous improvement.	☐
5:30-AP2, Investigations	The procedure is updated for the reasons stated in 5:30, <i>Hiring Process and Criteria</i> , above.	☐
5:35, Compliance with the Fair Labor Standards Act	The policy is unchanged. The Legal References and footnotes are updated. The Legal References are updated with a minor style change. The footnotes are updated in response to 29 C.F.R. Part 541, amended by 89 Fed.Reg. 32971, revising the salary threshold for exempt employees, and for continuous improvement.	☐
5:35-AP1, Fair Labor Standards Act Exemptions	The procedure is updated in response to 29 C.F.R. Part 541, amended by 89 Fed. Reg. 32971, revising the salary threshold for exempt employees, and for continuous improvement.	☐

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

5:90, Abused and Neglected Child Reporting	The policy and footnote 4 are updated in response to 325 ILCS 5/7, amended by P.A. 103-624, eff. 1-1-25, removing the requirement for mandated reporters to confirm their oral reports in writing to DCFS, and for continuous improvement.	☐
5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest	The policy and footnotes are updated in response to 105 ILCS 5/22-93, amended by P.A. 103-1020, changing the term <i>guidance counselor</i> to <i>school counselor</i> , and permitting school counselors to accept payment from an institution of higher education for the travel, lodging, food, and beverage costs the guidance counselor incurs for attending an educational or military program at the institution of higher education. The footnotes are also updated for continuous improvement.	☐
5:125, Personal Technology and Social Media; Usage and Conduct	The policy and footnotes are updated for continuous improvement. The footnotes are also updated in response to updated footnote content in 8:10, <i>Connection with the Community</i> .	☐
5:150, Personnel Records	The policy is unchanged. Footnote 2 is updated in response to the Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/2, amended by P.A. 103-727, eff. 1-1-25, granting employees the ability to inspect, copy, and receive copies of personnel records at least two times per calendar year. The footnotes are also updated for continuous improvement.	☐
5:150-AP, Personnel Records	The procedure and footnotes are updated for the reasons stated in 5:150, <i>Personnel Records</i> , above. Footnote 5 is updated in response to the Ill. Wage Payment and Collection Act, 820 ILCS 115/2, amended by P.A. 103-953, eff. 1-1-25, adding a definition of <i>pay stub</i> .	☐
5:150-E, Employee Request Form for Personnel Records	NEW. The exhibit is created in response to the PRRA, 820 ILCS 40/2, amended by P.A. 103-727, eff. 1-1-25, permitting employees to make written requests to inspect, copy, and receive copies of certain personnel file contents at least two times per calendar year.	☐
5:230, Maintaining Student Discipline	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/22-100 and 5/24-24, respectively added and amended by P.A. 103-806, eff. 1-1-25, defining <i>corporal punishment</i> and prohibiting its use in all circumstances. The policy and footnotes are also updated to delete references to <i>certificated</i> employees, so that only references to <i>licensed</i> employees remain.	☐
6:20, School Year Calendar and Day	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/10-20.56, amended by P.A. 103-708, modifying certain requirements related to the approval and renewal of district e-learning programs, and for continuous improvement.	☐
6:20-AP, Remote and/or Blended Remote Learning Day Plan(s)	The procedure is updated for the reasons stated in 6:20, <i>School Calendar and Day</i> , above.	☐

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

6:60, Curriculum Content	The policy, Legal References, and footnotes are updated in response to 105 ILCS 5/10-20.84, added by P.A. 102-917, requiring boards, by 7-1-25, to either implement or opt-out of: (1) career exploration and development activities in grades 6-12 in accordance with a State framework, and (2) College and Career Pathway Endorsements. The policy and footnotes are also updated in response to: 105 ILCS 5/27-24.1, amended by P.A. 103-944, adding worker safety in high-way construction and maintenance zones to the topics that must be covered in a driver education course; - Comprehensive Health Education Program (CHEP), 105 ILCS 110/3(e), amended by P.A. 103-810, expanding mandated instruction on the dangers of fentanyl to grades ~~69~~-12; and 105 ILCS 5/27-13.1, amended by P.A. 103-837, eff. 7-1-25, requiring instruction on climate change beginning in the 2026-2027 school year; and - Continuous improvement. The footnotes are also updated in response to: 105 ILCS 5/2-3.200, renumbered by P.A. 103-695, renumbering the citation to 105 ILCS 5/2-3.<del>200</del>~~196~~; and 105 ILCS 5/27-23.17 (final citation pending), added by P.A. 103-598, allowing high schools to designate and annually observe a Workplace Readiness Week.	☐
6:60-AP1, Comprehensive Health Education Program	The procedure is updated in response to: - CHEP, 105 ILCS 110/3, amended by P.A. 103-810, expanding mandated instruction on the dangers of fentanyl to grades ~~69~~-12; - CHEP, 105 ILCS 110/3, amended by P.A. 103-810, requiring instruction on alcohol and drug use and abuse to be age- and developmentally appropriate, and allowing such instruction to include information from the <i>Substance Use and Recovery Substance Guide</i>, available on ISBE's website; and - Continuous improvement.	☐
6:65, Student Social and Emotional Development	The policy is unchanged. Footnote 6 is updated in response to 105 ILCS 5/27-23.17, added by P.A. 103-764, eff. 1-1-25, permitting districts to provide students with at least 20 minutes per week of <i>relaxation activities</i>. The footnotes are also updated for continuous improvement.	☐
6:135, Accelerated Placement Program	The policy and footnotes are updated in response to: 105 ILCS 5/14A-17, amended by P.A. 103-263, defining <i>advanced academic program</i>; 105 ILCS 5/14A-32(b)(6), added by P.A. 103-263, permitting a district's accelerated placement policy to include or incorporate procedures to promote equity; 105 ILCS 5/14A-32(a-5), amended by P.A. 103-743, to only require automatic enrollment into the next most rigorous level of advanced coursework for a student who ~~meets or~~ exceeds State standards; 105 ILCS 14A-32(a-10), added by P.A. 103-743, requiring that by no later than the beginning of the 2027-28 school year, districts require automatic enrollment into the next most rigorous level of advanced coursework to a student who <u>meets</u> State standards; 105 ILCS 5/14A-32(a-20), added by P.A. 103-743, permitting a district's accelerated placement policy to allow for the waiver of a course or unit of instruction completion requirement; 105 ILCS 5/14A-32(a-25), added by P.A. 103-743, requiring a district's accelerated placement policy to include a process for notifying parents/guardians in writing of a student's eligibility for enrollment in accelerated courses.	☐

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

6:135-AP, Accelerated Placement Program Procedures	The procedure is updated in response to: 105 ILCS 5/14A-17, amended by P.A. 103-263, defining <i>advanced academic program</i>; 105 ILCS 5/14A-32(b)(6), added by P.A. 103-263, permitting a district's accelerated placement policy to include or incorporate procedures to promote equity; 105 ILCS 5/14A-32(a-5), amended by P.A. 103-743, to only require automatic enrollment into the next most rigorous level of advanced coursework for a student who ~~meets or~~ exceeds State standards; 105 ILCS 14A-32(a-10), added by P.A. 103-743, requiring that by no later than the beginning of 2027-28 school year, districts require automatic enrollment into the next most rigorous level of advanced coursework to a student who <u>meets</u> State standards; and - Continuous improvement.	☐
6:270, Guidance and Counseling Program	The policy and footnotes are updated in response to 105 ILCS 5/10-22.24b, amended by P.A. 103-780, clarifying and expanding the list of what services may be included within school counseling, and for continuous improvement.	☐
6:340, Student Testing and Assessment Program	The policy is unchanged. The footnotes are updated in response to: 105 ILCS 5/2-3.64a-5, amended by P.A. 103-204, requiring that student profile information collected by ISBE when assessing secondary schools be made available to Illinois public institutions of higher education; 105 ILCS 5/2-3.64a-15, amended by P.A. 103-946, incorporating the definition of <i>advanced academic program</i> in 105 ILCS 5/14A-17; and - Continuous improvement.	☐
7:10, Equal Educational Opportunities	The policy and footnotes are updated. The policy language in paragraph 1 and footnote 5 are updated in response to: - IHRA 775 ILCS 5/1-102(A) and 5/1-103, both amended by P.A. 103-785, eff. 1-1-25, to prohibit discrimination based on <i>reproductive health decisions</i>; and - Continuous improvement to more comprehensively reflect categories protected by the IHRA by prohibiting discrimination based on <i>military status</i> and <i>unfavorable military discharge</i>. The policy language in the Sex Equity subheading and footnotes 3 and 10 are updated in response to final regulations implementing Title IX of the Education Amendments of 1972 (Title IX). Footnote 8 is updated to note 23 Ill.Admin.Code §200.80(b)(1), requiring districts to survey students every four years about their athletic interests. Additional continuous improvement updates are made to the policy and footnotes.	☐
7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	The policy, Legal References, and footnotes are updated. The policy and footnotes are updated in response to 105 ILCS 5/27-8.1(8.5), amended by P.A. 103-985, eff. 1-1-25, removing the requirement for districts to provide informational materials on meningococcal disease and meningococcal vaccinations, and for continuous improvement. The Legal References are updated in response to 77 Ill.Admin. Code Part 690, amended at 47 Ill.Reg. 18112, renaming the Part to Control of ~~Communicable~~<u>Notifiable</u> Diseases <u>and</u> Conditions <u>Code</u>.	☐
7:160, Student Appearance	The policy is unchanged. The footnotes are updated in response to ISBE's Guidance on <i>Display of Graduation Attire and Inclusion of Culturally Appropriate Regalia</i>. Optional language in Footnote 2 is updated for continuous improvement and to align with changes made to optional language in footnote 10 of 7:165, <i>School Uniforms</i>.	☐
7:165, School Uniforms	The policy is unchanged. The footnotes are updated for continuous improvement. Optional language in footnote 10 is updated for continuous improvement and to align with changes made to optional language in footnote 2 of 7:160, <i>Student Appearance</i>.	☐

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

7:180, Prevention of and Response to Bullying, Intimidation, and Harassment	The policy and footnotes are updated. The policy language in Item No. 12(b) is changed from <i>sexual harassment</i> to <i>sex discrimination</i> in response to final regulations implementing Title IX. Footnote 1 is updated in response to 23 Ill. Admin.Code §1.295, amended at 48 Ill.Reg. 13586, and with links to ISBE's <i>Racism-Free Schools Law and Bullying Prevention Data Collection Guidance</i> (8-7-24) and <i>Bullying Racism Free Schools Data Collection Template</i> .	☐
7:190-AP1, Student Handbook – Hazing Prohibited	The procedure is updated in response to 720 ILCS 5/12C-50(a-1), added by P.A. 103-756, eff. 1-1-25, providing that consent to hazing is not a defense to prosecution for hazing.	☐
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 48 Ill. Reg. 8535, prohibiting the use of prone physical restraint.	☐
7:190-AP7, Student Discipline Guidelines	REFORMATTED. The procedure and footnotes are updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896, requiring districts to make reasonable efforts to provide ongoing professional development to “ <u>all school personnel</u> ~~teachers, administrators~~ , school board members, <u>and</u> school resource officers” on various topics, now including trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b), and for continuous improvement.	☐
7:190-AP8, Student Re-Engagement Guidelines	REFORMATTED. The procedure is updated in response to 105 ILCS 5/10-22.6(b-25), amended by P.A. 103-896, requiring districts to provide appropriate and available support services to students who are suspended out-of-school for <u>54</u> or more school days, and for continuous improvement.	☐
7:190-E2, Student Handbook Checklist	The exhibit is updated in response to: 1. Final regulations implementing Title IX; 2. The Ill. Dept. of Public Health Powers and Duties Law, 20 ILCS 2310/2310-700, amended by P.A. 103-985, deleting the requirement for districts to distribute informational material on meningococcal disease and meningococcal vaccinations; and 3. Updates made to the Ill. Principals Association's <i>Model Student Handbook</i> .	☐
7:200, Suspension Procedures	REFORMATTED. The policy and footnotes are updated for the reasons set forth in 7:190-AP8, <i>Student Re-Engagement Guidelines</i> , above.	☐
7:200-E2, Long Term Out-of-School Suspension (4-10 Day) Reporting Form	The exhibit is updated for the reasons set forth in 7:190-AP8, <i>Student Re-Engagement Guidelines</i> , above.	☐
7:340-AP1, School Student Records	The procedure is updated in response to the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6, amended by P.A. 103-624, eff. 1-1-25, requiring schools to purge a Child Protective Service Unit's final finding report in accordance with the Ill. School Student Records Act, 105 ILCS 10/, and for continuous improvement.	☐
8:10, Connection with the Community	The policy and footnotes are updated in response to the U.S. Supreme Court case <i>Lindke v. Freed</i> , 601 U.S. 187 (2024), addressing government official speech on social media, and for continuous improvement.	☐

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.

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 <https://illinoisattorneygeneral.gov/Open-and-Honest-Government/Ethics-in-the-OAG/Ethics-Ordinance> 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 of 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 term use in Item #2 is based on the Ill. Attorney General's model ordinance; it is arguably broader than the SOEEA, which prohibits board members and district employees from intentionally misappropriating district property in connection with prohibited political activities. 5 ILCS 430/5-15(a)-(b). Some attorneys advise that a board member's mere presence on district property while engaging in a political activity on their own time (such as circulating an election petition at a school athletic event) is not a misappropriation of district property, and therefore does not violate the SOEEA. Consider that the term use may be easier to practically apply as a standard. Consult the board attorney for guidance on this issue. If the board wants Item #2 to match the SOEEA standard, substitute "misappropriate" in place of "use."

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.

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 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.

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 a 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, and board members 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/SOEAA 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/SOEAA 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 5/22-93, added by P.A. 102-327 and renumbered by P.A. 102-813, and amended by P.A. 103-1020, 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, and certain travel costs paid by an institution of higher education for a school counselor's attendance at an educational or military program at that institution of higher education. A ~~school 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.*

4. Educational materials and missions. ⁶
5. Travel expenses for a meeting to discuss [District](#) business. ⁷
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the 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).

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

⁶ See 2 Ill.Admin.Code §1620.700(a) for an example of a definition of "educational materials and missions."

⁷ See Id. at (b) for an example of a definition of "travel expenses to discuss State business."

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.⁸ 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.⁹

Definitions ¹⁰

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.

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

⁸ This provision is consistent with sample policy 2:160, *Board Attorney*.

⁹ The Ill. Attorney General's model ethics ordinance includes the specific penalties from the [Ethics Act/SOEAA](#). 5 ILCS 430/50-5. Elsewhere the [Act/SOEAA](#) 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.

¹⁰ The definitions contained in this policy are all from 5 ILCS 430/1-5 with minor adaptations.

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. ¹¹

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.

¹¹ The ~~Ethics Act~~ SOEEA 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.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials ¹²

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.¹³

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.¹⁴

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

¹² 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/n 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 [sample](#) 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.

¹³ The Open Meetings Act (OMA) does not provide a specific exemption for discussion of complaints against a member of a public body in closed session. 5 ILCS 120/2(c)(1), ~~amended by P.A. 101-459~~.

¹⁴ 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 [policy](#) 2:110, *Qualifications, Term, and Duties of Board Officers*.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board. ¹⁵

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office. ¹⁶

LEGAL REF.: 105 ILCS 5/22-93.
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)

DRAFT

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

¹⁵ 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.

¹⁶ This paragraph is optional, but it aligns with the intent of P.A. 101-221. See f/n [129](#), above.

Board of Education

Ethics and Gift Ban

Prohibited Political Activity

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

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

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

Limitations on Receiving Gifts

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

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

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

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

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

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

Enforcement

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

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

Definitions

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

Political activity means:

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

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

Prohibited source means any person or entity who:

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

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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

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

LEGAL REF.: 105 ILCS 5/22-93.
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)

ADOPTED: June 17, 2004

REVISED: March 16, 2023

School Board

Qualifications, Term, and Duties of Board Officers ¹

The School Board officers are: President, Vice President, Secretary, and Treasurer.² These officers are elected or appointed by the Board at its organizational meeting.

President ³

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

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise; ⁴
4. Attend and observe any Board committee meeting at his or her discretion; ⁵
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act ([OMA](#)) and Freedom of Information Act; ⁶

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. Selection of officers must be in open session. 5 ILCS 120/2. Board officer vacancies are discussed in *Answers to FAQs: Vacancies on the Board of Education*, Ill. Council of School Attorneys, www.iasb.com/law/vacancies.cfm.

² Districts governed by a board of directors have three officers: a president, clerk, and treasurer. The president and clerk must be board members. 105 ILCS 5/10-5. While there is no prohibition on a board member simultaneously serving in two officer positions, doing so may create either the appearance of impropriety or a compliance issue for purposes of fraud protocols. Consult the board attorney for further guidance and/or request that the board member consult his or her own attorney.

³ 105 ILCS 5/10-13. The board, by resolution may decrease to one year the term of office for the president. Of the listed duties, only the following are imposed by law: #1, preside at meetings (Id.); #6, sign minutes (105 ILCS 5/10-7) and sign certificate of tax levy (105 ILCS 5/17-11); #7, call special meetings (105 ILCS 5/10-16); and #8, serve as *head of the public body* for Open Meetings Act (OMA) and Freedom of Information Act (FOIA) purposes (5 ILCS 120/7(e)(2) and 140/2(e)).

⁴ Alternatively, strike the "unless" clause and substitute: "subject to Board approval." Be sure this treatment is consistent with policy 2:150, *Committees*.

⁵ Optional. A board that wants the president to participate in committee meetings may use the following alternative: "Be a member of all Board committees." Using this alternative, the president would be counted to determine the number of members that constitutes a quorum for each board committee meeting. If a board would like the superintendent to attend any or all meetings of a board committee, it should consider asking the superintendent to be a committee resource person (or other such title) rather than an ex-officio member of the board committee itself. That way, the superintendent will not count to determine the number of committee members that constitutes a quorum.

⁶ The *head of the public body* or its attorney may request an advisory opinion from the Ill. Atty. Gen. Public Access Counselor (PAC) concerning compliance with OMA or FOIA. 5 ILCS 120/3.5(h) and 5 ILCS 140/9.5(h). FOIA defines *head of the public body* to mean *president* or "such person's duly authorized designee." 5 ILCS 140/2(e). Preliminary drafts, notes, recommendations, memoranda, and other records in which opinions are expressed, or policies are formulated, lose this exemption from disclosure if a relevant portion of a requested record is publicly cited and identified by the *head of the public body*. 5 ILCS 140/7(1)(f).

9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by [the Open Meetings Act](#)⁷;
10. Administer the oath of office to new Board members;⁸
11. Serve as or appoint the Board's official spokesperson to the media;⁹
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and¹⁰
13. Ensure that all fingerprint-based criminal history records information checks, screenings, and sexual misconduct related employment history reviews (EHRs) required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent.¹¹

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

The Vice President fills a vacancy in the Presidency.¹²

Vice President¹³

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

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

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

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

⁷ Optional. Requiring the president to monitor the presence of a quorum assists compliance with OMA's mandate that a quorum be physically present at all board meetings, except as otherwise provided by OMA. 5 ILCS 120/7.

⁸ Optional. Omit this duty if policy 2:80, *Board Member Oath and Conduct*, provides that the board member oath is given by other means.

⁹ See sample policy 8:10, *Connection with the Community*, and its f/ns 1, 3, and 4, regarding the board president's role as the board's official spokesperson.

¹⁰ See sample policy 2:105, *Ethics and Gift Ban*, **Complaints of Sexual Harassment Made Against Board Members by Elected Officials** subhead. 5 ILCS 430/70-5(a) requires school districts to 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." If the board has chosen to have the Superintendent appoint an outside investigator in these cases (see [sample policy 2:105, Ethics and Gift Ban](#), at f/n 12), remove item 12 from the list of board president duties and delete the Cross Reference to [policy 2:105, Ethics and Gift Ban](#).

¹¹ See the subhead entitled **Screening** in sample policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and the subheads entitled **Investigations** and **Sexual Misconduct Related Employment History Review** in sample policy 5:30, *Hiring Process and Criteria*.

¹² 105 ILCS 5/10-13.1 states that the "vice-president shall perform the duties of the president if there is a vacancy in the office of president or in case of the president's absence or inability to act" However, an earlier enacted statute calls for the appointment of a *president pro tempore* if the president is absent from any meeting or refuses to perform his or her duties, and specifies that the "vice-president, if the board elects such officer, shall be appointed the president pro tempore." 105 ILCS 5/10-13. This policy resolves any confusion by implementing the latter enacted statute and stating that the vice president fills a vacancy in the presidency.

¹³ 105 ILCS 5/10-13.1. The board by resolution may decrease to one year the term of office for the vice president.

Secretary ¹⁴

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term.¹⁵ The duties of the Secretary are to:

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

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

Recording Secretary ¹⁶

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

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

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means. ¹⁷

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

¹⁴ 105 ILCS 5/10-14. The board by resolution may decrease to one year the term of office for the secretary. In districts governed by a board of directors, a clerk who is a board member performs these duties. 105 ILCS 5/10-5. The policy's provisions regarding compensation are required by 105 ILCS 5/10-14 (governs secretaries who are board members and non-board members) and by 50 ILCS 145/2 (governs secretaries who are board members).

Of the listed duties, only the following are imposed by law: #1, board meeting minutes (105 ILCS 5/10-7; see sample policy 2:220, *School Board Meeting Procedure*, for the requirements for minutes); #3, records board's official acts and submits them to the treasurer (105 ILCS 5/10-7); #4, treasurer's report (105 ILCS 5/10-8); #5, local election official (see f/ns 2 and 7 of sample policy 2:30, *School District Elections*); #6, public inspection of the budget (105 ILCS 5/17-1).

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" in item #4 with "appropriate Intermediate Service Center Executive Director."

¹⁵ 105 ILCS 5/10-14 and 50 ILCS 145/2.

¹⁶ This section is optional.

¹⁷ To allow attendance by video or audio means, a board must adopt policy language conforming to the restrictions in OMA. 5 ILCS 120/2.01 and 120/7. See subhead **Quorum and Participation by Audio or Video Means** in sample policy 2:220, *School Board Meeting Procedure*, and its f/n 31.

Treasurer ¹⁸

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure.¹⁹ A Treasurer who is a Board member may not be compensated.²⁰ A Treasurer who is not a Board member may be compensated provided it is established before the appointment.²¹ The Treasurer must: ²²

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

The Treasurer shall: ²³

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

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

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

¹⁸ This section is for: (1) districts in a Class I county (all counties except Cook Co.), or (2) a Class II county (Cook Co.) district that has withdrawn from the authority of the township treasurer or is located in a township in which the office of township treasurer was abolished. 105 ILCS 5/5-1(a) defines Class I county school units as districts in counties with less than 2,000,000 inhabitants. [A board that withdraws from the authority of the township treasurer may appoint a township treasurer to serve as its school treasurer, and it may enter into a contractual or intergovernmental agreement with an appointed school treasurer for school treasurer services. 105 ILCS 5/5-1\(d\), added by P.A. 103-790.](#) Those districts in Cook Co. (Class II county) under the authority of the trustees of schools of the township and the township treasurers should use this alternative: "Qualifications, appointment, and duties of the Treasurer for the School District shall be as provided in the School Code." See 105 ILCS 5/8-1(a), [amended by P.A. 103-790](#), for how the township treasurer is appointed and the term of office; duties are found in 105 ILCS 5/8-2, 5/8-5, 5/8-6, 5/8-7, 5/8-16, and 5/8-17. For districts in a Class II county, in the Legal References insert "5/8-5" before "5/8-6" and insert "5/8-7" after "5/8-6."

¹⁹ 105 ILCS 5/8-1(b). The treasurer's term of office is two years if the district is located in a Class II county (Cook Co.) that was under the jurisdiction and authority of the township treasurer and township trustees of schools at the time those offices were abolished. 105 ILCS 5/8-1(c). Those boards should use the following alternative:

The Treasurer of the Board shall serve a two-year term beginning and ending on the first day of July.

²⁰ 105 ILCS 5/8-1(b) and (c).

²¹ 105 ILCS 5/8-3.

²² Qualification #1 is required for treasurers in a Class I county or Class II county (Cook Co.) that withdrew from the authority of the township treasurer and township trustees of schools. 105 ILCS 5/8-1(b). This sample policy makes it applicable to Class II county (Cook Co.) districts that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished.

Qualification #2 is required for treasurers in a Class I county or Class II county (Cook Co.) that withdrew from the authority of the township treasurer and township trustees of schools. 105 ILCS 5/8-1(b). Districts in a Class II county (Cook Co.) that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished should replace this qualification as follows: "2. Not be the District Superintendent." 105 ILCS 5/8-1(c).

Qualification #3 is required for treasurers in a Class I county. 105 ILCS 5/8-1(d). This qualification should be replaced by the following for districts in a Class II county (Cook Co.): "Upon being appointed for his or her first term, be a certified public accountant or a certified chief school business official as defined in the School Code; experience as a township treasurer in a Class II county school before July 1, 1989 is deemed equivalent." 105 ILCS 5/8-1(e).

²³ 105 ILCS 5/8-2, amended by P.A. 103-49, 5/8-6, 5/8-7, and 5/8-16.

LEGAL REF.: 105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, 5/21B-85, and 5/22-94.
5 ILCS 120/7, Open Meetings Act.
5 ILCS 420/4A-106, Ill. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure), 5:30 (Hiring Process and Criteria)

DRAFT

Board of Education

Qualifications, Term, and Duties of Board Officers

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

President

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

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

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

The Vice President fills a vacancy in the Presidency.

Vice President

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

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

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

Secretary

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

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

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

Recording Secretary

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

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

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

Treasurer

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

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

The Treasurer shall:

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

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

LEGAL REF.: 105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, 5/21B-85, and 5/22-94.
5 ILCS 120/7, Open Meetings Act.
5 ILCS 420-4A-106, Ill. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Board Meeting), 2:220 (Board Meeting Procedure), 5:30 (Hiring Process and Criteria)

ADOPTED: May 17, 2001

REVISED: June 15, 2023

CURRENT

School Board

Board Member Development ¹

The School Board desires that its individual members learn, understand, and practice effective governance principles.² The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

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

Mandatory Board Member Training ³

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

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development and leadership training in: (1) education and labor law; (2) financial oversight and accountability; (3) fiduciary responsibilities; and (4) trauma-informed practices for students and staff; and (5) improving student outcomes. within the first year of his or her first term. ⁴
2. Each Board member must complete training on the Open Meetings Act (OMA) no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on OMAthe Open Meetings Act is only required once. ⁵
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal

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

¹ State law governs the mandatory board member training provisions in this sample policy.

² The Ill. Association of School Boards (IASB) *Foundational Principles of Effective Governance* is available online at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/www.iasb.com/principles.cfm.

³ A board may omit the description of mandatory training requirements by deleting "~~that are described below~~" and deleting the numbered list. IASB is an authorized provider of all mandatory trainings for school board members. To view IASB online trainings, see www.iasb.com/conference-training-and-events/training/online-learning/.

⁴ 105 ILCS 5/10-16a, amended by P.A.s 102-638 and 103-771, eff. 6-1-25. See 105 ILCS 5/10-16a(b-5) for the required and recommended elements of the training regarding trauma-informed practices. See 105 ILCS 5/3-11, amended by P.A. 103-413, eff. 1-1-24, for the definitions of *trauma*, *trauma-responsive learning environments* (including *trauma aware*, *trauma responsive*, and *healing centered*), and *whole child*. Training on improving student outcomes "must include information that is relevant to and within the scope of the duties of a school board member." 105 ILCS 5/10-16a(b-10), added by P.A. 103-771, eff. 6-1-25.

⁵ 5 ILCS 120/1.05(b) and (c).

using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.⁶

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.⁷

Professional Development; Adverse Consequences of School Exclusion; Student Behavior⁸

The Board President or Superintendent, or their designees, ~~will~~shall make reasonable efforts to provide ongoing professional development to Board members about the requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14,⁹ adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments,¹⁰ 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.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.¹¹

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⁶ 105 ILCS 5/24-16.5. This mandatory training requirement was phased-in as districts implemented evaluations that incorporate student growth as a significant factor, otherwise known as Performance Evaluation Reform Act (PERA) evaluations. The implementation timeline for PERA evaluations varied from district to district but all districts had to implement PERA evaluations. A district may use an optional alternative evaluative dismissal process using the PERA evaluation. Before voting on a dismissal based upon an optional alternative evaluative dismissal process, a board member must complete a training program on PERA evaluations. For more information about PERA, see *PERA Overview for School Board Members*, available at: [www.iasb.com/policy-services-and-school-law/illinois-laws-affecting-schools/performance-evaluation-reform-act-\(pera\)/www.iasb.com/law/pera.cfm](http://www.iasb.com/policy-services-and-school-law/illinois-laws-affecting-schools/performance-evaluation-reform-act-(pera)/www.iasb.com/law/pera.cfm).

⁷ 105 ILCS 5/10-16a(b) requires each school district to post on its website, if any, the names of all board members who have completed the minimum of four hours of training described in #1. Recognizing that a board may want to highlight all training and development achievements, the sample policy extends this reporting requirement to all training and development activities. For a website reporting template, see [sample exhibit 2:120-E2, Website Listing of Development and Training Completed by Board Members](#).

A board may choose to strictly follow the statute by using the following alternative: "The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above."

⁸ ~~Optional.~~ 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. While a district must make reasonable efforts to provide professional development to board members in these areas, the inclusion of this subhead is optional. Information about professional development opportunities is available through IASB's website at: www.iasb.com/conference-training-and-events/training/.

⁹ 105 ILCS 5/10-22.6, amended by P.A.s 102-466, eff. 7-1-25, 102-539, and 103-896, addresses the suspension or expulsion of students and school searches. See sample policies 7:190, Student Behavior, 7:200, Suspension Procedures, 7:210, Expulsion Procedures, and 7:220, Bus Conduct. 105 ILCS 5/10-20.14, amended by P.A. 103-896, addresses parent-teacher advisory committees and their functions. See sample policy 2:150, Committees.

¹⁰ See 105 ILCS 5/3-11(b), amended by P.A. 103-413, for the definition of trauma-responsive learning environments.

¹¹ Boards are not required to conduct self-evaluations, but may hold a closed meeting with representatives of a State association authorized under Article 23 of the School Code for the purpose of discussing self-evaluation practices and procedures, or professional ethics. 5 ILCS 120/2(c)(16).

New Board Member Orientation ¹²

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

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member. ¹³
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates. ¹⁴

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

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

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¹² New board member orientation is a critical step in helping new board members become effective and in promoting a smoothly functioning new team. The orientation process should include information about the IASB policy services to which the board subscribes, **PRESS**, School Board Policies Online (SBPOL), and **PRESS Plus**.

¹³ See [sample exhibit 2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member](#).

¹⁴ [IASB maintains helpful resources for school board candidates, including webinars regarding running for the school board. See www.iasb.com/memberships-and-divisions/school-board-elections/information-for-candidates.](http://www.iasb.com/memberships-and-divisions/school-board-elections/information-for-candidates)

Board of Education

Board Member Development

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

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

Mandatory Board Member Training

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

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

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

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

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

Board Self-Evaluation

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

New Board Member Orientation

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

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

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

Candidates

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

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

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

ADOPTED: May 17, 2001

REVISED: January 18, 2024

Operational Services

Revenue and Investments ¹

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one.² The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law. ³

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.⁴

Investment Objectives ⁵

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

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¹ Each district must have an investment policy; its detail and complexity must be appropriate to the nature of the funds, the funds' purpose, and the amount of the public funds within the investment portfolio. 30 ILCS 235/2.5(a).

² 30 ILCS 235/2.5(a)(7). Districts having a chief business official may use this alternative: "The Chief Business Official shall serve as the District's Chief Investment Officer." If a Township Treasurer manages the district funds, substitute this sentence:

The Township Treasurer shall serve as the Chief Investment Officer.

³ Township and school treasurers are authorized by 105 ILCS 5/8-7 to enter into agreements regarding the deposit, investment, and withdrawal of district funds.

⁴ The policy must include a standard of care. 30 ILCS 235/2.5(a)(2).

⁵ The policy must address safety, liquidity, return (30 ILCS 235/2.5(a)), as well as diversification (30 ILCS 235/2.5(a)(4)). These objectives also serve as investment guidelines. 30 ILCS 235/2.5(a)(3). How these are addressed is at the board's discretion.

Authorized Investments ⁶

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.
The term “agencies of the United States of America” includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.
3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation’s outstanding obligations, and (c) no more than one-third of the District’s funds may be invested in short-term obligations of corporations under this paragraph.
5. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than 10th~~ree~~ years from the date of purchase, (b) such purchases do not exceed 10% of the

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⁶ The policy must contain a “listing of authorized investments.” 30 ILCS 235/2.5(a)(1). 30 ILCS 235/2(a-1) allows school districts to invest public funds in interest-bearing bonds of any local government (see paragraph 6). Investments from which a board may choose are listed in this policy. See 30 ILCS 235/2, amended by P.A. s 102-285, and 103-880, eff. 1-1-25. Alternatively, a board may refer to that law by stating:

The Chief Investment Officer may invest ~~any~~ District funds in any investment as authorized in 30 ILCS 235/2, and Acts amendatory thereto.

30 ILCS 235/2(k), added by P.A. 103-880, eff. 1-1-25, permits a board to adopt a resolution to allow for investment of public funds in other instruments not specifically listed in the Public Funds Investment Act provided those investments comply with: (1) any other law that authorizes a board to invest funds, and (2) the investment policy adopted by the Board. There is uncertainty regarding the potential breadth and scope of this provision and procedural requirements for implementation. The board attorney and district financial advisor(s) should be consulted before adding instruments to the list of authorized investments in this policy and the board’s investment portfolio in accordance with 30 ILCS 235/2(k). Any additional investments authorized by the Board under 30 ILCS 235/2(k) should be added to this policy beginning with Item #14. If a board has adopted the alternative language above, the additional investments should be included at the end of the sentence as follows: The Chief Investment Officer may invest District funds in any investment as authorized in 30 ILCS 235/2, and Acts amendatory thereto, as well as [insert investment(s)], in accordance with the requirements of 30 ILCS 235/2(k).

Some attorneys are of the opinion that the Investment of Municipal Funds Act (IMFA) (50 ILCS 340/) authorizes school districts to invest funds in certain tax anticipation warrants. The IMFA applies to counties, park districts, sanitary districts, and other *municipal corporations*. *Id.* at 340/1. *Municipal corporation* is not specifically defined in the IMFA. Consult with the board attorney and/or bond counsel regarding the authority for such investments and the inclusion of the IMFA in this policy.

As part of its mission to protect public entities, the Municipal Securities Rulemaking Board (MSRB) has resources available that school officials may find helpful at: www.msrb.org/EdCenter. It provides information about bond issuance, required disclosures, and working with municipal advisors.

corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in obligations of corporations under this paragraph.

6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
8. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
9. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
11. The Illinois School District Liquid Asset Fund Plus.⁷
12. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial

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⁷ The Illinois School District Liquid Asset Fund Plus is an Illinois trust organized to permit Illinois school districts, community colleges, and educational service regions to pool their investment funds to obtain the highest possible investment yield consistent with maintaining liquidity and preserving capital, and to engage in cooperative cash management activities resulting in more efficient financial resource utilization. The program was developed in cooperation with the Ill. Association of School Boards, the Ill. Association of School Business Officials, and the Ill. Association of School Administrators. For more information, including regional representative contact information, see www.iasbop2p.org/isdlaf/home.

institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to “purchase” specified securities from a designated institution. The “custodial bank” is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank’s computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
- e. The security interest must be perfected.
- f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
- g. Agreements shall be for periods of 330 days or less.
- h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
- i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District’s claims to rights to those securities.
- j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
- k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.

13. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 13 supersedes paragraphs 1-12 and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer. ⁸

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and

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⁸ 30 ILCS 235/2, amended by P.A. 102-285.

(5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.⁹

Selection of Depositories, Investment Managers, Dealers, and Brokers¹⁰

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency.¹¹ Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.¹²

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, [demand deposit account](#), interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.¹³

The District ~~shall~~^{may} consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:¹⁴

1. For financial institutions subject to the federal Community Reinvestment Act of 1977 ([CRA](#)), the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the ~~federal Community Reinvestment Act of 1977~~[CRA](#);
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and

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⁹ This statement is required by 30 ILCS 235/2.5(a-5). See the Ill. Sustainable Investing Act (SIA)(30 ILCS 238/) for examples of these five *sustainability factors*. *Id.* at 238/20. Under the SIA, school districts, must "prudently integrate sustainability factors into its investment decisions-making, investment analysis, portfolio construction, due diligence, and investment ownership in order to maximize anticipated financial returns, minimize projected risk, and more effectively execute its fiduciary duty." *Id.* See www.illinoistreasurer.gov/Local_Governments/Sustainable_Investing_Act for more information. [Before being awarded a contract by a board, an investment manager is required to disclose any process through which the manager integrates sustainability factors into their investment decision-making and other fiduciary duties. *Id.* at 20\(e\), amended by P.A. 103-324.](#)

¹⁰ The policy must address these topics. 30 ILCS 235/2.5(a)(11).

¹¹ 30 ILCS 235/6.

¹² *Id.*

¹³ 30 ILCS 235/6.5.

¹⁴ ~~This paragraph is optional, but is authorized by~~ 30 ILCS 235/8(a).

5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

The District may not deposit public funds in a financial institution subject to the CRA unless the institution has a current rating of satisfactory or outstanding under the CRA.¹⁵ When investing or depositing public funds, the District may give preference to financial institutions that have a current rating of outstanding under the CRA.¹⁶

Collateral Requirements¹⁷

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235/. The Superintendent or designee shall keep the Board informed of collateral agreements.

Safekeeping and Custody Arrangements¹⁸

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report¹⁹

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.²⁰

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

¹⁵ Id. at (a-5).

¹⁶ Optional. Id. at (a-10).

¹⁷ Collateral requirements are permissive; if used, guidelines regarding their use must be included in the policy. 30 ILCS 235/2.5(a)(5). The requirements for collateral agreements are in 30 ILCS 235/6(d). The sample policy contains one guideline, that is, that the board be kept informed of collateral agreements. An optional guideline follows:

In addition, the financial institution must provide the Board with a copy of its board of directors' meeting minutes evidencing that the board of directors approved the collateral agreement.

¹⁸ The policy must address safekeeping and custody arrangements. 30 ILCS 235/2.5(a)(5). Registration requirements are in 30 ILCS 235/3.

¹⁹ The policy must provide for internal controls, periodic review, and at least quarterly written investment reports. 30 ILCS 235/2.5(a)(6), (9), and (10). The operational procedures to prevent losses are best addressed by each district in consultation with its auditor and legal counsel. See sample policy 4:80, *Accounting and Audits*; and sample administrative procedures 4:80-AP1, *Checklist for Internal Controls*, and 4:80-AP2, *Fraud, Waste, and Abuse Awareness Program*.

²⁰ The policy must include performance measures. 30 ILCS 235/2.5(8).

The Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted. ²¹

Ethics and Conflicts of Interest ²²

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.
30 ILCS 238/, Ill. Sustainable Investing Act.
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

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

²¹ 105 ILCS 5/10-22.44. "Chief Business Official" may replace "Superintendent." Interest income earned on any funds for IMRF, Tort Immunity Act, Fire Prevention, Safety and Environmental Energy, and Capital Improvement Act are restricted to the respective fund. Id.

²² The policy must address these topics. 30 ILCS 235/2.5(a)(12). The conflict of interest prohibition is in 30 ILCS 235/2(d).

Operational Services

Revenue and Investments

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the School District's investment activities are:

1. *Safety of Principal.* Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. *Liquidity.* The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. *Rate of Return.* The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. *Diversification.* The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (ciii) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.

4. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short-term obligations of corporations under this paragraph.
5. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than three years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in obligations of corporations under this paragraph.
6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
8. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
9. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
11. The Illinois School District Liquid Asset Fund Plus.
12. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to “purchase” specified securities from a designated institution. The “custodial bank” is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank’s computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
- e. The security interest must be perfected.
- f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
- g. Agreements shall be for periods of 330 days or less.
- h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
- i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District’s claims to rights to those securities.
- j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
- k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.

13. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 13 supersedes paragraphs 1-12 and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of

financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination, which the institution is required to furnish to the appropriate state or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination, which it is required to furnish to the appropriate state or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235. The Superintendent or designee shall keep the Board informed of each collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board (GASB) Statement No. 3. Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action. A semi-annual report shall be made to the Board of Education to ensure that appropriate protocols are being followed.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board of Education will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The Board of Education and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board Members are bound by the *Board Member Conflict of Interest* policy 2:100. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in which the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.
30 ILCS 238/, Ill. Sustainable Investing Act.
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: December 16, 1999

REVISED: January 18, 2024

Operational Services

Purchases and Contracts ¹

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

Standards for Purchasing and Contracting

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

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law.² No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.³

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

1. Supplies, materials, or work involving an expenditure in excess of \$35,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.⁴

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

¹ State law controls this policy's content. 105 ILCS 5/10-20.21, amended by P.A.s 102-1101 and 103-8, ~~eff. 1-1-24~~, contains bidding plus other requirements. Other laws also govern district contracts. For example, the Prevailing Wage Act requires, among other things, that a district specify in all contracts for public works that the prevailing wage rate must be paid. 820 ILCS 130/. When a district awards work to a contractor without a public bid, contract, or project specification, the district must provide the contractor with written notice on the purchase order or a separate document indicating that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work on the project. In addition, the district must notify all contractors of any rate changes by the Ill. Dept. of Labor (IDOL). 820 ILCS 130/4(f). The law allows a district to discharge this duty by including the following language in all contracts: "Any prevailing rate of wages as they are revised by the Ill. Dept. of Labor (IDOL) shall apply to this contract. You are notified that any rate changes to the prevailing wage rate are available on IDOL's official website." 820 ILCS 130/4(l). See [sample exhibit 4:60-E, Notice to Contractors](#), for sample language.

² This end statement should be amended according to local board discretion.

³ An optional addition follows: "Notwithstanding the above, the Superintendent shall not commit to any single, non-customary purchase or expenditure, excluding personnel, of greater than \$ _____ without prior Board approval." This optional provision's intent is to provide an internal control as well as to keep the board involved when the district is making a large purchase or expenditure, e.g., copiers, computers, textbooks, or something that might not happen every year. It is intended to cover purchases/expenditures regardless of whether they were previously budgeted.

⁴ ~~The bidding threshold increases from \$25,000 to \$35,000 on 1-1-24.~~ 105 ILCS 5/10-20.21, amended by P.A. 103-8, ~~eff. 1-1-24~~. See sample administrative procedure 4:60-AP1, *Purchases*, for bidding exemptions and the requirements for electronic bid opening. A board may set a lower bidding threshold by policy but should first seek its attorney's advice because such action may expand a board's vulnerability to a bidding challenge.

2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.⁵
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.⁶
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).⁷
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.⁸
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c)⁹ to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibit any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense;¹⁰ and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.¹¹
 - b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails

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⁵ Concerning collective bargaining requirements, see McLean Co. Unit Dist. 5 v. AFSCME & IELRB, 12 N.E.3d 120 (Ill. App. Ct. 4th Dist. 2014) (good faith bargaining on the decision to subcontract requires notice of the consideration of the subcontract before it is finalized; meeting with the union to provide an opportunity to discuss and explain the decision; providing information to the union; and giving consideration to any counterproposal the union makes).

⁶ 105 ILCS 5/10-20.21(b-5).

⁷ 105 ILCS 5/10-20.21(b-10).

⁸ 105 ILCS 5/10-20.19c.

⁹ 105 ILCS 5/10-21.9(c); 105 ILCS 5/21B-80(c).

¹⁰ Id.

¹¹ The implementation process is in sample administrative procedure 4:60-AP3, *Criminal History Records Check of Contractor Employees*. See sample administrative procedure 5:30-AP2, *Investigations*, for a list of offenses which disqualify an individual from having direct, daily contact with one or more students until seven years following the end of the individual's sentence for the criminal offense.

to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g). ¹²

- c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official. ¹³
9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act. ¹⁴

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

¹² 105 ILCS 5/22-94, added by P.A. 102-702. See sample administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*. For the definition of sexual misconduct, see 105 ILCS 5/22-85.5(c), added by P.A. 102-676, and sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. *Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702. This standard, which triggers the EHR, appears on its face to be broader than the *direct, daily contact* standard that triggers the *complete criminal history records check* in 105 ILCS 5/10-21.9(f). See sample administrative procedures 5:30-AP2, *Investigations*, 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for more information. For example, a contracted night custodian who may have some passing, routine interaction with students who are on campus for after-school events, but does not have direct, daily contact with students triggers an EHR but not necessarily a *complete criminal history records check*. It is less clear if the reverse scenario could arise where a *complete criminal history records check* under 105 ILCS 5/10-21.9(f) would be required but an EHR would not be required. For ease of administration, a district may wish to require contractors to undergo a *complete criminal history records check* whenever the obligation to conduct an EHR is triggered, and vice versa.

105 ILCS 5/22-94(g), added by P.A. 102-702, prohibits contractors from entering any agreement that: (1) has the effect of suppressing information concerning a pending or completed investigation in which an allegation of sexual misconduct was substantiated, (2) affects the ability of the contractor to report sexual misconduct to the appropriate authorities, or (3) requires the contractor to expunge information about allegations or findings of suspected sexual misconduct, unless an allegation is found to be false, unfounded, or unsubstantiated following an investigation.

¹³ 105 ILCS 5/24-5. P.A. 98-716 expanded the scope of 105 ILCS 5/24-5 by adding a definition of *employee* that includes contractors’ employees for whom a criminal history records check is required. Since Aug. 2014, the Ill. Dept. of Public Health (IDPH) has not required school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3). Before requesting a contractor’s employee for a health examination, contact the board attorney concerning this action’s legality under other personnel laws, including the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*).

¹⁴ 410 ILCS 170/10(b), added by P.A. 102-242.

10. Design-build contracts must comply with 105 ILCS 5/15A-1 et seq. ¹⁵
11. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.8~~65~~. ¹⁶
12. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award. ¹⁷

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided. ¹⁸

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

¹⁵ 105 ILCS 5/15A-1 et seq., added by P.A. 103-491, ~~eff. 1-1-24~~. Under a *design-build* delivery system for a construction project, a board contracts with a *design-build entity* that furnishes architecture, engineering, land surveying, public art or interpretive exhibits, and other construction services, as required for the project. It allows a single contractor to manage both the design and construction of a project, creating the potential for greater efficiency. Contrast this method with the traditional *design-bid-build* delivery method, in which a board contracts with multiple entities and utilizes a competitive bidding process for certain contractors, such as a general contractor. 105 ILCS 5/15A-1 et seq., added by P.A. 103-491, ~~eff. 1-1-24~~, does not impact a district's ability to use a qualification-based selection process under 50 ILCS 510/, Local Government Professional Services Act (LGPSA), to select design professionals or construction managers for design-build projects. 105 ILCS 5/15A-50. See sample policy 2:170, *Procurement of Architectural, Engineering, and Land Surveying Services*. For design-build projects, consult with the board attorney as needed to ensure the district: (1) complies with the specific procedural requirements related to requests for proposals (RFPs) and evaluation of RFP submissions for these contracts, and (2) incorporates additional criteria for requests for proposals and evaluation of proposals based on local conditions and the specific project, as permitted by the statute. Note that under 105 ILCS 5/15A-20, added by P.A. 103-491, ~~eff. 1-1-24~~, a board must employ or contract with an independent design professional or public art designer (as applicable) selected under the LGPSA to assist with developing the scope and criteria for performance for a request for proposal under a design-build delivery system.

¹⁶ 105 ILCS 5/10-20.8~~65~~, added by P.A. 103-393 and renumbered by P.A. 103-605. See sample administrative procedure 4:60-AP1, *Purchases*, for specific requirements. A *district-administered assessment* is one that requires all student test takers at any grade level to answer the same questions, or a selection of questions from a common bank of questions. It does *not* include the observational assessment tool used to satisfy the annual kindergarten assessment required by 105 ILCS 5/2-3.64a-10 or an assessment developed by district teachers or administrators that is used to measure student progress at an attendance center. Id.

¹⁷ 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by the Ill. State Board of Education, see www.isbe.net/gata.

¹⁸ This is an optional provision. The numerous reporting and website posting mandates are in sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. As an alternative to the policy's default language, a board may insert the underscored:

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

LEGAL REF.: 2 C.F.R. Part 200.
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-20.865, 5/10-21.9, 5/10-22.34c, 5/15A-1 et seq., 5/19b-1 et seq., 5/22-94, and 5/24-5.
30 ILCS 708/, Grant Accountability and Transparency Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

DRAFT

Operational Services

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of \$35,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility, 105 ILCS 5/10-20.21(xi).
3. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
4. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
5. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
6. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
7. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).

8. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and board policy 4:70, *Resource Conservation*.
9. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21b-80(c) to have direct, daily contact at a District school or school-related activity with one more student(s); (2) prohibits any of the contractor's employees from having direct daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contract has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).
 - c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.
10. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
11. Design-build contracts must comply with 105 ILCS 5/15A-1 et seq.
12. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.85.
13. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

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

LEGAL REF.: 2 C.F.R. Part 200.
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-20.85, 5/10-21.9, 5/10-22.34c, 5/15A-1 et seq., 5/19b-1 et seq., 5/22-94, and 5/24-5.
30 ILCS 708/, Grant Accountability and Transparency Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Expansion Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

ADOPTED: May 17, 2001

REVISED: January 18, 2024

CURRENT

Operational Services

Facility Management and Building Programs ¹

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code. ²

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

¹ Each district with a school having 50 or more students must have a green school cleaning policy. Green Cleaning Schools Act, 105 ILCS 140/10. See [sample](#) policy 4:160, *Environmental Quality of Buildings and Grounds*, which fulfills the requirement to have a procedure on compliance with the Chemical Safety Acts. 105 ILCS 5/10-20.49. Many other State and federal laws control facility management and building programs. Good subjects for administrative procedures include management of custodial services, security, and green cleaning, among others.

The federal rules implementing the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 *et seq.*) prohibit discrimination on the basis of disability in services and facilities. 28 C.F.R. Parts 35 and 36. The 2010 ADA Standards for Accessible Design (28 C.F.R. Part 36, Appendix) are available from a link on the ADA home page, www.ada.gov/. Consult the board attorney about how these standards apply to alterations and new construction.

The Prevailing Wage Act (PWA) is generally applicable to all construction projects. 820 ILCS 130/. It requires, among other things, that: (1) all workers on a public works project be paid no less than the prevailing hourly rate (820 ILCS 130/1); (2) the district specify in all public works contracts that the prevailing rate must be paid (820 ILCS 130/4(e)); and (3) all contractors must submit certain employment records, including certified payrolls, to the Ill. Dept. of Labor (IDOL) through its online portal (<https://labor.illinois.gov/laws-rules/conmed/prevailing-wage-portal.html> www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Prevailing-Wage-Portal.aspx). Since the activation of the IDOL database in April 2020, the PWA no longer requires districts to keep these records for past or future public works projects. 820 ILCS 130/5. However, districts may still need to maintain employment records received from public works contractors prior to the IDOL database activation to comply with the Local Records Act (50 ILCS 205/). Consult the board attorney for guidance in this area.

105 ILCS 5/10-20.63, ~~amended~~ by P.A.s ~~100-163 and~~ 102-340, requires school districts to make menstrual hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of every school building that is open for student use in grades 4 through 12 during the regular school day. **Note:** The statute does not delineate between types of bathrooms (student, staff, girls, boys, unisex, etc.). Consult with the board attorney about implementing this law.

410 ILCS 35/25, ~~added by P.A. 101-165~~, requires schools to identify all single-occupancy restrooms as all-gender and designated for use by no more than one person at a time or for family or assisted use. All single-occupancy restrooms must have an exterior sign that marks it as a restroom and does not indicate any specific gender, e.g., signage which reads *all genders*. *Id.* at 35/20 and 35/25. It is unclear if this law will apply only to those restrooms made available to members of the public in schools, or if it will also include facilities designated as employee-only. The Ill. Dept. of Public Health enforces this requirement and may issue regulations to address this issue. [410 ILCS 35/30, added by P.A. 103-518, also permits schools to identify any multiple-occupancy restroom as all-gender and designated for use by any person of any gender, provided certain specifications are met.](#)

² 105 ILCS 5/2-3.12, ~~105 ILCS~~ 5/3-14.20, and 5/3-14.21.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center [Executive Director](#)."

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$1~~72~~,500, including the cost equivalent of staff time.³ This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning ⁴

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs ⁵

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board

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105 ILCS 5/2-3.12 and 23 Ill.Admin.Code Part 180 contain the school building code and Health/Life and Safety Code for Public Schools (HLS Code), respectively. The board must hire a licensed architect or engineer to conduct a decennial inspection of its school buildings and produce a ten-year safety survey report, which is submitted to the Regional Superintendent (ROE) or Intermediate Service Center Executive Director (ISC) and the State Superintendent for approval. The board must also report to the ROE or ISC annually on its completion of the report recommendations to comply with the HLS Code. See the Health Life Safety Handbook at www.isbe.net/Pages/Health-and-Life-Safety.aspx for more information about the safety survey process.

³ This provision is optional and the amount may be changed. The \$1~~72~~,500 spending limit is one-half of the bidding threshold for purchases or contracts. 105 ILCS 5/10-20.21, amended by P.A. 103-8. This provision's intent is to ensure that the board is kept informed about significant renovations and permanent alterations. A board should discuss this provision with its superintendent before including it in the policy.

⁴ Required by the Green Cleaning Schools Act (105 ILCS 140/) and Green Cleaning for Elementary and Secondary Schools (23 Ill.Admin.Code Part 2800). The Ill. Green Government Coordinating Council established *Guidelines and Specifications for the Green Cleaning Schools Act* which state: "While not mandatory, schools should implement the practices set forth in the Recommendations section of these guidelines where applicable and appropriate." See *Guidelines and Specifications for the Green Cleaning Schools Act* at: www.newsonline.com/wp-content/uploads/2014/05/Illinois-GreenCleanFinalGuidelines.pdf.

⁵ The inclusion and identification of the facility goals listed in the second paragraph are at the board's discretion. After 1-1-15, all "new school building construction" must include a storm shelter that meets or exceeds the ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC-500) published jointly by the International Code Council and the National Storm Shelter Association. 105 ILCS 5/2-3.12(e-5); 23 Ill.Admin.Code § 180.60(b)(3). Any facility project for which the design contract is executed after 7-1-16 must meet standards of the 2015 International Building Code and its subcodes. 23 Ill.Admin.Code § 180.60(a).

The Ill. Environmental Barriers Act (IEBA) (410 ILCS 25/) and the Ill. Accessibility Code (IAC) (71 Ill.Admin.Code Part 400) ensure that "the built environment in the State of Illinois is designed, constructed, and altered to be accessible to and usable by all, including individuals with disabilities." 71 Ill.Admin.Code § 400.110(a). **Note:** Press boxes constructed on school property do not have to comply with the IAC if the press boxes are in bleachers that have points of entry at only one level, and the aggregate area of the press box is no more than 500 square feet. 105 ILCS 5/10-20.51; 23 Ill.Admin.Code § 180.60(b)(4).

with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Ill. State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Naming Buildings and Facilities ⁶

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board.⁷ The Board will make the final selection. The Superintendent or designee may name a room or designate

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A building intended for classroom or instructional use may be constructed only after voter approval at a referendum unless the building is: (1) leased by the district, or (2) purchased with funds from the sale or disposition of other buildings or structures, or with funds received as a grant under the School Construction Law or as a gift, provided that no funds (other than lease payments) are derived from the district's bonded indebtedness or its tax levy. 105 ILCS 5/10-22.36, amended by P.A. 103-591-401-455. A referendum is also not required if the purchase, construction, or building of such a building is paid for with funds received from the County School Facility and Resources Occupation Tax Law. Id. Beginning 9-1-24, a referendum is not required to build or purchase a building for school classroom or instructional purposes if, prior to the building or purchase, the board adopts a resolution finding the building or purchase will result in an increase in pre-kindergarten or kindergarten classroom space in the district. Id. at (e), added by P.A. 103-591.

A district may levy a tax for "fire prevention, safety, energy conservation, disabled accessibility, school security, and specified repair purposes." 105 ILCS 5/17-2.11. An expedited process may be available in emergency situations. 105 ILCS 5/17-2.11(a). A district may levy a tax or issue bonds if it determines: (1) it is necessary for school security purposes and the protection and safety of students and staff to hire a school resource officer, or that personnel costs for school counselors, mental health experts, or school resources officers are necessary; and (2) it does not need funds for any other purpose set forth in 105 ILCS 5/17-2.11(d), ~~amended by P.A. 101-455~~. The flexibility for a board to, subject to certain notice requirements, transfer surplus life safety taxes and interest earnings on them to the Operations and Maintenance Fund for building repair work expired on 6-30-21 and was not renewed. 105 ILCS 5/17-2.11(j), ~~amended by P.A. 101-643~~.

The Green Buildings Act requires all new State-funded building construction and major renovation projects to meet specified environmental requirements. 20 ILCS 3130/. Waivers may be granted by the Capital Development Board in certain situations. 20 ILCS 3130/15(e). For environmental impact laws, see [sample](#) policy 4:160, *Environmental Quality of Buildings and Grounds*.

⁶ This section is optional and its contents are at the board's discretion.

⁷ If the board wants to include criteria for the committee, insert the following:

"The committee will:

1. Encourage input from the community, staff members, and students.
2. Give consideration to names of local communities, neighborhoods, streets, landmarks, history of the area, and individuals who have made a contribution to the District, community, State, or nation.
3. Ensure that the name will not duplicate or cause confusion with the names of existing facilities in the District."

some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

- LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act; ~~of 1990, implemented by~~ 28 C.F.R. Parts 35 and 36.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63, and 5/17-2.11.
105 ILCS 140/, Green Cleaning Schools Act.
105 ILCS 230/, School Construction Law.
410 ILCS 25/, Environmental Barriers Act.
410 ILCS 35/25, Equitable Restrooms Act.
820 ILCS 130/, Prevailing Wage Act.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.
- CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

Operational Services

Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent shall develop procedures for managing buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Ill. State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63, and 5/17-2.11.
105 ILCS 140/, Green Cleaning Schools Act.
105 ILCS 230/, School Construction Law.
410 ILCS 25/, Environmental Barriers Act.
410 ILCS 35/25, Equitable Restrooms Act.
820 ILCS 130/, Prevailing Wage Act.
23 Ill. Admin. Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
71 Ill. Admin. Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services, and Other Professional Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

Operational Services

Safety ¹

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event.² The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;³

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 a policy on several topics in this policy and otherwise controls this policy's content. Topics previously assigned to this code number were moved in May 2014 and placed in sample policies 4:100, *Insurance Management*, and 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

Grants may be available from the Ill. State Board of Education (ISBE) to support school safety improvements, including professional development; safety-related upgrades to school buildings, equipment, and facilities; additional resources to implement restorative interventions and resolution strategies as alternatives to exclusionary discipline; and crisis response mapping data. 105 ILCS 5/2-3.180, 5/2-3.181, and 128/50 (~~final citation pending~~), added by P.A. 103-8.

Based upon the recommendation of the Federal Commission on School Safety in 2018 (www2.ed.gov/documents/school-safety/school-safety-report.pdf), the U.S. Depts. of Homeland Security, Education, Justice, and Health and Human Services created a central school safety clearinghouse website at: www.schoolsafety.gov, to share actionable recommendations to help schools prevent, protect, mitigate, respond to, and recover from emergency situations. Topics include bullying/cyberbullying, student mental health, school climate, threat assessment, emergency planning, security, recovery, and drills.

² This sample end statement should be discussed and altered accordingly before board adoption. Ask: what effect or impact will this statement have on the students and the community?

³ The term *emergency operations and crisis response plan* is used because federal agencies refer to school *emergency operations plans* and the School Safety Drill Act (105 ILCS 128/) refers to *emergency and crisis response plans*. 105 ILCS 128/50 (~~final citation pending~~), added by P.A. 103-194 and renumbered by P.A. 103-605, ~~eff. 1-1-24~~, requires a school building's emergency and crisis response plan, protocol, and procedures to include a plan for local law enforcement to rapidly enter a school building in an emergency.

See [sample](#) administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*. This procedure follows the recommendations in the *Guide for Developing High-Quality School Emergency Operations Plans*, produced by a collaboration of federal agencies in June 2013 at: www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf. The *Guide* informs schools what they *need* to do, not *what* to do. It recommends a process for developing, implementing, and continually refining a school emergency operations plan as well as a discussion of its form, function, and content. See also *The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the School Guide*, at: https://rem.ed.gov/docs/District_Guide_508C.pdf.

ISBE maintains a comprehensive website on school emergency and crisis response planning in compliance with the School Safety Drill Act and Joint Rules of the Office of the State Fire Marshal and ISBE (29 Ill.Admin.Code Part 1500), at www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx. ISBE's website includes a *Sample School Emergency Operations Plan* which aligns with the federal *Guide for Developing High-Quality School Emergency Operations Plans*.

105 ILCS 128/45, [amended by P.A. 103-780](#), required school districts to implement a threat assessment procedure by 12-6-19, and to establish a threat assessment team by 2-19-20. The threat assessment procedure may be part of a board policy on targeted school violence prevention that includes the creation of a threat assessment team. For more discussion, see sample policy 4:190, *Targeted School Violence Prevention Program*.

2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices;⁴ and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.⁵

School Safety Drill Plan⁶

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel

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105 ILCS 5/10-20.72 allows school districts to install a door security locking means on a door of a school building to prevent unwanted entry through the door only if the door security locking means is used: (1) by a trained school district employee; (2) during an emergency that threatens the health and safety of students and employees or during an active shooter drill; and (3) when local law enforcement officials and the local fire department have been notified of its installation prior to its use. Id.

⁴ Required by 105 ILCS 128/20(b) and 105 ILCS 5/10-20.14(c), amended by P.A. 103-896, for all students. See sample administrative procedure 4:110-AP3, School Bus Safety Rules. In consultation with stakeholders, the Ill. State Board of Education (ISBE) must draft and publish guidance for school bus safety procedures by 7-1-25. 105 ILCS 5/10-20.14(c), amended by P.A. 103-896.

⁵ 105 ILCS 5/10-20.28. Consider discussing with local law enforcement what its preference would be and encourage staff and students to follow the recommendation. A wave of 911 cell phone calls can jam phone lines. Student use of cell phones is addressed in 7:190, *Student Behavior*.

625 ILCS 5/12-610.1(e) prohibits wireless telephone use at any time while operating a motor vehicle on a roadway in a school speed zone except for: (1) highway construction or maintenance workers within their work zones; (2) any use for emergency purposes; (3) law enforcement officers or emergency responders performing their duties; (4) a person using a wireless telephone in voice-operated mode with or without use of a headset; (5) a person with technology that uses a single button to initiate or terminate a voice communication, e.g., *HandsFreeLink®*; and (6) a person using an electronic communication device solely to report an emergency and for continued communication with emergency personnel. 625 ILCS 5/12-813.1 limits cell phone use by school bus drivers; see sample policy 4:110, *Transportation*.

⁶ Each of the listed drills is required by the School Safety Drill Act. Each drill's requirements are comprehensively covered in sample administrative procedure 4:170-AP1, Comprehensive Safety and Security Plan. For information about documenting minimum compliance with the School Safety Drill Act, see www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx.

105 ILCS 5/2-3.12(f) authorizes the Ill. State Fire Marshal or a qualified fire official to whom the Ill. State Fire Marshal has delegated his or her authority to conduct an annual fire safety inspection of each school building, provided the inspection is coordinated with the regional superintendent. See also 105 ILCS 5/3-14.21(c) (inspection of schools) and 23 Ill.Admin.Code §180.300(b) (annual building and fire safety inspections). To effectively implement this law and ensure the education of students in the district is not disturbed, school officials should discuss with the Ill. State Fire Marshal and regional superintendent whether written notice may be provided to the principal requesting to schedule a mutually agreed upon time.

and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.⁷

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). ~~29 Ill.Admin.Code Part 1500.~~⁸

Automated External Defibrillator (AED)⁹

At least one automated external defibrillator (AED) shall be present in each District attendance center during the school day and during any District-sponsored extracurricular activity on school grounds. In addition, the Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

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⁷ 105 ILCS 128/20(c), amended by P.A. 102-395. While 105 ILCS 128/20(c) uses both *lockdown drill* and *walk-through lockdown drill*, the terms are synonymous. For brevity, this material uses the term *lockdown drill*. Schools must (1) notify parents/guardians in advance of any lockdown drill that involves student participation, and (2) allow parents/guardians to exempt their child(ren) from participating for any reason. School administrators and support personnel may, at their discretion, exempt a student from participating in a lockdown drill. 105 ILCS 128/20(c)(4), added by P.A. 102-395. When deciding whether to exempt a student, such personnel must include the student's individualized education program team or 504 plan team, if any, in the decision. 105 ILCS 128/20(c)(4), amended by P.A. 103-197, ~~eff. 1-1-24~~. For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. For students who do participate in the lockdown drill, districts must allow them to ask questions related to it.

Law enforcement may only run an active shooter simulation, including simulated gun fire drills, on school days when students are not present. 105 ILCS 128/20(c)(5)-(8), added by P.A. 102-395.

⁸ ~~29 Ill.Admin.Code Part 1500.~~ The School Safety Drill Act requires each school board or its designee to conduct one annual meeting at which it reviews each building's emergency and crisis response plan, protocols, and procedures, including procedures regarding the school district's threat assessment team, procedures regarding the district's cardiac emergency response plan, the efficacy and effects of law enforcement drills, and each building's compliance with the school safety drill plan. 105 ILCS 128/25, amended by P.A.s 102-395 and 103-608, eff. 1-1-25, and 128/30, amended by P.A. 103-175; 29 Ill.Admin.Code Part 1500. If the board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The statute contains detailed requirements. The board or its designee must: (1) complete a one-page report certifying that the review took place, among other things; (2) send a copy of the report to each participating party; and (3) send a copy of the report to the appropriate Regional Superintendent. 105 ILCS 128/25(c), (d). ISBE's website contains a suggested annual review checklist and a report form to document compliance at: www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx. The American Heart Association's cardiac emergency response plan template and implementation materials are available at: www.heart.org/CERP.

⁹ 105 ILCS 5/10-20.87, added by P.A. 103-1019, eff. 1-1-25. An AED installed and maintained according to the Physical Fitness Facility Medical Emergency Preparedness Act (210 ILCS 74/) can be used to satisfy this requirement. Id. Each indoor and outdoor physical fitness facility serving at least 100 individuals must "adopt and implement a written plan for responding to medical emergencies that occur at the facility during the time that the facility is open for use by its members or by the public." 210 ILCS 74/10(a). The facility must file the plan with the Ill. Dept. of Public Health (IDPH). Id. In addition, each indoor facility must have at least one AED on the premises, and each outdoor facility must house an AED in a building, if any, that is within 300 feet of the outdoor facility. 210 ILCS 74/15. See the statute and administrative rules for the other numerous mandates: 210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act; 77 Ill.Admin.Code Part 527, Physical Fitness Facility Medical Emergency Preparedness Code. Also see sample administrative procedure 4:170-AP6, Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District.¹⁰ The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH.¹¹ This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms ¹²

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety ¹³

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option ¹⁴

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

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¹⁰ 77 Ill.Admin.Code §527.600(d), (f).

¹¹ 210 ILCS 74/15(c); 77 Ill.Admin.Code §527.700.

¹² 105 ILCS 5/10-20.57. *Carbon monoxide detector* and *detector* mean a device having a sensor that responds to carbon monoxide gas and that is connected to an alarm control unit and approved in accordance with rules adopted by the Ill. State Fire Marshal. 105 ILCS 5/10-20.57(a). *Approved carbon monoxide alarm* or *alarm* means a carbon monoxide alarm that complies with all the requirements of the rules and regulations of the Ill. State Fire Marshal, bears the label of a nationally recognized testing laboratory, and complies with the most recent standards of the Underwriters Laboratories or the Canadian Standard Association. 430 ILCS 135/5.

Consult both the board attorney and the local fire officials about whether a school building is exempt from this law. Remove this subhead if the board attorney determines that every building across the entire school district is exempt. The law applies to school buildings that have or are close to any *sources of carbon monoxide*; however, it does not specifically define what that means. 430 ILCS 135/20 defines exemptions for residential units and may provide guidance on the exemption for schools. The law also fails to define *carbon monoxide emitting device*, which triggers the placement point in a school building for a carbon monoxide alarm or carbon monoxide detector.

¹³ Include this section **only if** the school district owns and controls a movable soccer goal. Movable Soccer Goal Safety Act, a/k/a *Zach's Law*, 430 ILCS 145/. The Act requires: (1) organizations that own and control a movable soccer goal to create a soccer goal safety and education policy that outlines how the organization will specifically address the safety issues associated with movable soccer goals; and (2) the IDPH to provide technical assistance materials. 430 ILCS 145/10, 20. See www.dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/soccer-goal-safety.

¹⁴ This topic must be covered in board policy. 105 ILCS 5/10-21.3a. See also 20 U.S.C. §7912 (unsafe school choice option). ISBE maintains a list of persistently dangerous schools. Districts having only one school may substitute the following for this paragraph:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water ¹⁵

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH.¹⁶ The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings. ¹⁷

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property. ¹⁸

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The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Districts with each grade in only one attendance center may substitute the following for this paragraph:

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

¹⁵ 225 ILCS 320/35.5. Requires that each source of potable water in school buildings constructed on or before 1-1-00, which may be occupied by more than 10 children in grades pre-K through 5, be tested for lead. Testing for buildings constructed prior to 1-1-87 must have been conducted by 12-31-17. 225 ILCS 320/35.5(c)(4). Testing for buildings constructed between 1-2-87 and 1-1-00 must have been conducted by 12-31-18. *Id.* By 6-30-19, the IDPH was to determine whether it is necessary and appropriate to require testing for buildings constructed after 1-1-00. 225 ILCS 320/35.5(d). IDPH recommends that all schools constructed in whole or in part from 1-2-00 through 1-4-14 test all sources of potable water for lead. See IDPH's recommendations at: www.isbe.net/Documents/Improving-Water-Quality-Illinois-Schools.pdf. For high school districts, delete this subhead if no lead testing occurs.

Boards may, by resolution, use excess taxes levied for fire prevention, safety, energy conservation, and school security purposes for sampling lead in drinking water in schools and for repair and mitigation due to lead levels in the drinking water supply. 105 ILCS 5/17-2.11(j)(1).

¹⁶ 225 ILCS 320/35.5(e) requires the IDPH to post on its website guidance on mitigation actions for lead in drinking water, and ongoing water management practices, in schools. See *Mitigation Strategies for Lead Found in School Drinking Water* at: <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/school-lead-mitigation-strategies-050917.pdf>.

¹⁷ If any samples taken in the school exceed five parts per billion, a district must provide individual notification of sampling results, via written or electronic communication, to parents/guardians of all enrolled students that must include: (1) the corresponding sampling location within the school building; and (2) the U.S. Environmental Protection Agency's website for information about lead in drinking water at: www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water. 225 ILCS 320/35.5(c)(3). If any samples taken in the school are at or below five parts per billion, notification may be made in the same manner or by posting on the school's website. *Id.*

¹⁸ When a school is closed or its starting time is delayed due to adverse weather conditions or a health or safety threat, the district may count a partial day of attendance as a full day for State aid purposes, provided: (1) at least one hour of instruction was provided or the normal start time was delayed; and (2) the superintendent provides the Regional Superintendent or the Suburban Cook County Intermediate Service Center, whichever is appropriate, with a written report in support of the partial day within 30 days. 105 ILCS 5/18-12.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.
105 ILCS 128/, School Safety Drill Act; 29 Ill.Admin.Code Part 1500.
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 4:190 (Targeted School Violence Prevention Program), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

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105 ILCS 5/18-12.5 governs claiming State aid if a district closes one or more schools, but not all schools, during the public health emergency, as determined by ISBE in consultation with the IDPH.

Operational Services

Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During each academic year, each school building that houses school children must conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. Two bus evacuation drills.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshall and the Ill. State Board of Education (ISBE). 29 Ill. Admin. Code Part 1500.

School Bus Safety

Students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include two (2) emergency evacuation drills, as well as the operation and use of the emergency door, windows (as a means of escape), and fire extinguisher. Each bus driver shall report to the Superintendent the time, date, and place of each drill. The first

emergency bus evacuation drills will be held prior to September 15 and the second emergency bus evacuation drill will be held prior to April 15 of each school year.

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*.
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored.

General Personnel - Photo Identification

Employees will be issued a Photo ID that includes the employee's name and title. Employees are expected to wear their ID at all times when on school property, unless engaged in an activity in which the ID could be considered a safety hazard. The Photo ID must be returned to the immediate supervisor or designee immediately upon resignation, layoff or discharge.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the

IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12 and 5/18-12.5.
105 ILCS 128/, School Safety Drill Act; 29 Ill. Admin. Code Part 1500.
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 4:190 (Targeted School Violence Prevention Program), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies).

ADOPTED: May 17, 2001

REVISED: January 18, 2024

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General Personnel

Equal Employment Opportunity and Minority Recruitment ¹

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

The School District shall provide equal employment opportunities² to all persons regardless of their race;³ color; creed; religion;⁴ national origin; sex;⁵ sexual orientation;⁶ age;⁷ ancestry; marital status;⁸

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² *Equal employment opportunities* apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see the policy's Legal References). The Ill. Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. Art. I, §§17, 18, and 19. The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment, whether *actual* or *perceived*: race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, reproductive health decisions, unfavorable discharge from military service, arrest record, conviction record (unless authorized by law), citizenship status, ~~and~~ work authorization status. 775 ILCS 5/1-102(A), amended by P.A.s 102-233, and 103-785, eff. 1-1-25; 5/1-103, amended by P.A.s 102-419, and 102-1102 and 103-785, eff. 1-1-25; and 775 ILCS 5/2-103.1. The IHRA also prohibits employers from using artificial intelligence (AI) in a manner that subjects employees to unlawful discrimination, and it requires employers to provide notice to employees when it uses AI with respect to recruitment, hiring, promotion, renewal of employment, selection for training, discharge, discipline, tenure, or the terms, privileges, or conditions of employment. 775 ILCS 5/2-102(L), added by P.A. 103-804, eff. 1-1-26. For resources on the use of AI in employment decisions, see www.eeoc.gov/ai.

The IHRA requires employers to annually disclose to the Ill. Dept. of Human Rights (IDHR) certain information about adverse judgments and administrative rulings where there was a finding of sexual harassment or unlawful discrimination under any federal, State, or local law, as well as data regarding settlement agreements, if requested by an IDHR investigator. 775 ILCS 5/2-108 (scheduled to be repealed on 1-1-30).

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

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

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

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

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

³ The IHRA defines race 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. The law allows employers to implement dress codes or adopt grooming policies that include restrictions on attire, clothing, or facial hair to maintain workplace safety or food sanitation. 775 ILCS 5/2-102(E-5). Title VII does not have a definition of race, but EEOC guidance provides that "[r]ace discrimination includes discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features." See the EEOC's *Questions and Answers about Race and Color Discrimination in Employment*, at: www.eeoc.gov/laws/guidance/questions-and-answers-about-race-and-color-discrimination-employment.

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⁴ 775 ILCS 5/2-102 of the IHRA, amended by P.A. 102-233, contains a *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. *Id.*

Regarding accommodation of an employee's religious practice under EEOA, the U.S. Supreme Court held in the case *Groff v. DeJoy*, 600 U.S. 447 (2023), that *undue hardship* means a burden that is "substantial in the overall context of an employer's business", rather than a mere *de minimis* standard. *Id.* at 468. In addition to the IHRA and Title VII (also discussed in f/n 2), see 775 ILCS 35/, Religious Freedom Restoration Act.

⁵ Discrimination on the basis of sex under Title VII includes discrimination on the basis of sexual orientation or transgender status. *Bostock v. Clayton Cnty.*, 140 S.Ct. 1731 (2020); *Hively v. Ivy Tech*, 853 F.3d 339 (7th Cir. 2017). In addition to the IHRA and Title VII (discussed in f/n 2), see Title IX of the Education Amendments of 1972 (Title IX). 20 U.S.C. §1681 *et seq.*; 34 C.F.R. Part 106. See sample policy 2:265, *Title IX Grievance Procedure*. The federal Equal Pay Act prohibits an employer from paying persons of one sex less than the wage paid to persons of the opposite sex for equal work. 29 U.S.C. §206(d). See f/n 2 above for more information on State equal pay protections, including on the basis of sex. The LLFPA defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the IDOL. 820 ILCS 112/15(b).

⁶ *Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult. 775 ILCS 5/1-103(O-1).

⁷ Age Discrimination in Employment Act (ADEA) (29 U.S.C. §621 *et seq.*), amended by LLFPA (see f/n 2). 29 C.F.R. Part 1625, amended the EEOC regulations under ADEA to reflect the U.S. Supreme Court's decision in *General Dynamic Systems, Inc. v. Cline*, 540 U.S. 581 (2004), holding the ADEA permits employers to favor older workers because of age. Thus, favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.

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

arrest record;⁹ military status; order of protection status;¹⁰ unfavorable military discharge;¹¹ citizenship status provided the individual is authorized to work in the United States;¹² work authorization status;¹³ use of lawful products while not at work;¹⁴ being a victim of domestic violence, sexual violence, gender

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⁹ Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions provided specific conditions are met. 775 ILCS 5/2-103 and 5/2-103.1. See f/n 219, below. The Job Opportunities for Qualified Applicants Act, [820 ILCS 75/15](#), prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to job-disqualifying convictions, as permitted by the IHRA. 775 ILCS 5/2-103.1, added by: [820 ILCS 75/45](#). See also the IDHR's guidance, *Conviction Record Protection – Frequently Asked Questions*, at: <https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html> and the EEOC's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions* (2012), at: www.eeoc.gov/laws/guidance/arrest_conviction.cfm.

¹⁰ 775 ILCS 5/1-103(Q). The term *order of protection status* means a person protected under an order of protection issued pursuant to the Ill. Domestic Violence Act of 1986 (750 ILCS 60/), Article 112A of the Code of Criminal Procedure of 1963 (725 ILCS 5/112A-1.5), the Stalking No Contact Order Act (740 ILCS 21/), the Civil No Contact Order Act (740 ILCS 22/), or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5).

¹¹ *Military status* means a person's status on active duty or in status as a veteran in the U.S. Armed Forces, veteran of any reserve component of U.S. Armed Forces, or current member or veteran of the Ill. Army National Guard or Ill. Air National Guard. 775 ILCS 5/1-103(J-1). *Unfavorable military discharge* does not include those characterized as RE-4 or *dishonorable*. 775 ILCS 5/1-103(P). The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. 38 U.S.C. §4301 *et seq.*

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

¹³ 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the IHRA, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233.

¹⁴ The Right to Privacy in the Workplace Act prohibits discrimination based on use of lawful products, e.g., alcohol, cannabis, and tobacco, off premises during non-working hours. 820 ILCS 55/5.

violence, or any other crime of violence;¹⁵ genetic information;¹⁶ physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation;¹⁷ pregnancy, childbirth, or related medical conditions;¹⁸ [reproductive health decisions](#);¹⁹ credit history, unless a satisfactory credit history is an established bona fide occupational

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¹⁵ 820 ILCS 180/30, amended by P.A.s 102-487 and 102-890, Victims' Economic Security and Safety Act (VESSA). *Gender violence* means: (1) one or more acts of violence or aggression that are a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5). In certain circumstances, an employer can be held liable for gender-related violence that occurs in the workplace if the employer failed to investigate complaints or failed to supervise, train, or monitor an employee who engaged in the violence. 740 ILCS 82/11, added by P.A. 103-202, Gender Violence Act. *Other crime of violence* under VESSA 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 provision of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487.

An employer is prohibited from discriminating against any individual, e.g., an applicant for employment, because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. 820 ILCS 275/. The law requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of *unlawful violence*. 820 ILCS 275/21.

¹⁶ Illinois' Genetic Information Privacy Act (GIPA) (410 ILCS 513/25) and Title II of Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.). Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. GIPA prohibits employers from penalizing employees who do not disclose genetic information or do not choose to participate in a program requiring disclosure of the employee's genetic information. See ¶n 12 in sample policy 2:260, *Uniform Grievance Procedure*, for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. The EEOC vacated certain 2016 ADA and GINA wellness program regulations following an adverse court ruling. 83 Fed. Reg. 65296. Those rules provided guidance to employers on the extent to which they could use incentives (such as discounted health plan costs) to encourage employees to participate in wellness programs that asked for employee and family health information. Consult the board attorney for guidance regarding specific application of ADA and GINA and how they integrate with other related laws, e.g., the Family Medical Leave Act and other State laws governing time off for sickness and workers' compensation.

¹⁷ Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 et seq.), amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) (Pub. L. 110-325) and modified by the LLFPA; Rehabilitation Act of 1973 (29 U.S.C. §701 et seq.).

¹⁸ 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy, childbirth, or related conditions. 775 ILCS 5/2-102(J). Guidance from the IDHR is available at: <https://dhr.illinois.gov/publications/pregnancy-rights.html>. Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. 775 ILCS 5/2-102(K). The IDHR is required to prepare such a notice, retrievable from its website, which employers may use.

Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions. 42 U.S.C. §2000e(k). Similar to the IHRA, the federal Pregnant Workers Fairness Act (PWFA) (42 U.S.C. §2000gg et seq.), added by Pub.L. 117-328, and implemented by 29 C.F.R. Part 1636, requires employers to provide reasonable accommodations to an employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. For further information about implementation of the PWFA, see the EEOC's *Summary of Key Provisions of EEOC's Final Rule to Implement the PWFA*, at: www.eeoc.gov/summary-key-provisions-eeocs-final-rule-implement-pregnant-workers-fairness-act-pwfa. Pregnant workers with pregnancy-related impairments may also have disabilities for which they may be entitled to reasonable accommodation under the ADA. Guidance from the EEOC is available at: www.eeoc.gov/pregnancy-discrimination. State law also prohibits the State, which includes school districts, from interfering with or discriminating against an individual's fundamental right to continue a pregnancy or to have an abortion. 775 ILCS 55/.

¹⁹ 775 ILCS 5/1-102(A) and 5/1-103(O), amended by P.A. 103-785, eff. 1-1-25. *Reproductive health decisions* means a person's decisions regarding their use of: contraception; fertility or sterilization care; assisted reproductive technologies; miscarriage management care; healthcare related to the continuation or termination of pregnancy; or prenatal, intranatal, or postnatal care. Id. at 5/1-103(O-2).

requirement of a particular position;²⁰ conviction record, unless authorized by law;²¹ [family responsibilities](#);²² or other legally protected categories.^{23 24 25 26} No one will be penalized solely for

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²⁰ 820 ILCS 70/, Employee Credit Privacy Act. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. *Id.* at 70/10.

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

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

²² 775 ILCS 5/2-102(A), amended by P.A. 103-797, eff. 1-1-25, prohibits an employer from refusing to hire, segregating, harassing, or making other employment-related decisions on the basis of an employee's family responsibilities. *Family responsibilities* means an employee's actual or perceived provision of personal care to a covered family member, as those terms are defined in the Employee Sick Leave Act, 820 ILCS 191/5.

²³ Insert the following optional sentence (775 ILCS 5/1-103(A) and 29 U.S.C. §631):

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

²⁴ Insert the following optional provision (29 U.S.C. §705(10)(A)-(B), (20)(C)(v), (20)(D) and 42 U.S.C. §12114):

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

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

²⁵ Districts may not make residency in the district a condition of employment for teachers or educational support personnel. 105 ILCS 5/24-4.1, 5/10-23.5. This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. *Owen v. Kankakee Sch. Dist.*, 261 Ill.App.3d 298 (3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. 820 ILCS 55/10(a). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user name and password or any password or other related account information to gain or demand access to his or her personal online account. 820 ILCS 55/10(b). While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

²⁶ School districts must accommodate employees who choose to continue breastfeeding after returning to work. See 740 ILCS 137/, Right to Breastfeed Act; 820 ILCS 260/, Nursing Mothers in the Workplace Act (NMWA); and 29 U.S.C. §218d, added by Pub.L. 117-328. At least one court has ruled an implied private right of action may exist under the NMWA. *Spriesch v. City of Chicago*, 2017 WL 4864913 (N.D.Ill. 2017). See sample language for a personnel handbook in sample administrative procedure 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.²⁷

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.²⁸

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform*

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

²⁸ 775 ILCS 5/6-101, amended by P.A. 103-472, ~~eff. 8-1-24~~. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the IHRA. *Id.* Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, Title VII, Title IX, ADA, ADEA, VESSA, the EPA, and the Ill. Whistleblower Act (IWA).

The IWA ~~specifically~~ prohibits employers from retaliating against employees ~~who for (1) disclosing or threaten to disclose information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information about an employer's activity, policy, or practice discloses a violation of that the employee believes, in good faith: (1) violates a State or federal law, rule, or regulation, or (2) poses a substantial and specific danger to employees, public health, or safety. (740 ILCS 174/15(b), amended by P.A. 103-867, eff. 1-1-25.); (2) disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation (740 ILCS 174/15(a)); (3) refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of FOIA (740 ILCS 174/20); and (4) disclosing or attempting to disclose public corruption or wrongdoing (740 ILCS 174/20.1). The definition of retaliation is expanded to include other retaliation and threatening retaliation. 740 ILCS 174/20.1, 20.2. See 740 ILCS 174/15, 20, 20.1, and 20.2, amended by P.A. 103-867, eff. 1-1-25, for other specific categories of retaliation prohibited by the IWA.~~

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

Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.²⁹

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.³⁰

Nondiscrimination Coordinator:³¹

Name

Address

Email

Telephone

Complaint Managers:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

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²⁹ The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~" insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

³⁰ Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. *Id.* See f/ns 22 and 23 in sample policy 2:260, *Uniform Grievance Procedure*.

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

³¹ 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.

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks. ³²

Minority Recruitment ³³

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

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³² In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district's compliance with Title IX and the Rehabilitation Act of 1973. 34 C.F.R. §§106.8(a), 104.8(a). The Nondiscrimination Coordinator may be the same individual for both this policy and sample policy 7:10, *Equal Educational Opportunities*, as well as a Complaint Manager for sample policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

³³ All districts must have a policy on minority recruitment. 105 ILCS 5/10-20.7a. Unlike minority recruitment efforts, affirmative action plans are subject to significant scrutiny because of the potential for reverse discrimination. The U.S. Constitution's guarantee of equal protection prohibits school districts from using racial hiring quotas without evidence of past discrimination. See 29 C.F.R. §1608.1 *et seq.* (EEOC's guidelines for affirmative action plans); *Wygant v. Jackson Bd. of Ed.*, 476 U.S. 267 (1986) (The goal of remedying societal discrimination does not justify race-based layoffs.); *City of Richmond v. J.A. Croson Co.*, 488 U.S. 469 (1989) (Minority contractor quota struck; quotas must be narrowly tailored to remedy past discrimination and the city failed to identify the need for remedial action and whether race-neutral alternatives existed.).

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

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
 29 U.S.C. §206(d), Equal Pay Act.
 29 U.S.C. §218d, Fair Labor Standards Act.
 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
 29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
 38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
 42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
 42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act; [29 C.F.R. Part 1636](#).
 42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
 42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
 Ill. Constitution, Art. I, §§17, 18, and 19.
 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
 410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.
 410 ILCS 513/25, Genetic Information Privacy Act.
 740 ILCS 174/, Ill. Whistleblower Act.
 775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.
 775 ILCS 35/, Religious Freedom Restoration Act.
 820 ILCS 55/10, Right to Privacy in the Workplace Act.
 820 ILCS 70/, Employee Credit Privacy Act.
 820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
 820 ILCS 112/, Ill. Equal Pay Act of 2003.
 820 ILCS 180/30, Victims' Economic Security and Safety Act.
 820 ILCS 260/, Nursing Mothers in the Workplace Act.

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

General Personnel

Equal Employment Opportunity and Minority Recruitment

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

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

Nondiscrimination Coordinators/Title IX Coordinators:

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

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
 Assistant Superintendent Learning & Innovation
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
 Director of Human Resources
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
 Assistant Superintendent Special Services
 650 Dr. John Burkey Drive
 Algonquin, IL 60102
 (847) 659-6157
dgill@district158.org

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

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

Minority Recruitment

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

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972;
 34 C.F.R. Part 106.
 29 U.S.C. §206(d), Equal Pay Act.
 29 U.S.C. §218d, Fair Labor Standards Act.
 29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
 29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
 38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
 42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
 42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act.
 42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
 42 U.S.C. §12111 et seq., Americans With Disabilities Act, Title I.
 Ill. Constitution, Art. I, §§17, 18, and 19.
 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
 410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.
 410 ILCS 513/25, Genetic Information Privacy Act.
 740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

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

ADOPTED: May 17, 2001

REVISED: June 20, 2024

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

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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). See f/n 4 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). *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). 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., 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). 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.

For additional resources, see the EEOC's [Enforcement Guidance on Harassment in the Workplace](http://www.eeoc.gov/laws/guidance/enforcement-guidance-harassment-workplace) at: www.eeoc.gov/laws/guidance/enforcement-guidance-harassment-workplace and its accompanying summary at: www.eeoc.gov/summary-key-provisions-eeoc-enforcement-guidance-harassment-workplace.

abusive conduct on the basis of an individual's actual or perceived race², color, religion³, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, [family responsibilities](#),⁴ [reproductive health decisions](#),⁵ order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; 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 Prohibited⁶

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

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

³ 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. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, at f/n 4, for further discussion. 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. *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.*

⁴ 775 ILCS 5/2-101(E-1), amended by P.A. 103-797, eff. 1-1-25. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, at f/n 22, for additional information.

⁵ 775 ILCS 5/1-102(A) and 5/1-103(Q), amended by P.A. 103-785, eff. 1-1-25. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, at f/n 19, for additional information.

⁶ 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 Grievance Procedure*, for the definition of Title IX sex-based harassment (20 U.S.C. §1681 *et seq.*; 34 C.F.R. §106.2), and see f/n 3 of it for examples of employee sex-based harassment that may violate Title IX. Title IX's reach is broad because an ~~alleged complainant or alleged respondent~~ may be anyone who was participating or attempting to participate in the district's educational program or activity at the time of the alleged sex discrimination, and respondent means a person alleged to have violated the district's prohibition on sex discrimination. 34 C.F.R. §106.2. 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 information about conduct that may reasonably constitute sex discrimination ~~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. §106.44(c)(1)39.

State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.⁷

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.⁸ 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*⁹ (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

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The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/70-5(a)) 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). Sample policy 2:105, *Ethics and Gift Ban*, covers item (5) of this list.

⁷ 775 ILCS 5/2-109. See sample policy 5:100, *Staff Development Program*. 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). 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.

⁸ 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). 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).

⁹ 775 ILCS 5/2-102(A-10) and (D-5). See also f/n 1, above, for discussion regarding nonemployees.

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 ¹⁰

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. ¹¹

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

The 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. ¹²

Nondiscrimination Coordinator:

Name

Address

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¹⁰ 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.

¹¹ 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 <https://shdh.illinois.gov/>. All communications received by the IDHR are exempt from disclosure under the Freedom of Information Act (FOIA).

¹² Title IX regulations require districts to designate and authorize at least one employee, referred to as the Title IX Coordinator, who is responsible for coordinating the district's compliance efforts. ~~identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts.~~ 34 C.F.R. §106.8(a). For further discussion of the Title IX Coordinator, see f/n 11 in sample policy 2:265, *Title IX Grievance Procedure*.

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.

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.¹³ 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 sex-based 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 designee¹⁴ shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

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

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

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¹³ 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."

¹⁴ "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.

Procedure, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*,¹⁵ 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 ¹⁶

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 Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement ¹⁷

A violation of this policy by an employee may result in discipline, up to and including discharge.¹⁸ 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, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge. ¹⁹

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¹⁵ See sample administrative procedure 5:120-AP2, *Employee Conduct Standards* and its exhibit 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*.

¹⁶ 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 (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*.

¹⁷ 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](#) and [103-472](#).

¹⁸ 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.

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(ss). See f/n [26](#) 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.

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

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).²⁰

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 Agencies²¹

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.²²

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

²⁰ *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 Title VII 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).

²¹ 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). 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 (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: <https://dhr.illinois.gov/legal/report-adverse-judgments-and-administrative-rulings.html> <https://dhr.illinois.gov/content/dam/soi/en/web/dhr/legal/documents/idhr-faq-employers-section5-2-108.pdf>.

²² A district must notify employees and applicants for employment of its prohibition of sex discrimination, the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX, how to locate the district's nondiscrimination policy and grievance procedures, how to report information about conduct that may constitute sex discrimination, and how to make a complaint under Title IX. 34 C.F.R. §106.8(c). ~~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 sample 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 generally 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.

- LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Vance v. Ball State Univ., 570 U.S. 421 (2013).
Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).
Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

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 Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, or National Origin Prohibited*; 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.

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

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

Nondiscrimination Coordinators/Title IX Coordinators:

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

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@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 Grievance Procedure*, should be initiated.

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

For any other alleged workplace harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination on the Basis of Race, Color, or National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall

consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board 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/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color or National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.: 42 U.S.C. § 2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/25-102.2, Ill. Human Rights Act.
56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.
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. 2004).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

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

ADOPTED: May 17, 2001

REVISED: June 20, 2024

General Personnel

Compliance with the Fair Labor Standards Act ¹

Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.”² “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.³ Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours.⁴ “Overtime” is time worked in excess of 40 hours in a single workweek.

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, 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.

The Ill. Minimum Wage Law, 820 ILCS 105/4a, covers all school employees, although many are exempt from overtime requirements. The federal Fair Labor Standards Act (FLSA) (29 U.S.C. §201 *et seq.*) also covers school employees. The law offering the greatest benefits to employees will control specific issues. However, under both State and federal law, non-exempt employees who work over 40 hours in a single workweek are entitled to overtime pay of a rate not less than one and one-half times the employees’ regular rate of pay. 29 U.S.C. §207; 820 ILCS 105/4a.

School districts in several states are experiencing widespread action by non-exempt employees to recoup unpaid overtime wages. Many of these actions have been successful because the school district did not strictly comply with overtime requirements or recordkeeper’s requirements. See 29 C.F.R. Part 785 (Hours Worked) and 29 C.F.R. Part 516, (Records to Be Kept by Employers). The U.S. Dept. of Labor (DOL) frequently finds employees misclassified as independent contractors or exempt employees. School officials are strongly encouraged to seek assistance from their attorney when making decisions involving wage and hour issues.

² “Exempt” employees are exempt from overtime requirements. An exempt employee, according to Illinois law, is “any employee employed in a bona fide executive, administrative or professional capacity, . . . , as defined by or covered by the Federal Fair Labor Standards Act of 1938 and the rules adopted under that Act, as both exist on March 30, 2003, but compensated at the amount of salary specified [in the current rules].” 820 ILCS 105/4a. By referring to the definitions in the former federal rules, the Illinois legislature rejected the DOL’s effort to expand the number of employees who are exempt from overtime requirements. To qualify for exemption in Illinois, employees generally must meet certain tests regarding their job duties and be paid on a “salary basis” at not less than ~~\$684 per week~~ the amount specified in- 29 C.F.R. Part 541. [See www.dol.gov/agencies/whd/overtime/rulemaking_for_a_chart_of_the_salary_thresholds](http://www.dol.gov/agencies/whd/overtime/rulemaking_for_a_chart_of_the_salary_thresholds). To check compliance, districts should review their list of exempt employees with their attorneys.

³ Employers must identify the workweek, but may designate any seven-day period. **Boards should ascertain what is currently used as a workweek to avoid inadvertently adopting a policy containing a different designation.** The workweek in this sample policy allows supervisors to adjust employee schedules at the end of the week if an employee was required to work the weekend.

⁴ Setting the workweek at 40 hours avoids having to pay an employee additional “straight time” compensation for the extra hours up to 40.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval.⁵ All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.⁶

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status.⁷ Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

Implementation⁸

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

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

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

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

⁵ This policy requires a supervisor's express approval as a best practice. However, employers will also be liable for work time when the employer knows or has reason to know work is continuing on or offsite. See 29 C.F.R. §785.11 and [sample administrative procedure](#) 5:35-AP3, *Compensable Work Time for Non-Exempt Employees Under the FLSA*. Employees must be compensated for all time worked, even if it is unauthorized overtime. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action.

⁶ Optional. The FLSA regulates the use of *comp-time*. 29 C.F.R. §§553.22-553.28. Before offering comp-time, a board must have a compensatory time-off policy or the topic must be covered in an applicable collective bargaining agreement. See [sample policy](#) 5:310, *Compensatory Time-Off* and [sample exhibit](#) 5:310-E, *Agreement to Receive Compensatory Time-Off*.

⁷ Docking an exempt employee's salary (e.g., for a disciplinary suspension) may result in the loss of the exemption unless the deduction was specifically authorized. Teachers, however, are not covered by this restriction.

⁸ The FLSA is administered by the Wage and Hour Division of the DOL. Its website contains compliance guidance, posters, and e-tools (www.dol.gov/WHD/flsa/index.htm).

General Personnel

Compliance with the Fair Labor Standards Act

Job Classifications

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

Workweek and Compensation

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

Overtime

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

Suspension Without Pay

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

Implementation

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

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

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

ADOPTED: December 16, 2004

REVISED: June 18, 2020

CURRENT

General Personnel

Abused and Neglected Child Reporting ¹

Any District employee who suspects or receives knowledge that a student may be an abused or neglected² child or, for a student aged 18 through 22, an abused or neglected individual with a

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

¹ State or federal law controls this policy's content. The Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/) requires *education personnel* to immediately report to DCFS when they have reasonable cause to believe a child known to them in their professional or official capacities may be abused or neglected; *education personnel* includes school personnel (including administrators and certified and non-certified school employees) and educational advocates assigned to a child in accordance with the School Code. 325 ILCS 5/4(a)(4). *Education personnel* also includes board members; however, ANCRA does not require them to directly report to DCFS and instead states that a board member "shall direct or cause the school board to direct the superintendent" to report to DCFS. 325 ILCS 5/4(a)(4), (d). See the **Special School Board Member Responsibilities** subhead, below, and sample policy 2:20, *Powers and Duties of the School Board; Indemnification*.

If the report involves an *adult student with a disability*, employees should expect DCFS to instruct them to call the Ill. Dept. of Human Services Office (DHS) office of the Inspector General's statewide 24-hour toll-free telephone number at 1-800-368-1463. 325 ILCS 5/4.4a and 20 ILCS 1305/1-17(b), [amended by P.A. 103-76](#). Reports involving an adult student with a disability may be made directly to DHS; however, for simplicity, and to preserve a superintendent's duty to disclose certain reports involving an employee or former district employee (see discussion in f/n 19 below) and the immunity for such disclosures, the sample policy directs the initial phone call to DCFS. The Dept. of Human Services Act (DHS Act) (20 ILCS 1305/) allows a *required reporter* four hours to report after the initial discovery of the incident, allegation, or suspicion of any one or more of the following: mental abuse, physical abuse, sexual abuse, neglect, or financial exploitation. 20 ILCS 1305/1-17(k)(1). Only employees are required reporters. 20 ILCS 1305/1-17(a).

Any person required by law to report abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor. 325 ILCS 5/4(m) and 20 ILCS 1305/1-17(k)(1).

A teaching license may be suspended or revoked for willful or negligent failure to report suspected child abuse or neglect as required by law and for *sexual misconduct*. 105 ILCS 5/21B-75, amended by P.A.s 102-552 and 102-702.

District employees who make a report in good faith receive immunity, except in cases of willful or wanton misconduct. See 325 ILCS 5/4 and 9. Further, for the purpose of any proceedings, civil or criminal, good faith of the person making the report is presumed. *Id.*

Every two years, each district within an Illinois county served by an accredited Children's Advocacy Center (CAC) must review its sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85. 105 ILCS 5/10-20.71. See sample policy 7:20, *Harassment of Students Prohibited*.

² ANCRA covers abuse and neglect of children. 325 ILCS 5/3. [The DHS Act](#) covers abuse and neglect of adult students with a disability. 20 ILCS 1305/1-17(b), [amended by P.A. 103-76](#). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or adult student with a disability other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the welfare of a child or adult student with a disability. Neglect may be generally understood as abandoning a child or adult student with a disability or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or adult student with a disability's welfare.

Abuse covered by ANCRA also includes *grooming* as defined in the Ill. Criminal Code of 2012 (720 ILCS 5/11-25). 325 ILCS 5/3(i), added by P.A. 102-676 (a/k/a *Faith's Law*).

The School Code goes further and prohibits school employees from engaging in *grooming behaviors* and *sexual misconduct*. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610 (a/k/a *Erin's Law*); 105 ILCS 5/22-85.5(c), added by P.A. 102-676 (a/k/a *Faith's Law*). To streamline implementation, sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, defines prohibited *grooming behaviors* to include *sexual misconduct* and it explicitly prohibits employees from engaging in *grooming*, *grooming behaviors*, and *sexual misconduct*. While it is possible for low-level *grooming behaviors* and/or *sexual misconduct* to not amount to *grooming* prohibited by ANCRA, best practice is to report suspected *grooming behaviors* and *sexual misconduct* to DCFS.

disability³, shall: ~~(1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.~~⁴ Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.⁵ The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.⁶ *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.⁷

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and

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³ State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect an adult student with a disability, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The ~~Dept. of Human Services Act (DHS Act)~~ defines "adult student with a disability" as an adult student, age 18 through 21, inclusive (through the day before the student's 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. 20 ILCS 1305/1-17(b), amended by P.A. 103-76. However, 105 ILCS 5/14-1.02, amended by P.A. 102-172, provides that a student who turns 22 years old during the school year shall be eligible for IEP services through the end of the school year. This statutory definition is the basis for this sample policy's language.

For elementary districts, delete the following phrase from the first sentence: "or, for a student aged 18 through 22, an abused or neglected individual with a disability,."

⁴ 325 ILCS 5/7, amended by P.A. 103-624, eff. 1-1-25. For a board that wants to include what a DCFS report should contain, an optional sentence follows:

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

When two or more mandated reporters who work within the same workplace share a reasonable cause to believe that a student may be an abused or neglected child, one of them may be designated to make a single report. 325 ILCS 5/4(b). The report must include the name(s) and contact information for the other mandated reporter(s). Id.

⁵ ANCRA states that mandated reporters "may also notify the person in charge of [the] school[.]" 325 ILCS 5/4(e). This sample policy makes the report to the superintendent or building principal mandatory to keep the administration informed. The administration may not force the staff member to change or modify his or her report.

⁶ Optional. The sample policy makes coordination with DCFS, the SRO, and local law enforcement a step in the process of reporting, so the local agencies and school district are better able to prevent and manage the risks school officials and parents/guardians face when a DCFS report has been made, e.g., situations where parents/guardians, upon learning a DCFS report has been made involving their child(ren), commit an act of self-harm in response to the information.

For school districts in DuPage County, the DuPage County State's Attorney (SAO), Regional Office of Education (ROE), Police Dept. (PD), and DCFS created a *Model Policy Reporting Child Abuse and Neglect for School Officials in DuPage County*, at: www.dupageroe.org/wp-content/uploads/Mandated_Reporting.pdf. Consult the board attorney about this reporting policy – it does not account for legislative changes made to ANCRA since August 2010 and its intent is for school officials to immediately inform the SAO that a report to DCFS has been made to allow the SAO to investigate and prevent evidence spoliation. **Note:** The DuPage SAO, ROE, and PD lack authority under ANCRA over school officials to enforce compliance with this "model reporting policy;" only DCFS has the authority under ANCRA to enforce penalties under ANCRA, not the "model reporting policy." The DuPage SAO, ROE, and PD did not consult school officials in the creation of its "model reporting policy."

⁷ 105 ILCS 5/10-23.12(c) (all district employees); 105 ILCS 5/21B-75(b) (teachers).

Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at <https://report.cybertip.org> or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.⁸

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.⁹

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.¹⁰

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.

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

⁸ ANCRA requires an electronic and information technology equipment worker or the worker's employer to report a discovery of child pornography depicted on an item of electronic and information technology equipment. 325 ILCS 5/4.5(b). Consult the board attorney to determine whether any district employees fit the definition of an *electronic and information technology worker*, i.e., are "persons who in the scope and course of their employment or business install, repair, or otherwise service electronic and information technology equipment for a fee."

The paragraph exceeds the State requirements by requiring *all* district employees to report a discovery of child pornography on electronic and information technology equipment. This furthers the National Center for Missing and Exploited Children's public policy goal of "empowering the public to take immediate and direct action to enforce a zero tolerance policy regarding child sexual exploitation."

Similar to school personnel who are mandated reporters, electronic and information technology equipment workers and their employers have broad immunities from criminal, civil, or administrative liabilities when they report a discovery of child pornography as required under 325 ILCS 5/4.5(b), except for willful or wanton misconduct, e.g., knowingly filing a false report. Failure to report a discovery of child pornography is a business offense subject to a fine of \$1001. 325 ILCS 5/4.5(e).

⁹ 720 ILCS 5/12C-50.1(b) creates a duty for *school officials* to report hazing. The term *school official* includes all school employees and volunteer coaches. 720 ILCS 5/12C-50.1(a). The duty to report hazing is triggered only when the employee/volunteer is fulfilling his or her responsibilities as a school official and observes hazing which results in bodily harm. 720 ILCS 5/12C-50.1(b). A report must be made to *supervising educational authorities*, which is not defined in the Act. *Id.* Common sense, however, would require the individual witnessing hazing to report it to the building principal or superintendent. Failure to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1(c). Failure to report hazing that resulted in death or great bodily harm is a Class A misdemeanor. *Id.* [Sample administrative procedure 7:190-AP1, Hazing Prohibited](#), uses the same definition of *hazing*; this definition is based on 720 ILCS 5/12C-50, [amended by P.A. 103-765, eff. 1-1-25](#).

¹⁰ The drill during such training should be: "If in question, report."

2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date. ¹¹
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*)¹², and boundary violations as required by law and policy 5:100, *Staff Development Program*. ¹³

Alleged Incidents of Sexual Abuse; Investigations 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, 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. ¹⁵

If a District employee reports an alleged incident of sexual abuse to DCFS¹⁶ and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC).¹⁷ The Superintendent or designee will implement procedures to coordinate with the CAC.

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

¹¹ ANCRA requires staff members, within three months of employment, to complete mandated reporter training, including a section on implicit bias and racial and ethnic sensitivity. 325 ILCS 5/4(j), amended by P.A. 102-604. This training must be completed again at least every three years. *Id.* The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. *Id.* While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) that mandated reporters annually review Ill. State Board of Education (ISBE) materials regarding notification of DCFS (see f/n 16, below), and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees.

To reduce liability and align with best practices, ANCRA training for existing district employees appears prudent; however, consult the board attorney about:

1. Whether mandating existing employees to participate in ANCRA training is 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. How to comply with both the new ANCRA training requirements and whether compliance with them would also satisfy the School Code's more limited district-provided training requirement discussed in f/n 10 above.

¹² Sexual misconduct under *Faith's Law* is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676. See f/n 2, above, regarding the inclusion of sexual misconduct in the definition of *grooming behaviors* set forth in sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

¹³ 105 ILCS 5/10-23.13, amended by P.A. 102-610 (a/k/a *Erin's Law*). For additional *Erin's Law* requirements and definitions, see [sample](#) policies and the f/ns in 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and 6:60, *Curriculum Content*.

¹⁴ Delete this subhead if your school district is not within a county served by an accredited CAC. 105 ILCS 5/22-85 governs 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. The law is silent about investigations in counties without CACs.

¹⁵ Though 105 ILCS 5/22-85(b) defines *alleged incident of sexual abuse*, its definition is circular, using the term *sexual abuse* without defining what that means. To provide boards with clarity, the definition of *sexual abuse* used in the Ill. Criminal Code of 2012 is used.

¹⁶ 105 ILCS 5/22-85(c) provides that if a mandated reporter within a school has knowledge of an alleged incident of sexual abuse, the reporter must call the DCFS hotline immediately after obtaining the minimal information necessary to make a report, including the names of the affected parties and the allegations. It further requires ISBE to make available materials detailing the information necessary to enable notification to DCFS of an alleged incident of sexual abuse, and that all mandated reporters annually review ISBE's materials.

¹⁷ 105 ILCS 5/22-85(d).

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation.¹⁸ The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with [Board](#) policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.¹⁹

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged.²⁰ The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.²¹

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in *Faith's Law*. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor,

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¹⁸ 105 ILCS 5/22-85(j), (k).

¹⁹ ANCRA requires a superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. 325 ILCS 5/4(d). When a report involves an adult student with a disability, DCFS must instruct mandated reporters making these reports to call the DHS Office of the Inspector General's statewide 24 hour toll-free telephone number: 1-800-368-1463 (325 ILCS 5/4.4a) to make a report under the DHS Act.

The DHS Act (20 ILCS 1305/1-17(l)) then requires a determination of whether a report involving an adult student with a disability should be investigated under it or the Abuse of Adults with Disabilities Intervention Act (20 ILCS 2435), however that Act was repealed by P.A. 99-049 (eff. 7-1-13). The DHS Act does not outline a duty for the superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DHS involving an adult student with a disability.

Given the public policy behind the amendments to 325 ILCS 5/4, a reasonable interpretation of the law is that the superintendent's duty to disclose now involves DHS reports concerning adult students with disabilities. However, with no mechanism requiring DHS to report back to the superintendent a *non-substantiated report* (DHS version of a DCFS *unfounded report*), a superintendent's duty to disclose cannot end. Consult the board attorney about managing the duty to disclose reports that involve adult students with disabilities when DCFS redirects the reporter to DHS. For more information, see [sample](#) policy 5:150, *Personnel Records*.

See also f/n 4 of [sample](#) policy 5:150, *Personnel Records*, discussing the Elementary and Secondary Education Act's (ESEA) (20 U.S.C. §7926) requirement that school policies must explicitly prohibit school districts from providing a recommendation of employment for an employee, contractor, or agent that a district knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

²⁰ Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director."

²¹ 105 ILCS 5/10-21.9(e-5), amended by P.A.s 102-552 and 102-702, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute.

or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated. ²²

The Superintendent shall execute the recordkeeping requirements of *Faith's Law*. ²³

Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse. ²⁴

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately. ²⁵

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in [Board](#) policy 2:20, *Powers and Duties of the School Board; Indemnification*. ²⁶

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²² 105 ILCS 5/22-85.10, added by P.A. 102-702. See sample administrative procedure 5:90-AP2, *Parent/Guardian Notification of Sexual Misconduct*.

²³ 105 ILCS 5/22-94(e), added by P.A. 102-702. See sample administrative procedure 5:150-AP, *Personnel Records*.

²⁴ 325 ILCS 5/4(d), amended by P.A. 103-22. This statute makes board members mandatory child abuse reporters "to the extent required in accordance with other provisions of this section expressly concerning the duty of school board members to report suspected child abuse." Thus, a board member's duty is "to direct the superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse" whenever an "allegation is raised to a school board member during the course of an open or closed school board meeting that a child who is enrolled in the school district of which the person is a board member is an abused child." Of course, any board member with reason to doubt that a report was or will be made should directly contact DCFS.

²⁵ 105 ILCS 5/10-23.12(c). See f/n 7, above, and f/n 3 in sample policy 2:20, *Powers and Duties of the School Board; Indemnification*.

²⁶ 105 ILCS 5/21B-85(a) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and neglect investigation, this board duty is listed here for convenience. See the discussion in the f/ns tied to these duties in sample policy 2:20, *Powers and Duties of the School Board; Indemnification*.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
105 ILCS 5/10-21.9, 5/10-23.13, 5/21B-85, 5/22-85.5, and 5/22-85.10.
20 ILCS 1305/1-1 et seq., Department of Human Services Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

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General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline, 1-800-25-ABUSE (1-800-252-2873) (within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's Cyber Tipline, 1-800-THE-LOST (1-800-843-5678), or online at <https://www.report.cybertip.org> or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

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

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by (DCFS). The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in *Faith's Law*. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated.

The Superintendent shall execute the recordkeeping requirements of *Faith's Law*.

Special Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of a felony, it must promptly report it to the State agencies listed in policy 2:20, *Powers and Duties of the Board; Indemnification*.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
 105 ILCS 5/10-21.9, 5/10-23.13, 5/21B-85, 5/22-85.5, and 5/22-85.10.
 20 ILCS 1305/1-1 et seq., Department of Human Services Act.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board; Indemnification), 3:40 (Superintendent),
 3:50 (Administrative Personnel Other Than the Superintendent), 3:60
 (Administrative Responsibility of the Building Principal), 4:60 (Purchases and
 Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and
 Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring
 Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee
 Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200
 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment
 Terminations and Suspensions), 6:120 (Education of Children with Disabilities),
 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of
 Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: May 17, 2001

REVISED: June 15, 2023

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

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;

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 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). ISBE's *Sexual Abuse Response and Prevention Resource Guide* (June 2023) is at: www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf. Districts must notify parents/guardians about the ISBE resource guide at the beginning of each school year and may do so through the student handbook. See sample exhibit 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. A *Faith's Law* trailer bill, P.A. 102-702, 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 [sample exhibits 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). See the IPA MSH at: www.ilprincipals.org/msh.~~

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 standards⁴ 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 [Board](#) policies 2:265, *Title IX 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
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

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

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(b-35), added by P.A. 103-542, [eff. 1-1-24](#), requires that beginning 7-1-24, each board conduct in-service training on educator ethics and responding to child sexual abuse and grooming behavior including, but not limited to, teacher-student conduct, school employee-student conduct, and evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (a/k/a *Erin's Law*) for all teachers, administrators, and school support personnel. These [expectations-trainings](#) 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.

325 ILCS 5/4(j), amended by P.A. 102-604, requires district employees to complete mandated reporter training within three months of initial employment and at least every three years thereafter.

775 ILCS 5/2-109 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 procedures sample exhibit](#) 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*.

- 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 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
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.¹⁴
 - e. Engages in grooming behaviors. Prohibited grooming behaviors¹⁵ 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

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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 procedures sample exhibit 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, amended by P.A. 103-472, ~~eff. 8-1-24~~. Sexual harassment ([also known as sex-based harassment](#)) of a student is also prohibited by [sample policies 2:265, Title IX Grievance Procedure](#), and 7:20, *Harassment of Students Prohibited*. Sexual harassment of an employee is also prohibited by [sample policies 2:265, Title IX Grievance Procedure](#), and 5:20, *Workplace Harassment Prohibited*.

¹² 325 ILCS 5/4(a)(4); 105 ILCS 5/10-23.12(c) (all district employees); 105 ILCS 5/21B-75(b) (teachers), amended by P.A.s 102-552 and 102-702.

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

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.

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;
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

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¹⁷ 5 ILCS 420/4A-101.5. See 5 ILCS 420/4A-102, amended by P.A.s 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. 102-664.

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.

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;
2. An employee's partner²²; 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

GuidanceSchool Counselor Gift Ban²⁶

GuidanceSchool 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 guidanceeschool 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:

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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 <https://gata.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.

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, ~~and amended by P.A. 103-1020~~. GuidanceSchool 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.*

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the [guidanceschool](#) 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 [guidanceschool](#) counselor believes that it was provided due to the official position or employment of the [guidanceschool](#) counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the [guidanceschool](#) 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 [guidanceschool](#) counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the [guidanceschool](#) 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 [guidanceschool](#) 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.
- 7-8. [Travel, lodging, food, and beverage costs incurred by the school counselor and paid by an institution of higher education for attendance by the school counselor of an educational or military program at the institution of higher education.](#) ²⁷

A [guidanceschool](#) 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.

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

²⁷ [Id. Any costs paid for by the institution of higher education may not exceed the per diem rates for travel, gift, and car expenses set by the Internal Revenue Service \(IRS\) and referenced in the IRS's Publication 463 or a successor publication. Id.](#)

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 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 Termination and Suspensions), 7:20 (Harassment of Students Prohibited)

General Personnel

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

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.

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.

The Superintendent or designee shall identify employee conduct standards 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.
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 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*.
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:
 - 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 Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
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:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow 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.), or the Elementary and Secondary Education Act (20 U.S.C. §7926).
 - d. Engages in *grooming* as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* 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:

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; 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. 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. 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 or a tangible benefit from the entity selected for the contract:

1. A member of the employee’s immediate family;
2. An employee’s 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 subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same gift or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.

6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 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 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 Termination and Suspensions), 7:20 (Harassment of Students Prohibited).

ADOPTED:

May 17, 2001

REVISED:

June 20, 2024

General Personnel

Personal Technology and Social Media; Usage and Conduct ¹

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities.² This includes, but is not limited to, services such as *Facebook*, *LinkedIn*, *Twitter* ~~X~~ *(formerly Twitter)*, *Threads*, *Instagram*, *TikTok*, *Snapchat*, *Discord*, and *YouTube*.³

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, tablets, smartphones, *smartwatches*, and other devices.⁴

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. Consult the board attorney because personal technology, social media, and public employees' First Amendment rights involve unprecedented and unsettled areas of the law. In addition, personal technology and social media platforms change continually.

Therefore, instead of prohibiting specific actions, this sample policy focuses on what will not change - maintaining appropriate behavior as outlined in *sample policy* 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, the Ill. Educators' Code of Ethics at 23 Ill.Admin.Code §22.20, and 105 ILCS 5/21B-75, amended by P.As. 102-552 and 102-702, ~~eff. 7-1-23~~ (allows suspensions or revocations of licenses, endorsements, or approvals for abuse or neglect of a child, willful or negligent failure to report suspected child abuse or neglect, *sexual misconduct* as defined in 105 ILCS 5/22-85.5(c), *immorality*, and *unprofessional conduct*, among other things). *Immoral* has been defined by one court to mean “shameless conduct showing moral indifference to the opinions of the good and respectable members of the community.” See *Ahmad v. Bd. of Educ. of City of Chicago*, 365 Ill.App.3d 155 (1st Dist. 2006).

Consult the board attorney when a board wants to prohibit more specific actions and/or specific speech, e.g., *friending* students on Facebook or similar social media, *tweeting* or otherwise communicating with students on *Twitter* ~~X~~ *(formerly Twitter)* or similar social media sites, and text messaging or emailing students. See also the discussion in f/ns 5 & 6 below.

This policy also 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. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, “Please refer to the applicable collective bargaining agreement(s).”

² Several definitions of social media exist, and a board may wish to use another definition or create its own with the board attorney. This sample policy's definition is very broad. It is adapted from Merriam-Webster's definition at: www.merriam-webster.com/dictionary/social%20media.

³ Optional. A board may want to add other sites. As of ~~October~~ *January* 2023, the publication *eBizMBA Inc.* lists the top four social networking sites (*worldwide*) as Facebook, *WhatsApp*, *YouTube*, *Instagram*, and *YouTube* ~~Twitter~~ respectively.

⁴ Optional.

Usage and Conduct ⁵

All District employees who use personal technology and/or social media shall: ⁶

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by [Board](#) policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by [Board](#) policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under [Board](#) policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with [Board](#) policy 5:130,

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⁵ Whether to discipline an employee for his or her speech is always highly fact sensitive and should always occur after a consultation with the board attorney. See f/n 1 and 12. The discipline will require careful balancing of the district's obligations to protect its students with employees' rights. Further, a board may not discipline its employees for discussing the terms and conditions of their employment with co-workers and others or otherwise interfere with their employees' efforts to work to improve the terms and conditions of their workplace. 29 U.S.C. §151 *et seq.* (Illinois courts have looked to the National Labor Relations Act for guidance on what is protected activity under the Ill. Educational Labor Relations Act, 115 ILCS 5/).

⁶ The following list is optional and may contain items on which collective bargaining may be required. See f/n 1. To ensure that the listed expectations match local conditions, boards may want to initiate a conversation with the superintendent about these expectations. Expectations will be most effective when they reflect local conditions and circumstances. This conversation provides an additional opportunity for the board and superintendent to examine all current policies, collective bargaining agreements, and administrative procedures applicable to this subject. See f/n 6 of sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, for more discussion about how to initiate this conversation, f/n 4 of sample policy 5:100, *Staff Development Program*, and the discussion in f/n ~~23~~ [23 and 4](#) of sample policy 8:10, *Connection with the Community*, related to excluding ~~followers and purging critics~~ [comments](#) from social media accounts that are considered *public forums* [or limited public forums and a discussion of some best practices around social media use](#). Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. After discussing these issues, the board may have further expectations and may choose to reflect those expectations here.

Responsibilities Concerning Internal Information. For District employees, proper approval may include implied consent under the circumstances.⁷

7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.⁸
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.⁹
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.¹⁰
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.¹¹

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⁷ Inherent dangers exist when district employees use personal technology and social media without understanding how the information is used within the chosen platform and what choices are available within the platform to control it. Some examples of laws that require the safekeeping of district and school records include: the Federal Educational Rights and Privacy Act, 20 U.S.C. §1232g, and the Ill. School Student Records Act, 105 ILCS 10/ (both prohibit the unauthorized disclosure of student school records); 5 ILCS 140/7 (exempts personnel information, the disclosure of which would constitute a clearly unwarranted invasion of privacy, and other items such as school security and response plans and maps from disclosure); 45 C.F.R. §164.502 (protects the employees' health information); and 820 ILCS 40/ (governs the release of an employee's disciplinary action). For district employees, implied consent may be sufficient in some circumstances, e.g., teachers taking pictures of each other at a birthday party in the teachers' lounge or at a social event off school grounds and later posting those pictures on social media.

⁸ 17 U.S.C. §101 et seq.

⁹ 105 ILCS 5/24-9; Fair Labor Standards Act, 29 U.S.C. §201 et seq. See also f/n 1 and 5 above.

¹⁰ The Children's Internet Protection Act (CIPA) (47 U.S.C. §254(l)) requires school districts to maintain a policy and provide Internet access that protects against access to websites containing material that is obscene, pornographic, or harmful to minors. See sample policy 6:235, *Access to Electronic Networks*. Because a district cannot subject its employees' usage of personal technology and social media to the same measures required under CIPA (i.e., content filters, blocking lists, or district monitoring of Internet website traffic for patterns of usage that could indicate inappropriate network usage), this statement seeks to balance the district's duty by shifting responsibility for inappropriate behavior to the individual employee.

¹¹ The Ill. Human Rights Act (IHRA) 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(B). It is also a civil rights violation under the IHRA to fail to take appropriate corrective action to stop harassment on the basis of a protected category, if the district knows that the employee committed or engaged in harassment. Id. at (D), added by P.A. 103-472. Sexual Harassment of a student, including sexual harassment, is also prohibited by sample policies 7:20, *Harassment of Students Prohibited*, and ~~of an employee by sample policy 5:20, Workplace Harassment Prohibited.~~

Superintendent Responsibilities

The Superintendent shall: ¹²

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by [Board](#) policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*. ¹³
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

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¹² 105 ILCS 5/10-16.7. The school board directs, through policy, the superintendent in his or her charge of the district's administration. One logical method for a board to address the issue of district employees' use of personal technology and social media is to include its expectations during its in-service trainings required by 105 ILCS 5/10-22.39. Many experts in social media risk management advocate training employees about the expectations concerning social media usage. For boards that do not want to include this as a part of the in-service, delete the phrase "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*."

Public employee First Amendment issues involve the balance between the importance of the speech and the district's interest in maintaining order and effective school operations. The First Amendment "does not entitle primary and secondary teachers, when conducting the education of captive audiences, to cover topics, or advocate viewpoints, that depart from the curriculum adopted by the school system." See *Mayer v. Monroe Cnty. Cmty. Sch. Corp.*, 474 F.3d 477 (7th Cir. 2007). Nor is the First Amendment likely to entitle a teacher to protection for purely personal speech that does not touch on a matter of public concern. See *Pickering v. High Sch. Dist. 205*, 391 U.S. 563 (1968). However, when public employees speak as private citizens on their own time about matters of public concern, they may face only those speech restrictions that are necessary for their employers to operate efficiently and effectively. *Garcetti v. Ceballos*, 547 U.S. 410 (2006).

¹³ Right to Privacy in the Workplace Act, 820 ILCS 55/10(b) (also known as the *Facebook Password Law*). The exception for *professional accounts* is unlikely to be available to school districts; see the explanation in f/n 234 in sample policy 5:30, *Hiring Process and Criteria*. The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's electronic equipment and electronic mail.

The statute does not prohibit an employer from (1) obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute, and (2) requesting or requiring an applicant or employee to share specific content that is reported to the employer to: (a) ensure compliance with laws and regulatory requirements, (b) investigate certain allegations as outlined in the law, and (c) prohibit certain outlined behaviors in the law. Finally, the statute does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as personal email or text messages on a personal phone. However, employers may access online accounts that the employer pays for or that an employee creates or maintains on behalf of the employer in connection with the employee's employment. Consult the board attorney about these issues.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

DRAFT

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes – Means “includes without limitation” or “includes, but is not limited to.”

Social media – Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube*.

Personal technology – Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, tablets, smartphones, and other devices.

Usage and Conduct

All District employees who use personal technology and/or social media shall:

1. Adhere to the high standards for Professional and Appropriate Conduct required by policies 5:120, *Employee Ethics; Conduct and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or person technology pursuant to a school employee’s obligations under policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.

9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

Superintendent Responsibilities

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
23 Ill. Admin. Code §22.20, Code of Ethics for Ill. Educators.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: October 20, 2011

REVISED: June 15, 2023

Professional Personnel

Maintaining Student Discipline ¹

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other ~~certificated~~ ~~[licensed]~~ educational employees (except for individuals employed as paraprofessional educators), and persons providing a student's related service(s):² (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate.³ If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students.⁴ A student's removal must be in accordance with Board policy and administrative procedures.

~~Teachers~~ School personnel shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) ~~is prohibited in all circumstances may not be used.~~⁵ ~~Teachers~~ School personnel may only

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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.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements for employees covered by it. If this policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement(s)." For employees not covered by a collective bargaining agreement, the policy should reflect the board's current practice.

² 23 Ill.Admin. Code §1.280. "Persons providing a student's related service(s)" includes both ~~certificated~~ ~~[licensed]~~ and ~~non-certificated~~ ~~[non-licensed]~~ employees. 105 ILCS 5/24-24, amended by P.A. 103-806, eff. 1-1-25.

³ School officials determine whether a behavioral intervention is *appropriate*. See 105 ILCS 5/10-22.6(b-20).

⁴ Teachers must be given the authority to remove disruptive students from the classroom. 105 ILCS 5/24-24.

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). Consult the board attorney regarding whether a teacher needs to be present for an in-school suspension program overseen by a school social worker or licensed mental health professional, and whether other licensed school support personnel (such as a school counselor or school psychologist) may oversee an in-school suspension program.

⁵ Corporal punishment means "a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others." 105 ILCS 5/22-100, added by P.A. 103-806, eff. 1-1-25. See sample policy 7:190, *Student Behavior*, for a discussion of corporal punishment.

use reasonable force as ~~needed to keep students, school personnel, and others safe, or for self-defense or defense of property~~ permitted by 105 ILCS 5/10-20.33.⁶

LEGAL REF.: 105 ILCS [5/22-100](#) and 5/24-24.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

DRAFT

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

⁶ Required by 105 ILCS 5/24-24, ~~amended by P.A. 103-806, eff. 1-1-25, 105 ILCS 5/10-20.33 governs the use of time out, isolated time out, and physical restraint~~. See sample policy 7:190, *Student Behavior*, for a discussion of ~~time out, isolated time out, and physical restraint~~ corporal punishment.

Professional Personnel

Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated [licensed] educational employees (except for individuals employed as paraprofessional educators), and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods which may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: May 17, 2001

REVISED: September 21, 2023

Instruction

Curriculum Content ¹

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,² (c) other communication skills, (d) science, (e) mathematics³, (f) social studies, (g) art, (h) music,⁴ and (i) drug and substance abuse prevention including the dangers of opioid abuse.⁵ 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.⁶ 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

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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 §1.41~~20~~, 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 5/2-3.200~~496~~, added by P.A. 103-402, and renumbered by P.A. 103-605, requires the Ill. State Board of Education (ISBE) to develop a Statewide literacy plan by 1-31-24, make certain resources and guidance on literacy curriculum and instruction available to schools by 7-1-24, and offer training opportunities for teachers by 7-1-25. For further information and resources, see www.isbe.net/literacyplan.

³ 105 ILCS 5/2-3.156 requires 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*. ISBE adopted 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/cc-overview-0913.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*.

⁴ 23 Ill.Admin.Code §1.430(a).

⁵ 105 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.~~ See also f/n 33, below, regarding instruction on the dangers of fentanyl.

⁶ 105 ILCS 5/10-20.53.

kindergarten through grade 5.⁷ Before the completion of grade 5, students will be offered at least one unit of cursive instruction.⁸ 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.⁹

2. In grades 9 through 12, subjects include:¹⁰ (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics,¹¹ (e) social studies including U.S. history, American government and one semester of civics,¹² (f) foreign language,¹³ (g) music, (h) art, (i) driver and safety education,¹⁴ and (j) vocational education.

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⁷ 105 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. For ISBE guidance and resources, see www.isbe.net/Pages/School-Health-Issues.aspx (Unstructured Play Time/Recess dropdown).

⁸ 105 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) _____.

⁹ 105 ILCS 5/27-3.10. The statute specifically states that school districts may utilize private funding available for offering civics education.

¹⁰ 105 ILCS 5/27-22, amended by P.A.s 102-366, 102-551, ~~and 102-864, and 103-743~~; 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. 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 26, below.

¹¹ 105 ILCS 5/2-3.156. See f/n 2.

105 ILCS 5/27-22(e-5)(3) allows the substitution of an advanced placement computer science course for a year of mathematics. For specific requirements, see sample exhibit 6:300-E2, *State Law Graduation Requirements*, and sample policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.

¹² 105 ILCS 5/27-22(e-5)(5). The statute specifically states that school districts may utilize private funding available for offering civics education.

¹³ 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.

¹⁴ 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. 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 5/24A. 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; 23 Ill.Admin.Code §252.20(c)(2).

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.¹⁵ 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,¹⁶ (b) classroom instruction on distracted driving as a major traffic safety issue,¹⁷ (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, [including worker safety in those zones](#), and railroad crossings and their approaches,¹⁸ 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.¹⁹ 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.²⁰ 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.²¹

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.²²
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.²³ 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

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¹⁵ 105 ILCS 5/27-24.1, amended by P.A. 102-455, and 5/27-24.2; 23 Ill.Admin.Code §252.25.

¹⁶ 105 ILCS 5/27-24.1, amended by P.A. 102-455, and 5/27-24.2.

¹⁷ Id.

¹⁸ Id., amended by P.A. 103-944.

¹⁹ Id.

²⁰ [Required if a board offers safety education under](#) 105 ILCS 5/27-17.

²¹ The Ill. Vehicle Code, 625 ILCS 5/6-408.5, amended by P.A. 102-1100, contains these requirements; they are paraphrased below.

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 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 appropriate Intermediate Service Center Executive Director); 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.

²² 105 ILCS 5/27-23.3.

²³ 105 ILCS 5/27-23.4.

respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States. ²⁴

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 [Board](#) 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. ²⁵
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum. ²⁶
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.²⁷ Instruction in all grades will include examples of behaviors that violate [Board](#) policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. ²⁸

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²⁴ Optional. 105 ILCS 5/27-23.6 ([anti-bias education](#)), amended by P.A. 103-542, ~~eff. 7-1-24 ([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 sample exhibit 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.

See f/n 12 in sample policy 6:180, *Extended Instructional Programs*, and ensure that these policies align.

²⁵ 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." See www.isbe.net/Pages/Internet-Safety.aspx. 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.

²⁶ 105 ILCS 5/10-20.79, 5/10-20.74, and 5/27-22(e-5)(3.5), 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 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 sample administrative procedure 2:150-AP, *Superintendent Committees*.

²⁷ 105 ILCS 5/27-12.

²⁸ 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 sample 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.²⁹
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,³⁰ but at a minimum of three days per five-day week.³¹ For exemptions and substitutions, see [Board](#) policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.³²

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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), [amended by P.A. 103-542](#). A board that shares this concern may add the following option: “In addition, in all grades gang resistance education ~~and training~~ must be taught.”

²⁹ 105 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.

³⁰ 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.

³¹ 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*.

³² 105 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 the Critical Health Problems and Comprehensive Health Education Act \(105 ILCS 110/\)](#). See also 23 Ill.Admin.Code §1.425(c).

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/Enhanced-Physical-Education.aspx.

See also 23 Ill.Admin.Code §1.425-(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.

105 ILCS 5/27-7 describes the goals and requirements for P.E. courses; these are re-stated in this sample policy.

10. In all schools, health education must be stressed, including³³: (a) proper nutrition, (b) physical fitness, (c) ~~personal health habit~~^{components necessary to develop a sound mind in a healthy body}, (d) dangers and avoidance of abduction, (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades,³⁴ and (f) ~~beginning in the fall of 2024~~, in grades 6-12, the dangers of fentanyl. The Superintendent shall implement a comprehensive health education program in accordance with State law.³⁵

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³³ Citations for letters (a) - (f), required by the Comprehensive Health Education Program (CHEP) (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~~^{healthy habits and attitudes for a healthy lifestyle}).
- (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 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 sample administrative procedure 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. 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.
- (f) ~~105 ILCS 5/27-13.2(c), added by P.A. 103-365~~^{105 ILCS 110/3(e), amended by P.A. 103-810} (dangers of fentanyl).

³⁴ 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.

³⁵ 105 ILCS 110/3, amended by P.A.s 102-464, 102-1034, 103-212, ~~and~~ 103-365, ~~and~~ 103-608; 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~~^{CHEP}. 105 ILCS 110/.

More detailed critical health problems and comprehensive health education program content is described in sample 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 102-464, 102-1034, 103-212, ~~and~~ 103-365, ~~and~~ 103-608, 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. 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 the term *family life*, “including evidence-based and medically accurate information regarding sexual abstinence,” remains in the CHEP (~~105 ILCS 110/3~~). 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. For ease of administration, sample administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, content includes reference to the new NSES curriculum that is outlined in more detail at sample administrative procedure 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. ISBE’s learning standards and resources are available at www.isbe.net/sexualhealth, however, no guidance 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. 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 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 sample administrative procedure 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*).

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.³⁶ [In grades 6-12, students engage in career exploration and career](#)

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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, 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 sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

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 [sample exhibit 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records](#)); and (2) implement both [administrative procedures 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 [administrative procedure 6:60-AP1, Comprehensive Health Education Program](#) and [administrative procedure 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 [sample exhibit 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 [administrative procedure 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.

³⁶ 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.

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 553 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.

development activities to prepare them to make informed plans and decisions about their future education and career goals.³⁷ In grades 9-12, a College and Career Pathway Endorsement is awarded to students who meet the requirements for a specific endorsement area.³⁸

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105 ILCS 5/27-23.17 (final citation pending), added by P.A. 103-598, allows high schools to designate and annually observe a Workplace Readiness Week. If the week is observed, students must be provided information on their rights as workers in accordance with the topics listed in 105 ILCS 5/27-23.17(a) (final citation pending), added by P.A. 103-598. Students in grades 11 and 12 must be provided the required information within the regular school program, but it may also be provided during special events after regular school hours. Id. at (b).

³⁷ 105 ILCS 5/10-20.84(a), added by P.A. 102-917 and renumbered by P.A. 103-154. For elementary districts, revise the grade levels to grades 6-8. Unless a board has opted out, career exploration and career development activities in grades 6-12 (or grades 6-8 in elementary districts) must be implemented by 7-1-25 in accordance with the model framework adopted by State agencies known as the PaCE Framework. See www.isac.org/pace/il-pace-resource-materials.html for the middle school and high school frameworks and additional implementation resources.

To fully or partially opt out of career exploration and career development activities under 105 ILCS 5/10-20.84(d), a board must adopt a set of findings that considers the following: (1) the district's current systems for college and career readiness; (2) the district's cost of implementation balanced against the potential benefits to students and families through improved postsecondary education and career outcomes; (3) the willingness and capacity of local businesses to partner with the district for successful implementation of pathways other than education; (4) the willingness of institutions of higher education to partner with the district for successful implementation of the pathway and whether the district has sought and established a partnership agreement with a community college district incorporating provisions of the Model Partnership Agreement under the Dual Credit Quality Act (110 ILCS 27/) (see www.isbe.net/Documents/DCQA-Model-Partnership-Agreement-Form.pdf); (5) the availability of a statewide database of participating local business partners, as provided under the Postsecondary and Workforce Readiness Act (110 ILCS 148/), for the purpose of career readiness and the accessibility of those work experiences and apprenticeships listed in the database to district students (see the link to the *Work-based Learning Database* at www.isbe.net/cte); and (6) the availability of properly licensed teachers or teachers meeting faculty credential standards for dual credit courses to instruct in the program required for the endorsement areas. 105 ILCS 5/10-20.84(d)(1)-(6), added by P.A. 102-917 and renumbered by P.A. 103-154. A board opting out must report its findings and decision to ISBE. A board may also reverse its decision regarding implementation in whole or in part at any time. 105 ILCS 5/10-20.84(d), added by P.A. 102-917 and renumbered by P.A. 103-154.

In practice, unless a district has created its own career exploration and career development activities framework that does not align with the PaCE Framework, a board is unlikely to opt out of the PaCE Framework under 105 ILCS 5/10-20.84(a) and still implement College and Career Pathway Endorsements under 105 ILS 5/10-20.84(c) (CCPE) because career exploration activities are a prerequisite to award of the endorsements. 23 Ill.Admin.Code §258.20. See f/n 38, below.

Delete this sentence if the board has fully opted out of implementation of career exploration and career development activities under 105 ILCS 5/10-20.84(d), added by P.A. 102-917 and renumbered by P.A. 103-154. Regarding partial opt-out from this requirement, the law does not address the types of partial opt-out(s) available. As of the date of the publication of **PRESS** Issue 117 (Oct. 2024), ISBE had not issued any rulemaking or guidance on this topic or any details regarding reporting of a full or partial opt-out to ISBE, other than to indicate to IASB that districts can submit their decision to CTE@isbe.net. Boards interested in opting out from this requirement should consult the Board attorney and check for any further guidance that may be issued by ISBE.

³⁸ 105 ILCS 5/10-20.84(b) and (c), added by P.A. 102-917 and renumbered by P.A. 103-154; 23 Ill.Admin.Code Part 258.

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. ^{39 40}
13. 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. ⁴¹
14. 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

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By 7-1-25, a board must elect to either implement CCPE or take action to opt out of it. See www.isbe.net/pathwayendorsements for more information. 105 ILCS 5/10-20.84(c) requires a district to implement CCPE either independently, through an area career center, or through an inter-district cooperative, on the following schedule: (1) at least one endorsement area for the graduating class of 2027; (2) at least two endorsement areas for the graduating class of 2029; and (3) at least three endorsement areas for the graduating class of 2031, if a district's grade 9-12 enrollment is more than 350 students, as calculated by ISBE for the 2022-2023 school year. A board implementing CCPE must, by 7-1-25, submit the necessary application materials (including an Endorsement Plan, see 23 Ill.Admin.Code §258.20) to ISBE, or the board must adopt a timeline for implementation of the number of endorsement areas required by 105 ILCS 5/10-20.84(c). A board may opt out of implementing CCPE entirely or it may initially implement an endorsement area for the class of 2027 and then later choose to partially opt out by opting out of the class of 2029 and/or class of 2031 endorsement area schedule. 105 ILCS 5/10-20.84(c) and (d), added by P.A. 102-917 and renumbered by P.A. 103-154; 23 Ill.Admin.Code §258.40(a) and (b). A board that chooses to fully opt out of CCPE must submit documentation of its decision and specific findings to ISBE by 7-1-25. A board that later chooses to partially opt out of CCPE by opting out of the 2029 and/or 2031 endorsement area schedule must submit documentation of its decision and specific findings no later than July 1 immediately before the school year the district would be required to award the endorsement. Id. at (b).

If fully opting out of CCPE by 7-1-25 or later partially opting out of the 2029 and/or 2031 endorsement area schedule, a board must adopt a set of findings that considers the six factors described in f/n 37, above. 105 ILCS 5/10-20.84(d)(1)-(6), added by P.A. 102-917 and renumbered by P.A. 103-154. A board opting out must report its findings and decision on implementation by submitting the following information to ISBE, via the College and Career Pathway Endorsement portal: (1) the reasoning for opting out, and (2) copies of the board's meeting agenda, board findings, and board meeting minutes. 23 Ill.Admin.Code §258.40(a). A board can manage compliance with the documentation requirements by adopting a written resolution or adopting findings set forth in another document. A board may also reverse its decision regarding implementation of CCPE in whole or in part at any time. 105 ILCS 5/10-20.84(d), added by P.A. 102-917 and renumbered by P.A. 103-154.

Delete this sentence if a board has fully opted out of implementing CCPE, and delete 105 ILCS 5/10-20.84 from the Legal References if the board has fully opted out of CCPE and also fully opted out of the career exploration and career development activities in grades 6-12 (see f/n 37, above).

³⁹ 105 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.~~

⁴⁰ For high school and unit boards that want to offer a unit of instruction about the process of naturalization pursuant to 105 ILCS 5/27-23.16, 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.

⁴¹ 105 ILCS 5/27-22(e-5)(3.5). 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.

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. ⁴²

15. 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. ⁴³
16. In all schools, environmental education—conservation of natural resources must be taught, including instruction on: (a) ~~home ecology~~the current problems and needs in the conservation of natural resources; and (b) ~~endangered species~~beginning in the fall of 2026, instruction on climate change, (c) threats to the environment, and (d) the importance of the environment to life as we know it. ⁴⁴
17. In all schools, instruction as determined by the Superintendent or designee on 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, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (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, (i) Native American nations' sovereignty and self-determination, both historically and in the

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⁴² 105 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. For additional resources, see www.isbe.net/keeplearning.

⁴³ 105 ILCS 5/27-23.15(b). Subject to appropriation, school districts can apply for a competitive grant to support computer science programs. 105 ILCS 5/2-3.1996, added by P.A. 103-264 and renumbered by P.A. 103-605.

⁴⁴ 105 ILCS 5/27-13.1, amended by P.A. 103-837, eff. 7-1-25; 23 Ill.Admin.Code §1.420(l). Instruction on the conservation of natural resources must include, but is not limited to, air pollution, water pollution, waste reduction and recycling, the effect of excessive use of pesticides, preservation of wilderness areas, forest management, protection of wildlife, and humane care of animals. Id. Instruction on climate change must include, but is not limited to, identifying the environmental and ecological impacts of climate change on individuals and communities and evaluating solutions for addressing and mitigating the impact of climate change. Id. Instruction on climate change must align with State learning standards, as appropriate and subject to funding, and ISBE is required to make instructional resources and professional development learning opportunities available for educators. Id.

present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05. ⁴⁵

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. ⁴⁶

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. ⁴⁷
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, the

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

⁴⁵ 105 ILCS 5/27-21, amended by P.A.s 102-411 (adding contributions made to society by Americans of different faith practices) and 103-422 (adding teaching about Native American nations' sovereignty and self-determination) and 105 ILCS 5/27-20.05, added by P.A. 103-422 (adding instruction on Native American experience and history); 23 Ill.Admin.Code §1.420(r). 105 ILCS 5/27-21, amended by P.A.s 102-411 and 103-422, 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. "[Evidence of having comprehensive knowledge [of United States history], which may be administered 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.

Note that instruction on Native American nations' sovereignty and self-determination under 105 ILCS 5/27-21, amended by P.A.s 103-422 and 103-564, is not required until instructional materials are made available on ISBE's website, which ISBE ~~was~~ required to post by 7-1-24. [ISBE has indicated that instruction materials should be posted by the fall of 2024.](#)

Instruction in events of the Native American experience and Native American history must include "the contributions of Native Americans in government and the arts, humanities, and sciences, as well as the contributions of Native Americans to the economic, cultural, social, and political development of their own nations and of the United States." Additionally, in grades 6 through 12, the instruction must include "the study of the genocide of and discrimination against Native Americans, as well as tribal sovereignty, treaties made between tribal nations and the United States, and the circumstances around forced Native American relocation." 105 ILCS 5/27-20.05, added by P.A. 103-422. See also f/n 486, below. ISBE may make instructional materials and professional development opportunities available to support instruction on Native Americans under 105 ILCS 5/27-20.05, added by P.A. 103-422. For additional resources, see <https://americanindian.si.edu/nk360> and www.iste.org/explore/classroom/15-resources-teaching-native-american-history-and-culture. 105 ILCS 5/27-21 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

⁴⁶ 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."

⁴⁷ 105 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.

Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan. ⁴⁸

20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women. ⁴⁹
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. ⁵⁰
22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80. ⁵¹
23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement. ⁵²
24. 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. ⁵³

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⁴⁸ 105 ILCS 5/27-20.3, amended by P.A.s 103-422 and 103-564. 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. Beginning with the 2024-2025 school year, instruction on Native American genocide is also required by 105 ILCS 5/27-20.05, added by P.A. 103-422 in grades 6-12; [see f/n 43, above](#). Note that instruction on Native American genocide under 105 ILCS 5/27-20.3, amended by P.A.s 103-422 and 103-564, is not required until instructional materials are made available on ISBE's website, which ISBE [was](#) required to post by 7-1-24. [See f/n 45, above](#).

⁴⁹ 105 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.

⁵⁰ 105 ILCS 5/27-20.4. 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.*

⁵¹ 105 ILCS 5/2-3.80(e) or (f), as applicable.

⁵² 105 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.

⁵³ 105 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" includes the chief administrative officer of Intermediate Service Centers established under 105 ILCS 5/2-3.62. For resources, see www.isbe.net/Pages/ContinueEDResources.aspx (TEACCH Act).

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. ⁵⁴ ⁵⁵

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), 5/10-20.79, [5/10-20.84](#), 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, 5/27-20.05, 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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⁵⁴ 105 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 sample exhibit 6:60-AP1, E2, *Resources for Biking and Walking Safety Education*, for additional information.

⁵⁵ 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. 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.

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention, including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
5. In grades kindergarten through 12, age appropriate, Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must

- incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
 7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
 8. In all schools, citizenship values must be taught, including (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
 9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
 10. In all schools, health education must be stressed, including (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, and (f) beginning in the fall of 2024, in grades 9-12, the dangers of fentanyl. 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. In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
14. In grades 9 through 12, intensive instruction on media literacy.
15. 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, instruction as determined by the Superintendent or designee on 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, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (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, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

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, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles and contributions of women.
21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of

- the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
 23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
 24. 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.
 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), 5/10-20.79, 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, 5/27-20.05, 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).

ADOPTED: May 17, 2001

REVISED: January 18, 2024

Instruction

Accelerated Placement Program ¹

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential.² The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP.³ APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade.⁴ Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented.⁵ Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in [School Board policy 7:10, *Equal Educational Opportunities*](#), or any factor other than the student's identification as an accelerated learner. ⁶

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s).⁷
2. [Notification processes that notify provide a student's parent\(s\)/guardian\(s\) of with: 8](#)
 - a. [Written notification when their child is eligible for enrollment in accelerated courses; and](#)

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 5/14A (the Accelerated Placement Act (APA)); 23 Ill.Admin.Code Part 227. Ill. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill.Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c).

² Optional. Ensure this statement matches the board's current educational philosophy and objectives. See [sample policy 6:10, *Educational Philosophy and Objectives*](#).

³ 105 ILCS 5/14A-17, [amended by P.A. 103-263](#); 23 Ill.Admin.Code §227.5.

⁴ [Id.](#) For high school districts, delete “; and (c) early entrance to kindergarten or first grade” and insert the word “and” between (a) and (b).

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (*School year – School age.*). The APA requires accelerated placement to include “early entrance to kindergarten or first grade.” 105 ILCS 5/14A-17. 105 ILCS 5/10-20.12 *permits* districts to offer early entrance to kindergarten or first grade “based upon an assessment of the student's readiness to attend school.” 105 ILCS 5/10-20.12 also states that students may enter first grade early when they: (1) are assessed for readiness; (2) have attended a non-public preschool and continued their education at that school through kindergarten; (3) were taught in kindergarten by an appropriately certified teacher; and (4) will attain the age of 6 years on or before December 31. [Id.](#) See sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. **Consult the board attorney for guidance.**

⁵ 105 ILCS 5/14A-32(a)(1); 23 Ill.Admin.Code §227.5.

⁶ 105 ILCS 5/14A-25.

⁷ 105 ILCS 5/14A-32(a)(2) requires that the accelerated placement policy include “a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians” but does not specify what individuals are to be involved or limit those individuals to district employees. Amend this listing to align with the local board's preference.

⁸ [Id. at \(a-25\), added by P.A. 103-743, and \(a\)\(3\).](#)

- ~~a.b.~~ Notification of a decision affecting ~~a student~~their child's participation in the APP.⁹
- ~~2.3.~~ Assessment processes that include multiple valid, reliable indicators.¹⁰
- ~~3.4.~~ The automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows: ¹¹
- a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.
- ~~4.5.~~ Waiver of a course completion requirement under Board policy 6:300, Graduation Requirements, if the District determines that the student has demonstrated mastery of or competency in the content of the course or unit of instruction. ¹²

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically

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⁹ ~~Id.~~ at (a)(3).

¹⁰ ~~Id.~~ at (a)(4).

¹¹ Required only for districts with grades 9-12 by 105 ILCS 5/14A-32(a-5), amended by P.A. ~~s~~ 102-209 and 103-743. Delete for elementary school districts. This provision originally applied to “a student who meets or exceeds State standards” but was amended by P.A. 103-743 to only apply to “a student who meets or exceeds State standards.” P.A. 103-743 also added new 105 ILCS 5/14A-32(a-10), requiring that by the beginning of the 2027-28 school year, districts with grades 9-12 state in their policy that “a student who meets State standards” will, in the following school term (the 2028-29 school year), be automatically enrolled in the next most rigorous level of advanced coursework offered by the high school. Nothing in the law prohibits districts from continuing to offer automatic enrollment to students who meet State standards before the 2028-29 school year. Consult with the board attorney to determine whether to keep or strike “meets or” from Item #4 and its subsections (a)-(c).

Though not set forth explicitly in the statute, ISBE asserts that ~~this provision~~ 105 ILCS 5/14A-32(a-5), amended by P.A.s 102-209 and 103-743, is limited to “[d]istricts with grades 9-12.” See ISBE *Accelerated Placement Policy Guidance for Districts Frequently Asked Questions* (September 2022May 2024), at: www.isbe.net/Documents/Accelerated-Placement-Act-FAQ.pdf. The FAQ further explains that districts must “have the automatic enrollment policy in place prior to the start of the school year 2023-24 and districts will use scores from that school year to automatically enroll students during school year 2024-25.” ~~Id.~~

A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student’s postsecondary education or career goals. For a student entering grade 12, the next most rigorous level of advanced coursework in English language arts or mathematics must be a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the next most rigorous level of advanced coursework may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the district. 105 ILCS 5/14A-32(a-~~15~~), amended by P.A. 102-209 and renumbered by P.A. 103-743. See sample administrative procedure 6:135-AP, Accelerated Placement Program Procedures.

For a description of State assessments, see www.isbe.net/Pages/Assessment.aspx.

¹² Optional and only for districts with grades 9-12. 105 ILCS 5/14A-32(a-20), added by P.A. 103-743.

underrepresented in accelerated placement programs and advanced coursework.¹³ Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate. ¹⁴

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

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

DRAFT

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

¹³ Optional. 105 ILCS 5/14A-32(b)(1) permits, but does not require “procedures for annually informing the community at-large, including parents or guardians, community-based organizations, and providers of out-of-school programs, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework[.]”

¹⁴ Optional. 105 ILCS 5/14A does not require this but it is a recommended best practice and aligns with sample policy 7:10, *Equal Educational Opportunities*.

Instruction

Accelerated Placement Program

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

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP;
3. Assessment processes that include multiple valid, reliable indicators; and
4. The automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows:
 - a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

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

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

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

ADOPTED: June 18, 2020

REVISED: June 15, 2023

CURRENT

Instruction

Guidance and Counseling Program ¹

The School District provides a guidance and counseling program for students.² The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by [school counselors or licensed educators with a school support personnel endorsement in the area of school counseling](#)~~a qualified guidance specialist or any certificated staff member~~.³

[For Elementary and Unit Districts]

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

[For High School and Unit Districts]

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military,

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

² School boards may employ [school](#) counselors. 105 ILCS 5/10-22.24a, amended by P.A. 102-894. 105 ILCS 5/10-22.24b, amended by P.A. [s 102-876, 103-542, and 103-780](#), provides an extensive but non-exhaustive list of [permissible](#) school counseling services, including [but not limited to providing: educational opportunities for students, teachers, and parents on mental health issues; academic, social-emotional, and college and career supports to all students irrespective of special education or Section 504 status; and collaborating as a team member in Multi-Tiered Systems of Support and other school initiatives](#)~~counseling services for students in need of special education services or who have a federal Section 504 plan and discussion of all post-secondary education options, including four year colleges or universities, community colleges, and vocational schools.~~

All districts must conduct a comprehensive needs assessment to determine the scope of pupil needs in the areas of guidance and counseling, psychological, social work, and health. 23 Ill.Admin.Code §1.420(q).

The Children's Mental Health Act requires districts to develop protocols for responding to students with social, emotional, or mental health needs that impact learning. 405 ILCS 49/, amended by P.A. 102-899. See f/n 3 in sample policy 6:65, *Student Social and Emotional Development*, for further information. See sample policy 7:250, *Student Support Services*, and sample administrative procedure 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Needs*.

³ Optional. 105 ILCS 5/10-22.24b, amended by P.A. [s 102-876, 103-542, and 103-780](#), provides that [school counselors as defined in 105 ILCS 5/10-22.24a or any qualified professional, including other individuals who hold a Professional Educator License with a endorsed school support personnel endorsement in the area of school counseling under 105 ILCS 5/21B-25,](#) may provide school counseling services. The following optional sentence recognizes the importance of interventions; however, it creates duties that are not present in law. This is a classic "who, gets what, for how much" issue.

The counseling program will assist students with interventions related to academic, social and/or personal issues. Students shall be encouraged to seek academic, social, and/or personal assistance.

may be given access to the school campus in order to provide students and parents/guardians with information.⁴

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.
23 Ill.Admin.Code §1.420(q).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

ADMIN. PROC.: 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)

DRAFT

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

⁴ A district must provide military recruiters and state public institutions of higher education access to students if it has provided such access to persons or groups who tell students about educational or occupational opportunities. 105 ILCS 5/10-20.5a, amended by P.A. 103-204, ~~eff. 1-1-24~~. By 1-1-24, districts ~~must~~were to make student directory information electronically accessible through a secure centralized data system for official recruiting representatives of the armed forces and for State public institutions of higher education. Id.

Such access must be consistent with the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g). Id. Another federal law requires a secondary school to grant military recruiters and institutions of high learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. 20 U.S.C. §7908. See also sample administrative procedure 7:340-AP1, *School Student Records*, and sample exhibit 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*.

Instruction

Guidance and Counseling Program

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any professional staff member.

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b,
23 Ill. Admin. Code §1.420(q).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development),
6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out
of School and Graduation Incentives Program), 6:120 (Education of Children
with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental
Examinations; Immunizations; and Exclusion of Students), 7:250 (Student
Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

ADMIN. PROC.: 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)

ADOPTED: January 21, 2016

REVISED: January 16, 2020

Students

Equal Educational Opportunities ¹

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race,² nationality origin, religion, sex,³ sexual orientation, ancestry, age, physical or mental disability, gender identity,⁴ status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.⁵ Further, the District will not knowingly enter into

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¹ State or federal law requires this subject matter be covered by policy and controls this policy's content.

² The Ill. Human Rights Act (IHRA) defines *race* 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. The Ill. Dept. of Human Rights' (IDHR) jurisdiction over schools as "places of public accommodation" is limited, see f/n 4, below. See also sample policy 7:160, *Student Appearance*, regarding hairstyles associated with race.

³ With some exceptions, Title IX of the Education Amendments of 1972 (Title IX) guarantees that "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." 20 U.S.C. §1681(a). Prohibited sex discrimination in violation of Title IX includes sex-based harassment and "discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity." 34 C.F.R. §§ 106.2, 106.10. See sample policy 2:265, *Title IX Grievance Procedure*, for further discussion.

⁴ Adopting separate policies or inserting policy statements about accommodations and inclusion of transgender students in the educational program are unsettled areas of the law. Some lawyers believe doing so may open boards to equal protection challenges for not creating separate policies for other protected statuses, e.g., race, nationality origin, religion, etc. Executive Order (EO) 2019-11, titled "Strengthening Our Commitment to Affirming and Inclusive Schools" established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents. The Ill. State Board of Education (ISBE) hosts these documents on its website.

Consult the board attorney if your board wishes to adopt a separate policy or insert policy statements about accommodations and inclusion of transgender students.

For boards that want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendation into this policy, insert the following in place of "gender identity,": gender, gender identity (whether or not traditionally associated with the student's sex assigned at birth), gender expression.

If the board inserts this option, it must also insert the options in f/n 7, below and in f/n 2 of sample policy 7:20, *Harassment of Students Prohibited*, but note the protected statuses list in this policy is different and should not be copied from here into 7:20, *Harassment of Students Prohibited*.

See [sample administrative procedure](#) 7:10-AP1, *Accommodating Transgender, Nonbinary, or Gender Nonconforming Students*, for a case-by-case procedure that school officials may use when a student requests an accommodation based upon his or her gender identity.

For a list of policies that address the equal educational opportunities, health, safety, and general welfare of students within the District, see [sample exhibit](#) 7:10-E, *Equal Educational Opportunities Within the School Community*.

⁵ Many civil rights laws guarantee equal education opportunities; see citations in the Legal References.

In 23 Ill.Admin.Code §1.240, ISBE states that "no school system may deny access to its schools or programs to students who lack documentation of their immigration status or legal presence in the United States, and no school system may inquire about the immigration status of a student (*Plyler v. Doe*, 457 U.S. 202 (1982))."

agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*.⁶ Any student may file a discrimination [grievance/complaint](#) by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.⁷

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

[775 ILCS 5/1-102\(A\), amended by P.A.s 103-472 and 103-785, eff. 1-1-25, lists the following protected categories: race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, reproductive health decisions, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations, including in elementary, secondary, and higher education. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, and its footnotes for definitions of some of these terms.](#)

[The IHRA prohibits schools from discriminating against students on the bases of reproductive health decisions. 775 ILCS 5/1-103\(Q\), amended by P.A. 107-783, eff. 1-1-25. See 775 ILCS 5/1-103\(O-2\), amended by P.A. 103-785, eff. 1-1-25, for a definition of reproductive health decisions.](#)

The IHRA and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/1-103(Q), 5/5-101(11), and 5/5-102; 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.

[775 ILCS 5/1-102\(A\) makes order of protection status a protected category.](#)

The IHRA’s jurisdiction in regard to schools as places of public accommodation is specifically limited to: (1) failing to enroll an individual, (2) denying or refusing full and equal enjoyment of 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.

⁶ 23 Ill.Admin.Code §200.40(g) prohibits entering into agreements with entities that discriminate against students on the basis on sex. Section 200.80(a)(4) contains an exception for single sex youth organizations, e.g., Girl Scouts. Note that the U.S. Supreme Court refused to apply [N.J. New Jersey’s](#) public accommodation law to the Boy Scouts because forcing the Scouts to accept a homosexual as a member would violate the Scouts’ freedom of expressive association. [Boy Scouts of America v. Dale](#), 530 U.S. 640 (2002). When deciding whether to allow non-school groups to use its facilities, a public school district may not engage in viewpoint discrimination. [Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

⁷ Districts must have a grievance procedure. See the Legal References following this policy and 105 ILCS 5/22-95 ([final citation pending](#)), added by P.A. 103-472, [eff. 8-1-24](#), regarding the internal complaint process for claims of discrimination on the basis of race, color, or national origin, which is addressed in sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Absent a specific statute or rule, there is no consensus on whether students have the right to appeal a board’s decision to the Regional Superintendent and thereafter to the State Superintendent pursuant to 105 ILCS 5/2-3.8.

Sex Equity⁸

No student shall, based on sex, sexual orientation, or gender identity⁹ be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).¹⁰

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⁸ Every district must have a policy on sex equity. 23 Ill.Admin.Code §200.40(b). The IHRA, Public Accommodation section, prohibits schools from: (1) failing to enroll an individual, (2) denying or refusing an individual full and equal enjoyment of its facilities, goods, or services, or (3) failing take corrective action to stop severe or pervasive harassment of an individual (775 ILCS 5/5-102.2, amended by P.A. 102-1102), on the basis of the individual's sex or sexual orientation, among other classifications (775 ILCS 5/5-101(11)). Every four years, districts must evaluate their policies and practices to identify and eliminate sex discrimination as well as evaluate course enrollment data to identify disproportionate enrollment based on sex. In-service training for all staff members is required. 23 Ill.Admin.Code §200.40(e).

~~With some exceptions, Title IX of the Education Amendments of 1972 (Title IX) guarantees that "[n]o person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." 20 U.S.C. §1681(a). Every four years, districts must survey students about their athletic interests and must use survey results in planning for the future and assessing current program comparability. 23 Ill.Admin.Code §200.80(b)(1). Equal participation and equal opportunity in athletics is addressed in the U.S. Dept. of Education's Title IX implementing regulations. 34 C.F.R. §106.41. Generally, when a school district offers a team for one gender but not for the other, a member of the excluded gender is allowed to try out for the team unless the sport is a contact sport. Contact sports are boxing, wrestling, rugby, ice hockey, football, basketball, and other sports involving bodily contact. The rules also list the factors that determine whether equal opportunities are available to both genders. These include: whether the selection of athletics accommodates the interests and abilities of both genders; equipment and supplies; scheduling; opportunity to receive coaching and academic tutoring; locker rooms, practice facilities, and fields; and publicity. Title IX prohibits any person from sexually harassing a student. See sample policy 2:265, Title IX Grievance Procedure, for further discussion.~~

105 ILCS 5/10-20.60 requires public schools to provide reasonable accommodations to breastfeeding students. See sample administrative procedure 7:10-AP2, *Accommodating Breastfeeding Students*, for specific reasonable accommodations under Illinois law.

105 ILCS 5/10-20.63, amended by P.A. 102-340, requires school districts to make menstrual hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in bathrooms of every school building that is open for student use in grades 4 through 12 during the regular school day. **Note:** While P.A. 102-340 expanded the availability of menstrual hygiene products to students in grades 4 and 5, it did not expand the definition of *school building*, which remains defined as serving students in grades 6 through 12. Consult with the board attorney about implementing this law.

⁹ For boards that want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendations into this policy (see f/n 43 above), insert:

1. In place of "or gender identity" as follows: "~~or~~ gender identity, or gender expression".
2. The following sentence as the second sentence of this subhead: "Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student's gender identity."

¹⁰ Districts must have a sex equity grievance procedure and must tell students that they may appeal a board's resolution of a sex equity complaint to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. Student complaints regarding breastfeeding accommodations must also be processed in accordance with these procedures as well as Title IX. See sample policies 2:260, *Uniform Grievance Procedure*, at f/n 9, and 2:265, Title IX Grievance Procedure.

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

[Any student may file a sex discrimination complaint by using Board policy 2:265, Title IX Grievance Procedure.](#)

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator.¹¹ The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures. ¹²

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.
42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, and 5/27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (School Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

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

¹¹ Required by regulations implementing Title IX. 34 C.F.R. §106.8(a). See ~~f/n-22 and 253~~ in sample policy 2:260, *Uniform Grievance Procedure*. If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, amend this sentence to state: "The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator."

¹² Required by regulations implementing Title IX. 34 C.F.R. Part 106; 23 Ill.Admin.Code §200.40. 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. Faculty handbooks may contain working conditions and be subject to mandatory collective bargaining. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh.

Students

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, or National Origin Prohibited*.

Sex Equity

No student shall, on the basis of sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

- LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973, 34 C.F.R. Part 104.
42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 5/10-26.60, 5/10-20.63, 5/10-22.5, and 5/27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
23 Ill. Admin. Code §1.240 and Part 200.
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)
- ADOPTED: May 17, 2001
- REVISED: June 20, 2024

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. 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*, 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); 77 Ill.Admin.Code §665.130.

⁷ 105 ILCS 5/27-8.1(2); 77 Ill.Admin.Code §665.700.

⁸ 105 ILCS 5/27-8.1(2); 77 Ill.Admin.Code Part 664. The health care provider must only record whether or not the social and emotional screening was completed.

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, and 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 the current school

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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.

¹¹ This sentence restates the requirement in the Communicable Disease Prevention Act regarding HPV-related cancer prevention. 410 ILCS 315/2e.

¹² 105 ILCS 5/27-8.1(8.5), amended by P.A. 103-985, eff. 1-1-25.

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.

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

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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). 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).

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. 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.

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 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. 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).

²² ~~Id.~~; 77 Ill.Admin.Code §665.510. The Certificate of Religious Exemption form is available on IDPH's website at: <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 [sample exhibit 7:280-E2, Exhibit—Reporting and Exclusion Requirements for Common Communicable Diseases](#). The IDPH maintains ~~a helpful school health~~ [communicable diseases guidance for school nurses, which includes a](#) chart detailing mode of transmission, symptoms, incubation period, period of communicability, criteria for exclusion from school, reporting requirements, and prevention and control measures at: ~~https://dph.illinois.gov/topics-services/diseases-and-conditions/infectious-diseases/cd-school-nurse-guidance.html~~ <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/commchartschool-032817.pdf>.

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 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 ~~Notifiable~~Communicable Diseases and Conditions Code.

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)

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

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).

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

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 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.

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, Lead Poisoning Prevention Act.
410 ILCS 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).
- ADOPTED: May 17, 2001
- REVISED: March 16, 2023

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, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with

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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. 105 ILCS 5/27-23.7, amended by P.A.s 102-894 and 103-47; 23 Ill.Admin.Code §1.295. The policy must be based on ISBE's template for a model bullying prevention policy (available at www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf), 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. 105 ILCS 5/27-23.7(d), amended by P.A. 103-47; 23 Ill.Admin.Code §1.295(b), (c). ISBE monitors policy implementation, including by providing technical assistance upon receipt of an allegation by a parent/guardian that a school or district has not substantially complied with its bullying policy. 23 Ill.Admin.Code §1.295(e), (f). 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(eg). 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(eg)(3)).

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*, and sample exhibit 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, below.

Additionally, 105 ILCS 5/27-23.7(f), added by P.A. 103-47, requires districts to collect non-identifiable data regarding verified allegations of bullying within the District and submit it in an annual report to ISBE by no later than August 15 of each year, beginning with the 2024-25 school year through the 2030-31 school year. ISBE ~~must adopt~~ rules for data submission require that data be submitted electronically on a form approved by ISBE and include but are not limited to: (1) a record of each verified allegation of bullying and action taken; ~~and~~ (2) whether the instance of bullying was based on actual or perceived characteristics identified in 105 ILCS 5/27-23.7(a) and, if so, lists the relevant characteristics; and (3) a record demonstrating that the district adhered to its bullying policy. ~~Id~~ 23 Ill.Admin.Code §1.295(h). See www.isbe.net/Pages/Bullying-Prevention.aspx for ISBE's *Racism-Free Schools Law and Bullying Prevention Data Collection Guidance (8-7-24)* and *Bullying Racism Free Schools Data Collection Template*.

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. 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

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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. With the exception of order of protection status, the protected statuses are mandated by the bullying prevention statute. *Order of protection status* is not a basis for bullying in 105 ILCS 5/27-23.7, amended by P.A.s 102-894 and 103-47, but it is listed here because the Ill. Human Rights Act (IHRA) prohibits harassment based on *order of protection status*. 775 ILCS 5/1-103(K-5), (Q). Including *order of protection status* in the list of protected statuses aligns with the protected statuses listed in sample policy 7:20, *Harassment of Students Prohibited*.

³ All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: 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*.

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

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 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. 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

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⁴ 105 ILCS 5/27-23.7(b), amended by P.A. 102-241.

⁵ 105 ILCS 5/27-23.7(b), amended by P.A. 102-197.

⁶ Each numbered requirement, 1-12, corresponds with the same number in 5/27-23.7(b)(1) - (b)(12), and the requirements of 105 ILCS 5/27-23.7(b)(13) are included in numbered requirement 4. As a result, 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.

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.

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 parents/guardians of all students involved in an alleged incident of bullying will be notified of

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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.

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.

such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period. 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.
 - 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 expulsion¹⁴ with regard to students.

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¹¹ 105 ILCS 5/10-20.14 contains a similar requirement. See sample exhibit 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

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. ISBE is also directed to create the Illinois Bullying and Cyberbullying Prevention Fund, through which a grant may be available to support anti-bullying programming. 30 ILCS 105/5.99~~70~~ and 105 ILCS 5/27-23.7(i)-(j), all added by P.A. 103-47.

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 policies 7:200, *Suspension Procedures*, at f/n 8 and 7:210, *Expulsion Procedures*, at f/ns 11 and 13.

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 publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.¹⁵
11. Pursuant to State law and Board 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: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:

- i. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- ii. 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
- iii. 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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¹⁵ 105 ILCS 5/27-23.7(b)(10), amended by P.A. 103-47.

¹⁶ 105 ILCS 5/27-23.7. See the ISBE guidance document that is cited in f/n 7, above.

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.

- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about ~~sexual harassment~~ discrimination in violation of Title IX of the Education Amendments of 1972.
- c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
- d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- f. 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.
- g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- j. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material,

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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.

including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members. ¹⁸

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children's Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill.Admin.Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 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 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

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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: "These policies prohibits students from and provides."

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, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at 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.

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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.

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Bullying Prevention and Response Plan

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1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator/Title IX Coordinator:

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

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burke Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
Assistant Superintendent of Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

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

4. Consistent with federal and State laws and rules governing student privacy rights, the parent/guardian of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act or reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board 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
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

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

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children's Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill. Admin. Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265, (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 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 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High School)

APPROVED: January 24, 2008

REVISED: June 20, 2024

Students

Suspension Procedures ¹

In-School Suspension ²

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following: ³

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.

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 districts to have a policy on student discipline. 105 ILCS 5/10-20.14, [amended by P.A. 103-896](#); 23 Ill.Admin.Code §1.280. State or federal law controls this policy's content.

Boards may authorize *by policy* the superintendent, building principal, assistant building principal, or dean of students to suspend students guilty of gross disobedience or misconduct from school, including all school functions. 105 ILCS 5/10-22.6(b), [amended by P.A. 103-896](#). See [sample policy](#) 7:190, *Student Behavior*, for such an authorization.

² 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), [amended by P.A. 103-896](#). Providing programming during in-school suspensions is not required; however, providing educational programs during in-school suspensions will help distinguish them from exclusionary suspensions. See f/n 43 in [sample policy](#) 5:230, *Maintaining Student Discipline*, for further discussion of in-school suspension programs. Contact the board attorney for advice concerning amending this section.

20 ILCS 1705/76, [added by P.A. 101-45](#), requires the Ill. Dept. of Public Health to create and maintain an online database and resource page on its website that contains mental health resources specifically geared toward school social workers, school counselors, parents, teachers, and school support personnel. See the database at: www.dhs.state.il.us.

³ Suspension procedures are required by State law. 105 ILCS 5/10-22.6, [amended by P.A. 103-896](#). The right to attend school is a property right protected by the due process clause of the U.S. Constitution. [Goss v. Lopez](#), 419 U.S. 565 (1975). Imposing a short deprivation of this property right by suspending a student for 10 or fewer days requires only minimal due process. The student must be generally informed of the reasons for the possible suspension; and be permitted to tell his/her version of the story. Making a decision to suspend before the hearing violates the basic due process requirement that the hearing be meaningful. [Sieck v. Oak Park-River Forest High Sch.](#), 807 F.Supp. 73 (N.D. Ill. 1992).

~~105 ILCS 5/10-22.6(b) allows a student who is suspended in excess of 20 school days to be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code. A student cannot be denied transfer because of the suspension, except in cases in which such transfer is deemed to cause a threat to the safety of students or staff in the alternative program.~~

~~Consult the board attorney for assistance if a suspension will exceed 10 consecutive school days. 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). For further discussion, see f/n 43 in policy 7:190, *Student Behavior*.~~

2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall: ⁴
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit; ⁵
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose: ⁶
 1. A threat to school safety, or
 2. A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation: ⁷
 1. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student,⁸ and

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⁴ 105 ILCS 5/10-22.6, amended by P.A. 103-896.

Consult the board attorney (1) about the specific documentation required in this portion of the notice, and (2) to ensure that 7:200-E1, *Short Term Out-of-School Suspension (1-3 Days) Reporting Form* and 7:200-E2, *Long Term Out-of-School Suspension (4-10 Days) Reporting Form* reflect the exact practices that the district will use to implement this requirement.

⁵ Required by 105 ILCS 5/10-22.6(b-30).

⁶ 105 ILCS 5/10-22.6(b-15) explains that "threat to school safety or a disruption to other students' learning opportunities" shall be determined by the school board or its designee on a case-by-case basis. **Consult the board attorney for specific advice regarding the application of these statutory terms in this context (see f/n 8, below).**

⁷ 105 ILCS 5/10-22.6(b-20). School officials are granted the sole authority to determine on a case-by-case basis: (1) whether "appropriate and available behavioral and disciplinary interventions have been exhausted;" and (2) whether "the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community, or (ii) substantially disrupt, impede, or interfere with the operation of the school." Consult the board attorney to request specific training for school officials to apply these statutory terms in this context.

⁸ While school officials have discretion to determine the length of suspensions, they must resolve threats, address disruptions, and minimize the length of student exclusions to the greatest extent practicable. 105 ILCS 5/10-22.6(b-20). **Consult the board attorney about the practical implementation of documenting other appropriate and available interventions for the student.**

3. That the student's continuing presence in school would either:
 - a. Pose a threat to the safety of other students, staff, or members of the school community, or
 - b. Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of [54](#) or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.⁹
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board.¹⁰ At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.¹¹ After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.¹²

LEGAL REF.: [Goss v. Lopez](#), 419 U.S. 565 (1975).
105 ILCS 5/10-20.14, 5/10-22.6.
23 Ill.Admin.Code §1.280.

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

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Last, the law also requires school districts to make reasonable efforts to provide ongoing professional development to ~~teachers, administrators, school personnel, school board members, and school resource officers, and staff~~ on the [requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14](#), adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, [trauma-responsive learning environments as defined in 105 ILCS 5/3-11\(b\)](#), ~~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), [amended by P.A. 103-896](#).

⁹ 105 ILCS 5/10-22.6(b-25), [amended by P.A. 103-896](#). [In consultation with stakeholders, the Ill. State Board of Education \(ISBE\) must draft and publish guidance for the re-engagement of students who are suspended out-of-school, expelled, or returning from an alternative school setting by 7-1-25. Id.](#)

¹⁰ A board may hear student disciplinary cases in a meeting closed to the public. 5 ILCS 120/2(c)(9).

¹¹ 105 ILCS 5/10-22.6(c), amended by P.A. 102-539.

¹² 105 ILCS 5/10-22.6(b), [amended by P.A. 103-896](#).

Students

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:

- i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 5. A summary of the notice, including the reason for the suspension and the suspension length must be given to the Board by the Superintendent or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (c) in number 4, above.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).
105 ILCS 5/10-20.14, 5/10-22.6.
23 Ill. Admin. Code §1.280.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Community Relations

Connection with the Community

Public Relations

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson.¹ The [Board, in collaboration with the Superintendent or designee](#), shall plan and implement a District public relations program that will:²

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

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using [District](#)

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¹ [In alignment with the IASB Foundational Principles of Effective Governance, the school board president is the board's spokesperson \(see sample policy 2:110, Qualifications, Term, and Duties of Board Officers\) and the superintendent is the district's spokesperson.](#)

² These objectives are examples only and should be customized for each district. [The board and superintendent should have a conversation regarding which objectives the board, superintendent, or both the board and superintendent together will implement. The District Safety Coordinator is identified as the responsible person for compiling information and preparing communications covering an emergency or crisis \(4:170-AP1, Comprehensive Safety and Security Plan\).](#) An alternative to the entire first subhead follows:

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The [Board, in collaboration with the Superintendent or designee](#), shall plan and implement a District public relations program to keep the community informed and build support through open and authentic communications. The public relations program shall include, without limitation, media relations; internal communications; communications to the community; communications to students and parents/guardians; ~~emergency communications in coordination with the District Safety Coordinator~~; the District website and social media [accountsplatforms](#); and other efforts to reach all audiences using suitable mediums.

social media ~~platforms~~accounts,³ e.g., Facebook, Twitter, etc., and/or sending to the news media.

2. News conferences, ~~and~~ interviews, ~~and official Board or District statements~~, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. ~~As official spokesperson for the Board, the Board President will communicate on behalf of the Board to the news media and community. Statements made by Board members when not authorized by the Board will be considered personal comments of the Board member, and Board members are encouraged to identify such statements as their personal opinions. Official Board or District statements (other than those made directly to the media) will be made through the District website and/or its social media accounts, at official District events, or through other official communication methods, such as District email or mailings.~~ Individuals may speak for the District only with prior approval from the Superintendent.⁴
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
- ~~2-4.~~ Other efforts that highlight the District's programs and activities.⁵

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³ The U.S. Supreme Court case, *Lindke v. Freed*, 601 U.S. 187 (2024), held that a government official's speech on social media is attributable to the government if the official: (1) has actual authority to speak on behalf of the government on a particular matter; and (2) purports to exercise that authority when speaking on social media. If an official's speech on social media is attributable to the government, then the official's social media posts will be subject to scrutiny under the First Amendment. Social media accounts of government officials that are clearly labeled as personal (e.g., "This is the personal page of [insert name]") or with a disclaimer (e.g., "the views expressed are strictly my own") are presumed to contain only personal posts, though that presumption can be challenged depending on the particular facts. *Id.* The Court did not distinguish between elected or appointed government officials and employees, suggesting that the same test would apply to government employees.

Because those who post on a District's social media accounts typically have authority to speak on the district's behalf, such accounts are likely either limited public forums (also referred to as nonpublic forums) or public forums. See, e.g., *People for the Ethical Treatment of Animals v. Tabak*, 2024 WL 3573661 (D.C. Cir. 2024) (finding the National Institutes of Health's (NIH) social media accounts were limited public forums because use of the accounts was limited to discussion of certain subjects; however, the NIH violated the First Amendment when it filtered out comments based on the plaintiff's viewpoints). *Knight First Amendment Inst. at Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018) (holding that the @realDonaldTrump Twitter account is a public forum under the First Amendment; therefore, (a) it could not exclude plaintiffs based simply on their views because excluding them on that basis is a violation of their First Amendment right to petition their government, and (b) by purging critics from the @realDonaldTrump account, the White House deprived those who remained in the public forum the opportunity to hear the critics). Consider that school districts are different than ~~the President of the United States~~ federal government agencies and must ensure other duties to students, e.g., safety and security, which may require excluding certain comments from the district's social media accounts.

⁴ In alignment with the IASB "Foundational Principles of Effective Governance," the school board president is the board's spokesperson (see 2:110, *Qualifications, Term, and Duties of Board Officers*) and the superintendent is the district's spokesperson. See f/n 1, above. This item aligns with sample policy 2:110, *Qualifications, Term, and Duties of Board Officers*, and the board member oath of office in 105 ILCS 5/10-16.5, which requires board members to swear or affirm that they "shall recognize that a board member has no legal authority as an individual and that decisions can only be made by a majority vote at a public board meeting." Making official statements through the district's website and official social media accounts, rather than through personal or "mixed use" accounts is a best practice and a strategy to mitigate First Amendment liability for board members and employees who communicate through social media platforms. Additionally, it is a best practice for board members or employees with social media accounts to clearly label their personal accounts as personal and limit district-related communications to official district accounts. See the *Lindke v. Freed* case, discussed in f/n 3, above.

⁵ Examples of such programs include senior citizens' brunches, realtors' luncheons, and building tours.

Community Engagement ⁶

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools. Effective community engagement is essential to create trust and support among the community, Board, Superintendent, and District staff. ⁷

The Board, in consultation with the Superintendent, ~~determines the purpose(s) and objective(s) of any community engagement initiative articulates the District's community engagement goals.~~

~~For each community engagement initiative:~~

~~1. The Board will: ⁸~~

- ~~a. Commit to the determined purpose(s) and objective(s), and~~
- ~~b. Provide information about the expected nature of the public's involvement.~~

~~2. The Superintendent will: ⁹~~

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

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

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⁶ This section is optional. A board that includes this subhead should complete the work necessary to develop and implement ~~a~~ community engagement ~~goals~~initiative. See *Connecting with the Community: The Purpose and Process of Community Engagement as Part of Effective School Board Governance (Connecting with the Community)* at www.iasb.com/IASB/media/Documents/communityengagement.pdf. This publication and other materials about community engagement are listed at: www.iasb.com/training/connecting.cfm. For training resources, see www.iasb.com/conference-training-and-events/training/workshops/reflecting-on-communication-and-community-engageme/ and www.iasb.com/about-us/publications/journal/2022-illinois-school-board-journal/september-october-2022/engaging-with-the-community-%C2%A0a-time-to-reflect-and/.

The community engagement process differs from public relations (discussed in the **Public Relations** section, above) or public polling. Public relations push out information to the community. Public polling pulls information or opinions from the community. While most school districts understand how to push and pull information from their communities, the community engagement process is part of the two-way conversation for school boards that involves listening. Listening should not be limited only to the public comment period during board meetings. It is reaching out to the community and having conversations not only with parents but other community members, and then taking into consideration their thoughts and ideas as boards make their decisions. This method of listening must be purposeful for community engagement to work as intended.

⁷ ~~Optional. These statements are based on IASB's Foundational Principles of Effective Governance, principle #2, "The board connects with the community."~~ The first ~~is~~ sentence applies the definition of community engagement to a board and its school district. See www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/. See *Connecting with the Community*, pg. 9, at www.iasb.com/IASB/media/Documents/communityengagement.pdf.

An alternative introductory sentence that repeats the definition of community engagement follows: "For purposes of this policy, community engagement is the process that school boards use to actively involve diverse citizens in dialogue, deliberation and collaborative thinking around common interests for their public schools."

⁸ ~~This action clarifies a board's reason(s) for engaging its community in an initiative and frames it to share with all participants in the process. Connecting with the Community, pg. 10.~~

⁹ ~~See Connecting with the Community at pg. 10 for examples of resources that a superintendent could use to implement the board's purpose and objectives.~~

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

Community Relations

Connection with the Community

Public Relations

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

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

The public relations program should include:

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

Community Engagement

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

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:

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

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

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

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

ADOPTED: May 17, 2001

REVISED: June 18, 2020

CURRENT

Regular Minutes

Date: Thursday, October 3, 2024

Meeting: Committee of the Whole with Closed Session

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive

Door 2

Algonquin, IL 60102

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

Board of Education Members: President, Mr. Andrew Bittman; Vice President, Mrs. Laura Murray; Secretary, Mr. Paul Troy; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Anthony Quagliano; Mrs. Dana Wiley

Agenda

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

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

Mr. Bittman called to Order the Committee of the Whole meeting for Thursday, October 3rd, 2024 at 6:00 p.m.
A quorum was met.

Roll Call: Ayes 5 / Absent 2 / Motion Carried

Members: Mr. Quagliano, Mr. Troy (remotely), Mr. Cratty (remotely), Mr. Bittman, ~~Mrs. Murray~~, Mrs. Wiley, Mr. Thompson

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

The following High Five winners led us in the Pledge:

Bryant Santos- 1st grade Chesak; Remmy Wehner- 2nd grade Mackeben; Jolene Blackwell- 5th grade Martin;
Michael Ginter- 8th grade Heineman; Cameron Brink-7th grade Marlowe; Christian Kilanksi-10th grade HHS.

3. **Public Comment** (Mr. Bittman)

No public comments were made at this time.

4. **Revision and Adoption of the Agenda (A)** (Mr. Bittman)

Mr. Bittman motioned and Mr. Thompson seconded to adopt the agenda as presented.

Recommendation: Sought approval of the agenda.

Voice Call: Ayes 5 / Nays 0 / Motion Carried

Mr. Quagliano entered at 6:12 p.m.

5. **Special Education Committee** (R) (Mrs. Wiley-Chair, Mrs. Murray, Mr. Troy)

Mrs. Gill provided a Special Services update on the CPI training for the district. The Board asked questions and discussed the training programing and its benefits.

6. **Finance Committee** (Mr. Quagliano-Chair, Mr. Bittman, Mr. Cratty)

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

The Finance Committee submitted the purchase orders at \$361,920.71; imprest checks at \$8,513.61; accounts payable at \$1,830.00; and disbursements issued at \$2,867,464.77; for review and sought approval to move forward.

6.2. **Monthly Fiscal Updates (R)** (Mr. Altmayer)

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

Recommendation: For informational purposes only.

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

Monthly report for review and comment. The board discussed the report.

6.4. **Revenue Contract (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the fundraising contracts as presented.

Recommendation: Sought approval of the Board of Education at their next regular meeting.

7. **Human Resources (HR) Committee** (Mr. Cratty-Chair, Mr. Bittman, Mr. Thompson)
7.1. **Health Insurance Committee Recommendations 2025 (A)** (Dr. Zehr)
Dr. Zehr presented the Health Insurance Committee's recommendation for plans and rates for 2025. The Board asked questions and discussed the recommendation.
Recommendation: Sought approval of the Board at their next Regular Meeting.
8. **Building and Grounds (B&G) Committee** (Mr. Troy-Chair, Mr. Quagliano, Mr. Thompson)
8.1. **O&M Updates (R)** (Mr. Lindquist)
Mr. Lindquist reported on O&M project updates. Mr. Renkosik presented the energy cost savings of solar arrays.
Recommendation: For informational purposes only.
8.1.1. **Amendment No. 2 to Agreement between C.T. Veach Inc. for Grounds Management Services contract and Huntley School District 158 (A)** (Mr. Lindquist)
Mr. Lindquist presented Amendment No. 2 to the agreement between C.T. Veach Inc. and Huntley Community School District 158 for the Grounds Management Services contract.
Recommendation: Sought approval as presented at the next board meeting.
8.1.2. **Change Order No. 1 to Contract with Hargrave Builders for the Exterior Windows Repair Bid 2023-08 (A)** (Lindquist)
Mr. Lindquist presented Change order No. 1 to the contract with Hargave Builders for the exterior window repair bid 2023-08 contract.
Recommendation: Sought approval as presented at the next board meeting.
Administration and the Board recognized Doug Renkosik who is retiring after more than 22 years in the district and presented him with an award for his service. Mr. Renkosik addressed the board and administration.
9. **Legislation/Policy Committee** (Mr. Bittman-Chair, Mr. Quagliano, Mrs. Murray)
9.1. **Legislation Updates (R)** (Mr. Bittman)
No legislative updates were provided.
9.2. **Policy Updates (A)** (Ms. Lombard)
PRESS Updates August 2024, Issue 116. Recommended changes to Board policy were presented. The board discussed the changes and offered suggestions.
Recommendation: Sought approval of the Board of Education to move forward for a second reading.
10. **Community Relations & Student Outreach Committee** (Mrs. Murray-Chair, Mr. Cratty, Mrs. Wiley)
Ms. Barr presented the Communication and Engagement updates including the launch of the new web site. The board asked questions and discussed. Dr. Belin commented on alumni participation at the HHS football game.
Recommendation: For informational purposes only.
11. **Board of Education** (Mr. Bittman)
11.1. **Strategic Planning (R)** (Ms. Lombard)
Ms. Lombard shared information on the upcoming Strategic Planning Process. The board asked questions and discussed the process.
Recommendation: For informational purposes only.
11.2. **Minutes (A)** (Mr. Bittman)
The following meeting minutes were prepared for review:
BOE Meeting September 19, 2024
Recommendation: Sought approval to move the minutes forward for approval at the next board meeting.
12. **Public Comment** (Mr. Bittman)
No public comments were made at this time.
13. **Closed Session / Roll Call (A)** (Mr. Bittman)
Mr. Bittman moved and Mr. Quagliano seconded to enter into Closed Session at 7:47 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; (11) Litigation; (14) Discussion of minutes of meetings lawfully closed under this Act.
Roll Call: Ayes 6 / Nays 0 / Absent 1 / Motion Carried
13.1. **Exit Closed Session / Voice Call (A)** (Mr. Bittman)

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

Resumed the Committee of the Whole meeting at 8:09 p.m.

Mr. Quagliano, ~~Mr. Troy~~, ~~Mr. Catty~~, Mr. Bittman, ~~Mrs. Murray~~, Mrs. Wiley, Mr. Thompson

Roll Call: Ayes 4 / Absent 3 / Motion Carried

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

Mr. Bittman motioned and Mr. Thompson seconded to adjourn the meeting at 8:09 p.m.

Voice Call: Ayes 4 / Nays 0 / Motion Carried

Submitted by,
Sharon Piemonte, Board Operations
Paul Troy, Secretary

President
Andrew Bittman

Date

Secretary
Paul Troy

Date

Regular Minutes

Date: Thursday, October 17, 2024

Meeting: Regular Meeting with Closed Session

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive,

Door 2

Algonquin, IL 60102

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

Board of Education Members: President, Mr. Andrew Bittman; Vice President, Mrs. Laura Murray; Secretary, Mr. Paul Troy; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Anthony Quagliano; Mrs. Dana Wiley

Agenda

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

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

Mr. Bittman called to order the Regular Meeting at 6:00 p.m. A quorum was met.

Roll Call: Ayes 5 / Absent 2 / Motion Carried

Members: Mr. Bittman, Mr. Cratty, ~~Mrs. Murray~~, Mr. Quagliano, ~~Mr. Thompson~~, Mr. Troy, Mrs. Wiley

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

Mr. Bittman moved and Mr. Troy seconded to enter into closed session at 6:00 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; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Bittman, Mr. Cratty, ~~Mrs. Murray~~, Mr. Quagliano, ~~Mr. Thompson~~, Mr. Troy, Mrs. Wiley

Roll Call: Ayes 5 / Nays 0 / Absent 2 / Motion Carried

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

Mr. Bittman moved and Mr. Quagliano seconded to suspend closed session at 6:56 p.m. and return to open session.

Voice Call: Ayes 7 / Nays 0 / Motion Carried

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

Resumed the Regular meeting at 7:01 p.m.

Members: Mr. Bittman, Mr. Cratty, Mrs. Murray, Mr. Quagliano, Mr. Thompson, Mr. Troy, Mrs. Wiley

Roll Call: Ayes 7 / Absent 0 / Motion Carried

3.1. **Action as Required / Roll Call** (Mr. Bittman)

No action came from the board.

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

The following eighth grade students from the Heineman Middle School Environmental Club led us in the pledge: Alexia Kennedy, Ava Partridge, Anahi Favila, and Victoria Gore.

5. **Public Comment** (Mr. Bittman)

No public comments were made at this time.

6. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Bittman)

Mrs. Wiley requested that policy 2:265 be removed from the consent agenda and have a separate vote.

Mr. Bittman motioned and Mr. Quagliano seconded to remove policy 2:265 from the consent agenda and have it voted on separately.

Action: Adoption of the Agenda with changes - removing policy 2:265 for a separate vote.

Voice Call: Ayes 7 / Nays 0 / Motion Carried

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

Ms. Lombard provided updates on the Strategic Plan, improvements in students attendance, Institute Day, The

LUDA conference, and the IWAS reports completed for ISBE. She also highlighted Mrs. Laura Jenkins, a Huntley High School math teacher, who has been selected to participate on one of ISBE's PDL Writing Teams.

Recommendation: For informational purposes only

7.1. Donations (R) (Ms. Lombard)

Huntley High School Athletic Boosters made a \$1,000 check donation to the Huntley High School Boy's Golf Team.

Huntley Grid Iron Club made a \$514.67 check donation for helmets for the Huntley High School football team.

8. Assistant Superintendent Learning and Innovation (R) (Dr. MacCrindle)

Dr. MacCrindle provided updates on the State Accountability Ratings, the Fall Satchel Pulse Screener, Evaluation of Programming for English Learners and Elementary Literacy.

Recommendation: For informational purposes only.

9. Director of Communications and Public Engagement (R) (Ms. Barr)

Updates will be provided at this time.

Recommendation: For informational purposes only.

9.1. FOIA Requests (R) (Ms. Barr)

Ms. Barr provided the monthly report on the FOIA requests.

10. President's Report (Mr. Bittman)

10.1. Board Discussion (D) (Mr. Bittman)

Board president discussed that they will be responsible for submitting their votes on whether the new resolutions presented by IASB should be adopted by the IASB Delegates at the Joint Annual Conference in November.

Northwestern Hospital is building a new office building in our district but it will most likely be tax exempt.

11. Consent Agenda (A) (Mr. Bittman)

11.1. Policy Revisions – First Reading (A) (Ms. Lombard)

~~**Recommendation:** The Policy Committee recommends policies 2:260, 2:265, 5:100, 7:20, and 7:185 be moved forward for a second reading by the Board at the December Committee of the Whole meeting.~~

This item was removed from the consent Agenda earlier in the meeting. The board separately discussed issues surrounding policy 2.265 with Mrs. Wily citing Kansas-based Title IX litigation involves five of the district's eight schools. Mrs. Wiley motioned and Mrs. Murray seconded to table the first reading of district policies 2:260, 2:265, 5:100, 7:20, and 7:185. Agenda item 1.1 removed from the consent agenda.

Roll Call: Ayes 4 / Nays 3 / Motion Carried

The following Consent Agenda items have gone through the Committee of the Whole. Prior to adoption, revisions were presented here. Mr. Bittman motioned and Mr. Cratty seconded to approve and adopt the consent agenda. (Agenda item 11.1 was removed)

Roll Call: Ayes 7 / Nays 0 / Motion Carried

Recommendation: Sought approval and adoption of the Consent Agenda as follows:

11.2. Health Insurance Committee Recommendations 2025 (A) (Dr. Zehr)

Dr. Zehr presented the Health Insurance Committee's recommendation for plans and rates for 2025.

Recommendation: Seeking approval of the Board as presented.

11.3. Payables (A) (Mr. Altmayer)

Mr. Altmayer will seek approval of the Purchase Orders issued at \$361,920.71; Accounts Payable issued at \$1,830.00; Imprest issued at \$8,513.61 and Disbursements issued at \$2,867,464.77, as presented.

Recommendation: Seeking approval by the Board as presented.

11.4. Revenue Contracts (A) (Mr. Altmayer)

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

Recommendation: Seeking approval by the Board as presented.

11.5. Amendment No. 2 to Agreement between C.T. Veach Inc. for Grounds Management Services contract and Huntley School District 158 (A) (Mr. Lindquist)

Mr. Lindquist presented Amendment No. 2 to the agreement between C.T. Veach Inc. and Huntley Community School District 158 for the Grounds Management Services contract.

Recommendation: Seeking approval as presented.

11.6. Change Order No. 1 to Contract with Hargrave Builders for the Exterior Windows Repair Bid 2023-08 (A) (Lindquist)

Mr. Lindquist will present Change order No. 1 to the contract with Hargave Builders for the exterior window

repair bid 2023-08 contract.

Recommendation: Seeking approval as presented.

11.7. **Minutes (A)** (Mr. Bittman)

The following minutes are presented for approval.

September 5, 2024, Hearing

September 5, 2024, COW Meeting

September 5, 2024, Executive Closed Session Meeting

September 19, 2024, BOE Meeting

September 19, 2024, Executive Closed Session Meeting

Recommendation: Seeking approval of the Board as presented.

12. **Action Items / Roll/ Voice Call** (Mr. Bittman)

Action items required a motion and a second; discussion if needed; and roll call.

12.1. **Secondary Literacy 9-12 Materials Recommendation (A) (Dr. MacCrindle)**

Dr. MacCrindle sought approval for \$420,046.14 for the McGraw Hill StudySync materials for 9-12th grade English, which were placed on 30-day review beginning on September 5, 2024.

Recommendation: Mr. Bittman moved and Mrs. Murray seconded to approve \$420,046.14 for the McGraw Hill StudySync Materials for 9th–12th grade English.

Roll Call: Ayes 7 / Nays 0 / Motion Carried

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

Dr. Zehr sought approval of the personnel reports provided and reviewed by the Board, which included explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

Recommendation: Mr. Bittman moved and Mr. Cratty seconded approval by the Board as presented.

Roll Call: Ayes 7 / Nays 0 / Motion Carried

12.3. **Supplemental Purchase Orders and Accounts Payable (A)** (Mr. Altmayer)

Administration recommended approval of the Supplemental Purchase Orders Report at \$3,233,016.12 and Supplemental Accounts Payable at \$14,761.68 as presented.

Recommendation: Mr. Bittman moved and Mr. Quagliano seconded approval by the Board as presented.

Roll Call: Ayes 7 / Nays 0 / Motion Carried

13. **Public Comment** (Mr. Bittman)

As per Policy 2:230, public comments was made during this portion of the meeting. Julia Stelzner commented and asked questions about the consequences of tabling agenda item 11.1. Mr. Bittman responded to some of her concerns.

14. **Resume Suspended Closed Session (A)** (Mr. Bittman)

Recommendation: Mr. Bittman moved and Mr. Quagliano seconded to resume the suspended closed session at 8:07 p.m.

Roll Call: Ayes 7 / Nays 0 / Motion Carried

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

Members: Mr. Bittman, Mr. Cratty, Mrs. Murray, Mr. Quagliano, Mr. Thompson, Mr. Troy, Mrs. Wiley
Mr. Bittman moved and Mr. Quagliano seconded to adjourn the meeting at 9:14 p.m.

Voice Call: Ayes 7 / Nays 0 / Motion Carried

Submitted by,
Sharon Piemonte, Board Operations
Paul Troy, Secretary

President
Andrew Bittman

Date

Secretary
Paul Troy

Date

Regular Minutes

Date: Thursday, November 14, 2024

Meeting: Regular Meeting with Closed Session

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive, Door 2

Algonquin, IL 60102

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

Board of Education Members: President, Mr. Andrew Bittman; Vice President, Mrs. Laura Murray; Secretary, Mr. Paul Troy; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Anthony Quagliano; Mrs. Dana Wiley

Minutes

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

1. **Call to Order / Roll Call (A)** (Mrs. Murray)

Ms. Murray called to order the Regular Meeting at 6:01 p.m. A quorum was met.

Roll Call: Ayes 6 / Absent 1 / Motion Carried

Members: Mr. Bittman, Mr. Cratty, Mrs. Murray, Mr. Quagliano, Mr. Thompson, Mr. Troy, Mrs. Wiley

2. **Closed Session / Roll Call (A)** (Mrs. Murray)

Ms. Murray moved and Mr. Quagliano seconded to enter into closed session at 6:02 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(9)** Student Disciplinary; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Bittman, Mr. Cratty, Mrs. Murray, Mr. Quagliano, Mr. Thompson, Mr. Troy, Mrs. Wiley

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

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

Ms. Murray moved and Mr. Quagliano seconded to exit the closed session at 6:30 p.m. and return to open session.

Voice Call: Ayes 6 / 0 Nays / Motion Carried

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

Resumed the Regular meeting at 6:55 p.m.

Members: Mr. Bittman, Mr. Cratty, Mrs. Murray, Mr. Quagliano, Mr. Thompson, Mr. Troy, Mrs. Wiley

Roll Call: Ayes 6 / Absent 1 / Motion Carried

3.1. **Action as Required / Roll Call** (Mrs. Murray)

No action came from the Board.

4. **Pledge of Allegiance** (Mrs. Murray)

The Huntley High Five winners led us in the pledge.

Isaac Patrick - kindergarten Chesak, Jhoelle Jimenez - 4th grade Conley, Calvin Habrat - kindergarten

Mackeben, Aarna Patel - 5th grade Martin, Logan Sarnwick - 5th grade Legee, Noah McCabe - 8th

grade Heineman, Braden Caporaso - 7th grade Marlowe, Malik Carter - 9th grade Huntley High School, Kylie Beam - Light Program.

5. **Public Comment** (Mrs. Murray)

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.

Don Smolinski commented on the Huntley American Legion and their affiliation with Huntley School District 158.

Frank Peto commented on the non-binary bathroom at Huntley High School.

6. **Revision and Adoption of the Agenda / Voice Call (A)** (Mrs. Murray)

Ms. Murray moved and Mr. Cratty seconded to adopt the agenda as presented.

Action: Adoption of the Agenda.

Voice Call: Ayes 6 / Nays 0 / Motion Carried

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

Ms. Lombard provided the Superintendents updates.

Recommendation: For informational purposes only

7.1. Donations (R) (Ms. Lombard)

Spooky Buddies Families - \$420.00 to the Huntley High School Buddies Club

Michelle D. Ferrante - \$250 cash to Huntley High School Wrestling

7.2. Recognition of School Board Members (R) (Ms. Lombard)

Honored the Board members for National School Board Members Day for their dedication, leadership in public education and continuing service to the children of this district.

8. Assistant Superintendent Learning and Innovation (R) (Dr. MacCrindle)

Dr. MacCrindle provided the Learning and Innovation updates.

Recommendation: For informational purposes only.

8.1. Illinois School Report Card Update (R) (Dr. MacCrindle)

Dr. MacCrindle presented an update on the 2024 Illinois School Report Card.

Recommendation: This report is for informational purposes.

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

Mr. Altmayer provided the fiscal updates.

Recommendation: For informational purposes only.

9.1. Fiscal Services Reports (R) (Mr. Altmayer)

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

Recommendation: For informational purposes only

9.2. Revenue and Expenditure Report (R) (Mr. Altmayer)

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

Recommendation: For informational purposes only.

10. Assistant Superintendent of Special Services (R) (Mrs. Gill)

Ms. Gill provided the Special Services updates.

Recommendation: For informational purposes only.

11. Director of Communications and Public Engagement (R) (Ms. Barr)

Ms. Barr provided the Communications and Public Engagement updates.

Recommendation: For informational purposes only.

11.1. FOIA Requests (R) (Ms. Barr)

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

12. Operations and Maintenance (R) (Kevin Lindquist)

Kevin Lindquist presented the Operations and Maintenance updates.

Recommendation: For informational purposes only.

13. President's Report (Mrs. Murray)

13.1. Board Discussion (D) (Mrs. Murray)

The Board will discuss new business items.

13.1.1. Minutes (A) (Mrs. Murray)

The following meeting minutes have been prepared for review and approval.

October 3, 2024, Board of Education Meeting

October 3, 2024, Executive Closed Session

October 17, 2024, Board of Education Meeting

October 17, 2024, Executive Closed Session

Recommendation: Seeking approval of the Board at their next regular meeting.

14. Action Items / Roll/ Voice Call (Mrs. Murray)

Action items required a motion and a second; discussion if needed; and roll.

14.1. HR Personnel (A) (Dr. Zehr)

Sought approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

Recommendation: Ms. Murray moved and Mr. Cratty seconded to approve the personnel report as

presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.2. Elementary Literacy Benchmark Advance Materials Approval (A) (Dr. MacCrindle)

Dr. MacCrindle sought approval for \$838,598.24 for the Benchmark Advance materials, a 6-year contract through 2031 for 1st-5th grade Literacy, initially approved at the June 20, 2024, board of education meeting.

Recommendation: Ms. Murray moved and Mr. Troy seconded to approve \$838,598.24 for the Benchmark Advance materials as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.3. FY24 Audit (A) (Mr. Altmayer)

Mr. Chris Scalet, our partner from Evans, Marshal and Pease, presented the FY24 Audit Report and results. The administration sought approval of the FY24 Audit.

Recommendation: Ms. Murray moved and Mr. Quagliano seconded to approve the FY24 Audit report as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.4. Levy Hearing (A) (Mr. Altmayer)

Mr. Altmayer presented the preliminary levy and sought approval to hold the Levy Hearing on December 19, 2024.

Recommendation: Ms. Murray moved and Mr. Quagliano seconded to hold the Levy hearing on December 19, 2024.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.5. Preliminary Tax Levy (A) (Mr. Altmayer)

The Preliminary Tax Levy 2024 was presented for approval in preparation for the December Levy Hearing.

Recommendation: Ms. Murray moved and Mr. Quagliano seconded to approve the Preliminary Tax Levy as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.6. Electric Bus Purchase - (A) Mr. Altmayer

Mr. Altmayer presented the request to purchase four electric buses, associated with the District receiving a \$1.192M grant through the Illinois EPA's Cleaner Driver program for the purchase of four electric buses and charging stations.

Recommendation: Ms. Murray moved and Mr. Troy seconded to approve the purchase of four electric buses and charging stations as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.7. Payables (A) (Mr. Altmayer)

Mr. Altmayer sought approval of the Purchase Orders issued at \$3,716,218.01; Accounts Payable issued at \$23,411.02; Imprest issued at \$202,289.73 and Disbursements issued at \$10,534,718.24, as presented.

Recommendation: Ms. Murray moved and Mr. Quagliano seconded to approval the payables as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.8. Revenue Contracts (A) (Mr. Altmayer)

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

Recommendation: Ms. Murray moved and Mr. Quagliano seconded to approve the revenue contracts for various fundraising as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.9. Goalbook Contract SY25 (A) (Ms. Gill)

Ms. Gill sought approval of the contract with Goalbook in support of securing professional development and instructional tools for special education case managers across the district.

Recommendation: Ms. Murray moved and Mr. Quagliano seconded to approve a one-year Goalbook Toolkit Contract in the amount of \$71,400.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.10. ISBE FY25 Round 1 School Maintenance Grant Application (A) (Mr. Lindquist)

The Administration recommended that the Board of Education approve the Application for Illinois State Board of Education's FY 2025 Round 1 School Maintenance Project Grant assistance for the Huntley High

School Chiller Replacement project as a “Permanent Improvement Project” at the November 14, 2024, Board of Education Meeting.

Recommendation: Ms. Murray moved and Mr. Troy seconded to approve the ISBE FY25 Round 1 School Maintenance Grant Application as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.11. **Huntley High School Chiller Replacement (A)** (Kevin Lindquist)

Mr. Lindquist sought approval of the Huntley High School Chilled Water System replacement proposal from Midwest Mechanical per NCPA Contract: 02-91 (A).

Recommendation: Ms. Murray moved and Mr. Troy seconded the approval of the Huntley High School Chiller replacement as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.12. **Appoint a Delegate (A)** (Mrs. Murray)

The board choose a delegate for the 2024 IASB Delegate Assembly.

Recommendation: Ms. Murray moved and Mr. Cratty seconded that Paul Troy be appointed the 2024 IASB Delegate to the 2024 IASB Delegate Assembly on behalf of Huntley School District 158.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

14.13. **2024 Delegate Assembly (A)**

Paul Troy led a discussion of the 2024 IASB Delegate Assembly Proposals and Resolutions. Members conveyed and debated their position on the proposed resolutions.

Recommendations: Ms. Murray moved and Mr. Troy seconded approval of the 2024 IASB Delegate Assembly Proposals and Resolutions as presented.

Roll Call: Ayes 6 / Nays 0 / Motion Carried

15. **Public Comment** (Mrs. Murray)

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.

Don Smolinski commented on the preliminary tax levy.

16. **Adjournment (A)** (Mrs. Murray)

Members: Mr. Bittman, Mr. Cratty, Mrs. Murray, Mr. Quagliano, Mr. Thompson, Mr. Troy, Mrs. Wiley
Ms. Murray moved and Mr. Quagliano seconded to adjourn the meeting at 9:38 p.m.

Voice Call: Ayes 6 / Nays 0 / Motion Carried

Submitted by,
Sharon Piemonte, Board Operations
Paul Troy, Secretary

President
Andrew Bittman

Date

Secretary
Paul Troy

Date