

# McLean County Unit District No. 5 Board of Education Regular Meeting Agenda

Wednesday, February 24, 2021

Public Session 6:30 PM

Normal West High School

501 N Parkside Rd

Normal, IL 61761

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## **MASKS ARE REQUIRED.**

### **1. CALL TO ORDER AND ROLL CALL**

### **2. ADJOURN TO CLOSED SESSION(5:30p.m.)**

**Recommended motion:** Move to adjourn to closed session to discuss the following matter according to the exceptions provided in the Open Meetings Act and specified as follows:

•2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

### **3. RECESS**

### **4. RETURN TO PUBLIC SESSION**

### **5. PLEDGE OF ALLEGIANCE**

### **6. FOCUS ON STUDENTS AND GOOD NEWS REPORTS**

#### **A Those Who Excel**

#### **B YICU Service Awards**

#### **C NCHS Martin Luther King Jr Award**

### **7. SUPERINTENDENT COMMENTS**

### **8. PUBLIC COMMENTS**

### **9. REPORTS**

#### **A Summer Programs**

#### **B Requests for Information Pursuant to the Illinois Freedom of Information Act** **The District has received and processed the following request for information:**

1 Erik Bush, requested 01.27.21, responded 2.17.21

### **10. CONSENT AGENDA**

#### **A Approval of Minutes**

Minutes are not released for public viewing until approved by the Board of Education

1 Regular Session 02.10.21

#### **B Personnel Matters**

#### **C Payment of Bills and Payrolls**

1 Bills & Payroll Reports

#### **D Approve Establishment of Student Activity Funds**

1 NCWHS Requests for Establishment of Student Activity Funds (6)

#### **E Approve Dissolution of Student Activity Funds**

1 NCWHS Requests for Dissolution of Student Activity Funds (24)

#### **F Approve Board Policies, Administrative Procedures, and Exhibits**

##### **1 Section 4 - Operational Services**

a. Administrative Procedure 4.70-AP1 Resource Conservation

b. Administrative Procedure 4.75-AP1 Energy Conservation Guidelines

c. Policy 4.70 Resource Conservation

d. Policy 4.75 Energy Management Conservation

##### **2 Section 5 - Personnel**

a. Policy 5.250 Leaves of Absence

##### **3 Section 6 - Instruction**

a. Administrative Procedure 6.235-AP1 Acceptable Use of the District's Electronic Network and Instructional Technology

3

7

10

37

43

67

70

73

74

75

81

b. Administrative Procedure 6.300-AP1 Posthumous Diploma or Recognition	85
c. Exhibit 6.300-E1 Application for Diploma for Service Member Killed in Action or for Veterans of WW II, the Korean Conflict, or the Vietnam Conflict	86
d. Exhibit 6.300-E2 State Law Graduation Requirements	88
e. Exhibit 6.300-E3 Form for Exemption from Financial Aid Application Completion	90
f. Policy 6.235 Access to Electronic Networks	92
g. Policy 6.300 Graduation Requirements	94
<b>4 Section 7 - Students</b>	
a. Administrative Procedure 7.345-AP1 Use of Educational Technologies Student Data Privacy and Security	96
b. Exhibit 7.345-AP1, E1 Student Covered Information Reporting Form	103
c. Exhibit 7.345-AP1, E2 Notice to Parents About Educational Technology Vendors	105
d. Exhibit 7.345-AP1, E3 Parent Notification Letter for Student Data Breach	107
e. Policy 7.345 Use of Educational Technologies Student Data Privacy and Security	109
<b>G Approve Donations to the District</b>	<b>111</b>
<b>H Approve Summer Programs</b>	<b>112</b>
<b>I Approve Requests for Authorization to Use Fire Prevention and Safety Funds</b>	
1 Chiddix JHS, install LED light fixtures, Amendment #34	116
2 Prairieland Elementary, remove and install carpet tiles, Amendment #11	120
3 Eugene Field, replacement of ceiling and new floor covering, Amendment #21	124
<b>J Resolution of the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, Approving Participation of the District in the Teachers' Retirement System of the State of Illinois Supplemental Savings Plan</b>	<b>128</b>
<b>11. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS</b>	
<b>12. ADJOURNMENT</b>	



## **2021 Summer School Plan**

In addition to our traditional ESY and Autism Camp for students with disabilities, we are recommending new summer programming in Unit 5 this summer. The programming for students in PreK through 8th grade will have a focus on math and literacy with social-emotional support embedded. The recommendation for grades 9-12 will focus on credit recovery through Edmentum with support from staff to ensure success.

This summer programming will target students identified through specific criteria who demonstrate the most need. It will not be based on parent requests. Our focus will be on those students who have the largest gaps and are not meeting grade level expectations. This summer program will be much different than our traditional ESY and Autism Camp, which is only for students with disabilities and has typically served around 350 students. We anticipate serving approximately 1,500 students this summer. 1,100 general education students and 400 students with disabilities. This equates to approximately 14% of our student population receiving services compared to the 3% traditionally served.

The goal of programming will be to provide readiness for those early learning students who are Kindergarten age eligible but have not been able to have a full year of programming, provide targeted instruction for those students who are not meeting grade level expectations for Elementary and Middle School is, and credit recovery for High School students who have failed 1 or more classes. Per ISBE recommendations, higher-need students should be prioritized for receiving additional instructional time to address learning loss, social and emotional needs, and academic gaps. The majority of students in Unit 5 are continuing to show progress in their learning. This summer programming will focus on those students who have been unable to close academic gaps and meet expectations.

Resources to support students who are not recommended for the summer program will be provided to families to utilize. Teachers will continue to differentiate for the various needs of students as they return to school for the new school year. Planning within the grade levels and departments for handling any gaps with learning will also be targeted into the 2021-22 school year for all students with prioritizing and infusion of the critical standards and key skills that were not addressed or mastered from the previous year. In addition the district will look at expanding intervention support within the school day to help fill learning gaps for individual students and incorporating before and after school tutoring programs in the next school year.

<u>Early Learning and Elementary</u>	<u>Middle School</u>	<u>High School</u>
June 14th-July 15th 8:30 - 11:30 Monday - Thursday	June 14th-July 15th 8:30 - 11:30 Monday - Thursday	June 7th-July 2nd 8:00-11:00 and 12-3 Monday-Thursday
Transportation provided	Transportation provided	Transportation provided
Breakfast and grab-n-go lunch provided	Breakfast and grab-n-go lunch provided	Breakfast and packaged lunch provided
<u>Early Learning</u> <ul style="list-style-type: none"> <li>● Focus on students age-eligible for Kindergarten in 2021-22</li> <li>● Approximately 30 students</li> <li>● Focus on intervention goals</li> <li>● 1 site-Brigham</li> <li>● In person only</li> </ul> <u>Elementary</u> <ul style="list-style-type: none"> <li>● Approximately 800 students</li> <li>● 3 Sites: Cedar, Oakdale, Northpoint</li> <li>● Focus on literacy and math priority targets</li> <li>● Criteria to attend with recommendations from building administrators</li> <li>● In-person only</li> </ul>	<ul style="list-style-type: none"> <li>● Approximately 100 students</li> <li>● 1 site: Kingsley Junior High</li> <li>● ELA and Math targeted</li> <li>● Criteria to attend with recommendations from building administrators</li> <li>● In Person only</li> </ul>	<ul style="list-style-type: none"> <li>● Approximately 200 students</li> <li>● 2 sites: NCHS and NCWHS</li> <li>● In Person and/or remote. Students who struggled with remote learning will be encouraged to attend in person to allow for support from teachers.</li> <li>● Credit Recovery using Edmentum</li> <li>● Criteria <ul style="list-style-type: none"> <li>○ Student is failing one or more classes</li> <li>○ Lack of response to MTSS supports or interventions</li> </ul> </li> </ul>

**\*Important to note:**

- Students with IEP's (who do not qualify for ESY/Autism Camp) may be recommended to attend, but no special education services will be provided
- English Learners and students participating in the bilingual program may be recommended to attend; however, bilingual or ESL support services may not be available at summer school.

## **Staff, Cost, and Funding**

### **Estimated Staffing Needs**

#### Early Learning

- Approximately 3 teachers
- 1 Administrator

#### Elementary

- Approximately 75 teachers
- 3 Building Administrators/Coordinator (1 per site)
- 3 Assistant Principals (as needed)
- 3 Administrative Assistants

#### Middle School

- Approximately 8 teachers
- 1 Administrator/Coordinator (1 site)
- 1 Administrative Assistant

#### High School

- Approximately 12 supervisors (6 per site)
- 2 Administrators/coordinators (1 per site)

#### Food service

### **Potential Cost and Funding Source**

#### Every Student Succeeds Act Grant (ESSA) -\$162,800

- Staff Cost \$125,000
- Transportation \$22,800
- Food Service \$15,000

#### Elementary and Secondary School Emergency Relief Grant (ESSER II) -\$528,800

- Staff Cost \$400,000
- Transportation \$75,800
- Food Service \$53,000

In addition to this summer programming our traditional Extended School Year programming would be held for students with disabilities.

**Special Education ESY Programs**

<b>Autism Camp</b>	<b>Extended School Year</b>
June 14th-July 15th 8:30 - 11:30 Monday - Thursday	June 14th-July 15th 8:30 - 11:30 Monday - Thursday
Transportation provided	Transportation provided
Breakfast and grab-n-go lunch provided	Breakfast and grab-n-go lunch provided
In-Person only	In-Person only
Parkside Junior High School/Parkside Elementary School (if needed)	Parkside Junior High School/Parkside Elementary School (if needed)

Individual services for students may vary from the above depending upon IEP team recommendations.

Services will be needed for students in the following disability categories: Learning Disability, Emotional Disability, Intellectual Disability, Speech & Language Impaired, Autism, and Other Health Impaired.

Funding for the ESY programs will be from IDEA Part B Flow-Through grant funds to pay for staff salaries and materials. Estimated cost of \$125,000

**Next steps for All Programming**

March-Administrator/coordinator and staff positions will be posted to gauge the number of staff willing to work the summer programs. There is a possibility of expanding the program if we have enough staff.

Prior to Spring Break-Administrators will be hired to take the next steps for securing staff and to determine the final number of students that can be served.

April-Administrators will communicate with parents to finalize enrollment

May-enrollment and updates to transportation and food service will be provided

Revisions appear in bold

Personnel Matters

**Resignations/Retirements/Releases/Terminations**

	Homebase	Assignment	Action	Effective
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Certified

Lanier, Erexenia Sondergroth, Debra	NCWHS NCWHS	RTL Coordinator Guidance	Retirement Retirement	<b>2023-2024</b> <b>5/26/2021</b>
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Educational Support Personnel

Substitutes

**Employment** (R = Replacement; A = Additional; LR = Leave Replacement; RE=Reemployment)

	Homebase	Assignment	Step	Lane	FTE	Effective
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Certified

Educational Support Personnel

(R) Hartke, Payton	Fairview	Para - Spec Ed	Step 1		1.0	2/24/2021
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(R) Lindsay, Travis		Parkside	Para - Spec Ed	Step 1	1.0	3/3/2021
(R) Palafox-DelaRosa, Jessica		Sugar Creek	Para - Spec Ed	Step 4	1.0	TBD

**Substitutes**

Diane Ahlemeyer  
 Kathleen Arthur  
 Natalie Hoerr  
 Amber Patterson  
 Lucy Ultican  
 Kathryn Mudd  
 Sarah Devine  
 Laura Dix  
 Erica Stacy  
 Alysa Peterson

**Contract Revisions**

	Homebase	Revision	Effective
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**Certified**

Carter, Michel	KJHS	From M+0 to M+36	8/17/2020
Heppe, Stephanie	NCWHS	From Nurse RN to Certified School Nurse	1/11/2021

**Schedule B**

Hahan, Christine	EJHS	Add - JHBB	2/17/2021
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Riley, Sara		KJHS		Add - JHFCC	8/17/2021
<b>Rader, Shannon, Non-UFEA</b>		<b>PJHS</b>		<b>Add JHWR</b>	<b>2/5/2021</b>
Burgess, Joe		NCWHS		Add - SX2.I	8/17/2020
Freeman, Natalie, Non-UFEA		NCWHS		Drop - AVSO	8/24/2020
<b><u>Educational Support Personnel</u></b>					
<b>Marin, Shanna</b>		<b>Fox Creek</b>		<b>From State date - 2/22/21 to 3/1/21</b>	<b>3/1/2021</b>
Rutter, Toni		Prairieland		From NHS to Para-Spec Ed	2/17/2021
<b>Leave Requests</b>					
		Homebase/Position		Leave Requested	Effective
<b><u>Certified</u></b>					
Brenton, Jamie		EJHS/FACS		Parentl Leave	4/1-5/26/2021
<b><u>Educational Support Personnel</u></b>					
<b>Information Only</b>					
Schneider, Kandice		NCHS/EOP 12mo		From NCHS/EOP-12mo to Unit/EOP - 12mo	3/1/2021

**MCLEAN COUNTY UNIT DISTRICT NO. 5**  
**Authorization for Payment of Bills and Payrolls**  
**February 11, 2021 through February 24, 2021**

**SUMMARY OF BILLS & PAYROLLS BY FUND**

<b>Fund</b>	<b><sup>1</sup> Prepaid Bills</b>	<b><sup>2</sup> Bills To Be Paid</b>	<b><sup>3</sup> Payrolls</b>	<b>Total</b>
07 Flexible Benefit Plan Trust Fund	31,828.01	0.00	0.00	31,828.01
08 Unit 5 Self-Funded Insurance	226,105.96	0.00	0.00	226,105.96
10 Educational	0.00	424,094.88	4,191,617.63	4,615,712.51
20 Operations & Maintenance	24,980.00	175,872.93	251,209.89	452,062.82
30 Debt Service	0.00	0.00	0.00	0.00
40 Transportation	0.00	70,056.81	9,328.78	79,385.59
50 Social Security	0.00	0.00	103,516.09	103,516.09
51 IMRF	0.00	0.00	88,527.35	88,527.35
60 Capital Projects	0.00	0.00	0.00	0.00
70 Working Cash	0.00	0.00	0.00	0.00
80 Tort Immunity	0.00	463,180.44	9,898.13	473,078.57
90 Life Safety	0.00	8,637.00	0.00	8,637.00
99 Student Activity Funds <sup>4</sup>	67,647.61	0.00	0.00	67,647.61
<b>Grand Total</b>	<b>\$350,561.58</b>	<b>\$1,141,842.06</b>	<b>\$4,654,097.87</b>	<b>\$6,146,501.51</b>

<sup>1</sup> For funds 8 through 90, these bills were paid on and between 2/11/21 and 2/23/21. Please see the "Vendor Bill Listing - PREPAID" report for details.

<sup>2</sup> These bills have not been paid yet. Please see the "Vendor Bill Listing - TO BE PAID" report for details.

<sup>3</sup> Please see the "Payroll Fund Totals" report for details.

<sup>4</sup> These bills will always be listed as "prepaid" and include bills paid on the date of the last Board meeting. This is to ensure that all payments are captured for reporting purposes. For this report, these bills were paid on and between 2/10/21 and 2/23/21. Please see the Student Activity Funds section of the "Vendor Bill Listing - PREPAID" and the "Vendor Bill Listing - PREPAID - SA" report for details. The Student Activity Funds totals on these reports will equal the Student Activity Funds total on this summary.

**ATTEST:**

**I do certify that the Board of Education has reviewed and authorized the payment of bills and payrolls in the amount of \$6,146,501.51.**

\_\_\_\_\_  
 Amy Roser, President, Board of Education

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Kelly Pyle, Secretary, Board of Education

\_\_\_\_\_  
 Date

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Payroll Fund Totals**

Fiscal Year: 2020-2021

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	150	02/01/2021	02/15/2021	02/12/2021
Certified - Semi	151	02/01/2021	02/15/2021	02/12/2021
Classified - Semi	150	02/01/2021	02/15/2021	02/12/2021

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
<b>Certified - Semi - Period Number: 150</b>					
10	2,966,696.73	0.00	135,254.33	335,843.50	3,437,794.56
50	0.00	41,047.40	0.00	0.00	41,047.40
<b>Period Total:</b>	<b>\$2,966,696.73</b>	<b>\$41,047.40</b>	<b>\$135,254.33</b>	<b>\$335,843.50</b>	<b>\$3,478,841.96</b>
<b>Classified - Semi - Period Number: 150</b>					
10	591,318.82	0.00	0.00	154,383.75	745,702.57
20	248,826.39	0.00	0.00	2,383.50	251,209.89
40	7,766.28	0.00	0.00	1,562.50	9,328.78
50	0.00	61,847.45	0.00	0.00	61,847.45
51	0.00	0.00	88,527.35	0.00	88,527.35
80	8,784.63	0.00	0.00	1,113.50	9,898.13
<b>Period Total:</b>	<b>\$856,696.12</b>	<b>\$61,847.45</b>	<b>\$88,527.35</b>	<b>\$159,443.25</b>	<b>\$1,166,514.17</b>
<b>Certified - Semi - Period Number: 151</b>					
10	8,120.50	0.00	0.00	0.00	8,120.50
50	0.00	621.24	0.00	0.00	621.24
<b>Period Total:</b>	<b>\$8,120.50</b>	<b>\$621.24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,741.74</b>
<b>Grand Totals:</b>	<b>\$3,831,513.35</b>	<b>\$103,516.09</b>	<b>\$223,781.68</b>	<b>\$495,286.75</b>	<b>\$4,654,097.87</b>

End of Report

**Expenditure Summary Report**

From Date: 2/10/2021  
To Date: 2/10/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
August Fire Designs	V489742	0	5049	2/10/2021	50.00
<b>August Fire Designs Total</b>					<b>50.00</b>
Avanti's Italian Restaurant - Normal	V389858	0	13993	2/10/2021	216.00
<b>Avanti's Italian Restaurant - Normal Total</b>					<b>216.00</b>
Beddigs, Krista	V332378	0	5652	2/10/2021	20.00
<b>Beddigs, Krista Total</b>					<b>20.00</b>
Birckelbaw, Richard E.	V735927	0	125075	2/10/2021	75.00
<b>Birckelbaw, Richard E. Total</b>					<b>75.00</b>
Brock, Tim	V725231	0	13994	2/10/2021	80.00
<b>Brock, Tim Total</b>					<b>80.00</b>
BSN Sports	Inv 91097015	0	44946	2/10/2021	792.58
<b>BSN Sports Total</b>					<b>792.58</b>
Carlock Pto	V480617	0	5048	2/10/2021	600.00
<b>Carlock Pto Total</b>					<b>600.00</b>
College Entrance Exam Board	143200	0	44947	2/10/2021	2,111.40
<b>College Entrance Exam Board Total</b>					<b>2,111.40</b>
Crystal Lake Central High School	V680263	0	125076	2/10/2021	215.00
<b>Crystal Lake Central High School Total</b>					<b>215.00</b>
Grimsley, James A.	V678886	0	13995	2/10/2021	70.00
<b>Grimsley, James A. Total</b>					<b>70.00</b>
Huntley High School	V797920	0	125077	2/10/2021	200.00
<b>Huntley High School Total</b>					<b>200.00</b>
IHSA	V393488	0	125078	2/10/2021	200.00
<b>IHSA Total</b>					<b>200.00</b>
Illinois FBLA	CA2021	0	44948	2/10/2021	539.00
<b>Illinois FBLA Total</b>					<b>539.00</b>
Jc Screenprinting	V929317	0	5653	2/10/2021	775.71
<b>Jc Screenprinting Total</b>					<b>775.71</b>
Knepler, Julia	V278087	0	4979	2/10/2021	113.00
<b>Knepler, Julia Total</b>					<b>113.00</b>
Kurtz, Cameron	V735927	0	125079	2/10/2021	75.00
<b>Kurtz, Cameron Total</b>					<b>75.00</b>
Learn	Mock Trial ISBA	0	44949	2/10/2021	160.00
<b>Learn Total</b>					<b>160.00</b>
Maurer, Nicole L	Wall Trim and Adhesi	0	44950	2/10/2021	691.08
<b>Maurer, Nicole L Total</b>					<b>691.08</b>
Nichols, Roger L	V735927	0	125080	2/10/2021	75.00
<b>Nichols, Roger L Total</b>					<b>75.00</b>
Normal Theatre	ISHA Sect Entry	0	44951	2/10/2021	-
<b>Normal Theatre Total</b>					<b>-</b>

**Expenditure Summary Report**

From Date: 2/10/2021

To Date: 2/10/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
PNC Bank	V265769	0	5654	2/10/2021	147.56
<b>PNC Bank Total</b>					<b>147.56</b>
Pugh, Clifford	V677102	0	13996	2/10/2021	80.00
<b>Pugh, Clifford Total</b>					<b>80.00</b>
Reed, Gregory L.	V571428	0	13997	2/10/2021	80.00
<b>Reed, Gregory L. Total</b>					<b>80.00</b>
Sefton, Nathaniel J	V60161	0	5655	2/10/2021	19.49
<b>Sefton, Nathaniel J Total</b>					<b>19.49</b>
Select Screen Prints	INV 56505	0	44952	2/10/2021	147.00
<b>Select Screen Prints Total</b>					<b>147.00</b>
Skatetime School Programs	V875972	0	4978	2/10/2021	1,312.00
<b>Skatetime School Programs Total</b>					<b>1,312.00</b>
Slayback, Jackie	V634759	0	13998	2/10/2021	70.00
<b>Slayback, Jackie Total</b>					<b>70.00</b>
University High School	IHSA Entry fee	0	44953	2/10/2021	120.00
<b>University High School Total</b>					<b>120.00</b>
Wills, Richard L	V569452	0	13999	2/10/2021	80.00
<b>Wills, Richard L Total</b>					<b>80.00</b>
Zeman, Jacqueline	Reimb Lunch/Regis	0	44954	2/10/2021	328.46
<b>Zeman, Jacqueline Total</b>					<b>328.46</b>
<b>Grand Total</b>					<b>9,443.28</b>

**Expenditure Summary Report**

From Date: 2/10/2021  
To Date: 2/10/2021

Fund	Amount
99	9,443.28
<b>Grand Total</b>	<b>9,443.28</b>

**Expenditure Summary Report**

From Date: 2/11/2021  
To Date: 2/23/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Aguilar, Michael	V341884	0	125105	2/19/2021	50.00
	V232969	0	125083	2/12/2021	50.00
	V510769	0	23387	2/12/2021	80.00
<b>Aguilar, Michael Total</b>					<b>180.00</b>
Allensworth, Jermaine	V341884	0	125106	2/19/2021	50.00
	V105419	0	5664	2/22/2021	80.00
	V165477	0	5659	2/19/2021	80.00
<b>Allensworth, Jermaine Total</b>					<b>210.00</b>
American Red Cross	22325413	0	44610	2/23/2021	520.00
<b>American Red Cross Total</b>					<b>520.00</b>
Aper, Mary A	V259670	0	2754	2/17/2021	67.96
<b>Aper, Mary A Total</b>					<b>67.96</b>
Armstrong, Kevin	V697708	0	125094	2/17/2021	75.00
<b>Armstrong, Kevin Total</b>					<b>75.00</b>
Avanti's Italian Restaurant - Normal	Ck 5222	0	44964	2/19/2021	98.20
<b>Avanti's Italian Restaurant - Normal Total</b>					<b>98.20</b>
Avanti's Italian Restaurant -Bloomington	Ck 5222	0	44964	2/19/2021	(98.20)
<b>Avanti's Italian Restaurant -Bloomington Total</b>					<b>(98.20)</b>
B & B Awards & Recognition	20046508	0	44965	2/19/2021	115.17
<b>B &amp; B Awards &amp; Recognition Total</b>					<b>115.17</b>
Baran Marketing	V834245	0	23396	2/19/2021	465.00
<b>Baran Marketing Total</b>					<b>465.00</b>
Barbeau, Kimberly	V134029	0	5665	2/22/2021	45.88
<b>Barbeau, Kimberly Total</b>					<b>45.88</b>
Barber, Michael	V584679	0	19046	2/19/2021	75.00
<b>Barber, Michael Total</b>					<b>75.00</b>
Beal, Laura Ruth	V981228	0	3750	2/22/2021	55.97
<b>Beal, Laura Ruth Total</b>					<b>55.97</b>
Beiersdorf, Paul	V297252	0	125095	2/17/2021	60.00
	Boys Swim 2/13/21	0	44955	2/12/2021	125.00
	V78589	0	125084	2/12/2021	-
<b>Beiersdorf, Paul Total</b>					<b>185.00</b>
Bierbaum, John	SS Club books	0	44611	2/23/2021	42.69
	Video for AP gov	0	44611	2/23/2021	14.99
	AP Govt books	0	44601	2/19/2021	31.46
	MT snacks	0	44601	2/19/2021	46.06
<b>Bierbaum, John Total</b>					<b>135.20</b>
Birckelbaw, Richard E.	V78589	0	125085	2/12/2021	75.00
	V351509	0	19011	2/12/2021	5.00
<b>Birckelbaw, Richard E. Total</b>					<b>80.00</b>
Bishop, John	V445080	0	125117	2/23/2021	60.00
<b>Bishop, John Total</b>					<b>60.00</b>
Blair, Michelle A.	V249947	0	14000	2/19/2021	70.00

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From Date: 2/11/2021  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Blair, Michelle A. Total</b>					<b>70.00</b>
Bland, Leigha	V377540	0	20965	2/12/2021	68.58
<b>Bland, Leigha Total</b>					<b>68.58</b>
Blue Cross Blue Shield Of Illinois	V821758	0	0 (blank)		222,868.48
<b>Blue Cross Blue Shield Of Illinois Total</b>					<b>222,868.48</b>
Bohlmann, Michael	V211544	0	23391	2/18/2021	80.00
	V297252	0	125096	2/17/2021	50.00
	V65818	0	23383	2/11/2021	80.00
<b>Bohlmann, Michael Total</b>					<b>210.00</b>
Bovenkerk, Bradley Alan	V767781	0	125127	2/23/2021	629.95
<b>Bovenkerk, Bradley Alan Total</b>					<b>629.95</b>
Bowling, Justin	V697708	0	125097	2/17/2021	75.00
<b>Bowling, Justin Total</b>					<b>75.00</b>
Brock, Vernon	V194541	0	19023	2/12/2021	50.00
<b>Brock, Vernon Total</b>					<b>50.00</b>
Brown, Terrence	V617792	0	5666	2/22/2021	40.00
	V640911	0	23392	2/18/2021	80.00
<b>Brown, Terrence Total</b>					<b>120.00</b>
Brummett, Edgar	V232692	0	19061	2/22/2021	-
	V820753	0	19068	2/22/2021	-
	V511217	0	19074	2/22/2021	75.00
<b>Brummett, Edgar Total</b>					<b>75.00</b>
BSN Sports	911668594	0	44602	2/19/2021	971.51
	911471804	0	5405	2/18/2021	108.00
<b>BSN Sports Total</b>					<b>1,079.51</b>
Burroughs, Jill A	V329235	0	2428	2/19/2021	21.59
<b>Burroughs, Jill A Total</b>					<b>21.59</b>
Casey's Garden Center	398365	0	6070	2/11/2021	40.00
<b>Casey's Garden Center Total</b>					<b>40.00</b>
Central Illinois Cheer Bows	000040	0	44595	2/17/2021	204.00
<b>Central Illinois Cheer Bows Total</b>					<b>204.00</b>
Champion Teamwear AR	Inv #0011237311	0	44603	2/19/2021	1,306.88
<b>Champion Teamwear AR Total</b>					<b>1,306.88</b>
Chapman, Trevor Michael	Adobe File Conv	0	44956	2/12/2021	23.88
<b>Chapman, Trevor Michael Total</b>					<b>23.88</b>
Chiddix Junior High School	V135494	0	23384	2/11/2021	250.00
<b>Chiddix Junior High School Total</b>					<b>250.00</b>
Colene Hoose Elementary School	V942302	0	2759	2/23/2021	-
<b>Colene Hoose Elementary School Total</b>					<b>-</b>
Confidential On-Site Paper Shreddin	Inv #114581	0	44604	2/19/2021	66.34
<b>Confidential On-Site Paper Shreddin Total</b>					<b>66.34</b>

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From Date: 2/11/2021  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Conklin, Tom	V385199	0	19047	2/19/2021	75.00
<b>Conklin, Tom Total</b>					<b>75.00</b>
Cooper, Jon	V27965	0	23397	2/19/2021	-
<b>Cooper, Jon Total</b>					<b>-</b>
Cooper, Jori Elizabeth	V617026	0	23403	2/19/2021	70.00
	V691202	0	5660	2/19/2021	70.00
<b>Cooper, Jori Elizabeth Total</b>					<b>140.00</b>
Coughenour, Kevin	V723305	0	125118	2/23/2021	75.00
	V497567	0	19024	2/12/2021	75.00
<b>Coughenour, Kevin Total</b>					<b>150.00</b>
Cox, Howard L	V380642	0	20969	2/22/2021	80.00
<b>Cox, Howard L Total</b>					<b>80.00</b>
Culligan Water Conditioning	0067522	0	6071	2/11/2021	58.10
	V677181	0	2755	2/17/2021	7.50
<b>Culligan Water Conditioning Total</b>					<b>65.60</b>
Daugherty, Tom	V613472	0	19048	2/19/2021	75.00
<b>Daugherty, Tom Total</b>					<b>75.00</b>
Davis, Demone	V923304	0	125119	2/23/2021	50.00
<b>Davis, Demone Total</b>					<b>50.00</b>
Demco, Inc	V327962	0	7082	2/18/2021	171.44
	6902846	0	44957	2/12/2021	155.76
<b>Demco, Inc Total</b>					<b>327.20</b>
Denny's Doughnuts & Bakery	V945016	0	20970	2/22/2021	58.00
	V316460	0	23398	2/19/2021	29.00
<b>Denny's Doughnuts &amp; Bakery Total</b>					<b>87.00</b>
Doman, D. Richard	V95765	0	19049	2/19/2021	75.00
	V197229	0	19038	2/12/2021	-
<b>Doman, D. Richard Total</b>					<b>75.00</b>
Eddins, Theodore	V578804	0	19062	2/22/2021	-
	V802623	0	125113	2/22/2021	50.00
	V957180	0	19050	2/19/2021	50.00
<b>Eddins, Theodore Total</b>					<b>100.00</b>
Ehlers, Daniel	V108791	0	23399	2/19/2021	70.00
	V929226	0	20966	2/12/2021	70.00
	V78589	0	125086	2/12/2021	50.00
	V621441	0	19012	2/12/2021	5.00
<b>Ehlers, Daniel Total</b>					<b>195.00</b>
Ellison, Aaron T	V865519	0	23388	2/12/2021	20.00
<b>Ellison, Aaron T Total</b>					<b>20.00</b>
Fairfield, James	V525526	0	19051	2/19/2021	50.00
	V789377	0	19060	2/19/2021	75.00
	V194893	0	5667	2/22/2021	40.00
	V865566	0	19039	2/12/2021	-
	V902378	0	19025	2/12/2021	-
	V469051	0	19013	2/12/2021	-

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Fairfield, James Total</b>					<b>165.00</b>
Findlay, Kathy	V281059	0	23400	2/19/2021	70.00
<b>Findlay, Kathy Total</b>					<b>70.00</b>
Five Star Water	V897686	0	6249	2/18/2021	26.35
<b>Five Star Water Total</b>					<b>26.35</b>
Freeman, Matthew Gregory	V130112	0	19014	2/12/2021	5.00
<b>Freeman, Matthew Gregory Total</b>					<b>5.00</b>
Fujimoto, Leann	V40138	0	23393	2/18/2021	92.25
<b>Fujimoto, Leann Total</b>					<b>92.25</b>
Further	39712472	0	0 (blank)		17,427.74
	V490047	0	0 (blank)		3,237.48
	39703269	0	0 (blank)		14,400.27
<b>Further Total</b>					<b>35,065.49</b>
Gaffney, Alexandra Kathryn	V220180	0	1539	2/12/2021	19.98
<b>Gaffney, Alexandra Kathryn Total</b>					<b>19.98</b>
Game Time Gym	Astroturf rental	0	44612	2/23/2021	600.00
<b>Game Time Gym Total</b>					<b>600.00</b>
Gant, Cornelius	V374216	0	125120	2/23/2021	50.00
	V943905	0	19052	2/19/2021	50.00
	V786153	0	19026	2/12/2021	50.00
<b>Gant, Cornelius Total</b>					<b>150.00</b>
Garneau, Jill R	V362438	0	3943	2/12/2021	295.68
<b>Garneau, Jill R Total</b>					<b>295.68</b>
Gendron, Jeffrey	V297252	0	125098	2/17/2021	50.00
<b>Gendron, Jeffrey Total</b>					<b>50.00</b>
Gerdes, Andrew L.	V246293	0	19069	2/22/2021	-
	V967093	0	19063	2/22/2021	-
	V851043	0	19075	2/22/2021	75.00
<b>Gerdes, Andrew L. Total</b>					<b>75.00</b>
Gerig, Trevor	Coach certification	0	44613	2/23/2021	130.06
<b>Gerig, Trevor Total</b>					<b>130.06</b>
Gerriets, Jennifer Lee	V95664	0	20975	2/23/2021	14.88
<b>Gerriets, Jennifer Lee Total</b>					<b>14.88</b>
Ghere, Debbie	V189734	0	14001	2/19/2021	70.00
	V937053	0	20967	2/12/2021	70.00
<b>Ghere, Debbie Total</b>					<b>140.00</b>
Great Lakes Scrip Center	I17613381	0	44958	2/12/2021	2,959.94
<b>Great Lakes Scrip Center Total</b>					<b>2,959.94</b>
Griffin, Timothy E.	V697708	0	125099	2/17/2021	75.00
<b>Griffin, Timothy E. Total</b>					<b>75.00</b>
Hafermann, Tera L	Inheritance games	0	44596	2/17/2021	17.74
<b>Hafermann, Tera L Total</b>					<b>17.74</b>

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From Date: 2/11/2021  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Hartke, Kurt	V130333	0	19040	2/12/2021	-
<b>Hartke, Kurt Total</b>					<b>-</b>
Heller Ford	2021 Ford Transit	2103183	243061	2/23/2021	24,980.00
<b>Heller Ford Total</b>					<b>24,980.00</b>
Herbst, Amberly L	V760401	0	20971	2/22/2021	118.28
	V359705	0	20968	2/12/2021	31.92
<b>Herbst, Amberly L Total</b>					<b>150.20</b>
Hess, Darren	Peterson g/c	0	44597	2/17/2021	50.00
<b>Hess, Darren Total</b>					<b>50.00</b>
Hill, Shane Padraic	V29628	0	14002	2/19/2021	12.98
<b>Hill, Shane Padraic Total</b>					<b>12.98</b>
Holland, Anita	V860546	0	14003	2/19/2021	68.32
<b>Holland, Anita Total</b>					<b>68.32</b>
Holleman, Adam	V519210	0	19027	2/12/2021	75.00
<b>Holleman, Adam Total</b>					<b>75.00</b>
Homa, Scott	V377366	0	19015	2/12/2021	5.00
<b>Homa, Scott Total</b>					<b>5.00</b>
Hudl	Video Service Soccer	0	44966	2/19/2021	450.00
	INV01092560	0	44605	2/19/2021	800.00
<b>Hudl Total</b>					<b>1,250.00</b>
Hughes, Kathy E	V750558	0	44614	2/23/2021	80.00
<b>Hughes, Kathy E Total</b>					<b>80.00</b>
Huth, Lisa L.	V867525	0	14004	2/19/2021	70.00
<b>Huth, Lisa L. Total</b>					<b>70.00</b>
IDTA	V938976	0	125116	2/22/2021	50.00
	V523575	0	125100	2/17/2021	50.00
<b>IDTA Total</b>					<b>100.00</b>
IHSA	V791848	0	19053	2/19/2021	200.00
	State Speech-Avani R	0	44967	2/19/2021	10.00
<b>IHSA Total</b>					<b>210.00</b>
Inclusive Tlc Special Needs	V53280	0	1541	2/23/2021	240.00
<b>Inclusive Tlc Special Needs Total</b>					<b>240.00</b>
J & B Apparel	1821	0	44606	2/19/2021	180.00
<b>J &amp; B Apparel Total</b>					<b>180.00</b>
Jostens, Inc	2nd Deposit 2021	0	44968	2/19/2021	23,000.00
<b>Jostens, Inc Total</b>					<b>23,000.00</b>
Kearfott, Nicolas	Reimb for Swim Hosp	0	44969	2/19/2021	186.64
<b>Kearfott, Nicolas Total</b>					<b>186.64</b>
Keller, Jeff	V509623	0	5668	2/22/2021	70.00
	V930580	0	5661	2/19/2021	70.00
<b>Keller, Jeff Total</b>					<b>140.00</b>

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Kerr, Scott	V297252	0	125101	2/17/2021	75.00
<b>Kerr, Scott Total</b>					<b>75.00</b>
Kimmel, Tamara	V965740	0	4849	2/12/2021	57.00
<b>Kimmel, Tamara Total</b>					<b>57.00</b>
King, Donald G.	V191271	0	19054	2/19/2021	75.00
<b>King, Donald G. Total</b>					<b>75.00</b>
Knapp, Randall	V84406	0	19064	2/22/2021	-
	V45979	0	19070	2/22/2021	50.00
	V499340	0	19016	2/12/2021	-
<b>Knapp, Randall Total</b>					<b>50.00</b>
Kohlhase, Sandra G	V666668	0	23404	2/22/2021	14.96
<b>Kohlhase, Sandra G Total</b>					<b>14.96</b>
Komnick, Kraig	V341884	0	125107	2/19/2021	75.00
<b>Komnick, Kraig Total</b>					<b>75.00</b>
Krones, Joseph	V608349	0	20963	2/11/2021	70.00
<b>Krones, Joseph Total</b>					<b>70.00</b>
Kukuck, Mike	V629427	0	125121	2/23/2021	75.00
	V144125	0	19028	2/12/2021	75.00
<b>Kukuck, Mike Total</b>					<b>150.00</b>
Kurtz, Cameron	V222757	0	19029	2/12/2021	125.00
<b>Kurtz, Cameron Total</b>					<b>125.00</b>
Lee, Sean	V947119	0	19017	2/12/2021	-
<b>Lee, Sean Total</b>					<b>-</b>
Leitner, Randall	V341884	0	125108	2/19/2021	75.00
<b>Leitner, Randall Total</b>					<b>75.00</b>
Library Skills	V8571	0	2427	2/12/2021	141.00
<b>Library Skills Total</b>					<b>141.00</b>
Litwiller, Jo	V587880	0	2756	2/17/2021	25.00
<b>Litwiller, Jo Total</b>					<b>25.00</b>
Ludwig, Dennis	Boys Swim 2/13/21	0	44959	2/12/2021	125.00
	V78589	0	125087	2/12/2021	-
<b>Ludwig, Dennis Total</b>					<b>125.00</b>
Luginbuhl, Benjamin	Reimb candy	0	44970	2/19/2021	82.80
<b>Luginbuhl, Benjamin Total</b>					<b>82.80</b>
Mackinson, John E	V513160	0	19076	2/22/2021	-
	V76259	0	19065	2/22/2021	-
	V300856	0	19071	2/22/2021	50.00
<b>Mackinson, John E Total</b>					<b>50.00</b>
Mardis, Andy	V915157	0	23407	2/23/2021	70.00
<b>Mardis, Andy Total</b>					<b>70.00</b>
Martin, Kimberly A	V4360	0	23408	2/23/2021	70.00

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Martin, Kimberly A Total</b>					<b>70.00</b>
Mason, Keith	V767376	0	23405	2/22/2021	80.00
<b>Mason, Keith Total</b>					<b>80.00</b>
McLean Co Unit Dist No 5	V466381	0	1542	2/23/2021	234.34
	NW100	0	44615	2/23/2021	38.50
	V579219	0	2758	2/23/2021	908.18
	V446178	0	1542	2/23/2021	318.74
	V33870	0	3751	2/22/2021	159.60
	V403362	0	3751	2/22/2021	1,250.95
	V354030	0	4980	2/19/2021	42.00
	V846141	0	2429	2/19/2021	28.62
	V477409	0	7083	2/18/2021	1,105.00
	V436550	0	5656	2/18/2021	1,798.68
	V484569	0	5656	2/18/2021	175.68
	V272487	0	5050	2/17/2021	22.00
<b>McLean Co Unit Dist No 5 Total</b>					<b>6,082.29</b>
Meisner, Ken	V685666	0	19055	2/19/2021	75.00
	V615679	0	19041	2/12/2021	-
	V78589	0	125088	2/12/2021	75.00
<b>Meisner, Ken Total</b>					<b>150.00</b>
Meller, Craig A.	V828627	0	19018	2/12/2021	250.00
<b>Meller, Craig A. Total</b>					<b>250.00</b>
Menards Lumber	Normal West	0	44616	2/23/2021	317.12
<b>Menards Lumber Total</b>					<b>317.12</b>
Minerva Promotions	I89977	0	14005	2/19/2021	828.00
	I89984	0	14005	2/19/2021	315.00
	I89985	0	14005	2/19/2021	285.00
	I89937	0	44598	2/17/2021	593.00
<b>Minerva Promotions Total</b>					<b>2,021.00</b>
Molitor, William Nickolas	V923304	0	125122	2/23/2021	50.00
	V773830	0	5669	2/22/2021	80.00
	V825008	0	125089	2/12/2021	50.00
<b>Molitor, William Nickolas Total</b>					<b>180.00</b>
Moss, Kevin	Boys Swim 2/13/21	0	44960	2/12/2021	125.00
	V78589	0	125090	2/12/2021	-
	V871975	0	125081	2/11/2021	60.00
<b>Moss, Kevin Total</b>					<b>185.00</b>
Mueller, Kelsey Rae	Coaches apparel	0	44607	2/19/2021	300.00
<b>Mueller, Kelsey Rae Total</b>					<b>300.00</b>
New Level Music, LLC	3656	0	44599	2/17/2021	200.00
<b>New Level Music, LLC Total</b>					<b>200.00</b>
Nichols, Roger L	V433542	0	19056	2/19/2021	75.00
	V860134	0	19030	2/12/2021	125.00
<b>Nichols, Roger L Total</b>					<b>200.00</b>
Normal Community High School	V716416	0	19019	2/12/2021	150.00
<b>Normal Community High School Total</b>					<b>150.00</b>

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Normal West High School	Sectional Entry Fee	0	44961	2/12/2021	100.00
<b>Normal West High School Total</b>					<b>100.00</b>
Norton, Andrea Nicole	V392772	0	6250	2/18/2021	54.50
<b>Norton, Andrea Nicole Total</b>					<b>54.50</b>
Peavler, Rod	V653912	0	19066	2/22/2021	-
	V574176	0	19072	2/22/2021	75.00
<b>Peavler, Rod Total</b>					<b>75.00</b>
Penland, Scott M.	V225078	0	125123	2/23/2021	60.00
	V297252	0	125102	2/17/2021	60.00
<b>Penland, Scott M. Total</b>					<b>120.00</b>
Phillips, David J	V151653	0	23389	2/12/2021	29.00
<b>Phillips, David J Total</b>					<b>29.00</b>
Pommier, Patrick Scott	V204981	0	4850	2/12/2021	162.26
<b>Pommier, Patrick Scott Total</b>					<b>162.26</b>
Pugh, Clifford	V923304	0	125124	2/23/2021	50.00
	V152872	0	23406	2/22/2021	80.00
	V448144	0	19057	2/19/2021	50.00
	V403576	0	5657	2/18/2021	80.00
	V159723	0	19042	2/12/2021	-
	V586576	0	19031	2/12/2021	-
	V121875	0	19034	2/12/2021	50.00
<b>Pugh, Clifford Total</b>					<b>310.00</b>
Puritan Springs	1274737 (2/23/21)	0	44617	2/23/2021	317.34
	V238018	0	4851	2/12/2021	44.01
<b>Puritan Springs Total</b>					<b>361.35</b>
Quill Corporation	Invoices 2-18-21	0	44608	2/19/2021	170.73
	14315231	0	44962	2/12/2021	68.78
<b>Quill Corporation Total</b>					<b>239.51</b>
Quinlan, Roger	V914327	0	19020	2/12/2021	150.00
<b>Quinlan, Roger Total</b>					<b>150.00</b>
Read's Sporting Goods	B3403	0	44963	2/12/2021	200.00
	B3470	0	44963	2/12/2021	67.50
	V618647	0	23385	2/11/2021	100.00
<b>Read's Sporting Goods Total</b>					<b>367.50</b>
Reed, Gregory L.	V923304	0	125125	2/23/2021	50.00
	V169124	0	19058	2/19/2021	50.00
	V367809	0	5658	2/18/2021	80.00
	V311990	0	19032	2/12/2021	-
	V481701	0	19043	2/12/2021	-
	V58439	0	19035	2/12/2021	-
	V288204	0	19045	2/12/2021	50.00
	V229150	0	23386	2/11/2021	80.00
<b>Reed, Gregory L. Total</b>					<b>310.00</b>
Sam's Club Mc/SynCb	V244564	0	3944	2/19/2021	41.57
<b>Sam's Club Mc/SynCb Total</b>					<b>41.57</b>
Sanders, Catherine	V152338	0	23401	2/19/2021	70.00

**Expenditure Summary Report**

From Date: 2/11/2021  
To Date: 2/23/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Sanders, Catherine Total</b>					<b>70.00</b>
Schieber, Dan	V629427	0	125126	2/23/2021	75.00
<b>Schieber, Dan Total</b>					<b>75.00</b>
Schmidt, Todd	V939445	0	19044	2/12/2021	-
<b>Schmidt, Todd Total</b>					<b>-</b>
Scholastic Inc.	V574016	0	5670	2/22/2021	38.06
	V92096	0	23402	2/19/2021	12.48
<b>Scholastic Inc. Total</b>					<b>50.54</b>
School Datebooks	S20-0181103	0	5406	2/19/2021	316.74
<b>School Datebooks Total</b>					<b>316.74</b>
Schwartz, Andrew Isaac	V826851	0	20972	2/22/2021	141.89
<b>Schwartz, Andrew Isaac Total</b>					<b>141.89</b>
Select Screen Prints	BFS & VB	0	44618	2/23/2021	909.00
<b>Select Screen Prints Total</b>					<b>909.00</b>
Siebenthal, Melissa A	Reimb Tri-M certs	0	44971	2/19/2021	72.50
<b>Siebenthal, Melissa A Total</b>					<b>72.50</b>
Sientop, Jon A.	V341884	0	125109	2/19/2021	50.00
<b>Sientop, Jon A. Total</b>					<b>50.00</b>
Sieg, Michael J	V662663	0	19021	2/12/2021	5.00
<b>Sieg, Michael J Total</b>					<b>5.00</b>
Sosa, Steve	V802623	0	125114	2/22/2021	50.00
	V316921	0	5662	2/19/2021	80.00
	V825008	0	125091	2/12/2021	50.00
<b>Sosa, Steve Total</b>					<b>180.00</b>
Spitzerer, Alfred A	V743996	0	14006	2/19/2021	70.00
<b>Spitzerer, Alfred A Total</b>					<b>70.00</b>
Springer, Mitch	V301159	0	19067	2/22/2021	-
	V656472	0	19073	2/22/2021	50.00
	V341884	0	125110	2/19/2021	50.00
<b>Springer, Mitch Total</b>					<b>100.00</b>
St. Charles North High School	Mock Trial Tourn	0	44972	2/19/2021	50.00
	Tourn entry fee	0	44609	2/19/2021	50.00
<b>St. Charles North High School Total</b>					<b>100.00</b>
Starr, David E	V556676	0	3752	2/22/2021	35.00
<b>Starr, David E Total</b>					<b>35.00</b>
Stricklin, Julie Cristine	V509700	0	7086	2/19/2021	122.78
	V200680	0	7085	2/19/2021	122.78
	V799022	0	7085	2/19/2021	46.03
<b>Stricklin, Julie Cristine Total</b>					<b>291.59</b>
Strubhar, Mike	V341884	0	125111	2/19/2021	50.00
	V232969	0	125092	2/12/2021	50.00
<b>Strubhar, Mike Total</b>					<b>100.00</b>

**Expenditure Summary Report**

From Date: 2/11/2021  
To Date: 2/23/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Synchrony Bank Amazon	V355591	0	23394	2/18/2021	513.99
<b>Synchrony Bank Amazon Total</b>					<b>513.99</b>
That's Great News	534895	0	44619	2/23/2021	218.90
<b>That's Great News Total</b>					<b>218.90</b>
Thompson, Terry C	V297252	0	125103	2/17/2021	75.00
<b>Thompson, Terry C Total</b>					<b>75.00</b>
Tisdale, Ronald	V341884	0	125112	2/19/2021	75.00
	V900503	0	125104	2/17/2021	75.00
<b>Tisdale, Ronald Total</b>					<b>150.00</b>
Twaddle, Theresa M	V254558	0	5663	2/19/2021	120.00
<b>Twaddle, Theresa M Total</b>					<b>120.00</b>
Unit 5 Decker Industries	Inv #75	0	44600	2/17/2021	15.00
	Inv #77	0	44600	2/17/2021	15.00
<b>Unit 5 Decker Industries Total</b>					<b>30.00</b>
Vericker, Carson K.	V78589	0	125093	2/12/2021	75.00
<b>Vericker, Carson K. Total</b>					<b>75.00</b>
Weber, Cathleen	V571510	0	5671	2/22/2021	70.00
	V444755	0	20964	2/11/2021	70.00
<b>Weber, Cathleen Total</b>					<b>140.00</b>
Whalen, Terry	V990444	0	20973	2/22/2021	80.00
	V359983	0	19059	2/19/2021	75.00
<b>Whalen, Terry Total</b>					<b>155.00</b>
William Wasson	V422233	0	125115	2/22/2021	50.00
<b>William Wasson Total</b>					<b>50.00</b>
Wilson, Colleen	V489864	0	23390	2/12/2021	80.00
<b>Wilson, Colleen Total</b>					<b>80.00</b>
Wollenweber, Jeff	V760136	0	19036	2/12/2021	-
	V453228	0	19033	2/12/2021	125.00
	V521516	0	19037	2/12/2021	50.00
	V493734	0	19022	2/12/2021	-
<b>Wollenweber, Jeff Total</b>					<b>175.00</b>
Yaros, Karyn	V926905	0	23395	2/18/2021	263.29
<b>Yaros, Karyn Total</b>					<b>263.29</b>
Yokley, Amy	V203090	0	5672	2/22/2021	142.99
<b>Yokley, Amy Total</b>					<b>142.99</b>
Yount, Rome	V871975	0	125082	2/11/2021	60.00
<b>Yount, Rome Total</b>					<b>60.00</b>
Zaleski, Phyllis	V545235	0	20974	2/22/2021	154.50
<b>Zaleski, Phyllis Total</b>					<b>154.50</b>
Zeman, Jacqueline	Reimb Membership	0	44973	2/19/2021	119.80
<b>Zeman, Jacqueline Total</b>					<b>119.80</b>
Zink, Laura Susanne	V468380	0	1540	2/12/2021	641.01

**Expenditure Summary Report**

From Date: 2/11/2021  
 To Date: 2/23/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Zink, Laura Susanne Total					641.01
<b>Grand Total</b>					<b>341,118.30</b>

**Expenditure Summary Report**

From Date: 2/11/2021  
To Date: 2/23/2021

Fund	Amount
07	31,828.01
08	226,105.96
20	24,980.00
99	58,204.33
<b>Grand Total</b>	<b>341,118.30</b>

**Expenditure Summary Report**

From Date: 2/24/2021  
To Date: 2/24/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Ace Hardware	12 INVS 1/13-2/03	2103037	243062	2/24/2021	257.63
	574816/5	2103030	243062	2/24/2021	61.12
<b>Ace Hardware Total</b>					<b>318.75</b>
Alpha Baking Co., Inc.	STMT 01/31/21	2103047	243063	2/24/2021	1,985.56
<b>Alpha Baking Co., Inc. Total</b>					<b>1,985.56</b>
Alpha Controls & Services LLC	W37952, W37772	2103036	243064	2/24/2021	382.82
<b>Alpha Controls &amp; Services LLC Total</b>					<b>382.82</b>
Alta Construction Equipment Illinois	SP4/22855	2103032	243065	2/24/2021	37.39
	SR420917	2103052	243065	2/24/2021	8,100.00
<b>Alta Construction Equipment Illinois Total</b>					<b>8,137.39</b>
Amazon Capital Services	1JYX-HJ4P-DD1P	2103087	243066	2/24/2021	73.00
	1FJH-Q4GP-CGMD	2103108	243066	2/24/2021	1,585.45
	1H6R-6KCF-16KV	2103075	243066	2/24/2021	378.95
	17YV-CHHM-VKRX	2103066	243066	2/24/2021	126.93
	1G6J-HRML-CQTM	2102983	243066	2/24/2021	77.88
	11FT-T4N9-Q13T	2103053	243066	2/24/2021	7.90
	14Y1-YQ61-4T9P	2102989	243066	2/24/2021	526.86
	1TDQ-1LGV-4JCP	2103039	243066	2/24/2021	52.04
	14Y1-YQ61-4DKL	2102993	243066	2/24/2021	128.94
	11K4-GCQX-GWJY	2102997	243066	2/24/2021	30.99
<b>Amazon Capital Services Total</b>					<b>2,988.94</b>
B&H Photo-Video	184690985	2102970	243067	2/24/2021	695.00
<b>B&amp;H Photo-Video Total</b>					<b>695.00</b>
Baby Fold	13062	2103157	243068	2/24/2021	19,614.84
	13048	2103159	243068	2/24/2021	19,614.84
	13026	2103160	243068	2/24/2021	37,503.34
	12990	2103158	243068	2/24/2021	26,788.10
	13007	2103161	243068	2/24/2021	32,691.40
<b>Baby Fold Total</b>					<b>136,212.52</b>
Baird, Kristi	REFUND REG FEE	0	243069	2/24/2021	85.00
<b>Baird, Kristi Total</b>					<b>85.00</b>
Beckman, Elizabeth Logan	REIMB SAMS CLUB	2103012	243070	2/24/2021	142.22
<b>Beckman, Elizabeth Logan Total</b>					<b>142.22</b>
Bennett Electronics	32165	2102746	243071	2/24/2021	1,187.00
	32166	2102747	243071	2/24/2021	2,120.00
	32164	2102748	243071	2/24/2021	4,857.00
<b>Bennett Electronics Total</b>					<b>8,164.00</b>
Benson, Tiffany	REFUND REG FEES	0	243072	2/24/2021	68.43
<b>Benson, Tiffany Total</b>					<b>68.43</b>
Bill's Key & Lock Shop	156303	2103019	243073	2/24/2021	33.12
<b>Bill's Key &amp; Lock Shop Total</b>					<b>33.12</b>
Blaum, Melissa Marie	REIMB CONF EXP	0	243074	2/24/2021	255.00
<b>Blaum, Melissa Marie Total</b>					<b>255.00</b>
Blunier, Joy Lidee	REIMB SUPPLS	2103058	243075	2/24/2021	29.99
<b>Blunier, Joy Lidee Total</b>					<b>29.99</b>

**Expenditure Summary Report**

From Date: 2/24/2021  
To Date: 2/24/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Bradfield's Computer Supply	546144	2102782	243076	2/24/2021	209.00
<b>Bradfield's Computer Supply Total</b>					<b>209.00</b>
Buckner, Tiffany	REFUND REG FEES	0	243077	2/24/2021	35.00
<b>Buckner, Tiffany Total</b>					<b>35.00</b>
Cassady, Brenna	REFUND REG FEES	0	243078	2/24/2021	100.00
<b>Cassady, Brenna Total</b>					<b>100.00</b>
CCMSI	03131665-IN	2103073	243079	2/24/2021	4,308.33
<b>CCMSI Total</b>					<b>4,308.33</b>
Central Illinois Trucks Inc	3 INVS 10/21-11/23	2103049	243080	2/24/2021	1,076.25
<b>Central Illinois Trucks Inc Total</b>					<b>1,076.25</b>
Chapman, Trevor Michael	REIMB CRESTLINE	2103014	243081	2/24/2021	264.40
<b>Chapman, Trevor Michael Total</b>					<b>264.40</b>
Chiddix Junior High School	REIMB ACT FUND 1/27-	2103187	243082	2/24/2021	322.86
	REIM ACT FUND 2/4	2103016	243082	2/24/2021	28.68
	REIM ACT FUND 10/6	2103017	243082	2/24/2021	38.99
<b>Chiddix Junior High School Total</b>					<b>390.53</b>
City of Bloomington	WATER BILL 1/25-29	0	243083	2/24/2021	3,465.32
<b>City of Bloomington Total</b>					<b>3,465.32</b>
Clean The Uniform Company	3 INVS 1/19-2/2	2100162	243084	2/24/2021	151.62
<b>Clean The Uniform Company Total</b>					<b>151.62</b>
Conjuguemos	36394	2103077	243085	2/24/2021	135.00
<b>Conjuguemos Total</b>					<b>135.00</b>
Connor Co	6 INVS 1/27-2/03	2103022	243086	2/24/2021	1,152.81
<b>Connor Co Total</b>					<b>1,152.81</b>
Corn Belt Energy Corporation	ELECTRIC 02/10	0	243087	2/24/2021	98,263.39
<b>Corn Belt Energy Corporation Total</b>					<b>98,263.39</b>
Crescent Electric Supply Co	3 INVS 1/26-28	2103020	243088	2/24/2021	1,189.01
<b>Crescent Electric Supply Co Total</b>					<b>1,189.01</b>
Cummins Sales And Service	8 INVS 01/22	2103184	243089	2/24/2021	5,793.49
<b>Cummins Sales And Service Total</b>					<b>5,793.49</b>
Cunningham Children's Home	5827	2103101	243090	2/24/2021	4,928.22
<b>Cunningham Children's Home Total</b>					<b>4,928.22</b>
Dabler, Amy	REIMB AMAZON	2103104	243091	2/24/2021	42.99
<b>Dabler, Amy Total</b>					<b>42.99</b>
Davidson, Josiah B	REIMB SUPPLS 2/5	2103186	243092	2/24/2021	38.96
<b>Davidson, Josiah B Total</b>					<b>38.96</b>
Delashmit, Sadie Lin	REIMB CONF FEE	2103141	243093	2/24/2021	120.00
<b>Delashmit, Sadie Lin Total</b>					<b>120.00</b>
Dell Emc Corporation	10463617251	2102853	243094	2/24/2021	51,935.34
<b>Dell Emc Corporation Total</b>					<b>51,935.34</b>

**Expenditure Summary Report**

From Date: 2/24/2021  
To Date: 2/24/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Developing Melodies	1038	2103059	243095	2/24/2021	1,110.00
<b>Developing Melodies Total</b>					<b>1,110.00</b>
Dhs Instrumental Music Boosters	REG FEES 02/05	2103139	243096	2/24/2021	175.00
<b>Dhs Instrumental Music Boosters Total</b>					<b>175.00</b>
Dial, Megan S	REFUND REG FEES	0	243097	2/24/2021	252.00
<b>Dial, Megan S Total</b>					<b>252.00</b>
DuPage Regional Office of Education	79801950	2103118	243098	2/24/2021	4,750.00
<b>DuPage Regional Office of Education Total</b>					<b>4,750.00</b>
First Educational Resources, LLC	REG FEE-BETTIS	2103134	243099	2/24/2021	300.00
<b>First Educational Resources, LLC Total</b>					<b>300.00</b>
Fisher, Charles E	TRAVEL JAN 21	0	243100	2/24/2021	48.72
<b>Fisher, Charles E Total</b>					<b>48.72</b>
Flinn Scientific Inc	2531112,2538692	2102568	243101	2/24/2021	183.87
<b>Flinn Scientific Inc Total</b>					<b>183.87</b>
Follett School Solutions, Inc.	827482F	2103043	243102	2/24/2021	604.88
<b>Follett School Solutions, Inc. Total</b>					<b>604.88</b>
Frontier 1	BILLING - 02/13/21	0	243103	2/24/2021	6,765.88
<b>Frontier 1 Total</b>					<b>6,765.88</b>
Fs Custom Turf	87189	2103196	243104	2/24/2021	42.84
<b>Fs Custom Turf Total</b>					<b>42.84</b>
Galliant, Lisa Goeken	REIMB AMAZON	2103042	243105	2/24/2021	28.54
<b>Galliant, Lisa Goeken Total</b>					<b>28.54</b>
Glatt, Michelle L	REIMB BOOKOUTLET	2103164	243106	2/24/2021	84.35
	REIMB BOOK DEPOT	2103166	243106	2/24/2021	140.28
<b>Glatt, Michelle L Total</b>					<b>224.63</b>
Gordon Food Service, Inc	19 INV 2/1-2/12	2103145	243107	2/24/2021	45,472.76
<b>Gordon Food Service, Inc Total</b>					<b>45,472.76</b>
Gross, Chelsea Elizabeth	TRAVEL JAN 21	0	243108	2/24/2021	25.20
<b>Gross, Chelsea Elizabeth Total</b>					<b>25.20</b>
Hawkins, Inc.	4876403 & 404	2103070	243109	2/24/2021	1,808.01
<b>Hawkins, Inc. Total</b>					<b>1,808.01</b>
Hilti Inc	4617075393	2103029	243110	2/24/2021	129.00
<b>Hilti Inc Total</b>					<b>129.00</b>
Hodges Loizzi Eisenhammer Rodick &	50886	2103076	243111	2/24/2021	5,450.52
<b>Hodges Loizzi Eisenhammer Rodick &amp; Total</b>					<b>5,450.52</b>
Horine, Joshua David	BILLING 02/10	2103199	243112	2/24/2021	125.00
<b>Horine, Joshua David Total</b>					<b>125.00</b>
IHSA	EF21-0686	2102629	243113	2/24/2021	400.00
<b>IHSA Total</b>					<b>400.00</b>
Illinois Association Of School Admi	87-6860-FY21	2103061	243114	2/24/2021	275.00

**Expenditure Summary Report**

From Date: 2/24/2021  
To Date: 2/24/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Illinois Association Of School Admi Total</b>					<b>275.00</b>
Illinois OIL Marketing Equipment, I	9663	2103067	243115	2/24/2021	791.33
	9601 1/28	2103195	243115	2/24/2021	1,040.00
<b>Illinois OIL Marketing Equipment, I Total</b>					<b>1,831.33</b>
Ilmea	ALLSTATE INV	2103124	243116	2/24/2021	600.00
<b>Ilmea Total</b>					<b>600.00</b>
Inclusive Tlc Special Needs	32770	2103156	243117	2/24/2021	240.00
<b>Inclusive Tlc Special Needs Total</b>					<b>240.00</b>
Interstate All Battery Center	3 INVS 9/30-1/11	2103031	243118	2/24/2021	121.76
	2 INVS 1/15-19	2103050	243118	2/24/2021	384.06
<b>Interstate All Battery Center Total</b>					<b>505.82</b>
J W Pepper & Sons Incorp	363188473,89867	2103055	243119	2/24/2021	213.49
<b>J W Pepper &amp; Sons Incorp Total</b>					<b>213.49</b>
J.W. Pepper & Son, Inc.	363228170	2103098	243120	2/24/2021	108.99
<b>J.W. Pepper &amp; Son, Inc. Total</b>					<b>108.99</b>
Janssen, Diana	REIMB CONF EXP 1/22	0	243121	2/24/2021	225.00
<b>Janssen, Diana Total</b>					<b>225.00</b>
Johnstone Supply	5 INVS 1/29-2/02	2103021	243122	2/24/2021	708.10
<b>Johnstone Supply Total</b>					<b>708.10</b>
Jostens, Inc	25547755	2103133	243123	2/24/2021	9.87
	25506079	2103123	243123	2/24/2021	24.40
<b>Jostens, Inc Total</b>					<b>34.27</b>
Kaeb Sanitary Supply Inc.	210496	2103054	243124	2/24/2021	595.00
<b>Kaeb Sanitary Supply Inc. Total</b>					<b>595.00</b>
Keen Tile, Inc	52679	2103033	243125	2/24/2021	77.94
<b>Keen Tile, Inc Total</b>					<b>77.94</b>
Keller, Sheila Ann	TRAVEL JAN 21	0	243126	2/24/2021	17.81
<b>Keller, Sheila Ann Total</b>					<b>17.81</b>
Kelvin Educational	310078	2102957	243127	2/24/2021	161.60
<b>Kelvin Educational Total</b>					<b>161.60</b>
Ken's OIL Service, Inc.	8 INVS 2/8-2/17	2103191	243128	2/24/2021	55,910.66
<b>Ken's OIL Service, Inc. Total</b>					<b>55,910.66</b>
Kepuraitis, Alec James	105685	2103080	243129	2/24/2021	58.00
<b>Kepuraitis, Alec James Total</b>					<b>58.00</b>
Kodre, Sandeep	REFUND REG FEES	0	243130	2/24/2021	90.00
<b>Kodre, Sandeep Total</b>					<b>90.00</b>
Kuebrich, Jennifer L	TRAVEL NOV 20	0	243131	2/24/2021	49.51
	TRAVEL JAN 21	0	243131	2/24/2021	68.66
<b>Kuebrich, Jennifer L Total</b>					<b>118.17</b>
Lakeshore Learning Materials	3886110221	2103074	243132	2/24/2021	633.78
<b>Lakeshore Learning Materials Total</b>					<b>633.78</b>

**Expenditure Summary Report**

From Date: 2/24/2021  
To Date: 2/24/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Lanier, Erexenia	REIMB CONF. FEES	0	243133	2/24/2021	300.00
<b>Lanier, Erexenia Total</b>					<b>300.00</b>
Life Fitness	6631314	2101591	243134	2/24/2021	8,831.40
<b>Life Fitness Total</b>					<b>8,831.40</b>
Lifts Of Illinois, Inc	10882	2103034	243135	2/24/2021	106.80
<b>Lifts Of Illinois, Inc Total</b>					<b>106.80</b>
Lightbody, Sarah	REIMB REG. FEES	0	243136	2/24/2021	85.00
<b>Lightbody, Sarah Total</b>					<b>85.00</b>
Lincoln Prairie Behavioral Health C	2021-15179	2103173	243137	2/24/2021	300.00
<b>Lincoln Prairie Behavioral Health C Total</b>					<b>300.00</b>
Mathieson, Michele	REIMB REG. FEES	0	243138	2/24/2021	85.00
<b>Mathieson, Michele Total</b>					<b>85.00</b>
Mc Master-Carr Supply Co	52358869	2103035	243139	2/24/2021	60.48
<b>Mc Master-Carr Supply Co Total</b>					<b>60.48</b>
McGee, Michelle	REIMB REG. FEES	0	243140	2/24/2021	72.80
<b>McGee, Michelle Total</b>					<b>72.80</b>
Menards Lumber	8-INV5, 1/31-2/11	2102859	243141	2/24/2021	841.25
	40925	2102859	243141	2/24/2021	79.97
	19-INV5, 1/20-1/31	2102859	243141	2/24/2021	962.93
	40528	2103038	243141	2/24/2021	136.49
	39961	2103178	243141	2/24/2021	246.81
	39589	2103069	243141	2/24/2021	1,107.35
<b>Menards Lumber Total</b>					<b>3,374.80</b>
Merritt, Bobbie J	REIMB TRAVEL 1/7	0	243142	2/24/2021	7.11
<b>Merritt, Bobbie J Total</b>					<b>7.11</b>
Middleton Associates Inc	INV-3-PROJ. 24550019	2103088	243143	2/24/2021	717.00
	22422319	2103090	243143	2/24/2021	7,920.00
<b>Middleton Associates Inc Total</b>					<b>8,637.00</b>
Midwest Fiber Inc	301094	2103071	243144	2/24/2021	495.00
<b>Midwest Fiber Inc Total</b>					<b>495.00</b>
Midwest Transit Equipment	X800000228.01	2103193	243145	2/24/2021	1,100.00
<b>Midwest Transit Equipment Total</b>					<b>1,100.00</b>
Motorola Solutions - Starcom	5477320210105	2101242	243146	2/24/2021	3,240.00
<b>Motorola Solutions - Starcom Total</b>					<b>3,240.00</b>
My Binding.Com	500865	2102985	243147	2/24/2021	234.00
<b>My Binding.Com Total</b>					<b>234.00</b>
MyFleetCenter.com	13072760,13072770	2103192	243148	2/24/2021	151.26
<b>MyFleetCenter.com Total</b>					<b>151.26</b>
Natoli, Patricia	REIMB REG. FEE 2/18	0	243149	2/24/2021	46.20
<b>Natoli, Patricia Total</b>					<b>46.20</b>
Nicor Gas	GAS 2/3-2/16	0	243150	2/24/2021	966.37

**Expenditure Summary Report**

From Date: 2/24/2021  
To Date: 2/24/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Nicor Gas Total</b>					<b>966.37</b>
Normal , Town Of	9307	2103093	243151	2/24/2021	2,250.00
	9304	2103094	243151	2/24/2021	1,834.60
	9306	2103092	243152	2/24/2021	421,540.43
<b>Normal , Town Of Total</b>					<b>425,625.03</b>
Normal Gadgets	40973	2103063	243153	2/24/2021	89.95
<b>Normal Gadgets Total</b>					<b>89.95</b>
Norris, Sara	REIMB REG. FEE	0	243154	2/24/2021	85.00
<b>Norris, Sara Total</b>					<b>85.00</b>
Office Depot	155703756001	2103083	243155	2/24/2021	214.50
<b>Office Depot Total</b>					<b>214.50</b>
OSF OCCUPATIONAL HEALTH	106518-00	2103091	243156	2/24/2021	360.50
	00 106519-00	2103084	243156	2/24/2021	1,020.00
<b>OSF OCCUPATIONAL HEALTH Total</b>					<b>1,380.50</b>
Owens, Megan A	REIMB MATH SUPPLS	2103144	243157	2/24/2021	28.00
	REIMB -MATH SUPPLS	2103079	243157	2/24/2021	28.99
<b>Owens, Megan A Total</b>					<b>56.99</b>
Parker, Alisa	REIMB REG. FEES	0	243158	2/24/2021	85.00
<b>Parker, Alisa Total</b>					<b>85.00</b>
Parkside Junior High School	REIMB ACT FUND 1/24	2103011	243159	2/24/2021	505.90
<b>Parkside Junior High School Total</b>					<b>505.90</b>
Parts Depot	3-INVS, 1/15-1/20	2103023	243160	2/24/2021	261.16
<b>Parts Depot Total</b>					<b>261.16</b>
Pavilion	MCLEAN 0209	2103100	243161	2/24/2021	990.00
<b>Pavilion Total</b>					<b>990.00</b>
Pepsi Cola General Bot, Inc	24660751, 94273953	2103146	243162	2/24/2021	392.35
	3-INVS, 1/14-1/29	2103046	243162	2/24/2021	313.88
<b>Pepsi Cola General Bot, Inc Total</b>					<b>706.23</b>
Piercy Auto Body	14934	2103068	243163	2/24/2021	2,195.17
<b>Piercy Auto Body Total</b>					<b>2,195.17</b>
Piercy, Nikki A	REIMB SUPPLS 2/17	2103174	243164	2/24/2021	61.47
<b>Piercy, Nikki A Total</b>					<b>61.47</b>
Pipco Companies, Ltd	50612, 50406	2103185	243165	2/24/2021	14,190.00
<b>Pipco Companies, Ltd Total</b>					<b>14,190.00</b>
Prairie Farms Dairy Inc	STMT-JAN 21	2103048	243166	2/24/2021	22,631.86
<b>Prairie Farms Dairy Inc Total</b>					<b>22,631.86</b>
Praxair Distribution Inc	61786604	2103194	243167	2/24/2021	161.51
	61380521, 81356269	2103028	243167	2/24/2021	222.18
	61379678	2103051	243167	2/24/2021	106.49
<b>Praxair Distribution Inc Total</b>					<b>490.18</b>
Price, Steven B	REIMB ACE HARDWARE	2103136	243168	2/24/2021	35.96
<b>Price, Steven B Total</b>					<b>35.96</b>

**Expenditure Summary Report**

From Date: 2/24/2021  
To Date: 2/24/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
PrideStaff Companies	301372654	2103165	243169	2/24/2021	864.00
	301370881	2103089	243169	2/24/2021	864.00
<b>PrideStaff Companies Total</b>					<b>1,728.00</b>
Professional Electric Motor Repair	70573	2103024	243170	2/24/2021	32.20
<b>Professional Electric Motor Repair Total</b>					<b>32.20</b>
Proud, Kristy	REIMB. REG. FEES	0	243171	2/24/2021	225.00
	REIMB REG. FEES	0	243171	2/24/2021	225.00
<b>Proud, Kristy Total</b>					<b>450.00</b>
Pyramid Model Consortium	1421	2103109	243172	2/24/2021	3,000.00
<b>Pyramid Model Consortium Total</b>					<b>3,000.00</b>
Rogers Supply Company Inc	BL011988	2103025	243173	2/24/2021	13.09
<b>Rogers Supply Company Inc Total</b>					<b>13.09</b>
Rosa Educational Consulting, Inc.	ROSA580	2103107	243174	2/24/2021	2,000.00
<b>Rosa Educational Consulting, Inc. Total</b>					<b>2,000.00</b>
Sam's Club 3	BILLING - 02/08	2103176	243175	2/24/2021	494.58
<b>Sam's Club 3 Total</b>					<b>494.58</b>
School Health Corporation	1517388-00	2103163	243176	2/24/2021	175.85
<b>School Health Corporation Total</b>					<b>175.85</b>
Select Screen Prints	56496	2103085	243177	2/24/2021	4,145.00
<b>Select Screen Prints Total</b>					<b>4,145.00</b>
Shanks, Katherine Alice	REIMB AMAZON	2103175	243178	2/24/2021	21.97
<b>Shanks, Katherine Alice Total</b>					<b>21.97</b>
Sheppelman, Dawn Demlow	REIMB TRAVEL 1/26	0	243179	2/24/2021	62.27
<b>Sheppelman, Dawn Demlow Total</b>					<b>62.27</b>
Smartwork Solutions	BILLING - 01/23	2102968	243180	2/24/2021	360.00
<b>Smartwork Solutions Total</b>					<b>360.00</b>
Spear Corporation	310113	2103189	243181	2/24/2021	341.67
<b>Spear Corporation Total</b>					<b>341.67</b>
Specialized Education Of Illinois	INV-108625	2103155	243182	2/24/2021	60,927.66
<b>Specialized Education Of Illinois Total</b>					<b>60,927.66</b>
Springfield Electric	5 INVS 2/1-2/9	2103190	243183	2/24/2021	2,276.39
	6-INVS, 1/6-1/27	2103027	243183	2/24/2021	1,390.53
<b>Springfield Electric Total</b>					<b>3,666.92</b>
Sprint	477027196-45	0	243184	2/24/2021	2,160.00
<b>Sprint Total</b>					<b>2,160.00</b>
Stelmaszek, Anabel	REIMB TRAVEL 01/29	0	243185	2/24/2021	93.74
<b>Stelmaszek, Anabel Total</b>					<b>93.74</b>
Stiennen, Darrell	REIMB REG. FEES	0	243186	2/24/2021	355.00
<b>Stiennen, Darrell Total</b>					<b>355.00</b>
Studebaker, Kristyn R	REIMB TRAVEL 1/29	0	243187	2/24/2021	102.87

**Expenditure Summary Report**

From Date: 2/24/2021  
To Date: 2/24/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Studebaker, Kristyn R Total</b>					<b>102.87</b>
Systemic Educational Equity	2-INV5, 02/01/21	2103120	243188	2/24/2021	11,000.00
<b>Systemic Educational Equity Total</b>					<b>11,000.00</b>
The Music Shoppe, Inc	3025282,3024077	2103170	243189	2/24/2021	198.67
<b>The Music Shoppe, Inc Total</b>					<b>198.67</b>
The Omni Group	2102-7601	2103078	243190	2/24/2021	42.00
<b>The Omni Group Total</b>					<b>42.00</b>
Thoennes, Lisa	HOURS 2/8-2/12	2103116	243191	2/24/2021	2,275.00
	HOURS - 2/2-2/4	2103060	243191	2/24/2021	1,365.00
<b>Thoennes, Lisa Total</b>					<b>3,640.00</b>
Thresholds	TR21-07-06,0710BR	2103099	243192	2/24/2021	7,383.50
<b>Thresholds Total</b>					<b>7,383.50</b>
Tim Newburn Designs	1512 2/10	2103171	243193	2/24/2021	3,384.00
<b>Tim Newburn Designs Total</b>					<b>3,384.00</b>
Timroon Group, LLC	20398	2102996	243194	2/24/2021	1,375.00
<b>Timroon Group, LLC Total</b>					<b>1,375.00</b>
Touchtone Communications	1176798	0	243195	2/24/2021	573.62
<b>Touchtone Communications Total</b>					<b>573.62</b>
Town Of Normal Water Dept.	BILLING - 02/16/21	0	243196	2/24/2021	85.94
<b>Town Of Normal Water Dept. Total</b>					<b>85.94</b>
Tractor Supply Co	239019	2103026	243197	2/24/2021	109.99
<b>Tractor Supply Co Total</b>					<b>109.99</b>
U Of I Bands	CONTEST FEES 2/17	2103138	243198	2/24/2021	450.00
<b>U Of I Bands Total</b>					<b>450.00</b>
Uline	129171501	2103082	243199	2/24/2021	8,562.26
<b>Uline Total</b>					<b>8,562.26</b>
Unit 5 Music Parents	CONTEST FEES 2/11	2103126	243200	2/24/2021	835.00
	ENTRY FEES 2/11	2103137	243200	2/24/2021	825.00
<b>Unit 5 Music Parents Total</b>					<b>1,660.00</b>
Ups	0000YR6326061	2103154	243201	2/24/2021	14.42
<b>Ups Total</b>					<b>14.42</b>
Us Mechanical Services, Inc	0000018202	2103181	243202	2/24/2021	1,107.20
<b>Us Mechanical Services, Inc Total</b>					<b>1,107.20</b>
Vanguard Energy Services,LLC	G404551021521 1/01	0	243203	2/24/2021	46,339.54
<b>Vanguard Energy Services,LLC Total</b>					<b>46,339.54</b>
Watts Copy Systems, Inc	1039618	2103096	243204	2/24/2021	9,857.22
	1039619	2103095	243205	2/24/2021	210.00
<b>Watts Copy Systems, Inc Total</b>					<b>10,067.22</b>
Watts Copy Systems, Inc.	28785123	2103140	243206	2/24/2021	1,848.00
	28702994	2103057	243206	2/24/2021	720.08
<b>Watts Copy Systems, Inc. Total</b>					<b>2,568.08</b>

**Expenditure Summary Report**

From Date: 2/24/2021  
To Date: 2/24/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Weakly, Shelly	REIM TRAV 8/24-10/30	0	243207	2/24/2021	189.18
<b>Weakly, Shelly Total</b>					<b>189.18</b>
Welch, Meagan Leigh	REIMB TRAVEL 01/29	0	243208	2/24/2021	38.08
	REIMB-MATH SUPPLS	2103081	243208	2/24/2021	13.50
	REIM TRAV 11/5-12/18	0	243208	2/24/2021	82.11
<b>Welch, Meagan Leigh Total</b>					<b>133.69</b>
Wells, Benjamin	REIMB REG. FEES	0	243209	2/24/2021	112.50
<b>Wells, Benjamin Total</b>					<b>112.50</b>
Wherry Machine & Welding, Inc	149094	2103182	243210	2/24/2021	87.18
<b>Wherry Machine &amp; Welding, Inc Total</b>					<b>87.18</b>
Winsupply	4 INVS 1/29-2/04	2103188	243211	2/24/2021	1,358.92
<b>Winsupply Total</b>					<b>1,358.92</b>
Wong, Samantha Lynn	REIMB REG. FEES	0	243212	2/24/2021	170.00
<b>Wong, Samantha Lynn Total</b>					<b>170.00</b>
<b>Grand Total</b>					<b>1,141,842.06</b>

**Expenditure Summary Report**

From Date: 2/24/2021  
To Date: 2/24/2021

Fund	Amount
10	424,094.88
20	175,872.93
40	70,056.81
80	463,180.44
90	8,637.00
<b>Grand Total</b>	<b>1,141,842.06</b>

**Exhibit - Request for Establishment of Student Activity Fund**

To be submitted to the Business Manager \

Permission is hereby requested to establish a Student Activity Fund for the purposes below

School Name NCWHS

Student Activity Fund Name E-Sports

<p><b>To be completed by Accounting Department</b> Account Number - Revenue _____ Account Number - Expenditure _____</p>
--

1 The purpose of the proposed Student Activity Fund is to support the E-Sports team.

2 Income in support of this Student Activity Fund will be obtained from the following sources Fundraisers, tournaments

3 Expenditures from this Student Activity Fund will be for these purposes Entry fees, transportation

**4 Authorized Signatures**

The following individuals are authorized to initiate expenditures from this fund

\_\_\_\_\_  
*Student Representative* Jarrod Backauskas  
*Faculty Advisor*

5 Other Comments \_\_\_\_\_

\_\_\_\_\_  
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager*

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

Adopted February 10, 2010  
Reviewed September 2010  
Amended September 22, 2010

Exhibit - Request for Establishment of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below

School Name NCWHS

Student Activity Fund Name Bass Fishing

<p><b>To be completed by Accounting Department</b> Account Number - Revenue _____ Account Number - Expenditure _____</p>
--

1 The purpose of the proposed Student Activity Fund is to support fishing team.

2 Income in support of this Student Activity Fund will be obtained from the following sources Fundraisers, tournaments

3 Expenditures from this Student Activity Fund will be for these purposes Support + supplies for team

4 Authorized Signatures

The following individuals are authorized to initiate expenditures from this fund

\_\_\_\_\_  
*Student Representative* Tim Sennett  
*Faculty Advisor*

5 Other Comments \_\_\_\_\_

\_\_\_\_\_  
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager*

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

**Exhibit - Request for Establishment of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below

School Name NCWHS

Student Activity Fund Name Innovative Entrepreneurs

<b>To be completed by Accounting Department</b>	
Account Number - Revenue	_____
Account Number - Expenditure	_____

1 The purpose of the proposed Student Activity Fund is support  
IE program & students.

2 Income in support of this Student Activity Fund will be obtained from the following sources  
Fundraisers, sponsors

3 Expenditures from this Student Activity Fund will be for these purposes \_\_\_\_\_

**4 Authorized Signatures**

The following individuals are authorized to initiate expenditures from this fund

\_\_\_\_\_  
*Student Representative* Julie Hinman  
*Faculty Advisor*

5 Other Comments \_\_\_\_\_

\_\_\_\_\_  
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager*

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

**Exhibit - Request for Establishment of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below

School Name NCWHS

Student Activity Fund Name Promise Council

<p><b>To be completed by Accounting Department</b>  Account Number - Revenue _____  Account Number - Expenditure _____</p>
--

1 The purpose of the proposed Student Activity Fund is help support students with basic needs

2 Income in support of this Student Activity Fund will be obtained from the following sources Donations

3 Expenditures from this Student Activity Fund will be for these purposes Basic Student needs

**4 Authorized Signatures.**

The following individuals are authorized to initiate expenditures from this fund

_____	<u>Brooke Bollmann</u>
<i>Student Representative</i>	<i>Faculty Advisor</i>

5 Other Comments \_\_\_\_\_

\_\_\_\_\_

[Signature]  
Principal

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_

*Business Manager*

\_\_\_\_\_

*Date*



Exhibit - Request for Establishment of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below

School Name NCWHS

Student Activity Fund Name CLASS OF 2024

<b>To be completed by Accounting Department</b>	
Account Number - Revenue	_____
Account Number - Expenditure	_____

1 The purpose of the proposed Student Activity Fund is support  
students of Class of 2024

2 Income in support of this Student Activity Fund will be obtained from the following sources  
Fundraising, dances & other activities

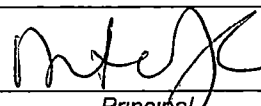
3 Expenditures from this Student Activity Fund will be for these purposes  
Senior & graduation expenses  
activities

4 **Authorized Signatures**

The following individuals are authorized to initiate expenditures from this fund

\_\_\_\_\_ *Student Representative*                      \_\_\_\_\_ *Faculty Advisor*

5 Other Comments \_\_\_\_\_

\_\_\_\_\_   
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_ *Business Manager*                      \_\_\_\_\_ *Date*





**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name Comcast (9568)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to  
n/a Account Title n/a Account Number

4 **Authorized Signatures**  
The following individuals authorized the dissolution of this fund

Student Representative Faculty Advisor

  
Principal

This request was approved by the Board of Education on \_\_\_\_\_

Business Manager Date

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010

**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name Dianne Decker Memorial (9579)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to  
n/a n/a  
*Account Title* *Account Number*

**4 Authorized Signatures**

The following individuals authorized the dissolution of this fund

\_\_\_\_\_  
*Student Representative* *Faculty Advisor*

 2-4-21  
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager* *Date*

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010

**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name Drivers Ed Class (9583)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to  
n/a n/a  
*Account Title* *Account Number*

4 **Authorized Signatures**

The following individuals authorized the dissolution of this fund

\_\_\_\_\_  
*Student Representative* *Faculty Advisor*

 2-4-21  
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager* *Date*

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010



**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name Gridiron (9616)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to  
n/a n/a  
*Account Title* *Account Number*

4 **Authorized Signatures**

The following individuals authorized the dissolution of this fund

\_\_\_\_\_  
*Student Representative* *Faculty Advisor*

 2-4-21  
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager* *Date*

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010

**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name HYPE (9620)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to  
n/a n/a  
*Account Title* *Account Number*

4 **Authorized Signatures**

The following individuals authorized the dissolution of this fund

\_\_\_\_\_  
*Student Representative* *Faculty Advisor*

 2-4-11  
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager* *Date*

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010





**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name Kelsey Camp (9634)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to  
n/a n/a  
*Account Title Account Number*

**4 Authorized Signatures**

The following individuals authorized the dissolution of this fund

\_\_\_\_\_  
*Student Representative Faculty Advisor*

 2-4-21  
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager Date*

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010





**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name School Beautification (9675)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to  
n/a n/a  
*Account Title* *Account Number*

**4 Authorized Signatures**

The following individuals authorized the dissolution of this fund

\_\_\_\_\_  
*Student Representative* *Faculty Advisor*

 2-4-21  
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager* *Date*

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010

**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name Varsity Club (9720)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to  
n/a n/a  
*Account Title* *Account Number*

4 **Authorized Signatures**

The following individuals authorized the dissolution of this fund

\_\_\_\_\_  
*Student Representative* *Faculty Advisor*

 2-4-21  
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager* *Date*

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010

**Exhibit - Request for Dissolution of Student Activity Fund**

*To be submitted to the Business Manager*

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name Wild Design (9724)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to

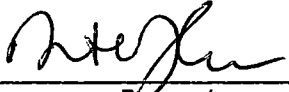
n/a	n/a
<i>Account Title</i>	<i>Account Number</i>

**4 Authorized Signatures**

The following individuals authorized the dissolution of this fund

\_\_\_\_\_  
*Student Representative*

\_\_\_\_\_  
*Faculty Advisor*

  
*Principal*

2-4-11

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager*

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

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010

**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name WUT (9726)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to  
n/a n/a  
*Account Title* *Account Number*

**4 Authorized Signatures**

The following individuals authorized the dissolution of this fund

\_\_\_\_\_  
*Student Representative* *Faculty Advisor*

  
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager* *Date*

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010

**Exhibit - Request for Dissolution of Student Activity Fund**

*To be submitted to the Business Manager*

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name Class of 2012 (9735)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to  
n/a n/a  
*Account Title Account Number*

**4 Authorized Signatures**

The following individuals authorized the dissolution of this fund

Student Representative Faculty Advisor  
Principal 2-4-21

**This request was approved by the Board of Education on** \_\_\_\_\_

Business Manager Date

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010

**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name Class of 2014 (9737)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to  
n/a n/a  
*Account Title Account Number*

4 **Authorized Signatures**

The following individuals authorized the dissolution of this fund

Student Representative Faculty Advisor  
Principal 2-4-21

This request was approved by the Board of Education on \_\_\_\_\_

Business Manager Date

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010







**Exhibit - Request for Dissolution of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to dissolve a Student Activity Fund for the purposes below

School Name Normal Community West High School

Student Activity Fund Name Class of 2018 (9757)

1 The balance of the Student Activity Fund is \$ 0 00

2 Reason for dissolution No activity in the last two fiscal years

3 The balance in the fund is to be transferred to  
n/a n/a  
*Account Title* *Account Number*

4 **Authorized Signatures**

The following individuals authorized the dissolution of this fund

\_\_\_\_\_  
*Student Representative* *Faculty Advisor*

 2-4-21  
*Principal*

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
*Business Manager* *Date*

Adopted February 10, 2010  
Reviewed February 2011  
Amended September 22, 2010



**Administrative Procedure - Resource Conservation**

Definitions

*De-inked stock* - Paper that has been processed to remove inks, clays, coatings, binders, and other contaminants.

*High grade printing and writing papers* - Includes offset-printing paper, duplicator paper, writing paper (stationery), tablet paper, office paper, note pads, xerographic paper, envelopes, form bond including computer paper and carbonless forms, book papers, bond papers, ledger paper, book stock, and cotton fiber papers.

*Paper and paper products* - High-grade printing and writing papers, tissue products, newsprint, unbleached packaging, and recycled paperboard.

*Postconsumer material* - Only those products generated by a business or consumer, that have served their intended end uses, and that have been separated or diverted from solid waste; wastes generated during the production of an end product are excluded. Postconsumer material includes:

- Paper, paperboard, and fibrous waste from retail stores, office buildings, homes and so forth, after the waste has passed through its end usage as a consumer item, including used corrugated boxes, old newspapers, mixed-waste paper, tabulating cards, and used cordage; and
- All paper, paperboard, and fibrous wastes that are diverted or separated from the municipal waste stream.

*Recovered paper material* - Paper waste generated after the completion of the papermaking process, such as postconsumer material, envelope cuttings, bindery trimmings, printing waste, cutting and other converting waste, butt rolls, and mill wrappers, obsolete inventories, and rejected unused stock. "Recovered paper material," however, does not include fibrous waste generated during the manufacturing process such as fibers recovered from waste water or trimmings of paper machine rolls (mill broke), or fibrous by-products of harvesting, extraction or woodcutting processes, or forest residues such as bark. Recovered paper material includes:

- Postconsumer material;
- Dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel into smaller rolls or rough sheets), including envelope cuttings, bindery trimmings, and other paper and paperboard waste resulting from printing, cutting, forming and other converting operations, or from bag, box, and carton manufacturing, and butt rolls, mill wrappers, and rejected unused stock; and
- Finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters or others.

*Recycled paperboard* - Includes paperboard products, folding cartons and pad backings.

*Tissue products* - Includes toilet tissue, paper towels, paper napkins, facial tissue, paper doilies, industrial wipers, paper bags, and brown papers. These products shall also be unscented and shall not be colored.

*Unbleached packaging* - Includes corrugated and fiber storage boxes.

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Procurement Procedures and Specifications for Products and Supplies

Procurement procedures and specifications for products and supplies shall be periodically reviewed to ensure that the District is:

- (a) purchasing products and supplies that are reusable, durable, or made from or contain recycled materials, if economically and practically feasible; and
- (b) giving preference to products and supplies containing the highest amount of recycled material and that are consistent with the effective use of the product or supply, if economically and practically feasible.

Recycled Paper and Paper Products Purchases

I. Whenever economically and practically feasible, recycled paper and paper products shall be purchased according to the following minimum percentages of the District's total dollar value of paper and paper products:

Beginning July 1, 2014 50%

Beginning July 1, 2020 75%

All paper purchased for publishing student newspapers must be recycled newsprint. Paper and paper products purchased from private sector vendors pursuant to printing contracts are exempted from this requirement.

II. Wherever economically and practically feasible, recycled paper and paper products shall contain postconsumer or recovered paper materials as follows:

- Recycled high grade printing and writing paper shall contain at least 50% recovered paper material and shall consist of at least 50% de-inked stock or postconsumer material.
- Recycled tissue products shall contain at least 45% postconsumer material.
- Recycled newsprint shall contain at least 80% postconsumer material.
- Recycled unbleached packaging shall contain at least 55% postconsumer material.
- Recycled paperboard shall contain at least 95% postconsumer material.

These regulations do not apply to art materials, nor to any newspapers, magazines, textbooks, library books or other copyrighted publications that are purchased or used by the District or any school or attendance center within the District, or that are sold in any school supply store operated by or within any such school or attendance center.

Solid Waste Reduction

The Superintendent will appoint a team of interested individuals representing various District departments to direct the District's efforts to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that the District generates. The team shall:

1. Periodically review methods and procedures to reduce solid waste generated by academic, administrative, and other institutional functions. These procedures must be designed to, when economically and practically feasible, recycle the District's waste stream, including without limitation landscape waste, computer paper, and white office paper.
2. Identify indicators to monitor the District's progress toward achieving the solid waste reduction goal. As necessary, the procedures and methods shall be adjusted and refined.
3. Make periodic progress reports to the Superintendent or designee.

The team shall devise and oversee methods for making the following activities part of the District culture:

1. Staff members actively pursue waste reduction and prevention activities. Examples include:
  - a. Printing and copying individual documents on both sides of the page.

- b. Setting computer software for default two-sided printing including word processing, spreadsheets, electronic mail, and others.
  - c. Printing or copying only the pages needed.
  - d. Routing memos and newsletters.
  - e. Providing trays to collect and reuse one-sided paper.
  - f. Reducing unwanted mail and eliminate excess mailings.
2. Staff members and students seek to reuse or recycle materials to divert them from the waste stream whenever possible.
  3. A training plan instructs staff members and students in waste reduction and recycling practices.
  4. The District's solid waste reduction program is publicized and its benefits are emphasized, including cost savings by lowering supply acquisition and disposal costs.
  5. An incentive program to reduce solid waste exists, e.g., through school recognition programs.
  6. Staff and students are encouraged to be innovative and suggest improvements to procedures and practices.

LEGAL REF.: 105 ILCS 5/10-20.19c.

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**Administrative Procedure - Energy Conservation Guidelines**

Responsibilities

- Every person is expected to be an “energy saver”.
- The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
- The custodian is responsible for control of common areas (i.e., halls, cafeteria, etc.).
- Nighttime shutdown will be executed by automated integration of District scheduling software from SchoolDude.
- The principal is responsible for the total energy usage of his/her building.
- The District’s third-party energy consultant shall perform routine audits of all facilities and communicates the audit results to the appropriate personnel.
- The HVAC Manager provides regular reports to principals indicating performance with regard to energy savings.
- The District is committed to and responsible for maintenance of the learning environment.
- To complement the District’s energy management program, the District shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

General

- Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e., between hallways and gym or pool area).
- The District’s building automation system EcoStruxure Building Operation will monitor relative humidity, temperature, and light levels throughout the District’s buildings to ensure compliance with District guidelines.
- Weatherproofing shall be inspected annually to reduce infiltration of outside air.
- All exhaust fans should be turned off every day and during unoccupied hours.
- All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
- All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
- All capable PC’s should be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10 minutes of inactivity.
- Cooling season occupied set points\*: 76°F; unoccupied set point: 85°F.
- Heating season occupied set points\*: 68° F; unoccupied set point: 60°F.
- Simultaneous heating and cooling shall not be allowed.

\* *Set points are in accordance with ASHRAE 55 “Thermal Conditions for Human Occupancy”*

Air Conditioning Equipment

- Humidity shall be controlled for comfort purposes.
- Occupied temperature settings shall not be set below 76°F. All temperature set points shall be uniform in every zoon of each facility to control humidity and energy costs.
- Each day ramp time shall be calculated and adjusted to be at occupied temperature setpoints per occupied schedule defined by SchoolDude.
- Campus Optimizer shall be utilized to integrate all HVAC to reduce kWh, therm usage, peak demand, reduce humidity, calculate ramp times, incorporate weather forecast, meter data, use thermal storage of latent load and optimize passive solar load.

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Adopted: June 8, 2005  
Reviewed: February 2021  
Amended: February 24, 2021

- During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area at the end of the school day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
- Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
- Ensure outside air dampers are closed during unoccupied times.
- Ceiling fans should be operated in all areas that have them.
- For any 24 hr. period of time, relative humidity levels shall not average greater than 60 percent.
- Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Air conditioning may be used by exception only or in those schools that are involved in team-cleaning.
- In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
- Operable windows are to remain closed at all times to control humidity.

#### Heating Equipment

- Humidity shall be controlled for comfort purposes.
- Occupied temperature settings shall be 68°F. All temperature set points shall be uniform in every zone of each facility to control humidity and energy costs.
- The unoccupied temperature setting shall be 60°F (i.e., setback). Each day ramp time shall be calculated and adjusted to be at occupied temperature setpoints per occupied schedule defined by SchoolDude.
- The unoccupied time shall begin when the students leave an area as defined by SchoolDude schedules for each building.
- During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
- Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
- Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
- For heat pumps, ensure a 5°F dead-band between heating and cooling modes.

#### Lighting

- All unnecessary lighting in unoccupied areas will be turned off. Teachers should make certain that lights are turned off when leaving the classroom when empty. Utilize natural lighting where appropriate.
- All outside lighting shall be off during daylight hours.
- Gym lights should not be left on unless the gym is being utilized.
- All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
- Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

#### Water

- Ensure all plumbing and/or intrusion (i.e., roof) leaks are reported and repaired immediately.
- All watering should be done between 5:00 a.m. and 10:00 a.m.
- When spray irrigating, ensure the water does not directly hit the building.

Copies of these guidelines should be disseminated to all District personnel and posted on bulletin boards, in teacher's lounges, in District newsletters, etc.

Disclaimer

The District shall observe and implement these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or building management.

### **Resource Conservation**

The Superintendent or designee shall manage a program of energy and resource conservation for the District that includes:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the *School Code*, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall:
  - a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible;
  - b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream; and
  - c) be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District.
4. Adherence to energy conservation measures.

LEGAL REF.: 105 ILCS 5/10-20.19c.  
CROSS REF.: 4.60, 4.150

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Adopted: September 25, 1996  
Reviewed: February 2021  
Amended: February 24, 2021

### **Energy Management Conservation**

As the Board of Education of McLean County Unit District No. 5, we believe it to be our responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of Board members, administrators, teachers, students and support personnel, and its success is based on cooperation at all levels.

The District will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

The principal will be accountable for energy management on his/her campus with energy analysis being conducted monthly. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and HVAC Manager to ensure that an efficient energy posture is maintained on a daily basis.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

1. All District personnel will be expected to contribute to energy efficiency in our District. Every person will be expected to be an "energy saver".
2. Quarterly energy report meetings shall be held to assess cost and policy.
3. A green fund shall be maintained to utilize energy savings for District initiatives as approved by the Superintendent and Executive Director of Operations in collaboration with each principal.

Further, to maintain a safer and healthier learning environment and to complement the energy management program, the District shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

As the Board bears responsibility for the best use of tax dollars and as public education can provide leadership in developing a realistic energy ethic and awareness of energy needs and cost, the Board directs the Superintendent and/or his or her agents to develop short and long range strategies in the areas of facility management and preventive maintenance.

ADMIN. PROC.: 4.75-AP1

**Professional Personnel – Leaves of Absence**

This policy applies to all professional personnel (e.g. employees with a Professional Educator License (“PEL”)) to the extent it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable collective bargaining agreement or individual agreement will control.

**Professional Non-Administrative Personnel**

All professional personnel represented by the Unit Five Education Association-IEA/NEA (the “Association”) shall be entitled to the leaves provided in the Negotiated Contract between the Association and the Board.

**Professional Administrative Personnel**

All professional administrative personnel not represented by the Association shall be entitled to the following leaves:

**Sick Leave**

Each full-time 9 ½-month or 10-month professional administrative employee is granted 14 paid sick leave days per school year which shall entitle the employee to be absent for reasons as defined below without loss of pay. Each full-time 11-month professional administrative employee is granted 15 paid sick leave days per school year which shall entitle the employee to be absent for reasons as defined below without loss of pay. Each full-time 12-month professional administrative employee is granted 16 paid sick leave days per school year which shall entitle the employee to be absent for reasons as defined below without loss of pay. Each full-time professional administrative employee who has completed at least 10 years of consecutive full-time employment with the District shall receive two additional sick leave days per year. Unused sick leave days shall accumulate and may be used as needed up to the accumulated amount.

Sick leave is defined in State law as personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The immediate family shall include parents, legal guardians, children, spouse, partner in a civil union, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great-grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the employee provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate as a basis for pay during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee in obtaining the certificate (e.g. if the employee has already seen a medical provider listed above, the Board will not be required to pay for the services provided to the employee solely by requesting a certificate).

The use of paid sick leave for adoption or placement for adoption is limited to 30 days. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Medical Leave

Each full-time 9 ½-month or 10-month professional administrative employee is granted 12 days unpaid medical leave annually. Each full-time 11-month professional administrative employee is granted 13 days unpaid medical leave annually. Each full-time 12-month professional administrative employee is granted 14 days unpaid medical leave annually.

Unused days of medical leave shall accumulate up to a maximum of 132 days for 9 ½-month and 10-month professional administrative employees, 144 days for 11-month professional administrative employees, and 156 days for 12-month professional administrative employees.

Medical leave may only be used for personal illness and is not granted for any other reason.

Medical leave may only be used at such time as accumulated sick leave has been exhausted.

As proof of illness or fitness to resume duties after any absence, the Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches.

Use of allotted medical leave days in a 12-month professional administrative employee's contract year will not affect the vacation days to which the employee would otherwise be entitled.

During a leave for personal illness in any employee's contract year, the medical leave days the employee would otherwise be entitled to for that year will not be affected.

During that period of time an employee is utilizing medical leave benefits, the Board will maintain the health insurance coverage for the employee, if allowable by the insurer.

Leave for Personal Illness

The decision to grant a leave for personal illness for any length of time shall only be made by the Board.

Leave for personal illness may only be used at such time as accumulated sick leave and accumulated medical leave has been exhausted.

Requests for leave for personal illness should be made of the Board prior to such time as accumulated medical leave has been exhausted and accompanied by a doctor's certificate as proof of disability.

When granted a leave for personal illness, the Board will maintain the health insurance coverage for an employee through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. Coverage beyond the Board's contribution will be an option of the employee by remitting the premium on a monthly basis; however, the last day of coverage will not be extended beyond the last day the employee is considered employed by the District unless the employee is eligible for coverage as a retiree.

Leave for personal illness is terminated on the last day of an employee's contract year.

Permission Absence

"Permission absence" is a term denoting an excused absence from job duties, with pay. It is not a right, but a privilege. Professional administrative personnel are not granted personal leave. Rather a professional administrative employee may request an excused absence be granted by the Superintendent or designee to conduct personal business, for significant lifetime events, or for other reasons that do not occur on a frequent basis. The circumstances may differ with each case and the length of time granted for a permission absence may vary.

Bereavement Leave

A bereavement leave will be granted to allow a professional administrative employee to be absent for up to three days to deal with funeral matters of the immediate family as defined in this policy. These days will not be charged against the employee's sick leave allotment. In addition, employees may use paid sick leave for death in the immediate family or household.

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved employee at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the employee's child, or (3) grieving the death of the employee's child, without any adverse employment action.

The child bereavement leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act

Emergency Leave

Professional administrative personnel may request up to fifteen (15) days of paid emergency leave to accommodate extreme situations when other leaves do not apply. A member must give a reason for the request, and such leave will be approved or denied by the Superintendent or designee.

Professional Leave

Professional administrative personnel may request professional leave day(s) for professional development activities. The employee shall request professional leave in writing at least one (1) week prior to the day of the requested absence. The Superintendent or designee will approve or deny such requests.

Family Hardship Leave

The Board may grant a professional administrative employee a leave of absence without pay for a specific period of time up to six months. In no instance shall this leave be granted unless the Board determines that a suitable replacement can be hired.

1. The employee shall not be eligible for sick leave pay during the period of a family hardship leave, nor will the employee be eligible for family hardship leave if the employee has applied for or used sick leave, medical leave and/or personal illness leave in reference to the reason the family hardship leave is being requested.
2. All benefits available to the employee shall be suspended during a family hardship leave. The employee may maintain membership in the group health insurance program during the leave, according to provisions of the Family and Medical Leave Act of 1993. The employee may maintain the group health insurance after the benefit from FMLA has expired by remitting in advance payments of all premiums due. These payments shall be made to the District Office.
3. Professional administrative employees will retain their tenure status during a family hardship leave of absence.

At the expiration of the leave period, the employee will be placed in an administrative or non-administrative position for which the employee is qualified.

### **All Professional Personnel**

In addition to the leaves provided above, all professional personnel, whether represented by the Association or administrative personnel, shall be entitled to the following leaves:

#### **Family and Medical Leave**

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act as provided in Board policy 5.185, *Family and Medical Leave*.

#### **Military Leave**

The District will comply with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("ISERRA"), 330 ILCS 61/1-1 et seq., and Section 10-20.7b of the Illinois School Code (105 ILCS 5/10-20.7b), as amended from time to time.

A professional employee who is a "service member" as defined in ISERRA, is entitled to military leave while performing "active service".

During such leaves, the employee's seniority, tenure track, and other benefits shall continue to accrue. An employee who is absent on military leave shall, minimally, for the period of military leave, be credited with the average of the performance ratings or evaluations received for the three years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that he or she received for the rated period immediately prior to his or her absence on military leave. The contractual continued service status of a teacher or other professional employee shall not be affected because of absence while in the military service of the United States.

During periods of military leave for annual training, the employee shall continue to receive full compensation (i.e. concurrent compensation) for up to 30 days per calendar year.

During periods of military leave for active service, the employee shall receive differential compensation subject to the following:

1. Differential compensation for voluntary active service is limited to 60 work days in a calendar year.

2. Differential compensation shall not be paid for active service without pay.

Employees who have exhausted concurrent compensation for annual training in a calendar year shall receive differential compensation when authorized in the same calendar year.

#### School Visitation Leave

An eligible professional employee is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child, if the conference or meeting cannot be scheduled during non-work hours. Professional employees must first use all accrued vacation leave, personal leave, and any other leave that may be granted to the professional employer, except sick and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

#### Leave to Serve as an Election Judge

Any professional employee who has been appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The employee is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

#### General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional employee hired to replace one in the General Assembly does not acquire tenure.

#### Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence

An unpaid leave from work is available to any employee who: (1) is a victim of domestic violence, sexual violence, or gender violence, or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, or gender violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, since the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

#### Leave Without Pay

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond an individual's control. Therefore, requests for absences from work beyond an individual's control and that do not fall under any other leave policy may be granted by the building administrator or a District Office administrator without pay on a day for day basis. A leave without pay shall not

be granted for vacation. Personnel assigned to a specific building or homebased at a specific building shall submit their request to the building administrator. Other personnel shall submit their request to the District Office administrator responsible for their performance.

Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations.

Employees who are granted a leave without pay shall have their pay reduced as per the salary contract (9 months - 180 days; 9 ½ months – 190 days; 10 months - 200 days; 11 months - 212 days; 12 months - 240 days) for each day absent.

Leave to Serve as an Officer or Trustee of a Specific Organization

The Board provides for Association Leave in the Negotiated Contract with the Association. In addition, upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, and (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3.

Injury During Performance of Duties

An employee injured during the performance of duties shall be entitled to a maximum of three consecutive days absence with pay provided a licensed physician certifies the employee is unable to work. If after three days the employee is still unable to work, accumulated sick leave may be used. A licensed physician must certify at the end of each pay period that the employee is unable to work. The employee in addition shall be entitled to benefits from Worker's Compensation Act.

LEGAL REF.: 10 ILCS 5/13-2.5.  
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.  
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
820 ILCS 147/, School Visitation Rights Act.  
820 ILCS 154/, Child Bereavement Leave Act.  
820 ILCS 180/, Victims' Economic Security and Safety Act.  
CROSS REF.: 5.180, 5.185, 5.330

**Administrative Procedure - Acceptable Use of the District's Electronic Network and Instructional Technology**

**Definitions**

**Electronic Network** - The District's electronic network includes, but is not limited to, its cloud storage, servers, routers, switches, connections, hardware, and all connected devices, regardless of whether they are owned by the District, including computers, laptops, Chromebooks, tablets, cell phones, copiers, and printers.

**Instructional Technology** - All computers, laptops, Chromebooks, tablets, cell phones, email, educational technologies, online applications or services, mobile applications, network files, computer files, or accounts designed, marketed, primarily used for, or provided or made available by the District to students or staff for K-12 school purposes.

**Terms and Conditions**

All use of the District's electronic network and instructional technology shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This procedure does not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow this procedure may result in the loss of privileges, disciplinary action, and/or legal action.**

1. **Use is a Privilege** - Use of the District's electronic network and instructional technology is a privilege, not a right. Inappropriate use of these resources may result in loss of privileges, disciplinary action, and/or referral to legal authorities by school administrators. Access to the District's electronic network or instructional technology may be limited, suspended, or revoked at any time.
2. **Acceptable Use** - All use of the District's electronic network or instructional technology must be: (1) in support of education and/or research, and consistent with the District's educational objectives, or (2) for a legitimate school business purpose. Staff members shall supervise students while students are using the District's electronic network and instructional technology to ensure students abide by the Terms and Conditions for access contained in this procedure.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the District's electronic network and instructional technology. Some examples of unacceptable uses are:
  - a. Using the electronic network or instructional technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
  - b. Recording an audio or video conference (e.g. Google Meet, Webex, Zoom) without disclosing the conference is being recorded and without the permission of a staff member;
  - c. Unauthorized downloading of software, regardless of whether it is copyrighted or de-compiled;
  - d. Downloading of copyrighted material for other than personal use;
  - e. Using the electronic network or instructional technology for private financial or commercial gain;
  - f. Wastefully using resources, such as file space;
  - g. Hacking or gaining unauthorized access to files, resources, or entities;

- 
- h. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
  - i. Using another user's account or password;
  - j. Posting material authored or created by another without his/her consent;
  - k. Posting anonymous messages;
  - l. Using the electronic network or instructional technology for commercial or private advertising;
  - m. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - n. Using the electronic network or instructional technology while access privileges are suspended or revoked.
4. **Network Etiquette** - Each user is expected to abide by the generally accepted rules of user etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not harass, attack, or become abusive in messages to others. Do not send or display offensive messages or pictures.
  - b. Use appropriate language. Do not swear, use obscene, vulgar, or any other inappropriate language.
  - c. Do not reveal personal or confidential information, including personally identifiable information contained in student records or personal addresses, telephone numbers, or email addresses of students or colleagues.
  - d. Recognize that communication is not private. People who operate the District's electronic network have access to all communication sent via email or District provided apps. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the District's electronic network in any way that would disrupt its use by other users.
5. **Filtering, Monitoring, and Review** - The District filters Internet content on the District's electronic network and instructional technology in order to comply with local, state, and federal laws and to remove access to websites and Internet servers that contain visual depictions that are: (1) obscene, (2) pornographic, or (3) have been deemed to contain harmful or inappropriate content, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. Report any errors found regarding filtered or unfiltered sites immediately to an administrator or the Technology Department. Information stored, transmitted, or communicated on the District's electronic network or instructional technology is not to be considered private or permanent. The District retains the right to monitor the District's electronic network and instructional technology use without warning or notice and to remove data or files found on the electronic network or instructional technology that violate this procedure or that are not in direct support of an educational purpose or business. The District further retains the right to maintain and review back-up copies of the District's electronic network, instructional technology, electronic systems, files, data, apps, communications, and email. Information gained through monitoring or review may be used as evidence in any disciplinary or legal action.
6. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user may

suffer while using the District's electronic network or instructional technology. These damages may include, but are not limited to, loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

7. **Indemnification** - The user agrees to indemnify the School 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 procedure.
8. **Security** - Electronic network security is a high priority. If the user can identify a security problem on the District's electronic network, the user must notify the system administrator or building administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the District's electronic network as a system administrator will result in revocation of user privileges. Any user identified as a security risk may be denied access to the electronic network.
9. **Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the District's electronic network as well as the Internet. Vandalism also includes, but is not limited to, overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to loss of privileges, disciplinary action, or legal action as deemed appropriate by the administration.
10. **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
11. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.
  - a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
  - b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
  - d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and student.
12. **Student Email** - Email provided to students and staff of the District is primarily for internal educational communications. Student email addresses should not be made available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational

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curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in Section 4 of this procedure.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

**13. Receipt and Agreement** - Acknowledgement by parents and students of receipt and agreement to this procedure during registration is required before access to the District's Network will be granted. Staff will acknowledge receipt and agreement to this procedure on an annual basis.

### **Administrative Procedure - Posthumous Diploma or Recognition**

A high school diploma signifies that the student has successfully completed graduation requirements specified in *Board policy 6.300*.

However, special consideration will be given to a family of a deceased Unit 5 student as provided below.

#### Posthumous Diploma

When a student's death occurs during their senior year while enrolled at a Unit 5 high school, a diploma may be presented at the graduation ceremony, or at another time, to the student's family upon request of the parent/guardian.

A request must be made in writing by the parent/guardian to the appropriate building principal by April 15th or as soon thereafter as possible.

#### Posthumous Recognition

A student may be recognized at the graduation ceremony of their class, or at another time, at the request of the parent/guardian if:

- Death occurs during the student's freshman, sophomore, or junior year while enrolled at a Unit 5 high school; or
- Death occurs after the student withdraws from a Unit 5 high school, but before they attend another school; or
- Death occurs after the student withdraws from a Unit 5 high school and after they attend another school.

A request must be made in writing by the parent/guardian to the appropriate building principal by April 15th.

A diploma will not be presented.

**Exhibit - Application for a Diploma for Service Member Killed in Action or for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict**

*Complete and submit to the Superintendent or designee.*

*Please print:*

_____	_____
Name to Appear on Diploma	Phone
_____	_____
Address	Birth Date
_____	_____
City	State Zip

**For Veterans of WWII, the Korean Conflict, or the Vietnam Conflict**

The applicant is requesting a high school diploma and attests that he or she meets the following criteria as establish by Board policy 6.300:

1. Served in the U.S. Armed Forces during World War II, the Korean Conflict, or the Vietnam Conflict

*Please check one or more of the following:*

- World War II: December 7, 1941 - December 31, 1946, including the induction period of September 16, 1940 - December 6, 1941
  - Korean Conflict: June 27, 1950 - January 31, 1955, including the induction period of January 1, 1947 - June 26, 1950
  - Vietnam Conflict: - January 1, 1961 - May 7, 1975
2. Left high school in order to serve in the U.S. Armed Forces.
  3. Resided within an area currently within the District at the time he or she withdrew from high school.
  4. Has not received a high school diploma or a GED (high school equivalency).

_____	_____	_____
Applicant's Name ( <i>printed</i> )	Signature	Date

**For Service Members Killed in Action**

The applicant is requesting a high school diploma on behalf of a service member who was killed in action and attests that the deceased service member meets each of the following criteria as established by Board policy 6.300:

1. Was killed in action while performing active military duty with the U.S. Armed Forces.
2. Left high school in order to serve in the U.S. Armed Forces.

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3. Resided within an area currently within the District at the time he or she withdrew from high school.
4. Has not received a high school diploma or a GED (high school equivalency).

---

Applicant's Name (*printed*)

Signature

Date

**Exhibit – State Law Graduation Requirements**

The School Code, 105 ILCS 5/27-22, amended by P.A.s 101-464 and 101-643, and 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-180, contains the following course requirements for a student in Illinois to receive a high school diploma. Other graduation requirements, including additional course requirements, if any, are contained in Board policy 6.300. For guidance in offering the coursework necessary to meet the State graduation requirements, see the Illinois State Board of Education, *State Graduation Requirements, Guidance Document* (2016), available at: [www.isbe.net/Documents/grad\\_require.pdf](http://www.isbe.net/Documents/grad_require.pdf).

.....  
**State Law Graduation Requirements**  
105 ILCS 5/27-22

Sec. 27-22. Required high school courses.

*(a) – (d) are not listed because their dates have passed.*

(e) As a prerequisite to receiving a high school diploma, each pupil entering the 9<sup>th</sup> grade must, in addition to other course requirements, successfully complete all of the following courses:

- (1) Four years of language arts.
- (2) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (3) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content, and one of which may be an Advanced Placement computer science course. A mathematics course that includes geometry content may be offered as an integrated, applied, interdisciplinary, or career and technical education course that prepares a student for a career readiness path.
- (4) Two years of science.
- (5) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government and, beginning with pupils entering the 9<sup>th</sup> grade in the 2016-2017 school year and each school year thereafter, at least one semester must be civics, which shall help young people acquire and learn to use the skills, knowledge, and attitudes that will prepare them to be competent and responsible citizens throughout their lives. Course content shall focus on government institutions, the discussion of current and controversial issues, service learning, and simulations of democratic process.
- (6) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.

(f) The State Board of Education shall develop and inform school districts of standards for writing-intensive coursework.

(f-5) If a district offers an Advanced Placement computer science course to high school students, then the Board must designate that course as equivalent to a high school mathematics course and must denote on the student's transcript that the Advanced Placement computer science course qualified as a mathematics-based, quantitative course for students in accordance with subdivision (3) of subsection (e) of this Section.

(g) This amendatory Act of 1983 does not apply to pupils entering the 9<sup>th</sup> grade in 1983-1984 school year and prior school years or to students with disabilities whose course of study is determined by an Individualized Education Program.

This amendatory Act of the 94<sup>th</sup> General Assembly does not apply to pupils entering the 9<sup>th</sup> grade in the 2004-2005 school year or a prior school year or to students with disabilities whose course of study is determined by an Individualized Education Program.

(h) The provisions of this Section are subject to the provisions of Section 27-22.05 [substitutions for required courses].

(i) The State Board of Education may adopt rules to modify the requirements of this Section for any students enrolled in grades 9 through 12 if the Governor has declared a disaster due to a public health emergency pursuant to Section 7 of the Illinois Management Agency Act.

105 ILCS 5/22-85

(final citation pending), added by P.A. 101-180

Sec. 22-85. Graduation requirements; Free Application for Federal Student Aid.

(a) Beginning with the 2020-2021 school year, in addition to any other requirements under this Code, as a prerequisite to receiving a high school diploma from a public high school, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

(1) File a Free Application for Federal Student Aid with the United States Department of Education or, if applicable, an application for State financial aid.

(2) On a form created by the State Board of Education, file a waiver with the student's school district indicating that the parent or guardian or, if applicable, the student understands what the Free Application for Federal Student Aid and application for State financial aid are and has chosen not to file an application under paragraph (1).

(b) Each school district with a high school must require each high school student to comply with this Section and must provide to each high school student and, if applicable, his or her parent or guardian any support or assistance necessary to comply with this Section. A school district must award a high school diploma to a student who is unable to meet the requirements of subsection (a) due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements under this Code and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver under subsection (a).

(c) The State Board of Education may adopt rules to implement this Section.

**Exhibit - Form for Exemption from Financial Aid Application Completion**

*This form is to be used to document a parent/guardian or student's exemption from the State law requirement to file, as a prerequisite to receiving a high school diploma:*

- A Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/>,
- An application for State financial aid at <http://www.isac.org/students/before-college/financial-aid-planning/retention-of-illinois-rise-act/>, or
- An Ill. State Board of Education (ISBE) FAFSA Nonparticipation Form at [www.isbe.net/Documents/FAFSA-Non-Participation-Form.pdf](http://www.isbe.net/Documents/FAFSA-Non-Participation-Form.pdf). 105 ILCS 5/22-85(b) (added by P.A. 101-180, final citation pending).

*Return a copy of the completed form to the parent/guardian or student, and keep a copy in the student's file.*

*Completed by Student's parent/guardian or Student, if 18 years or older or legally emancipated.*

Student's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
School: \_\_\_\_\_  
Grade: \_\_\_\_\_

I am unable to file a FAFSA, an application for State financial aid, or an ISBE FAFSA Nonparticipation Form because of the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----  
*Completed by the High School Principal.*

Extenuating circumstances exist and the Student is exempt from the requirement to file a FAFSA, an application for State financial aid, or an ISBE FAFSA Nonparticipation Form:

Yes     No, exemption denied

*(Complete next portion only if the answer is Yes above)*

I attest that the District has made the following good faith efforts to assist the Student's parent/guardian or Student in filing an application or a waiver from this requirement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adopted: February 24, 2021  
Reviewed: February 2021  
Amended:

The student has met all other graduation requirements and receive a diploma.

Yes, exemption approved       No, exemption denied

\_\_\_\_\_  
High School Principal Signature

\_\_\_\_\_  
Date

### **Access to Electronic Networks**

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

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

#### Curriculum and Appropriate Online Behavior

The use of District's electronic networks and instructional technology shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students; and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6.60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms; and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

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

#### Acceptable Use of Electronic Network and Instructional Technology

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

#### Internet Safety and CIPA Compliance Statement

Technology protection measures shall be used on each District computer or device with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices.

An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person received prior permission from the Superintendent or system administrator.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

Authorization for Electronic Network and Instructional Technology Access

Each student and staff member must agree to the *Authorization for Access to the District's Electronic Network and Instructional Technology* as a condition for using the District's electronic network and instructional technology.

The failure of any student or staff member to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Network and Instructional Technology*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Students may be disciplined for off-campus conduct, including on-line "speech", if the conduct materially disrupts the school environment or can be reasonably expected to do so.

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

CROSS REF.: 5.100, 5.170, 6.40, 6.60, 6.210, 6.220, 6.230, 6.260, 7.130, 7.190, 7.310

ADMIN.PROC.: 6.235-AP1, 6.235-AP1, E1, 6.235-AP1, E2

### **Graduation Requirements**

All District graduation requirements are described in detail in the *Course to Career Guide* and *High School Handbook*.

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements. A student may be exempt from District requirements if eligible for a State Credits Diploma as recommended by a student support team and determined by the Director of Secondary Education or Director of Special Education. Requests for this exemption may be submitted to the Building Administration by a parent/guardian of a student, a student if at least 18 years of age or legally emancipated, or a staff member.
2. Completing all courses as provided in the *School Code*, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid ("FAFSA") with the U.S. Dept. of Education; (2) an application for State financial aid; or (3) an Ill. State Board of Education ("ISBE") waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances; (2) the Building Principal attests the District made a good faith effort to assist the student or student's parent/guardian with filing a financial aid application or an ISBE waiver form; and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish six semesters of high school and meet all graduation requirements. The physical education graduation requirement for students graduating after six semesters is 3.0 credits.

Certificate of Completion/Attendance

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide a timely written notice of this requirement to children with disabilities and their parents/guardians.

Foreign exchange students will be awarded certificates of attendance.

Service Member Diploma

Upon application, the District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she:

- (1) resided within an area currently within the District at the time he or she left high school;
- (2) left high school before graduating in order to serve in the U.S. Armed Forces; and
- (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, 5/27-22.10.  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
23 Ill. Admin. Code §1.440.  
CROSS REF.: 6.30, 6.310, 6.315, 6.320, 7.50

**Administrative Procedure – Use of Educational Technologies:**  
**Student Data Privacy and Security**

Use this procedure to establish a process for evaluating the use of educational technologies for student learning and/or District operations, and to facilitate compliance with the Student Online Personal Protection Act (SOPPA), amended by P.A. 101-516, eff. 7-1-21.

Definitions (105 ILCS 85/5, amended by P.A. 101-516, eff. 7-1-21)

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student’s parent/guardian in the course of the student’s or parent/guardian’s use of the operator’s site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

*K-12 school purposes* means purposes that are directed by, or that customarily take place at the direction of, a teacher, school, or school district; aid in the administration of school activities, including, but not limited to, instruction in the classroom or at home, administrative activities, and collaboration between students, school personnel, or parents; or are otherwise for the use and benefit of a school.

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

*Parent* means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student.

Educational Technologies Evaluation and SOPPA Implementation

<b>Actor</b>	<b>Action</b>
Superintendent or Designee	1. Establishes an Educational Technology Committee (Ed Tech Committee) to operate as a Superintendent committee for the purposes of: (1) evaluating the use of specific online applications and other educational technologies within the District, (2) establishing a list of applications or other services approved for use within the District, and (3) developing a process for the approval of online sites, applications, or services not already approved for District use which staff members may wish to use. See 2:150-AP, <i>Superintendent Committees</i> . Consider including: Director of Technology Attorney for the District Chief Financial Officer Other district-level administrators, such as Director of Secondary Education, Director of Elementary Education, Director of Teaching and Learning, Director of Special Education, and Director of Multilingual Services Building Principals Teachers

Actor	Action				
	<p><b>Note:</b> This procedure establishes an administrative committee. The administrative committee centralizes the local decision-making process regarding the use of educational technologies in a district, which in turn should help the District comply with the provisions of SOPPA governing the use of covered information by operators, contractual requirements, and security standards.</p> <ol style="list-style-type: none"> <li>2. Informs the School Board of the Ed. Tech. Committee's progress.</li> <li>3. Makes recommendations to the Board about operator contracts, as needed and in alignment with Board policy 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i>.</li> <li>4. Designates which District employee(s) are authorized to enter into written agreements with operators when prior board approval of the contract is not otherwise required by Board policy 4:60, <i>Purchases and Contracts</i>, and list them below:                     <table style="width: 100%; margin-left: 40px;"> <tr> <td style="width: 50%;"><u>Chief Financial Officer</u></td> <td style="width: 50%;"><u>Director of Technology</u></td> </tr> <tr> <td>Title</td> <td>Title</td> </tr> </table> </li> <li>5. Assigns the following activities to the Attorney for the District:                     <ol style="list-style-type: none"> <li>a. Develop and maintain a protocol to manage parent requests for copies (electronic and paper) of students' covered information.</li> <li>b. Develop and maintain a protocol to manage parent requests for corrections to factual inaccuracies contained in a student's covered information.</li> <li>c. Develop and maintain a protocol to manage parent requests for deletion of a student's covered information maintained by an operator.</li> </ol> </li> <li>6. Ensures that the parent of any student whose covered information was involved in a breach is provided with a breach notification letter no later than 30 calendar days after the District determines a breach has occurred or has been notified by an operator of a breach, unless an appropriate law enforcement agency has requested in writing that the District not provide breach notifications because doing so would interfere with a criminal investigation. See 7:345-AP, E3, <i>Parent Notification Letter for Student Data Breach</i>.</li> <li>7. As appropriate, notifies the District's liability carrier of any third party claims made against the District regarding a data breach.</li> <li>8. Consults with the Board Attorney for guidance as needed to ensure the District complies with the provisions of SOPPA.</li> </ol>	<u>Chief Financial Officer</u>	<u>Director of Technology</u>	Title	Title
<u>Chief Financial Officer</u>	<u>Director of Technology</u>				
Title	Title				
Director of Technology	<ol style="list-style-type: none"> <li>1. Implements and maintains reasonable cybersecurity practices to protect covered information, such as technical, administrative, and physical safeguards that are consistent with any guidance from the Ill. State Board of Education (ISBE) and 6:235-AP1, <i>Acceptable use of the District's Electronic Networks</i>. Coordinates with the Superintendent to implement any staff training on such practices. Coordinates with the Chief Financial Officer regarding any recommendations for purchases of equipment or software related to cybersecurity.</li> </ol>				

Actor	Action
	<p>2. Creates, maintains, and regularly updates an internal inventory of all Internet websites, online services, online applications, and mobile applications that are being used in the District for K-12 purposes. <b>Note:</b> The inventory does not need to include general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications.</p> <p>The inventory list should include the following, and any other information deemed pertinent:</p> <ol style="list-style-type: none"> <li>a. Name of Operator</li> <li>b. Contract term and expiration/renewal date</li> <li>c. K-12 purpose for which the online service, application, etc. is being used (e.g., curriculum content area and grade level(s))</li> <li>d. A listing of the <i>data elements</i> of covered information that the District collects, maintains, or discloses to the operator.</li> <li>e. A layperson explanation of the data elements listed for each operator including how the district uses the information, to whom or what entities it discloses the information, and for what purpose(s) the information is used.</li> </ol> <p>3. Ensures the following information is posted on the District’s website and updated (if needed) by Jan. 31 and July 31 each year (105 ILCS 85/27(a), added by P.A. 101-516, eff. 7-1-21) (See 7:345-AP, E1, <i>Student Covered Information Reporting Form</i>):</p> <ol style="list-style-type: none"> <li>a. A list of operators with which the District has written contracts. 105 ILCS 85/27(a)(2).</li> <li>b. Copies of the District’s written contracts with operators, with redactions as permitted by State law and mutually agreed upon between the District and operators. 105 ILCS 85/27(a)(2).</li> <li>c. Business address of each operator. 105 ILCS 85/27(a)(2).</li> <li>d. For each operator, a list of any subcontractors to whom covered information may be disclosed or a link to a page on the operator’s website that clearly lists that information. 105 ILCS 85/27(a)(3).</li> <li>e. An explanation that is clear and understandable by a layperson, of the following (105 ILCS 85/27(a)(1)):             <ol style="list-style-type: none"> <li>i. The <i>data elements</i> of covered information that the District collects, maintains, or discloses to any person, entity, third party, or governmental agency.</li> <li>ii. To whom or to what entities the covered information is disclosed.</li> <li>iii. How the covered information is used.</li> <li>iv. The purpose of the disclosure of the covered information.</li> </ol> </li> <li>f. For breaches involving 10% or more the District’s enrolled students, a list of any breaches of covered information maintained by the District or by an operator that includes the following information (105 ILCS 85/27(a)(5), added by P.A. 101-516, eff. 7-1-21):</li> </ol>

Actor	Action
	<p>i. The number of students whose covered information was involved in the breach, unless the breach involves the <i>personal information</i> of students, as defined by the Personal Information Protection Act, 815 ILCS 530/10. Personal information means either:</p> <ol style="list-style-type: none"> <li>1. A student's first name or first initial and last name in combination with any one or more of his or her (a) social security number, (b) driver's license number or State ID card number, (c) financial account information (with any required security codes or passwords), (d) medical information, (e) health insurance information, and/or (f) unique biometric data or other unique physical or digital representation of biometric data, when either the name or data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or</li> <li>2. A student's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted, but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.</li> </ol> <p>g. A written description of the procedures a parent may use to carry out their rights to: (1) inspect and review his/her child's covered information; (2) request electronic or paper copies of his/her child's covered information and (3) request corrections to his/her child's inaccurate covered information under SOPPA. 105 ILCS 85/27(4), added by P.A. 101-516, eff. 7-1-21.</p> <ol style="list-style-type: none"> <li>4. Posts on the District's website any new operator contracts within 10 business days of the District entering into the contract, along with the information required in items 3.a. through 3.e. listed immediately above. 105 ILCS 85/27(c), added by P.A. 101-516, eff. 7-1-21.</li> <li>5. Promptly notifies the Superintendent of any breach of covered information or other personal information of students so that appropriate notices can be provided.</li> </ol>
Chief Financial Officer	<ol style="list-style-type: none"> <li>1. Assists Head of IT in creating, maintaining, and updating the internal inventory list referenced in the row above.</li> <li>2. Reviews operator contracts, in consultation with the Attorney for the District, (including electronic agreements, click wrap agreements, or other terms and conditions a user must agree to before using the product or service) before approval to ensure they contain the provisions required by SOPPA.</li> </ol> <p>The following provisions are required for contracts entered into, renewed, or amended on or after 7-1-21, if the operator is seeking in any manner any covered information from the District (105 ILCS 85/15(4), added by P.A. 101-516, eff. 7-1-21):</p>

Actor	Action
	<ul style="list-style-type: none"> <li>a. A listing of the categories or types of covered information to be provided to the operator.</li> <li>b. A statement of the product or service being provided to the District by the operator.</li> <li>c. A statement that, pursuant to the federal Family Educational Rights and Privacy Act of 1974 (FERPA), the operator (1) is acting as a school official with a legitimate educational interest, (2) is performing an institutional service or function for which the District would otherwise use employees, (3) is under the direct control of the District, with respect to the use and maintenance of covered information, (4) is using the covered information only for an authorized purpose and (5) may not re-disclose covered information to third parties without the District's permission or pursuant to a court order.</li> <li>d. A description of how, if a breach is attributed to the operator, any costs and expenses incurred by the District in investigating and remediating the breach will be allocated between the operator and District. The costs and expenses may include, but are not limited to: (1) providing notification to parent of those students whose covered information was compromised and to regulatory agencies or other entities as required by law or contract, (2) providing credit monitoring to those students whose covered information was exposed in a manner during the breach that a reasonable person would believe that it could impact his or her credit or financial security, (3) legal fees, audit costs, fines, and any other fees or damages imposed against the school as a result of the security breach; and (4) providing any other notifications or fulfilling any other requirements adopted by the Ill. State Board of Education or of any other State or federal laws</li> <li>e. A statement that the operator must delete or transfer to the school all covered information if the information is no longer needed for the purposes of the written agreement and to specify the time period in which the information must be deleted or transferred once the operator is made aware that the information is no longer needed for the purposes of the written agreement.</li> <li>f. If the District maintains a website, a statement that the District must publish the written agreement on the District's website. If the school does not maintain a website, a statement that the District will make the written agreement available for inspection by the general public at its administrative office.</li> </ul> <p>3. As permitted by State law, obtains the operator's agreement regarding what provisions, if any, of the contract will be redacted in the copy that is posted on the District's website. Items 2.a, 2.b, and 2.c in the list immediately above may NOT be redacted in the posted copy.</p> <p>4. Ensures that the District also has written agreements in place that include the provisions listed in #2 above whenever it shares, transfers, discloses, or provides access to a student's covered information to an entity or individual, other than the student's parent, school personnel, Board members, or ISBE, unless the disclosure or transfer is (1) required by court or State or federal law or (2) to ensure legal or</p>

Actor	Action
	regulatory compliance. 105 ILCS 85/26(2), added by P.A. 101-516, eff. 7-1-21. 5. Provides a copy of all operator contracts to the Director of Technology for posting on the District's website.
Attorney for the District	<ol style="list-style-type: none"> <li>1. Develops and maintains a protocol to manage parent requests to inspect and review their child's covered information, whether it is maintained by the District, ISBE, or an operator. 105 ILCS 85/33(c)(1), added by P.A. 101-516, eff. 7-1-21. If the covered information is a <i>school student record</i>, then follow the procedures and timelines for responding to student record requests in 7:340-AP1, <i>School Student Records</i>.</li> <li>2. Develops and maintains a protocol to manage parent requests for copies (electronic and paper) of students' covered information. Align the protocol with the following requirements (105 ILCS 85/33(c)(2), added by P.A. 101-516, eff. 7-1-21):                         <ol style="list-style-type: none"> <li>a. If the parent requests an electronic copy of the student's covered information, the District must provide an electronic copy of the information, unless the District does not maintain it in an electronic format and reproducing the information in an electronic format would be unduly burdensome to the District.</li> <li>b. If the parent requests a paper copy of the student's covered information, the District may charge the parent the reasonable cost of copying in an amount not to exceed the amount fixed in a schedule adopted by ISBE. However, the parent may not be denied a copy of the information due to the parent's inability to pay the cost of copying.</li> <li>c. The protocol must be consistent with any regulations issued by ISBE.</li> <li>d. If the covered information is a <i>school student record</i>, then follow the procedures and timelines for responding to student record requests in 7:340-AP1, <i>School Student Records</i>.</li> </ol> </li> <li>3. Develops and maintains a protocol to manage parent requests for corrections to factual inaccuracies contained in a student's covered information. Align the protocol with the following requirements (105 ILCS 85/33(c)(3), added by P.A. 101-516, eff. 7-1-21):                         <ol style="list-style-type: none"> <li>a. The District must determine whether the factual inaccuracy exists.</li> <li>b. If the District determines that a factual inaccuracy exists, and the District maintains or possesses the covered information, it must correct the inaccuracy and confirm the same with the parent within 90 calendar days after receiving the parent's request.</li> <li>c. If the District determines that a factual inaccuracy exists and an operator or ISBE maintains or possesses the information, the District must notify the operator or ISBE of the factual inaccuracy and correction to be made. The operator or ISBE must confirm the correction with the District within 90 calendar days after it receives the District's notice. The District must then confirm the correction with the parent within 10 business</li> </ol> </li> </ol>

Adopted: February 24, 2021  
 Reviewed: February 2021  
 Amended:

Actor	Action
	<p>days after receiving confirmation of the correction from the operator or ISBE.</p> <p>d. If the covered information is a <i>school student record</i>, and the parent requests a hearing to challenge the accuracy of the record(s), follow the procedures and timelines in 7:340-AP1, <i>School Student Records</i>.</p> <p>4. Develop and maintain a protocol to manage parent requests for deletion of a student's covered information maintained by an operator. Align the protocol with the following requirements:</p> <p>a. Deny the request if granting it would result in a violation of the Ill. School Student Records Act or other records laws, such as the deletion of a <i>school student record</i> (temporary or permanent) that the District is required by law to maintain for a certain period of time. 105 ILCS 85/27(g), added by P.A. 101-516, eff. 7-1-21.</p> <p>b. Consider denying the request if granting it would effectively result in the student being unable to participate in all or a portion of the District's curriculum through the site, service, or application being used.</p>
Building Principal(s)	<p>1. Ensures that parents are provided with 7:345-AP, E2, <i>Notice to Parents About Educational Technology Vendors</i>, at the beginning of each school year through distribution of school handbooks or other means generally used by the building to provide such notices to parents. 105 ILCS 85/28(e), added by P.A. 101-516, eff. 7-1-21.</p> <p>2. Promptly communicates any parent requests for copies of, corrections to, or deletion of students' covered information to the Attorney for the District.</p>
Staff Members	<p>1. Participate in any District-required trainings on the privacy and security of student data.</p> <p>2. Refrain from using any new online sites, services, or applications that collect any student data or covered information that have not be pre-approved for use by the District.</p> <p>3. Be familiar with and abide by policy 6:235, <i>Access to Electronic Networks</i>, and 6:235-AP1, <i>Acceptable Use of the District's Electronic Networks</i>.</p>
<p><b>K-12 Data Privacy and Cybersecurity Resources:</b></p> <p><a href="http://www.studentprivacy.ed.gov/">www.studentprivacy.ed.gov/</a>  <a href="http://www.ltcillinois.org/resources/dataprivacy/">www.ltcillinois.org/resources/dataprivacy/</a>  <a href="http://www.ferpasherpa.org/resources/">www.ferpasherpa.org/resources/</a>  <a href="http://www.k12cybersecure.com/resources/">www.k12cybersecure.com/resources/</a>  <a href="http://www.cosn.org/ProtectingPrivacy">www.cosn.org/ProtectingPrivacy</a>                      Attai, Linnette. Student Data Privacy: Building a School Compliance Program. (Rowman &amp; Littlefield, 2018).</p>	

**Exhibit – Student Covered Information Reporting Form**

*Use this sample form to implement the requirements of the Student Online Personal Protection Act (SOPPA) (105 ILCS 85/27(a)(1), added by P.A. 101-516, eff. 7-1-21). SOPPA requires a district to provide a clear and understandable layperson explanation on the district’s website (or at the district administrative office, if it does not maintain a website) of the data elements of covered information that a district collects, maintains, or discloses to any person, entity, third party, or governmental agency, as well as other operator-related information.*

<b>Covered Information (CI) Disclosed to Operators</b>							
<b>Operator Name</b>	<b>Site/Application/ Service</b>	<b>Data Elements of CI</b>	<b>How the CI is Used</b>	<b>Purpose of Disclosure</b>	<b>Link to Copy of Contract</b>	<b>Operator Business Address</b>	<b>Subcontractors to Whom CI is Disclosed</b>

Adopted: February 24, 2021  
Reviewed: February 2021  
Amended:

<b>Covered Information (CI) Disclosed to Other Third Parties, Including Government Agencies</b>				
<b>Other Third Party/Gov't Agency</b>	<b>Site/Application/Service</b>	<b>Data Elements of CI</b>	<b>How the CI is Used</b>	<b>Purpose of Disclosure</b>

Adopted: February 24, 2021  
 Reviewed: February 2021  
 Amended:

**Exhibit – Student Data Privacy:**  
**Notice to Parents About Educational Technology Vendors**

*Use the sample text below to provide notice to parents/guardians about educational technology vendors pursuant to the Student Online Personal Protection Act, 105 ILCS 85/28(e), added by P.A. 101-516, eff. 7-1-21. Beginning with the 2021-2022 school year, school districts must provide this notice to parents/guardians at the beginning of each school year through distribution of school handbooks or other means generally used by a district to provide such notices to parents/guardians.*

**Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases

- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

**Exhibit – Parent Notification Letter for Student Data Breach**

*Beginning July 1, 2021, use this sample letter to comply with the Student Online Personal Protection Act's requirement that a school district must notify the parent/guardian when the covered information of his/her child has been breached. 105 ILCS 85/27(d), added by P.A. 101-516, eff. 7-1-21.*

*On District Letterhead*

Re: Student Data Breach Notification

Dear Parent(s)/Guardian(s):

Despite the District's ongoing efforts to ensure high levels of security and privacy in the use of online student data, we regret to inform you that certain data about your child [was] OR [may have been] compromised in a recent breach of [*insert name of online site, service, or application and name of operator*] OR [the District's network]. The breach [is estimated to have] occurred on [insert date or date range]. The following information about your child was compromised:

*[Insert description of student's covered information that was compromised or reasonably believed to have been compromised]*

The District [, in cooperation with the operator,] is actively investigating the causes and extent of the breach, and we will keep you apprised of any relevant updates. If you have questions or concerns in the meantime, you may contact me [or directly contact the operator involved]:

*[Insert Superintendent contact information]*

*[Insert operator contact information, if applicable]*

You may also obtain information from the Federal Trade Commission (FTC) and consumer reporting agencies about fraud alerts and security freezes at:

FTC

[www.consumer.ftc.gov/articles/0279-extended-fraud-alerts-and-credit-freezes](http://www.consumer.ftc.gov/articles/0279-extended-fraud-alerts-and-credit-freezes)

877-FTC-HELP (382-4537)

Federal Trade Commission

600 Pennsylvania Avenue, NW

Washington, DC 20680

Equifax

[www.equifax.com/personal/credit-report-services/](http://www.equifax.com/personal/credit-report-services/)

800-685-1111

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Adopted: February 24, 2021

Reviewed: February 2021

Amended:

Equifax Information Services LLC (fraud alert)  
P.O. Box 105069  
Atlanta, GA 30348-5069

Equifax Information Services LLC (security freeze)  
P.O. Box 105788  
Atlanta, GA 30348-5069

Experian  
[www.experian.com/help/](http://www.experian.com/help/)  
888-EXPERIAN (888-397-3742)

Transunion  
<https://www.transunion.com/credit-help>  
888-909-8872

Transunion Fraud Victim Assistance (fraud alert)  
P.O. Box 2000  
Chester, PA 19016

Transunion (security freeze)  
P.O. Box 160  
Woodlyn, PA 19094

Sincerely,

Superintendent

**Use of Educational Technologies; Student Data Privacy and Security**

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

**Definitions**

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

**Operator Contracts**

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

**Security Standards**

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.

Adopted: February 24, 2021  
Reviewed: February 2021  
Amended:

105 ILCS 10/, III. School Student Records Act.  
105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

**McLean County Unit District No. 5  
REQUEST FOR DONATION APPROVAL**

**Name of Donation/  
Organization:**

With Honor ([withhonor.org](http://withhonor.org))

**Address of Donor/  
Organization:**

Charlotte, NC

**Description of  
Donation:**

*(Include drawings  
if applicable)*

Rye Barcott, CEO, is recognizing Normal West Alumni Adam Kinzinger for his service to and leadership of our country. The award, Principles Before Politics Award, was presented to Adam Kinzinger on January 14th. As part of the award, With Honor will donate \$50,000 to Normal West High School. This money is to be used as Normal West sees fit to use it.

**Total Value:**

\$50,000

**Current/Future  
Costs To the  
School District:**

none

**Approval  
Signatures:**  
*(As Applicable)*

**Building Principal:**

*Dave Johnson* 2/1/21

**Athletic Director:**

N/A

**Supervisor of Maintenance:**

*Jan Adkins* 2/19/21

**City Official:**

**Superintendent:**

**Date:**

**Thank you for your donation!**

*In an effort to provide adequate information to the Board of Education, it is necessary to provide a complete description of any project donation. This must include all current and potential costs to the school district for project completion and/or maintenance.*

**Your support of Unit 5 Schools is greatly appreciated.**



## **2021 Summer School Plan**

We are recommending summer programming for students in PreK through 8th grade with a focus on math and literacy with social-emotional support embedded. The recommendation for grades 9-12 will focus on credit recovery through Edmentum with support from staff to ensure success.

This summer programming will target students identified through specific criteria who demonstrate the most need. It will not be based on parent requests. Our focus will be on those students who have the largest gaps and are not meeting grade level expectations. This summer program will be much different than our traditional ESY and Autism Camp, which is only for students with disabilities and has typically served around 350 students.

Resources to support students who are not recommended for the program will be provided to families to utilize. Teachers will continue to differentiate for the various needs of students as they return to school for the new school year. Planning within the grade levels and departments for handling any gaps with learning will also be targeted into the 2021-22 school year for all students.

### **Early Learning and Elementary**

June 14th-July 15th

8:30 - 11:30 Monday - Thursday

Transportation provided

Breakfast and grab-n-go lunch provided

#### **Early Learning**

- Focus on students age-eligible for Kindergarten in 2021-22
- Approximately 30 students
- Focus on intervention goals
- 1 site-Brigham
- In person only

#### **Elementary**

- Approximately 800 students
- 3 Sites: Cedar, Oakdale, Northpoint
- Focus on literacy and math priority targets
- Criteria to attend with recommendations from building administrators
- In-person only

### **Middle School**

June 14-July 15

8:30 - 11:30 Monday - Thursday

Transportation provided

Breakfast and grab-n-go lunch provided

- Approximately 100 students
- 1 site: Kingsley Junior High
- ELA and Math targeted
- Criteria to attend with recommendations from building administrators
- In Person only

### **High School**

June 7th-July 2nd

8:00-11:00 and 12-3 Monday-Thursday

- Approximately 200 students
- 2 sites: NCHS and NCWHS
- In Person and/or remote. Students who struggled with remote learning will be encouraged to attend in person to allow for support from teachers.
- Credit Recovery using Edmentum
- Criteria
  - Student is failing one or more classes
  - Lack of response to MTSS supports or interventions

#### **\*Important to note:**

- Students with IEP's (who do not qualify for ESY/Autism Camp) may be recommended to attend, but no special education services will be provided
- English Learners and students participating in the bilingual program may be recommended to attend; however, bilingual or ESL support services may not be available at summer school.

## **Staff, Cost, and Funding**

### **Estimated Staffing Needs**

#### Early Learning

- Approximately 3 teachers
- 1 Administrator

#### Elementary

- Approximately 75 teachers
- 3 Building Administrators/Coordinator (1 per site)
- 3 Assistant Principals (as needed)
- 3 Administrative Assistants

#### Middle School

- Approximately 8 teachers
- 1 Administrator/Coordinator (1 site)
- 1 Administrative Assistant

#### High School

- Approximately 12 supervisors (6 per site)
- 2 Administrators/coordinators (1 per site)

#### Food service

### **Potential Cost and Funding Source**

#### Every Student Succeeds Act Grant (ESSA)

- Staff Cost \$125,000
- Transportation \$22,800
- Food Service \$15,000

#### Elementary and Secondary School Emergency Relief Grant (ESSER II)

- Staff Cost \$400,000
- Transportation \$75,800
- Food Service \$53,000

In addition to this summer programming our traditional Extended School Year programming would be held for students with disabilities.

### **Special Education ESY Programs**

#### **Autism Camp:**

June 14th-July 15th

8:30 - 11:30 Monday - Thursday

Transportation provided

Breakfast and grab-n-go lunch provided

In-Person only

Parkside Junior High School/Parkside Elementary School (if needed)

#### **Extended School year**

June 14th-July 15th

8:30 - 11:30 Monday - Thursday

Transportation provided

Breakfast and grab-n-go lunch provided

In-Person only

Parkside Junior High School/Parkside Elementary School (If needed)

Individual services for students may vary from the above depending upon IEP team recommendations. Services will be needed for students in the following disability categories: Learning Disability, Emotional Disability, Intellectual Disability, Speech & Language Impaired, Autism, and Other Health Impaired.

Funding for the ESY programs will be from IDEA Part B Flow-Through grant funds to pay for staff salaries and materials. Estimated cost if \$125,000

### **Next steps**

March-Administrator/coordinator and staff positions will be posted to gauge the number of staff willing to work the summer programs. There is a possibility of expanding the program if we have enough staff.

Prior to Spring Break-Administrators will be hired to take the next steps for securing staff and to determine the final number of students that can be served.

April-Administrators will communicate with parents to finalize enrollment

## CERTIFICATE OF APPROVAL FOR THE EXPENDITURE OF FIRE PREVENTION AND SAFETY FUNDS

(Section 17-2.11 of the School Code)

CHIDDIX JR HIGH SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 34	

Total Previously Approved	
Approved to raise with this Amendment	\$45,136.80
Total Approved to Date	\$45,136.80
Existing District Funds Approved	\$0.00

I, , State Superintendent of Education, acknowledge receipt of the estimate of cost certified by the architect/engineer required:

1.	<input type="checkbox"/>	to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.
2.	<input type="checkbox"/>	to bring the school building into compliance with the Asbestos Abatement Act 105 ILCS 105/1 et.seq, and the federal Asbestos Hazard Emergency Response Act of 1986 as amended (AHERA).
3.	<input type="checkbox"/>	to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above.

I further certify that the estimate of total approval to date, in the amount of \$45,136.80 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education

### EXPLANATORY NOTES:

1.	<input checked="" type="checkbox"/>	No items in this amendment were disapproved nor were any of the estimated costs adjusted.
2.	<input type="checkbox"/>	One or more items in this amendment were disapproved and the estimated costs adjusted accordingly. The amount shown above as the total amount approved for this amendment reflects an aggregate cost adjustment of + / - \$0.00. Comments regarding this amendment and a list of the items disapproved and cost adjustments applied are attached to this certificate.

### COMMENTS:

### ADJUSTED ITEMS:

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON
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(35-22) (7/07) Prescribed for ISBE for ISBE Use

# REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number

## PART I. CERTIFICATION OF ESTIMATED COSTS

### This is to certify that:

The CHIDDIX JR HIGH SCHOOL school, located at 300 S Walnut St Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 1/25/2021.

All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

**The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 45,136.80.**

<i>Name of Architect/Engineer</i> Randall Edward Middleton	<i>Name of Firm</i> MIDDLETON ASSOCIATES INC.
<i>Phone Number</i> (309) 452-1271	<i>Fax Number</i> (309) 454-8049.
<i>License Number</i> 001-007938	<i>Expiration Date</i> 11/30/2022
<i>Email Address</i> rand@miltonassociates.net	
<i>[Seal and Signature]</i>	

## PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- d. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- e. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).
- f. All work authorized by the District will be executed in conformity with all applicable codes.
- g. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

**VIOLATION AND RECOMMENDATION SCHEDULE**

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE <b>064, McLean</b>		2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>			3. FACILITY CODE/NAME <b>CHIDDIX JR HIGH SCHOOL</b>	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	Corridors 100C, 100D, 100E, 100H, 223 and 322. Gym 52 and 53	c.	105 ILCS 5/17-2.11	Existing lighting in the areas noted above are 2' X 4' flourescent fixtures which currently consume 99281 kWh.	Install new LED fixtures to reduce energy consumption and increase energy efficiency.	

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

**SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS**

1. COUNTY CODE <b>064, McLean</b>			2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>			3. FACILITY CODE/NAME <b>CHIDDIX JR HIGH SCHOOL</b>					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	c.	Install 116 2 tube LED light fixtures in all Corridors, 28 High Bay LED 18000 LUM fixtures in the Gym, 24 High Bay LED 15000 LUM fixtures in Gym Activity areas, and 24 Emergency LED fixtures in all areas.	each	192	2	\$37,614.00			8/15/2021	F

	Original Subtotal	\$37,614.00	Adjusted Subtotal	\$37,614.00
	Original 10.00% Contingency	\$3,761.40	Adjusted 10.00% Contingency	\$3,761.40
	Original 10.00% A/E Fees	\$3,761.40	Adjusted 10.00% A/E Fees	\$3,761.40
	Original Grand Total	\$45,136.80	Adjusted Grand Total	\$45,136.80

Items with a Funding Type of 'O' are not included in the cost calculation.  
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

## CERTIFICATE OF APPROVAL FOR THE EXPENDITURE OF FIRE PREVENTION AND SAFETY FUNDS

(Section 17-2.11 of the School Code)

PRAIRIELAND ELEMENTARY SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 11	

Total Previously Approved	
Approved to raise with this Amendment	\$14,520.00
Total Approved to Date	\$14,520.00
Existing District Funds Approved	\$0.00

I, , State Superintendent of Education, acknowledge receipt of the estimate of cost certified by the architect/engineer required:

1.	<input type="checkbox"/>	to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.
2.	<input type="checkbox"/>	to bring the school building into compliance with the Asbestos Abatement Act 105 ILCS 105/1 et.seq, and the federal Asbestos Hazard Emergency Response Act of 1986 as amended (AHERA).
3.	<input type="checkbox"/>	to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above.

I Further certify that the estimate of total approval to date, in the amount of \$14,520.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education

**EXPLANATORY NOTES:**

1.	<input checked="" type="checkbox"/>	No items in this amendment were disapproved nor were any of the estimated costs adjusted.
2.	<input type="checkbox"/>	One or more items in this amendment were disapproved and the estimated costs adjusted accordingly. The amount shown above as the total amount approved for this amendment reflects an aggregate cost adjustment of + / - \$0.00. Comments regarding this amendment and a list of the items disapproved and cost adjustments applied are attached to this certificate.

**COMMENTS:**

**ADJUSTED ITEMS:**

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON
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(35-22) (7/07) Prescribed for ISBE for ISBE Use

# REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number

## PART I. CERTIFICATION OF ESTIMATED COSTS

### This is to certify that:

The PRAIRIELAND ELEMENTARY SCHOOL school, located at 1300 E Raab Rd Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 1/14/2021.

- All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

- All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

**The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 14,520.00.**

<i>Name of Architect/Engineer</i> Randall Middleton	<i>Name of Firm</i> MIDDLETON ASSOCIATES INC.
<i>Phone Number</i> (309) 452-1271	<i>Fax Number</i> (309) 454-8049.
<i>License Number</i> 001-007938	<i>Expiration Date</i> 11/30/2022
<i>Email Address</i> rand@middletonassociates.net	
<i>[Seal and Signature]</i>	

## PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- d. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- e. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).
- f. All work authorized by the District will be executed in conformity with all applicable codes.
- g. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

**VIOLATION AND RECOMMENDATION SCHEDULE**

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE <b>064, McLean</b>				2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>		3. FACILITY CODE/NAME <b>PRAIRIELAND ELEMENTARY SCHOOL</b>	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation			9. Recommendation to correct violation
1	Band Classroom 43	b.	BOCA 3401.2	The carpet in this room is 21 years old. There are several areas where the carpet is ripped. There are numerous ripples in the carpet surface where the material has stretched. These flaws are tripping hazards.			Rreplace carpet>

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

**SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS**

1. COUNTY CODE <b>064, McLean</b>			2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>			3. FACILITY CODE/NAME <b>PRAIRIELAND ELEMENTARY SCHOOL</b>					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Remove existing carpet. Install new 24" X 24" nylon short loop Tagline 4TNTO carpet tiles.	sq ft	1008	2	\$12,100.00			8/15/2021	F

	Original Subtotal	\$12,100.00	Adjusted Subtotal	\$12,100.00
	Original 10.00% Contingency	\$1,210.00	Adjusted 10.00% Contingency	\$1,210.00
	Original 10.00% A/E Fees	\$1,210.00	Adjusted 10.00% A/E Fees	\$1,210.00
	Original Grand Total	\$14,520.00	Adjusted Grand Total	\$14,520.00

Items with a Funding Type of 'O' are not included in the cost calculation.  
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

## CERTIFICATE OF APPROVAL FOR THE EXPENDITURE OF FIRE PREVENTION AND SAFETY FUNDS

(Section 17-2.11 of the School Code)

EUGENE FIELD SPEC SERVICE CENTER	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 21	

Total Previously Approved	
Approved to raise with this Amendment	\$42,344.65
Total Approved to Date	\$42,344.65
Existing District Funds Approved	\$0.00

I, , State Superintendent of Education, acknowledge receipt of the estimate of cost certified by the architect/engineer required:

1.	<input type="checkbox"/>	to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.
2.	<input type="checkbox"/>	to bring the school building into compliance with the Asbestos Abatement Act 105 ILCS 105/1 et.seq, and the federal Asbestos Hazard Emergency Response Act of 1986 as amended (AHERA).
3.	<input type="checkbox"/>	to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above.

I Further certify that the estimate of total approval to date, in the amount of \$42,344.65 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education
------	--

**EXPLANATORY NOTES:**

1.	<input checked="" type="checkbox"/>	No items in this amendment were disapproved nor were any of the estimated costs adjusted.
2.	<input type="checkbox"/>	One or more items in this amendment were disapproved and the estimated costs adjusted accordingly. The amount shown above as the total amount approved for this amendment reflects an aggregate cost adjustment of + / - \$0.00. Comments regarding this amendment and a list of the items disapproved and cost adjustments applied are attached to this certificate.

**COMMENTS:**

**ADJUSTED ITEMS:**

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON
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(35-22) (7/07) Prescribed for ISBE for ISBE Use

# REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number

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**PART I. CERTIFICATION OF ESTIMATED COSTS**

**This is to certify that:**

The EUGENE FIELD SPEC SERVICE CENTER school, located at 412 E Cypress St Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 1/19/2021.

All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

**The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 42,344.65.**

<i>Name of Architect/Engineer</i> Randall Edqward Middleton	<i>Name of Firm</i> MIDDLETON ASSOCIATES INC.
<i>Phone Number</i> (309) 452-1271	<i>Fax Number</i> (309) 454-8049.
<i>License Number</i> 001-007938	<i>Expiration Date</i> 11/30/2022
<i>Email Address</i> rand@miltonassociates.net	<i>[Seal and Signature]</i>

**PART II. CERTIFICATION OF NEED (Provided by district through IWAS)**

The local Board of Education hereby certifies and assures the State Board of Education:

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- d. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- e. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).
- f. All work authorized by the District will be executed in conformity with all applicable codes.
- g. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

**VIOLATION AND RECOMMENDATION SCHEDULE**

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE <b>064, McLean</b>		2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>		3. FACILITY CODE/NAME <b>EUGENE FIELD SPEC SERVICE CENTER</b>	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
1	Corridor 100 & 100.9, Classrooms 16 & 17	b.	185.30a)	Amendment 19 approved 02/27/2020 provided for new ceilings and floor coverings after ACM removal. item 1 in this Amendment allowed for removal of ACM material in ceilings and floors - there was adequate funds in the Amendment for this work. Item 2. & 3.allowed for replacement of the ceiling and new floor covering. There was not adequate funds for these two tasks.	Add \$42344.65 to complete the payment for this work.

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

**SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS**

1. COUNTY CODE <b>064, McLean</b>			2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>			3. FACILITY CODE/NAME <b>EUGENE FIELD SPEC SERVICE CENTER</b>					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Please see attached work sheet from copy of Amendment 19, copy of Bid Tab. and copy of Change Order #2 Request.	sq. ft.	4530	2	\$41,344.65			3/23/2021	F

	Original Subtotal	\$41,344.65	Adjusted Subtotal	\$41,344.65
	Original 0.00% Contingency	\$0.00	Adjusted 0.00% Contingency	\$0.00
	Original Flat A/E Fees	\$1,000.00	Adjusted Flat A/E Fees	\$1,000.00
	Original Grand Total	\$42,344.65	Adjusted Grand Total	\$42,344.65

Items with a Funding Type of 'O' are not included in the cost calculation.  
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

**RESOLUTION OF THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS, APPROVING PARTICIPATION OF THE DISTRICT IN THE TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS SUPPLEMENTAL SAVINGS PLAN**

**WHEREAS**, Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District) is an Illinois public school district, organized and operating under the Illinois School Code, and an eligible employer pursuant to Section 457(e)(1)(A) of the Internal Revenue Code of 1986; and

**WHEREAS**, on behalf of certain of its employees, the Board of Education desires to adopt the Teachers' Retirement System of the State of Illinois Supplement Savings Plan (the "Supplemental Savings Plan") by entering into an Employer Participation Agreement between the Teachers' Retirement System of the State of Illinois (the "System") and the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS, AS FOLLOWS:**

**Section 1.** The District shall enter into the Employer Participation Agreement, in substantially the same form as presented to the Board, subject to the terms and conditions of the Supplemental Savings Plan.

**Section 2.** The Superintendent is hereby authorized and directed to take any and all further action, including the execution and delivery of documents and instruments, as deemed necessary or desirable in her sole discretion to effectuate fully and carry out the purposes of this Resolution and to ensure that the District performs all of its duties and responsibilities, as set forth in the Employer Participation Agreement and the Supplemental Savings Plan.

**Section 3.** This Resolution shall be in full force and in effect upon its passage.

**PASSED BY THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS, IN REGULAR AND PUBLIC SESSION THIS 24<sup>th</sup> DAY OF FEBRUARY, 2021.**

**AYES:  
NAYS:  
ABSENT:**

\_\_\_\_\_  
President, Board of Education

**ATTEST:**

\_\_\_\_\_  
Secretary, Board of Education